

# Agenda: Board of Trustees December 7, 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
  - o Minutes: November 2, 2023
- C. Public Comments and Communications
- D. Foundation Report Charity Tyler
- E. Friends of the Library Report Libby Slappey
- F. Board Education: Maker Space Update Kevin Delecki
- G. Library Board Committee Reports
  - Advocacy Committee Rafael Jacobo, Committee Chair
    - Advocacy Toolkit
  - o Finance Committee Monica Challenger, Committee Chair
    - No Action
  - o Personnel and Policy Committee Susie McDermott, Committee Chair
    - Action: 1.02 Library Bill of Rights
    - Action: 1.03 Freedom to Read
    - Action: 1.04 Freedom to View
  - o 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 January 4, 2024 at 4 pm, in the Conference Room, Downtown Library.

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

**Board members in attendance**: [President] Clint Twedt-Ball, Jade Hart, Chris Casey, Susie McDermott, Jeremy Elges (in person); [Vice President] Monica Challenger, Elsabeth Hepworth (via Zoom)

Board members unable to attend: Hassan Selim, Rafael Jacobo

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

**Others**: Charity Tyler, Executive Director, Foundation of the Cedar Rapids Public Library; Libby Slappey, Presidents, 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: October 5, 2023

Ms. McDermott moved to accept the consent agenda. Ms. Casey 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 added another shirt to their RAYGUN t-shirt offerings. This new shirt is a nod to last month's great story, where a child remarked that the library was a magical place.
  - Ms. Tyler is planning the public phase of the capital campaign. She expects a kick-off with public celebration to occur in January. As details are finalized, library trustees will receive information. Ms. McDermott asked what percentage of fundraising is the Foundation hoping to secure prior to the public launch. The Foundation would like to see 50% of the fundraising goal secured. In addition, the next year's annual Stay Home and Read Ball fundraiser will change a bit to encompass the campaign.
  - Staff are also finalizing the year-end appeal, which will be sent out in the next several weeks.
- E. Friends of the Library Report Libby Slappey
  - The Friends are actively preparing for the large Fall weekend sale. It is at the downtown library and will open tomorrow, Friday, November 3. The Friends board and volunteers have worked hard to get out as many genres as possible for shoppers.

Ms. Challenger joined the meeting at 4:08 pm.

- F. Board Education: Conference/Professional Development Updates Dara Schmidt
  - October was a big conference month for the library. Six employees attended the lowa Library Association (ILA) conference in Dubuque from October 11-13, and another two went to the Urban Library Council (ULC) conference in Seattle from October 25-27.
  - Those who attended shared highlights from their conference: three things you learned, two things to learn more about, and one big ah-a moment. Ms. Schmidt shared pieces of reports staff submitted. Several staff were intrigued by sessions related to climate justice and sustainability, materials challenges, and repair cafes or fix-it clinics. Another enjoyed a session on accessibility audits so patrons of all abilities can enjoy the physical space of the library building. Two staff were inspired by authors: Jeremy Noble's book called

Project UnLonely, challenging the ideas of loneliness and how libraries can play a role; and KC Davis' book called *Struggle Care* that helps readers' shift their mindset around gentle problem solving within a person's ability. Ms. Schmidt also shared several books that inspired her during the conference.

Attending a conference is open to any staff member. Twice a year, staff are encouraged
to submit an application, explaining how they and the library would benefit from
attendance. People are selected to attend based on several factors while also considering
budget constraints. Ms. Schmidt thanked the board for their commitment to staff
professional development, which includes local and national conferences as well as inhouse staff training.

# G. Library Board Committee Reports

- Advocacy Committee Rafael Jacobo, Committee Chair
  - o There was no report.
- Finance Committee Monica Challenger, Committee Chair
  - Ms. Hepworth reported for Ms. Challenger on September 2023 financials. At this time of the year, the library has received 36% of anticipated revenues, and has paid 29% of the expenditures. Ms. Hepworth noted that the full fiscal year of Willis Dady Service Navigator costs have been posted as well as the full fiscal year of Ladd Library rent.
  - Action: Janitorial Contract Amendment 1.
    - Ms. Challenger presented the extension of janitorial contract with FBG with a 3% increase. The total cost for the next two-year term is \$188,772. The committee feels this increase is reasonable for the work. As a reminder, in two years, we will bid again for janitorial services to align with purchasing best practice.

The committee recommendation to approve the janitorial amendment in the amount of \$188,772 as presented in the packet carried with unanimous approval.

- Personnel and Policy Committee Susie McDermott, Committee Chair
  - Action: 3.04: Behavior Policy. The committee reviewed the Behavior Policy and have no recommended changes, as it seems to work well for staff. The committee felt that the examples of behaviors were appropriate. There being no questions, Ms. McDermott moved to the next policy.
  - Action: 6.00: Professional Development. The committee does not recommend any changes, and wishes to continue professional development to benefit the library and staff.

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

- Westside Project Committee Jade Hart, Committee Chair
  - Ms. Hart reported that there is no action as the committee is still paused for fundraising. However, the committee will meet again on December 7.

# H. Library Director's Report

- On Election Day, November 7, both libraries will serve as precincts. On Saturday, November 4, the downtown library will host early voting for the community during the Friends sale.
- Next Friday, November 10, the libraries will be closed for professional development.
   Typically, the day focuses on education; however, we're also mixing in a major materials shifting project, which is part of the strategic plan. Materials Supervisor Jill Martinez has extensive plans to push for the most disruptive shifting that would be difficult to accomplish when the library is open. Trustees are always welcome to attend any part of the day.
- As we prepared data reports this month, it was interesting to look at trends over time and they will be especially telling as we achieve normalcy. For example, March tends to be

- high volume month with Spring Break and community events. Programming is becoming a big driver for door counts and circulation. Meeting room counts are climbing as well as people return to the building for programs and materials.
- Ms. Schmidt reported that the Commons light replacement project is nearing completion.
   Staff and patrons have been patient and she looks forward to having light in the Commons again.
- I. Old Business
  - There being no old business, the meeting continued.
- J. New Business
  - There being no new business, the meeting continued.
- K. Adjournment
  - There being no further business, the meeting adjourned at 4:54 pm.

The next Board of Trustees meeting will be held on Thursday, December 7, 2023, at 4 pm in the Community Room, Ladd Library

# **THINGS TODAY**

POWERED BY HOOPLA: WWW.HOOPLANOW.COM



# **EDUCATIONAL**

# **Funeral Pre-Planning**

This session will explore what you need to know and why you might want to consider preplanning, for yourself and for your family.

• When: 10:30 a.m. to noon • Where: Iowa City Senior Center, 28 S. Linn St.,

Cedar Rapids or Zoom • Cost: Free

# **FAMILY FRIENDLY**

# Santa, Snacks and Stories

Santa Claus is coming and he wants to meet all the little ones in Cedar Rapids to make sure they made the Nice List this year. So, kids, bring your wish list, and adults, have that camera ready for the perfect snapshot.

• When: 5 to 7 p.m. • Where: Brucemore, 2160 Linden Dr. SE, Cedar Rapids • Cost: \$5 to \$10

# **MUSIC**

# **Key Change Series #3**

Key Change is presented by Orchestra Iowa and the University of Iowa School of Music. Performers will be Jason Lee, Hyewon Lee, Yaqi Huang, Ksenia Nosikova, Stephen Mulvahill, Eric Newton, Ana Yam, and Timothy Berry.

- When: 6 to 8 p.m. • Where: Opus Concert Cafe, 119 Third Ave. SE, Cedar Rapids
- Cost: \$10 suggested donation

# **HOBBY**

# **Adult Game Night**

Adult Game Night brings together all individuals to play board games and connect. The library will provide the space and games, come prepared to have some fun with family and friends.

- When: 6:30 to 9:30 p.m. • Where: Marion Public Library, 1101 Sixth Ave.,
- Cost: Free

# Cedar Rapids recognized for providing literacy education

Library and its partners earn Pacesetter Honor for 'moving the needle'

The Gazette

■ EDAR RAPIDS — The City of Cedar Rapids was recognized by a national nonprofit — the Campaign for Grade-Level Reading — for its efforts to provide literacy education and supports for immigrant, refugee, and minority families.

The City of Cedar Rapids was recognized for a partnership between Reading into Success, the Cedar Rapids Public Library, and the Young Parents Network, a provider of programs that meet the most critical needs of thousands of families in the community.

Reading into Success is the local Campaign for Grade-Level Reading. It focuses on early school success and kindergarten readiness, summer learning, and parents as partners.

As part of efforts to help parents and caregivers see themselves as a child's first teacher, the organizations joined together to provide literacy education and supports for immigrant, refugee, and minority families.

"Through our collaborative partners in the community, we can make a larger impact for children and families, said Elizabeth Yusko, Cedar Rapids Public Library literacy coordinator and coordinator of Reading into Success. "Investing early in a child's future will ultimately lead to stronger and more productive members of society. I call that a win! Being recognized for this work proves we are making a positive impact in our community."

Twelve sessions were held in two formats to help parents and caregivers realize their power as their child's first teacher. Nine sessions were after-school, with preschool families invited to eat dinner, listen to stories and complete a literacy-based craft together. Three sessions were held within the structure of the



Paloma Bribriesco, 6, skims a book about velociraptors as she looks for more books to take home in the children's non-fiction section with her mother, Jasmine Hernandez, on Dec. 27, 2021 at the downtown Cedar Rapids Public Library. The Cedar Level Reading is a collab-Rapids Public Library and its partners recently were honored for their efforts to provide literacy education and supports for immigrant, refugee, and minority families. (Jim Slosiarek/The Gazette)

Young Parents Network family classes. Families also took home two books each session to expand their home

Three staff members from the Cedar Rapids Public Library and Reading into Success provided instruction and resources covering school success, child development practices, and early literacy techniques. Families received an engagement kit at the end of the three sessions.

The program was supported by Linn County Early Childhood Iowa and the Linn County DECAT board. The library was awarded \$25,000 through a grant process last year as a pilot, and the funding continues this fiscal

The city was recognized with Pacesetter Honors this year, the theme of which was

**GAMES** 

Place the numbers 1 to 9 in the empty squares

7

3 4

5

2

1 4

8

3

8

2 7 8 4 1 5

4

1 9

5

9 4

7

6

3

11/28

(Answers tomorrow)

FAMOUS

GROUND

contains the same number only once.

2 5 1

so that each row, each column and each 3x3 box

SUDOKU

9

4

8 9 6

Difficulty: ★★

5 3

7 5 1

3 7 "moving the needle in impact areas." The categories are:

- Ensuring that fewer children start school so far behind
- Ending chronic absence during the school year (including kindergarten)
- Ensuring that striving and struggling readers make progress during the summer • Addressing children's
- health-related challenges to learning • Equipping parents to
- succeed as their children's first teachers, advocates and coaches • Advancing, aligning and
- integrating grade-level reading and math
- Slowing learning loss and accelerating equitable learning recovery through access to the internet, tutors and out-ofschool learning.

The Campaign for Gradeorative effort of nonprofit partners, business leaders. government agencies, states and communities across the nation to ensure that many more children from lowincome families succeed in school and graduate prepared for college, a career and active citizenship.

"It indeed is time to move the needle in impact areas and these Pacesetter Communities demonstrate how mobilized communities are succeeding," said Ralph Smith, managing director of the Campaign for Grade-Level Reading. "Let us all learn and grow from recognizing and understanding what they've accomplished. We applaud the civic leaders and local funders whose time, talent, energy and imagination have fueled progress in these Pacesetter Communities.'

Cedar Rapids also was recognized with a Pacesetter Honor in 2022 for efforts supporting student success during the twin crises of the derecho in 2020 and the CO-VID-19 pandemic.



**DEAR ABBY** 

# Readers list options for tech-averse writer

ear Abby: This is in response to "Love My Cheap Phone" (Aug. 28). As a millennial who has worked in retail my whole adult life, I'm tired of the excuse that the older generation can't or won't use smartphones. I don't feel bad for "Love." I suggest they get with the times, because these devices aren't going away. — Millennial in Oregon

Dear Millennial: After that letter appeared, I was inundated with comments from readers. Some of them agreed with you. Other readers offered suggestions for transitioning more easily to a modern communication device. Read on:

Dear Abby: I'm a senior with mobility issues, and I couldn't live without my smartphone. It is not a "toy." I use it to fill my prescriptions, schedule appointments, check test results and communicate with my doctors. I encourage "Love" to open their mind. — Online Senior in California

**Dear Abby:** There is a government program, Lifeline (go to fcc.gov), that provides a FREE smartphone and phone service to low-income people. If someone chooses not to have a smartphone, that's their choice but no one should go without one because they cannot afford it. - Mary in Massachusetts

Dear Abby: I'm guessing "Love" has family and friends who have older phones in the junk drawers of their homes. Perhaps someone would be willing to part with one. Also, AARP offers classes to learn how to use a smartphone. — Kristin in New Hampshire

Write Dear Abby at www.DearAbby. com or P.O. Box 69440, Los Angeles, CA 90069.

# Answers: www.thegazette.com/puzzles

# **ACROSS**

- 1 Early moisture 4 Doesn't include
- 9 Snout 13 Take ; assume
- 15 Camp craft 16 Neighbor of

control

- Missouri 17 Mr. Peanut's prop 18 Crowd scene
- actor 19 Emperor of old
- 20 Mates for mares
- 22 Jailer's janglers
- 23 Dire fate 24 Go quickly
- 26 Self-centered person
- 29 Immaculate 34 Archaeology sites
- \_ up; prepares 36 "Nonsense!"
- 37 Piece of jewelry 38 Mr. Mandel
- 39 Goose egg 40 Big game
- 41 Ore seeker 42 More pleasant
- 43 Abandoned 45 Hot and humid Wednesday: 46
- 2/14/24 47 Lucille, for one
- 48 Struck with a bullet
- 51 Found 56 Leo XIII's title
- 57 Baton
- 58 "The Buckeye
- State" \_\_-friendly
- 61 Yam or cassava Scotia
- 63 Refuse to acknowledge
- 64 Exams before a panel 65 Teacher's favorite
  - **DOWN**
- 1 MD, for short 2 Gabor & others 3 "Yankee Doodle to town...

Created by Jacqueline E. Mathews 4 Wild feline 5 Proverbial saying

6 Two \_\_ four is

7 Having mixed

feelings

10 Trickle out

11 Convince

8 Oceanfront

9 Bit of change

12 Rabbit \_\_; TV

antenna

14 First grade

subject

21 Bereavement

25 "\_\_ a Heartache";

26 Wasn't accurate

28 Farmvard cries

29 Used needle &

thread

33 Narrative

30 Couple

27 Deceitful cunning

31 Standing straight

32 More resentful

35 No longer here

38 Up until that time

two

Monday's Puzzle Solved S K I M P U N T I E GIT SURE ARMY PICKPOCKET RAPS EYESTITHEVASES N O O N S SEP GENEVA OPIATE DITTODDANASDIDO DOES CIGAR GNAW SUNCOMETLODGE STARVE BABIES

M A N I C SUE AMUSEBBLONDBTEE SIMILARITY A L P S S A M O A N E S T A D O R N OVER Bonnie Tyler song ©2023 Tribune Content Agency, LLC All Rights Reserved. 39 Infinitely large 49 Rubber tube 50 Word with house number

- 41 Sra.
- 42 Not valid
- 44 Café 45 Cavalry swords 47 Starbucks edible 48 Most popular

tuber, slangily

- or season
- 52 Bitter 53 Brass instrument 54 Mall unit
- 55 Bee colony 59 Heart-healthy grain
- Jumbles
- 9 5 4 6 3 8 7 1 2 3 1 6 7 2 9 5 8 4 1 4 5 9 6 3 2 7 8 8 9 3 2 4 7 6 5 1 7 6 2 5 8 1 4 9 3 6 8 9 3 5 4 1 2 7 4 2 7 1 9 6 8 3 5 
   5
   3
   1
   8
   7
   2
   9
   4
   6
   JUMBLE THAT SCRAMBLED WORD GAME Unscramble these Jumples one letter to each square to form four ordinary words NUOHD **OCROL HRAWTT HIGWTE** AFTER THEIR OLD CAR HAD Now arrange the circled letters to form the surprise answer, as suggested by the above cartoon All Rights Reserved

GRIPE

DRAFT

The installation of the town's new traffic light had been — STOP-AND-GO

# **CRYPTO-QUOTE**

SDJ YTAMQFDDA

Crypto-Quote is a coded quotation, with each letter in the quotation represented by a code letter. To break the code, begin with single letter words, short words, and words with an apostrophe. As many clues as are needed may be found in Tom Underwood's coded name above.

FNHS H GDRMGC IYQWQXIM SD AXIEDRMQ NDF YTGDTMGC

LMXTO HGDTM EHT LM.

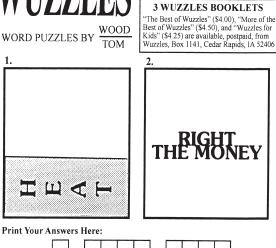
- MGGMT LYQISCT

Yesterday's Answer

"Do not let us mistake necessary evils for good." © 2023/ 11-28 By Tom Underwood - C. S. Lewis

R WOOD WORD PUZZLES BY TOM

Each Wuzzle is a word riddle which creates a disguised word, phrase, name place, saying, etc. For example, NOON GOOD = GOOD AFTERNOON



Today's Answers:

2. Right on the money 1. A dead heat

11-28 Created by Tom Underwood © North America Syndicate, 2023

To: Monica Challenger, Finance Committee Chair

From: Dara Schmidt Date: 11/30/2023

Subject: October 2023 Financial Report

I have reviewed the October 2023 financial information for Library. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (33.3% thru October). 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 (25% thru October 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 (33.3% thru October).

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

# Operations - 151XXX:

- Total revenues are above target at \$325K or 40% of the \$804K budget.
- Total expenditures (excluding transfers out) are \$2.8M or 37% of the \$7.74M budget.
  - Personal Services are at \$1.9M or 32.8% of the \$5.8M budget (the budget includes reduction of \$135K for refresh).
    - Other Employee Benefits includes unbudgeted tuition reimbursement of \$1.5K
  - Total discretionary expenses are high at \$498K or 60% 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)
  - Other expenses are at \$419K or 39% 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 August activity for \$28K and Energy Management has posted thru October activity for \$2,204.80.

# Special Revenue – 7010XX:

No Concerns

## CIP - 316XXX:

No Concerns

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 State Operating	421001 422001	10,800.86	- 115,000.00	- 31,207.43	(83,792.57)	0% 27%	-	
Local Govt Grants and Reimb Total Intergovernmental Revenue	423000 _	6,594.63 17,395.49	275,000.00 390,000.00	197,570.95 228,778.38	(77,429.05) (161,221.62)	72% 59%	1,830.51 1,830.51	area agencies included in Metro Library
Other Revenue		,	,	.,	( , , , , ,		,	
Printing & Duplicating of Form	431006	1,386.15	25,000.00	10,562.09	(14,437.91)	42%	2,593.75	includes PS billing to Foundation for 3 staff members
Dept Charges-External to City Library User Fees - Not Fines	431012 431201	243,644.00 2,758.97	259,792.00 10,600.00	57,172.32 9,405.64	(202,619.68) (1,194.36)	22% 89%	27,996.92 649.50	- \$28,329.22
Vending Sales	431301	20.27	-	-	-	0%	-	
Building Rental Postage / Handling	461001 471001	11,995.30	43,455.00 -	13,547.80 7.00	(29,907.20) 7.00	31% 0%	3,075.20	
Contributions & Donations	471002 471003	43,255.00	70,000.00	4,987.00 129.33	(65,013.00)	7% 6%	- 44.22	
Sale of Inventory Damage Recoveries	471003	541.85 -	2,000.00	25.00	(1,870.67) 25.00	0%	44.33	
Other Miscellaneous Revenue Cash Over (Under)	471005 471007	-	3,500.00	25.00 (24.43)	(3,475.00) (24.43)	1% 0%	(5.19)	1
Total Other Revenue	47 1007	303,601.54	414,347.00	95,836.75	(318,510.25)	23%	34,354.51	
Proceeds of Long Term Liabilities Total Proceeds of Long Term Liabilities	_	-	-	-	-	0%	-	
Transfers In	402004	11 000 00				00/		
Operating Transfer In - Inter Total Transfers In	483001 _	11,000.00 11,000.00		-	-	0% 0%	-	
Total Revenue	_	331,997.03	804,347.00	324,615.13	(479,731.87)	40%	36,185.02	
Expenditures								
Personal Services								overall refresh (\$135K)
Regular Employees Temporary/Seasonal Employees	511100 511200	1,302,064.68 4,053.00	4,185,204.00 43,368.40	1,391,640.41 7,759.50	2,793,563.59 35,608.90	33% 18%	353,605.12	
Overtime	511300	22,364.13	114,773.40	26,817.90	87,955.50	23%	7,393.36	
Other Special Pays Group Insurance	511400 512100	17,281.91 162,568.80	33,848.00 645,012.00	3,394.90 212,073.16	30,453.10 432,938.84	10% 33%	301.86 53,192.91	
Social Security Contributions	512200	102,351.87	332,680.00	108,315.29	224,364.71	33%	24,111.42	
Retirement Contribution Workers' Compensation	512300 512500	127,186.92 47,667.59	411,141.00 71,149.00	136,384.59 24,723.16	274,756.41 46,425.84	33% 35%	30,696.77 5,490.14	
Other Employee Benefits	512600	2,060.13	2,783.00	2,290.46	492.54	82%	186.16	
Total Personal Services		1,787,599.03	5,839,958.80	1,913,399.37	3,926,559.43	32.8%	474,977.74	
Discretionary Expenses Advertising & Marketing Consulting & Technical Service	521100 521104	2,303.80	5,000.00 10,000.00	1,800.42	3,199.58 10,000.00	36% 0%	69.79	inlcudes navigators for Willis
External Contracted Labor	521105	54,434.23	105,466.00	88,796.23	16,669.77	84%	4,262.62	Dady thru 6/30/24 & Courier thru 9/30/24
Health Services	521106	109.15	-	150.45	(150.45)	-100%	50.15	
Legal Services Other Professional Services	521107 521108	4,687.00	10,523.63	7,751.18 536.00	(7,751.18) 9,987.63	-100% 5%	1,302.00	
External Banking/Financial Fee	521109	5,972.18	15,700.00	4,717.23	10,982.77	30% 0%	1,475.60	
Security Services Computer Hardware	521110 522100	31,006.58	5,000.00 35,000.00	36,905.88	5,000.00 (1,905.88)	105%	1,310.93	
Computer Software Maintenance	522101	144,354.15	222,220.00	168,174.94	54,045.06 62,021.57	76% 18%	108.75	
IT Services - External Building & Grounds Services	522102 522104	10,132.71	75,500.00 15,000.00	13,478.43 -	15,000.00	0%	6,389.61	
Equip/Furniture/Fixtures Serv Vehicles & Rolling Equip Serv	522105 522106	- 29.95	9,000.00	-	9,000.00	0% 0%	-	
Phone Services	523107	10,001.30	35,950.00	9,955.88	25,994.12	28%	2,499.92	
Rental of Equip & Vehicles Printing, Binding, & Duplicate	524101 525102	2,280.54	500.00 15,950.00	947.20 3,885.92	(447.20) 12,064.08	189% 24%	- 1,117.51	
Awards & Recognition	531102	8.50	250.00	3,003.92	250.00	0%	1,117.51	
Books & Subscriptions Cleaning & Janitorial Supplies	531103 531105	90,620.99	109,171.80 1,250.00	116,749.96	(7,578.16) 1,250.00	107% 0%	24,520.46	
Computer Supplies	531105	288.78	5,000.00	783.91	4,216.09	16%	199.50	
Equipment/Furniture/Fixtures Photography Supplies	531109 531110	11,735.54	11,500.00 300.00	1,739.20	9,760.80 300.00	15% 0%	-	
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%	-	
Office Supplies Program Supplies	531116 531118	4,637.22 7,575.44	15,320.00 37,000.00	3,070.02 14,091.50	12,249.98 22,908.50	20% 38%	586.25 4,183.69	
Shop Supplies	531119	-	250.00	7.99	242.01	3%	4,103.09	
Sign & Signal Supplies Uniforms	531120 531123	975.00	- 694.00	113.78	(113.78) 694.00	-100% 0%	_	
Personal Protective Gear	531124	1,747.65	-	98.13	(98.13)	-100%	27.90	
Building & Grounds Supplies Equip/Furniture/Fixtures Parts	533100 533101	3,954.79 570.00	34,241.28	11,877.64	22,363.64	35% 0%	6,717.80	
Conferences, Training, Travel	542102	19,369.76	23,200.00	8,701.71	14,498.29	38%	2,629.95	
Dues & Memberships	542103	4,806.00	10,000.00	781.00 30.00	9,219.00	8%	- 20.00	
Licensing Fees Postage & Freight	542106 542108	30.00 1,683.23	13,500.00	30.00 2,244.46	(30.00) 11,255.54	-100% 17%	30.00 708.12	
Mileage Reimbursement	542111	429.89	3,000.00	455.35	2,544.65	15%	116.81	Fine Innerestation and the
Admin Charges - Inter Departments Chemical Supplies - Non-Snow & Ice	521114 531104	125.00	-	125.00	(125.00)	-100% 0%	-	Fire Inspection permits
Facility Services - Non-routine Fleet Services - Abnormal Maintenance	522107 522108	- -	-	- -	- -	0% 0%	-	

1

		Prior Fiscal Year 2023	Current Fiscal Year 2024	Fiscal Year Fiscal Year 2024 2024		Percent of Budget Received	Current Month 2024	
Account Name	Account	YTD Actuals	Adjusted Budget	YTD Actuals	Variance	Spent	Actuals	
Fleet Services - Non-Safety Modifications	522108	-	-	-	-	0%	-	
Fleet Services - Accidents	522108					0%		
Total Discretionary Expenses		413,869.38	827,486.71	497,969.41	329,517.30	60%	58,307.36	
Other Expenses								
City Accounting Services	521113	25,833.32	85,500.00	28,500.00	57,000.00	33%	7,125.00	
City Information Tech Services	522109	1,959.44	6,172.25	2,057.40	4,114.85	33%	514.35	
Electricity	523100	68,318.78	243,800.00	69,217.24	174,582.76	28%	22,300.58	
Natural Gas	523103	98.08	4,500.00	70.94	4,429.06	2%	11.44	
Rental of Land & Buildings	524100	110,604.39	249,000.00	226,426.54	22,573.46	91%	3,360.25	full FY of Ladd rent/cam posted actuals includes Cyber
Liability Insurance	525104	14,049.32	44,822.00	15,975.68	28,846.32	36%	3,735.17	Insurance Premium of 1,035
Property Insurance	525107	33,370.00	135,928.00	45,309.32	90,618.68	33%	11,327.33	
Vehicle Insurance	525108	400.00	1,300.00	433.32	866.68	33%	108.33	
Gasoline Fuel	532101	88.31	498.58	67.86	430.72	14%	67.86	
City Inter Department Charges	521114	-	-	-	-	0%	-	
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-	
Facility Services (Routine)	522107	54,701.24	300,614.42	30,664.77	269,949.65	10%	29,011.17	
Fleet Services (Routine)	522108	243.91	600.00	431.81	168.19	72%	-	fleet maint for August only so fa
Total Other Expenses		309,666.79	1,072,735.25	419,154.88	653,580.37	39%	77,561.48	
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	_	2,512,420.20	7,740,180.76	2,830,523.66	4,909,657.10	37%	610,846.58	
Net Revenues over/(under) Expenditures	_	(2,180,423.17)	(6,935,833.76)	(2,505,908.53)	4,429,925.23		(574,661.56)	



# **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- 1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- 2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- 3. Libraries should challenge censorship in the fulfilment of their responsibility to provide information and enlightenment.
- 4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- 6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

[Adopted June 18, 1948. Amended February 2, 1961; June 27, 1967; January 23, 1980; and January 29, 2019; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council]

In the Library Bill of Rights and all its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals.

Adopted: 03/30/89

Reviewed: 2013, 08/06/2015, 01/03/2019, 12/07/2023

Revised: 3/2019, 12/02/2021



### Freedom to Read

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
- 2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
- 3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
- 4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
- 5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
- 6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
- 7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

[Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.]

Adopted: 01/26/89

Revised: 06/06/96, 10/07/99, 08/04/05

Reviewed: 2013, 08/06/2015, 01/03/2019, 12/02/2021, 12/7/2023



### Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the <u>First</u> <u>Amendment to the Constitution of the United States</u>. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

- 1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
- 2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- 3. To provide film, video, and other access to audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
- 4. To provide a diversity of viewpoints without the constraint of labelling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker content creator or on the basis of controversial content.
- 5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

[This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

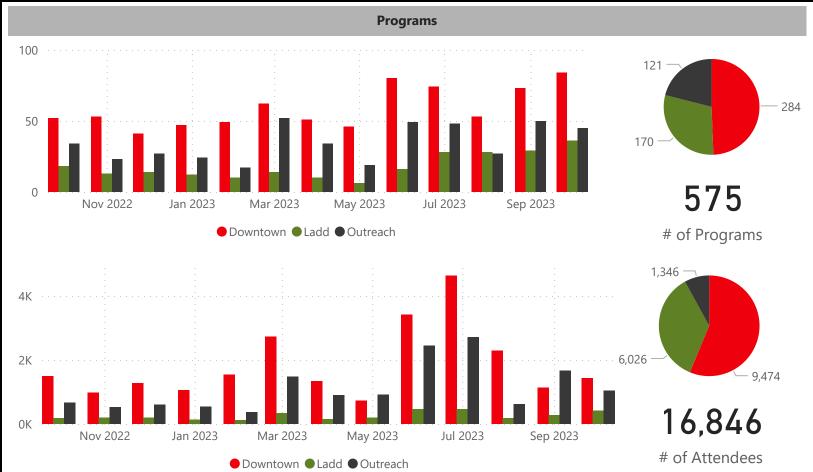
Endorsed by the ALA Council January 10, 1990]

Adopted: 08/04/05

Reviewed: 2013, 08/06/2015, 01/03/2019, 12/02/2021

Revised: 12/07/2023



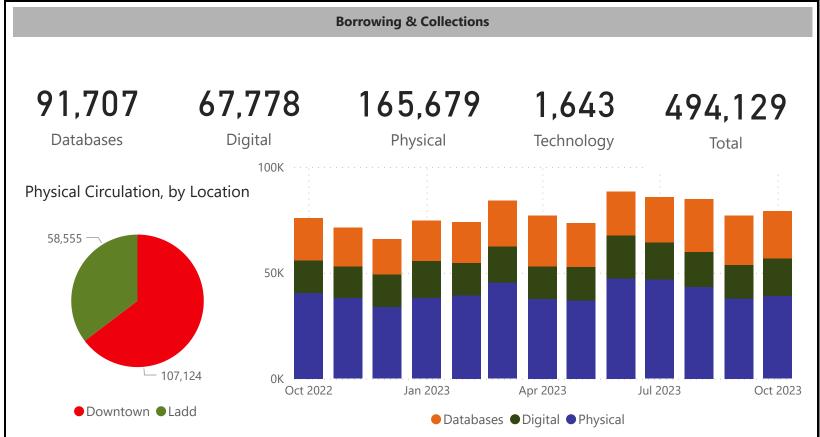


Programming continued its busy year in November, spending time in dozens of classrooms, hosting programs for patrons ages 0-100, helping connect people to employment in the Opportunity Center, and allowing the community to flex their creative muscles in our Maker Spaces. Outreach to preschools and elementary schools continues to go well, with hundreds of children engaging in literacy activities every two weeks. Our ongoing programs continue to see great impacts – story times, book clubs, Dungeons & Dragons, and so many more see patrons return week after week to engage and learn from and with our amazing team. Special programs like our Mini Building Block Challenge, Veteran Genealogy, Afternoon T(ea)-Rex (complete with giant dinosaurs!), Teen Breakout Boxes, and so many more create unique opportunities for learning, fun, and imagination. The Opportunity Center continues to expand the ways in which it reaches the community, connecting them to sustainable employment through a spectrum of basic to complex interventions. The Maker Spaces continue to grow in popularity, with nearly 30 Maker Room appointments just in November, and a growing number of patrons becoming certified to be able to use the equipment on their own.

I love Microsoft Excel and Google Sheets. It's kind of a problem. So, when a manager asked if anyone would be able to help one of our community partners with Google Sheets, I said YES! We were able to meet up a couple times and I did my best to show the simplest way to accomplish what they wanted to do. By our second meeting, it was clear they were getting the hang of things and we were able to finish setting up the Google Sheets. Hopefully the things I was able to teach have been helpful as they've put those documents to work! – Rebecca Vernon, Librarian

At my son's pediatrician's office they have paper leaves for children to write what they are thankful for on them. They have the leaves taped up on the walls around the office. When we were walking out, my husband shared with me that a child wrote on a leaf, "I am thankful for my parents taking me to the library." It brought a big smile to my face and warmed my heart. - Callie Crandall, Acquisitions Clerk





The Materials Team has been completing the collection shifting work. Everyone pitched in on Staff Day to shift Fiction and made space on the first floor for Large Print. Additional shifting upstairs created more space for book club and Spark kits, our growing Multilingual collections, Urban Fiction, and moves Graphic Novels to a more visible location. These changes have been well received by staff and patrons. Our wonderful team of Shelvers and Materials Supervisor Jill Martinez have done exceptional work on this project. Now that collections have found their new homes, signage is being updated.

A couple of weeks ago, a woman came into the library, and came up to me to check out some books. She was so excited to be here, and her joy was absolutely contagious. She told me about how, growing up in a different country, she did not have access to a library and the ability to check out books very often. As she has gotten older, she says that she just wants to tell people out on the sidewalks about all of the books that we have, and they're FREE! I really enjoyed our chat, and her enthusiasm and wanted to share – Cindy Ries, Patron Services Specialist





In November, the Volunteer Services team successfully completed the SEE Framework grant through reDirect. In partnering with the CRPL Foundation, the team utilized the SEE Framework to develop an online new volunteer orientation process. While new orientation is still evolving, applying the SEE Framework helped us intentionally design a training that doesn't just "copy + paste" our in-person orientation to an online training. It has helped us think more strategically about how we can come alongside new volunteers to create an informational environment where they can explore and more deeply internalize the information presented, structure their learning to suit their needs best, and see the impact of their work even before their first volunteer shift. Volunteer Hours in October 2023: 434 hours





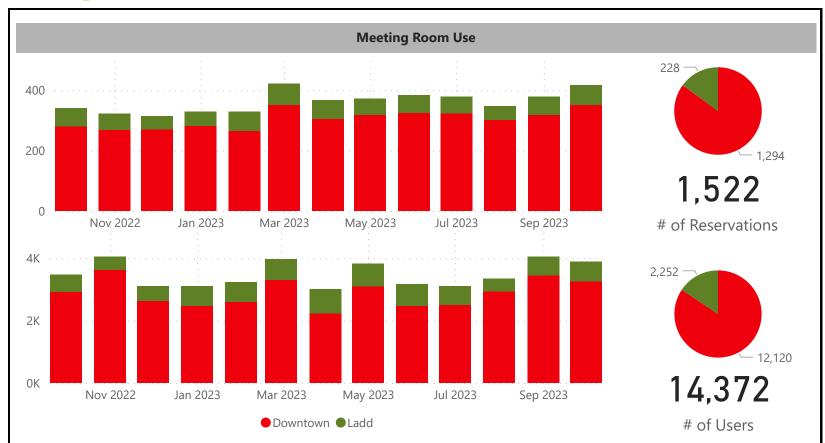
Branch Manager Heather Meyer-Boothby and Branch Supervisor Wes Shirley presented to Willis Dady clients on the Seasonal Overflow Shelter and how they can access the library and have a successful experience. With the seasonal weather change, the library sees a new group of individuals and the department has been working at establishing/reestablishing relationships to let individuals know how to be successful in the library and provide a safe and welcoming atmosphere for all library patrons. This work goes a long way to set up a successful winter season for the library.



The Technology Solutions team is beginning to update and install new staff computers, this project will be completed gradually during our quieter winter months. New Microsoft updates this month will improve speed on staff communication through Teams. The team is working with City of Cedar Rapids IT to update retention policies to keep up with newer communication technologies. Using Teams for communication was new to the Library and the rest of the City at the start of the pandemic, so retention policies for electronic records will be updated to reflect that.

I had the privilege to assist an octogenarian patron with printing and scanning papers to email addresses. The patron was "pleased as punch". Yes, those were their exact words. They expressed being on a tight budget and were very thankful for the affordable printing. They commented that sometimes they feel like people dodge them because of their age. BUT...not at the library, where they always encounter patient and helpful staff. – Michele Prostine, Patron Services Specialist





For the month of October, we had 315 room reservations, serving 3,800 attendees. The library also proved to be a place of civic engagement with school board candidate forums presented by both the League of Women Voters as well as *The Gazette*. The library had meeting room spaces reserved in preparation for on-site early voting as well.

One of the biggest events of the month was the Mayor's Youth Summit, that brought together teenagers from across the city for a day to learn more about living and working in Cedar Rapids. Other noteworthy events include vital support for young parents, Critical Conversations about race, the NAMI Mental Health Summit, DEI Trainings, a reward ceremony for children from a local non-profits and the Mexican Consulate's satellite office for a day.

Community Relations recently published the winter issue of *OPEN*+ and distributed it across the city to our book drops. Stories feature the partnership with City View High School, the shift in the Downtown Library collections, and updates on the Opportunity Center. We continue to work on signage to ensure ease of use and refresh the shelf signs throughout Downtown and then will follow up with Ladd. We are also working with MLN on some new email campaigns to better communicate with our patrons.

The lowa Grade Level Reading network hosted Ralph Smith in Des Moines on November 13. Ralph Smith is the managing director of the Campaign for Grade Level Reading (GLR) and Senior Vice President of the Annie E. Casey Foundation. GLR community leads from the state attended to hear about national initiatives for the next three years and the direction of the lowa GLR network. Iowa has fifteen GLR communities across the state. Reading into Success has been awarded a Pacesetter Honor for 2023 from the national campaign. The award honors the collaborative work between the library and YPN, focusing on early literacy and school success.

# **Upcoming Closures:**

- December 24-26, 31
- January 1

# Highlighted Events:

- Dec. 7: Surprise! Art Exploration, Ladd, 10 am
- Dance to the Nutcracker:
   Dec. 8, Downtown, 11 am
   Dec. 15, Ladd, 10 am
- Dec. 9: Merry TubaChristmas, Downtown, 3 pm
- Dec. 19: Cookie Recipe Swap and Tasting, Ladd, 6 pm

Calendar of Initiatives - FY23-25 Plan Year Two												
Initiative		AUG	SEP	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Literacy												
Where we reinforce Information Literacy and support community education												
Implement staff training options to support information literacy and patron interactions												
Utilize existing library platforms to promote educational opportunities												
Examine products and trends to address content gaps												
Access												
Where we move from 'everything to everyone' to 'right patron right time connections'												
Use library data to identify to target audiences												
Utilize grassroots marketing and partners to engage focused audiences												
Where we embrace big dreams in our community through investment in a permanent												
westside facility												
Support Foundation Capital Campaign												
Complete planning process												
Inclusion												
Where we move from tolerance toward inclusion so that all in our community know we												
are their library.												
Develop standard process for evaluating collections							•					
Create long-term schedule												
Review procedures and practices to be inclusive of our diverse community												