



Agenda: Board of Trustees
December 4, 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: November 6, 2025
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Advocacy Update – Amber McNamara
- 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
 - **Action:** 1.07 Library Finance and Purchasing Policy
 - **Action:** 3.04 Behavior Policy
 - **Action:** 4.05 Non-Smoking Policy
- H. Library Director's Report
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **January 8, 2026 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
November 6, 2025

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

Board members unable to attend: Rafael Jacobo, Hassan Selim

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

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation; Libby Slappey, President, Friends of the Cedar Rapids Public Library (in person); – J'nae Peterman, Homeless Systems Manager, Housing Fund for Linn County

- A. Call to Order
 - Ms. Challenger called the meeting to order at 4:04 pm
- B. Consent Agenda – **Action**
 - Minutes: October 2, 2025
Ms. Hart 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
 - Ms. Tyler reported. Things continue to move quickly in the Foundation's work as they approach the end of the calendar year. Ms. Tyler is preparing to make another generous gift announcement after working with the donor over the last several months. The Foundation held two donor tours of the Busse Branch this week with two more scheduled next week. Everyone loved the tours and giving positive feedback. Next week, the Wise Women Circle brunch is scheduled with Ms. Schmidt attending to provide firsthand updates.
 - The Foundation is convening a newly formed Grand Opening Gala Committee to discuss the intention and logistics behind an event to celebrate the new branch's opening. Sponsorship conversations for the event have already started.
 - In the last month, the fall Focus newsletter, which is a joint printing for the Friends and Foundation, was mailed out. Ms. McDermott noted that it contained a lot of great information to share with the community.
- E. Friends of the Library Report – Libby Slappey
 - Ms. Slappey reported that the weekend fall sale was very successful. She appreciated and was thankful to those who contributed their time and donations to benefit the library. The Friends met their sales goal for the event and will exceed their annual earnings from last year following their next sale on the first Saturday of December at the Cherry Building. She is confident they'll out-earn the approximately \$400 needed at the Very Cherry Christmas Sale to exceed last year's earnings.
 - Ms. Slappey also shared a story about an interaction with a homeless individual. She made a connection with him while he was browsing during their setup – he found some books that were meaningful to him and she encouraged him to help the Friends in exchange for five free books. He committed to assisting for the entire sale and was a positive force in the group for the weekend.

F. Board Education: State of Homelessness in Linn County – J'nae Peterman, Homeless Systems Manager, Housing Fund for Linn County

- Ms. Schmidt introduced Ms. Peterman, who has worked with the library as a community partner in multiple ways since 2014 when Ms. Schmidt was hired as director. Ms. Schmidt asked Ms. Peterman to give an overview of local services for those experiencing homelessness. Staff proactively work with patrons ahead of winter months when we tend to see an increase of behavior issues.
- Ms. Peterman shared about recent initiatives within Linn County to support those that are experiencing homelessness. She noted that homelessness has become more visible in our community, especially in the downtown area. However, overall numbers have decreased over the last few years. The Lived Experience Advisory Council was established with seven members to use their experiences to shape receipt of resources, review and modify policies, work with local organizations wishing to help, and provide valuable insight on outreach services. In addition, the Street Outreach team has moved their focus to finding and helping the unsheltered or in an emergency shelter individuals. Prior to this, anyone could call and be put on a state-wide list for services; spaces were only filled from that list. And while that list helped those individuals, the on-street counts continued to increase. Through the Lived Experience Advisory Council, the program leadership understood and worked towards building relationships and connections with unsheltered individuals. Overtime, they have less people refusing services, especially because the outreach team is listening to the person on what they actually need. In addition, the City has partnered with the County to support 37 dorm room style units at Margaret Bock for unsheltered individuals with high needs to help transition them successfully to a community landlord living situation.
- Ms. Slappey asked about lockers for people to store items. Ms. Peterman said there is a place to install lockers later this month inside the overflow shelter. These initial lockers will trial the system before expanding or increasing counts. Individuals can access the lockers using biometrics. It'll also allow for mail delivery to the lockers. The advisory council advocated for the lockers to keep items safe so individuals can feel supported while receiving services. Ms. Challenger noted she really appreciates bringing those voices to the table so they can be heard and make an impact. Ms. Casey asked how long the council has been in place. The council started in March. In addition, they helped to advocate for better aligning the overflow shelter's open and close times to align with the library as well. On average 75 individuals use the shelter though it can be slightly over 100 for really cold nights.
- Mr. Elges asked about the availability of affordable housing. Ms. Peterman noted that can a difficult question to answer. Currently, we don't have many units that meet the 30% Area Median Income and are high quality. She reported they are piloting a way to incentivize landlords – offering bonuses to recoup a lower rate for individuals. They are also seeking more local buildings, rental rehab programs, and way to improve quality units. Mr. Elges also asked about ways they are preventing individuals of slipping into homelessness when they are in danger of slipping into it. The County used funding from 2020 to target these individuals and saw how impactful it was. The State committed money to the City to work on the initiative as soon and they are seeking donors for further support. Rental assistance is helpful in the moment but it doesn't address the core issues that put people into danger of losing their home.
- Ms. Peterman thanked the board and library staff for the support they provide to the community. She has heard repeatedly that her clients really rely on, appreciate, and value the library's support.

G. Library Board Committee Reports

- Advocacy Committee – Elisabeth Hepworth, Committee Chair
 - Ms. McNamara reported that while the local City Council members and Mayor did not change in this week's elections, meetings with candidates were still a great opportunity for conversations and advocacy. Ms. Hepworth reminded everyone that the Advocacy Toolkit remains a resource on the library's website.
- Building Committee – Jade Hart, Committee Chair
 - Ms. Hart provided an update on the Busse Branch. It has been another great month of progress including completion of most exterior paving and anticipated seeding, fall trees and shrub planting on site. The exterior glass curtainwall is mostly installed, which is equipped with bird frit to deter birds from hitting the glass. Inside the basement, contractors are staging and hooking up the air handling units to the main HVAC and geothermal systems. Contractors setup temporary heating solutions for crews to work comfortably in the building throughout the winter. Drywall is being installed and restroom tiling will start later in the month. Another major milestone will be to stage and install the raised access floor in the collection spaces – this requires coordination between multiple subcontractors. The furniture package is coming along and on schedule. The team no longer needs to meet as items are finetuned prior to going for bid before the new year.
 - The Downtown Urban Plaza has officially opened for use. The poured accessible paths passed the ADA inspection and all lights have been installed. Contractors have a few punch list items that remain and will be done no later than next week: reinstalling the bike posts, installing the handrail, and fixing minor parts of the concrete. Staff have already received positive feedback from patrons about the improved access to the library.
- Finance Committee – Chris Casey, Committee Chair
 - **Action:** Approval of Line Item Transfer of \$176,776.17 from Acct 511100 to Acct 522101 for digital services.
 - Ms. Casey reiterated that the committee has been working with Ms. Schmidt and City Finance on how to overcome a deficit of \$200,000 because bonding funds can no longer be used for digital materials. The change came at the end of FY25 and the City Finance department paid for the materials. The library was expected to find the funds in FY26 after the budget had already been approved. City Finance noted that the money will be allocated in operations in FY27. The committee reviewed multiple options, looking at everything, in order to address the shortfall and setup the library for future staffing to open the Busse Branch. Ultimately, the committee decided to lay-off five 28-hour benefitted positions and cut cloudLibrary services. It was a hard decision and has affected library staff and leadership. Ultimately, it came down to staffing changes or no longer offering digital services. While the positions have been eliminated, funding will be held until FY27. At that time, the library can hire the necessary positions to support the new branch. Ms. Casey also noted that the board would not typically vote for a change of funds between line items; however, she asked for a vote in support of Ms. Schmidt. Ms. Hepworth reminded the board that the committee met with the City Finance director and his team to advocate for the importance of digital materials and their value to library patrons. While that didn't change the ruling on how these funds could be used, it helped build relationships between the library board and City Finance department. Ms. Schmidt clarified for Mr. Elges that the former bonding money has been reallocated to other appropriate funds outside of the library.

The motion to approve a line item transfer of \$176,776.17 from Account 511100 to Account 522101 for digital services passed with unanimous approval.

- **Action:** Janitorial Contract

- With the help of the Purchasing department, the Library had a formal bid process for a janitorial vendor. We received multiple responses with our current vendor as the lowest bidder. It was evident that they want to stay with us because their Ladd Library bid price is lower than current price. In general, the total price is about \$50,000 more a year when we remove Ladd and add the Busse Branch. Ms. Schmidt noted that the contract in the packet had the incorrect signature page. Mr. Elges asked for clarification on the day porter part of the contract. Ms. Schmidt noted that we have a day porter at the downtown library. This individual supports refreshing bathrooms and other cleaning needs during the library's opening hours. We anticipate it may be a good role to have at the new branch.

The motion to approve the janitorial contract with FBG as presented in the packet passed with unanimous approval.

- Ms. Casey shared that the library did not receive any bid submissions for the café space. The Building Committee is looking at options. As we did not receive any submissions, we have permission to fill the space with other opportunities without another bid process. Ms. Schmidt noted she discussed an opportunity with a local community partner as of yesterday. She hopes to bring more to the board in future meetings.
- Ms. Casey also noted that there are no concerns with the financials so far. She also shared that the committee has reviewed an initial draft of the FY27 budget.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - Ms. McDermott stated that the committee did not have anything to report for this month.

H. Library Director's Report

- Ms. Schmidt wanted to note that while they made the right financial decision, it was a very hard decision because it impacted good employees. Affected staff will be considered internal candidates for any future openings in the next three years, if they wish to apply. It has been a very emotional time for all staff including the management. The funding for these positions will be held to create appropriate staffing for the new Busse Branch. Ms. Schmidt understands that this is a frustrating situation that has created anger.
- Next week, the library will be closed to the public for a professional development day. Ms. Schmidt hopes that staff tours to the Busse Branch will be uplifting and that staff can really see the future of our library. Ms. Schmidt provided an overview of the day's agenda.

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 5:07 pm.

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

To: Chris Casey, Finance Committee Chair
From: Dara Schmidt
Date: 11/20/2025
Subject: November Committee Meeting Financial Report

October Financials

Ops 151XXX = short of revenue by approx. \$120K. Primarily low because 423000 local grants is one cycle behind.

SR 7010 = approx. 13% spent of \$77K of budgeted \$579K.

- No concerns at this time

CIP 316 = approx. 39% spent or \$4.23M of adjusted \$10.86M budget.

- Downtown Library roof project is currently short funds, will inquire with FMS is transferring.

FY27 Budget

No progress since last month. Current draft state includes:

- Personal Services is built with a refresh savings of \$192K.
- Ladd Library Rent remains in 524100, we will reallocate via amendment in FY27 to personal services.
- Removed transfer of \$20K to FMS for project management.
- Funding increase requests submitted (not included in the workpaper currently – will add if approved);
 - \$350K for circulation material relating to subscriptions and processing/cataloging tasks
 - 1 FTE Patron Services Specialist (grade 18, step 1)

Library 2025-10-31		Library Operations Summary							Finance Comments
		Prior FY 2025 Actual	Current FY 2026 Adjusted Budget	Current FY 2026 Actual	Favorable (Unfavorable) Variance	Percent of Budget Received/ Spent	Current Month FY 2026 Actual	Current FY 2026 Adopted Budget	
Account									
Revenues									
Taxes		-	-	-	-	0%	-	-	-
Licenses & Permits		-	-	-	-	0%	-	-	-
Intergovernmental Revenue									
422001	State Operating	30,776.85	115,000.00	30,341.72	(84,658.28)	26%	-	115,000.00	-
423000	Local Govt Grants and Reimb	191,240.44	300,000.00	70,996.37	(229,003.63)	24%	23,665.46	300,000.00	-
		222,017.29	415,000.00	101,338.09	(313,661.91)	24%	23,665.46	415,000.00	-
Charges for Services									
431006	Printing & Duplicating of Form	10,830.76	25,000.00	12,317.50	(12,682.50)	49%	2,812.28	25,000.00	-
431012	Dept Charges-External to City	64,073.54	272,367.00	68,637.86	(203,729.14)	25%	22,835.99	272,367.00	-
431201	Library User Fees - Not Fines	16,819.03	10,600.00	15,609.92	5,009.92	147%	7,360.71	10,600.00	-
		91,723.33	307,967.00	96,565.28	(211,401.72)	31%	33,008.98	307,967.00	-
Fines & Forfeits		-	-	-	-	0%	-	-	-
Proceeds of Long Term Liabilities		-	-	-	-	0%	-	-	-
Other Revenue									
461001	Building Rental	17,044.80	43,455.00	9,433.37	(34,021.63)	22%	676.22	43,455.00	-
471002	Contributions & Donations	-	70,000.00	-	(70,000.00)	0%	-	70,000.00	-
471003	Sale of Inventory	218.65	2,000.00	334.02	(1,665.98)	17%	67.50	2,000.00	-
471005	Other Miscellaneous Revenue	-	3,500.00	-	(3,500.00)	0%	-	3,500.00	-
471007	Cash Over (Under)	(1.85)	-	(17.25)	(17.25)	0%	(28.05)	-	-
		17,261.60	118,955.00	9,750.14	(109,204.86)	8%	715.67	118,955.00	-
Transfers In		-	-	-	-	0%	-	-	-
Total Revenues		331,002.22	841,922.00	207,653.51	(634,268.49)	25%	57,390.11	841,922.00	-
Expenditures									
Personal Services									
511100	Regular Employees	1,476,412.39	4,570,526.00	1,571,762.31	2,998,763.69	34%	389,239.59	4,570,526.00	-
511200	Temporary/Seasonal Employees	9,828.00	43,368.40	14,295.75	29,072.65	33%	-	43,368.40	-
511300	Overtime	25,379.63	114,773.40	20,183.73	94,589.67	18%	6,536.22	114,773.40	-
511400	Other Special Pays	7,114.76	13,180.00	4,066.12	9,113.88	31%	-	13,180.00	-
512100	Group Insurance	250,932.49	889,723.00	268,654.20	621,068.80	30%	66,260.63	889,723.00	-
512200	Social Security Contributions	113,695.08	361,272.00	120,990.42	240,281.58	33%	26,309.84	361,272.00	-
512300	Retirement Contribution	142,849.83	446,664.00	152,514.24	294,149.76	34%	33,822.15	446,664.00	-
512400	Unemployment Compensation	-	-	(5,155.37)	5,155.37	0%	-	-	-
512500	Workers' Compensation	19,936.20	147,525.00	52,478.13	95,046.87	36%	11,405.86	147,525.00	-
512600	Other Employee Benefits	943.97	3,658.00	1,540.23	2,117.77	42%	295.57	3,658.00	-
		2,047,092.35	6,590,689.80	2,201,329.76	4,389,360.04	33%	533,869.86	6,590,689.80	-
Discretionary Expenses									

521100	Advertising & Marketing	3,378.39	5,000.00	481.86	4,518.14	10%	101.24	5,000.00	-	Transfer will occur in November
521104	Consulting & Technical Service	-	10,000.00	-	10,000.00	0%	-	10,000.00	-	
521105	External Contracted Labor	14,431.16	52,274.00	18,283.16	33,990.84	35%	6,840.08	52,274.00	-	
521107	Legal Services	10,717.29	-	2,275.00	(2,275.00)	0%	1,995.00	-	-	
521108	Other Professional Services	49.38	9,523.63	20.07	9,503.56	0%	-	9,523.63	-	
521109	External Banking/Financial Fee	4,358.35	20,700.00	4,634.37	16,065.63	22%	295.40	20,700.00	-	
521110	Security Services	348.77	-	-	-	0%	-	-	-	
522100	Computer Hardware	30,968.44	40,000.00	26,949.58	13,050.42	67%	-	40,000.00	-	
522101	Computer Software	193,256.37	222,220.00	347,780.75	(125,560.75)	157%	139,511.48	222,220.00	-	
522102	IT Services - External	23,719.11	40,000.00	47,664.01	(7,664.01)	119%	34,470.24	40,000.00	-	
522104	Building & Grounds Services	4,372.18	25,000.00	1,979.14	23,020.86	8%	609.00	25,000.00	-	
522105	Equip/Furniture/Fixtures Serv	2,980.00	15,000.00	3,057.50	11,942.50	20%	-	15,000.00	-	
523107	Phone Services	10,574.56	32,950.00	10,468.13	22,481.87	32%	2,493.14	32,950.00	-	
524101	Rental of Equip & Vehicles	-	500.00	1,147.90	(647.90)	230%	1,147.90	500.00	-	
525102	Printing, Binding, & Duplicate	6,058.24	16,950.00	2,692.01	14,257.99	16%	2,007.12	16,950.00	-	
531102	Awards & Recognition	-	250.00	-	250.00	0%	-	250.00	-	
531103	Books & Subscriptions	94,828.05	127,171.80	37,760.39	89,411.41	30%	13,252.32	127,171.80	-	
531105	Cleaning & Janitorial Supplies	117.66	1,250.00	198.89	1,051.11	16%	83.34	1,250.00	-	
531106	Computer Supplies	754.60	5,000.00	1,166.70	3,833.30	23%	44.10	5,000.00	-	
531109	Equipment/Furniture/Fixtures	10,054.27	17,800.00	3,433.21	14,366.79	19%	1,789.44	17,800.00	-	
531116	Office Supplies	4,761.91	15,320.00	3,018.88	12,301.12	20%	1,174.55	15,320.00	-	
531117	Paint Supplies	763.48	-	300.82	(300.82)	0%	-	-	-	
531118	Program Supplies	16,877.95	37,000.00	10,538.70	26,461.30	28%	3,571.88	37,000.00	-	
531119	Shop Supplies	263.64	250.00	1,358.47	(1,108.47)	543%	62.65	250.00	-	
531120	Sign & Signal Supplies	-	-	113.06	(113.06)	0%	-	-	-	
531123	Uniforms	-	1,694.00	-	1,694.00	0%	-	1,694.00	-	
531124	Personal Protective Gear	230.16	-	431.79	(431.79)	0%	136.39	-	-	
532103	LP Gas	33.54	-	-	-	0%	-	-	-	
533100	Building & Grounds Supplies	1,017.08	20,741.28	1,144.33	19,596.95	6%	920.97	20,741.28	-	Posted full FY for Ladd already
533101	Equip/Furniture/Fixtures Parts	2,029.82	-	335.26	(335.26)	0%	5.78	-	-	
542102	Conferences, Training, Travel	10,179.11	23,200.00	4,700.12	18,499.88	20%	1,546.33	23,200.00	-	
542103	Dues & Memberships	475.00	10,000.00	5,543.04	4,456.96	55%	-	10,000.00	-	
542106	Licensing Fees	-	-	60.00	(60.00)	0%	30.00	-	-	
542108	Postage & Freight	1,972.40	13,500.00	2,097.99	11,402.01	16%	665.15	13,500.00	-	
542111	Mileage Reimbursement	819.40	3,000.00	868.14	2,131.86	29%	255.78	3,000.00	-	
		450,390.31	766,294.71	540,503.27	225,791.44	71%	213,009.28	766,294.71	-	
Other Expenses										
521106	Health Services	79.65	-	177.00	(177.00)	0%	118.00	-	-	
522107	Routine City Facility Charges	68,746.76	349,135.23	34,262.33	314,872.90	10%	26,179.00	349,135.23	-	
522108	Routine City Fleet Charges	1,935.56	899.00	142.79	756.21	16%	-	899.00	-	
523100	Electricity	77,625.79	243,800.00	81,031.65	162,768.35	33%	24,611.12	243,800.00	-	
523103	Natural Gas	133.09	4,500.00	92.91	4,407.09	2%	33.58	4,500.00	-	
524100	Rental of Land & Buildings	227,187.04	249,000.00	227,658.29	21,341.71	91%	3,352.50	249,000.00	-	
525104	Liability Insurance	16,579.22	63,422.00	23,927.69	39,494.31	38%	7,114.96	63,422.00	-	
525107	Property Insurance	54,070.68	171,950.00	57,316.68	114,633.32	33%	14,329.17	171,950.00	-	
525108	Vehicle Insurance	500.00	1,500.00	500.00	1,000.00	33%	125.00	1,500.00	-	
532101	Gasoline Fuel	170.85	498.58	97.90	400.68	20%	-	498.58	-	
		447,028.64	1,084,704.81	425,207.24	659,497.57	39%	75,863.33	1,084,704.81	-	
Capital Outlay										
		-	-	-	-	0%	-	-	-	
Debt Service										
		-	-	-	-	0%	-	-	-	

Transfers Out										
571100	Transfer Out-Inter	-	20,000.00	20,000.00	-	100%	-	20,000.00	-	final year to transfer to FMS
		-	20,000.00	20,000.00	-	100%	-	20,000.00	-	
Total Expenditures		2,944,511.30	8,461,689.32	3,187,040.27	5,274,649.05	38%	822,742.47	8,461,689.32	-	
Net Revenues Over / (Under) Expenditures		(2,613,509.08)	(7,619,767.32)	(2,979,386.76)	4,640,380.56		(765,352.36)	(7,619,767.32)	-	

Library Finance and Purchasing Policy

The Cedar Rapids Public Library balances its role as a department of the City of Cedar Rapids and an independent entity governed by a Board of Trustees with policy making and fiduciary responsibility. The Library Board of Trustees affirms and follows the City of Cedar Rapids Financial policy, with the following exceptions:

All purchases equal to or greater than \$5,000 require the respective **Library Department Manager's** approval.

Purchase orders for projects equal to or greater than \$5,000 and less than \$50,000 are approved by the **Department Manager and Library Director**.

The **Library Director** is hereby authorized to execute contracts, agreements and renewals thereof for the acquisition of equipment, services and supplies in amounts not exceeding \$50,000 provided that the **Library Director** determines that in all other respects the City's purchasing policy and procedure, and all other policies with respect to such matters, have been followed, and that any such purchases are included in the current fiscal year budget. The **Library Director** is hereby authorized to approve contract change orders and amendments so long as the aggregate amount for any one contract does not exceed 10% of the original contract amount up to a maximum of \$50,000 per contract, whichever is less, and provided that the **Library Director** determines that such change orders or amendments are appropriate and justified and supported by the appropriate documentation and other facts and circumstances.

Purchases equal to or greater than \$50,000 require approval by **Library Board of Trustees**. For projects equal to or greater than \$50,000, the **Library Board of Trustees** shall consider a resolution awarding the contract and authorizing the **Library Director** to sign the Agreement on behalf of the **Library**.

Adopted: 10/30/2014

Revised: 11/10/2014; 10/1/2015; 10/5/2023

Reviewed: 12/04/2025

Behavior Policy

At the Cedar Rapids Public Library, we strive to create and maintain a quality library experience for every customer. That experience presumes that we respect each other and refrain from behavior that disrupts the enjoyment of public spaces and services.

Our policy intends to:

- Protect the right of patrons to use Library property, materials, and services;
- Protect the rights of employees and volunteers to conduct business without interference;
- Preserve Library materials and facilities from harm; and
- Ensure the safety of Library patrons, employees, and volunteers.

Library employees will bring to an individual's attention any behavior that disrupts the enjoyment of library services. Employees will work with patrons to change disruptive behavior. Employees are empowered to apply an escalating level of service reductions should the behavior continue. Employees are expected to contact and involve law enforcement as appropriate to stop illegal acts or curtail repeated behavior.

Example behavior that interferes with the rights of others:

- Leaving children under age 10 unattended.
- Any unreasonable noise.
- Profane, obscene or abusive language; racial or ethnic epithets.
- Any harassment or intimidation of staff or customers.
- Intentional damage, destruction, or theft of library property.
- Disruptive physical activity – running, skating, roller blading, ball playing, cycling.
- Camping, sleeping, or the use of bed rolls.
- Any misuse of food.
- Abuse or improper use of furniture, equipment or materials.
- Gambling, panhandling, or soliciting money.
- Monopolizing or obstructing space, passageways, furniture, fixtures or equipment or blocking access to the library or any part of the library.
- Fighting, challenging someone to fight, or physical abuse or assault.
- Possessing weapons of any kind, concealed or openly visible, on Library premises with the exception of those allowed specifically under Iowa law.
- Engaging in or soliciting a sexual act. Indecent exposure.
- Improper dress, including bare feet and no shirt.
- Distributing or posting unauthorized literature.
- Being under the influence of drugs or alcohol.
- Bathing, shaving or washing clothes.
- Any possession of animals, other than service animals.
- Offensive body odor.

Adopted: 1/2013

Revised: 02/2015, 08/2015, 07/2017, 8/6/2020

Reviewed: 11/02/2023, 12/04/2025

Non-Smoking Policy

At the Cedar Rapids Public Library we value the health, safety and comfort of our patrons and staff.

In accordance with state law (Iowa Code 641.153.5), it is the policy of the Cedar Rapids Public Library Board of Trustees to prohibit smoking and the use of tobacco products, e-cigarettes, or other non-FDA regulated nicotine delivery devices in all library buildings. **This includes vaping of any kind.**

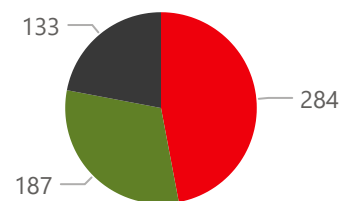
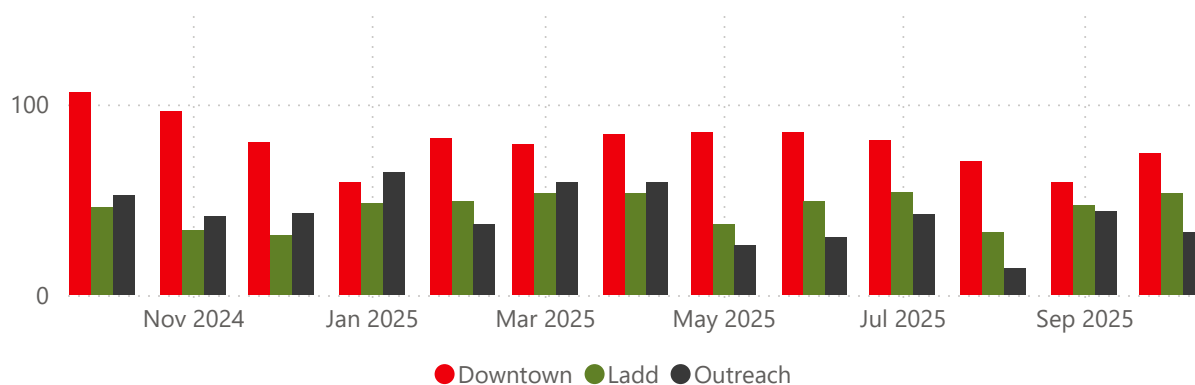
In accordance with the Iowa Smokefree Air Act, no smoking is allowed within the Cedar Rapids Public Library or its grounds. Smoking is also not permitted inside any library vehicle.

Adopted: 03/29/90

Revised: 03/31/94, 2/2011, 10/2/2014, 12/2015, 01/02/2020, 12/04/2025

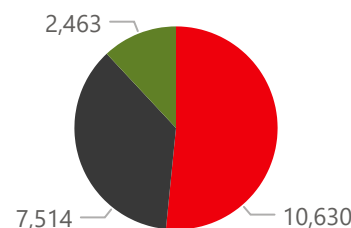
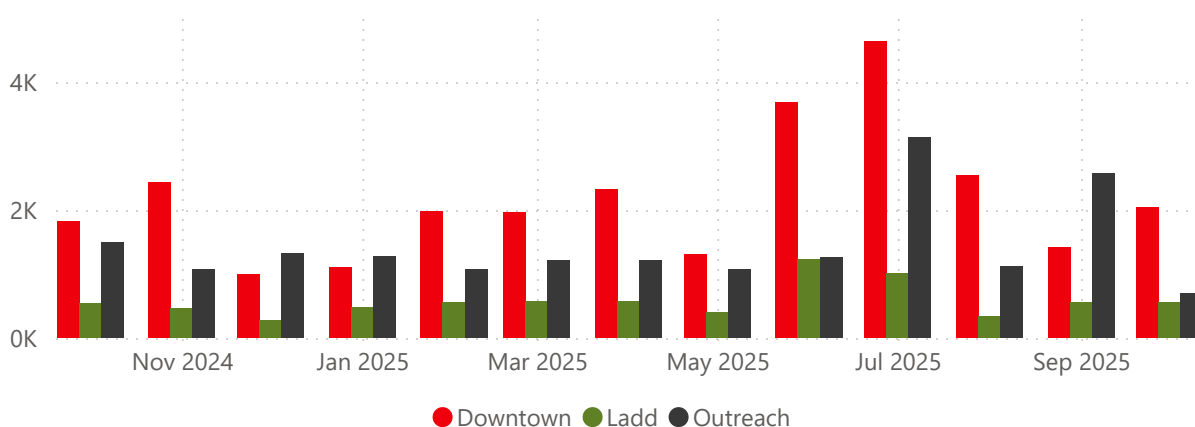
Reviewed: 2013, 1/5/2023, 12/5/2024

Programs



604

of Programs



20,607

of Attendees

Programming continues to offer programs and events, both in our buildings and out in the community, that provide our patrons with entertainment and growth opportunities. Dozens of Maker Spaces appointments ensured patrons had access to technology and equipment beyond what is in the home. More than 30 visits to classrooms in the Cedar Rapids Community School District brought literacy and library connection to hundreds of grade school students. Nearly 10 workshops per week in the Opportunity Center connected job seekers and those new to our community with resources and next steps toward a more successful tomorrow. Hundreds of patrons had dozens of meeting space uses coordinated to ensure our community has access to free, comfortable, and effective spaces. Things continue to be strong in the Programming department.

A patron wanted to scan a document to email. I took him to the machine and we sent it off. I had tried to convince him to add his own email as a second recipient but there was a language barrier so I didn't press the issue. I had removed a staple and placed a new one back in. He left and a little while later returned with a toddler, it hadn't gone through. So, I removed the staple and sent it again but this time only to his email and put the staple back in. Still nothing. I removed the staple a third time and moved on to our other machine. While he was typing in his email I noticed the child's shoe was untied and he was attempting to tie it. I knelt down and asked if I had his permission to help him. He let me tie his shoe and watched me as I told him how the loops remind me of bunny ears. The dad told the son "What do you say?" The boy said "Bye!" and we both laughed. The email finally came through and I put another staple back in the document. The boy accidentally ran into his dad and started crying. I asked if he'd like a sticker and he did. The dad said one more time to the boy "What do you say?" and the boy replied "Bye!" as they were leaving so I said "That works for me!" and we all laughed again. - Lysh Holley, Patron Services Specialist

Borrowing & Collections

89,838

Databases

68,393

Digital

162,789

Physical

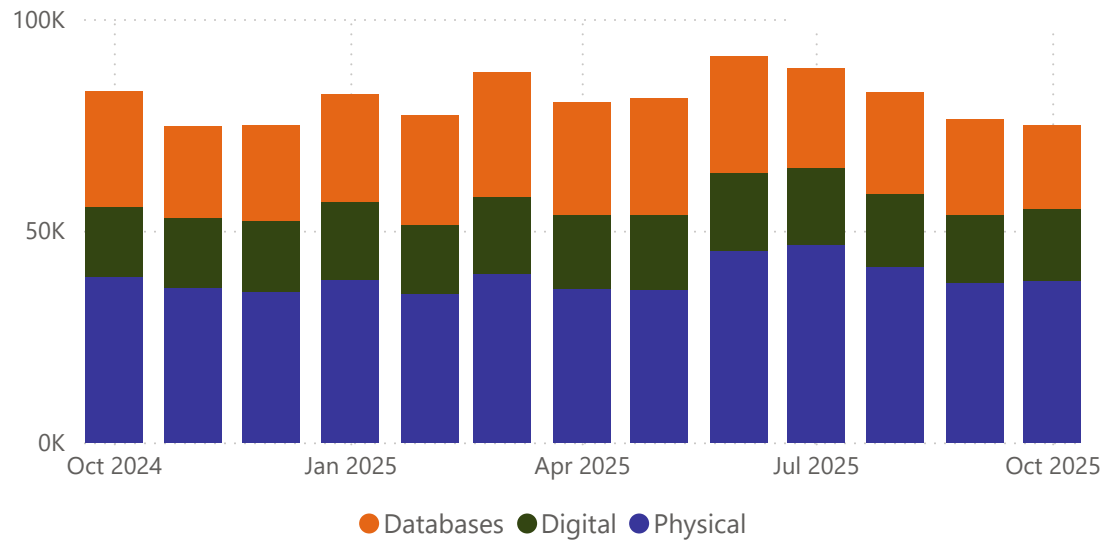
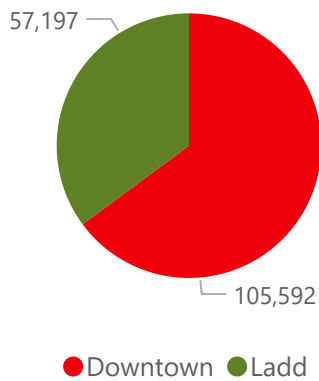
1,291

Technology

322,311

Total

Physical Circulation, by Location

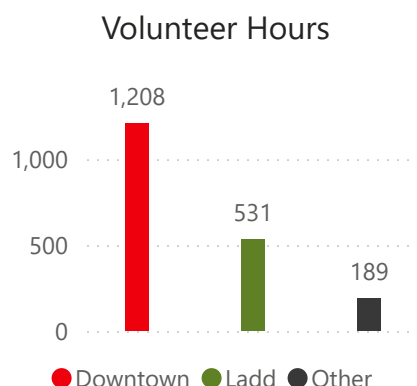


The Materials team continues to adjust to vendor options. Staff are handling physical material processing in-house, this means all of the labels, stamps, tags, and cover protectors are done by staff instead of a vendor since Baker & Taylor's closure. Other vendors are ramping up operations to meet this need for libraries but it will be some time before they have the capability. Internally, the team has developed a new workflow to keep things moving as smoothly as possible. As we get closer to the Busse Branch opening, the team is also beginning to plan for expanding the collection to fit the new space. We refer to this as an "opening day collection" to have some new materials available along with the current Ladd collection. We have the majority of the Cedar Rapids Public Library collection set up to move freely between locations in a process called "floating." This means if a book is returned to Downtown, it stays on the shelf Downtown. If the next patron returns that book to Ladd, it goes to the shelf at Ladd. This keeps collections fresh and can help tailor collections to the neighborhood.

Volunteers

1,928

Total Hours

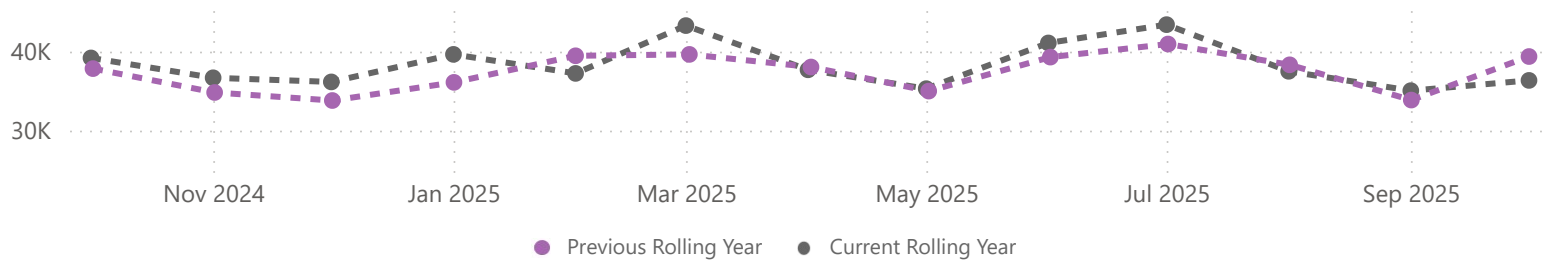
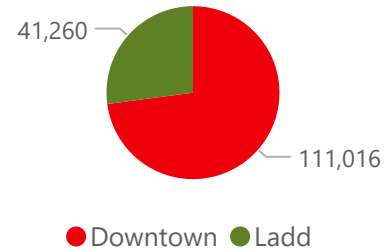


This November, the library put a hold on accepting volunteer applications. At this time, most of our active volunteer roles are filled. We will use this pause to reevaluate the needs of the library moving forward including the addition of the new Busse Branch and how volunteers can best support our work. We have updated the website to reflect this change. If interested, individuals can complete a short online form to share their contact information. We will reach out to them once the application process reopens or if we need to recruit for a specific opportunity. We are always honored to work with our dedicated library supporters and volunteers. This was not an easy decision to make. However, we know this change will allow us to better meet the needs of the library, provide more support to our current volunteers, and plan for future volunteer engagement.

Visits

152,276

Physical Visits



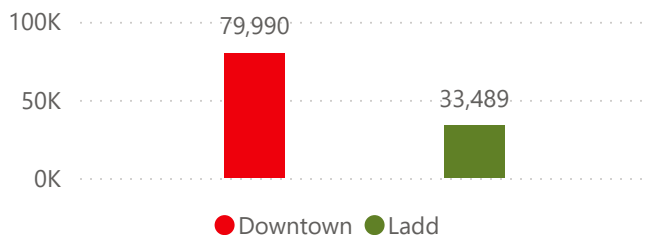
With some recent PSA open positions, the Public Service Team was thrilled that one of the candidates selected was a promotion from our shelve department and another candidate selected was an individual who has been coming to the library since they were 14 years old. It was exciting to see such a talented pool of candidates and have both internal and regular patron interest for the position to draw from.

Additionally, during the November City Manager/Supervisor monthly meeting, safety was highlighted during the meeting. The Police Department did a presentation which included information on handling Active Threat situations. During the past year, both libraries participated in a practice emergency drill situation during normal operation hours. The police department acknowledged both libraries as being shining examples for the city in how staff handled the drills.

This summer a parent and their child came to Tanager's Expressive Arts program at the Library hoping to find spaces and resources to help support his specific developmental needs. By connecting the parent and the presenter from Tanager at Expressive Arts, the parent was able to get directly connected to community services they'd been unable to access before. - Amy Golly, Programming Librarian

Technology Access

PC Uses



321,276

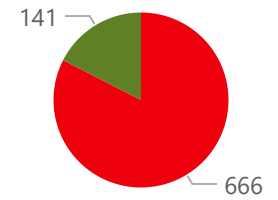
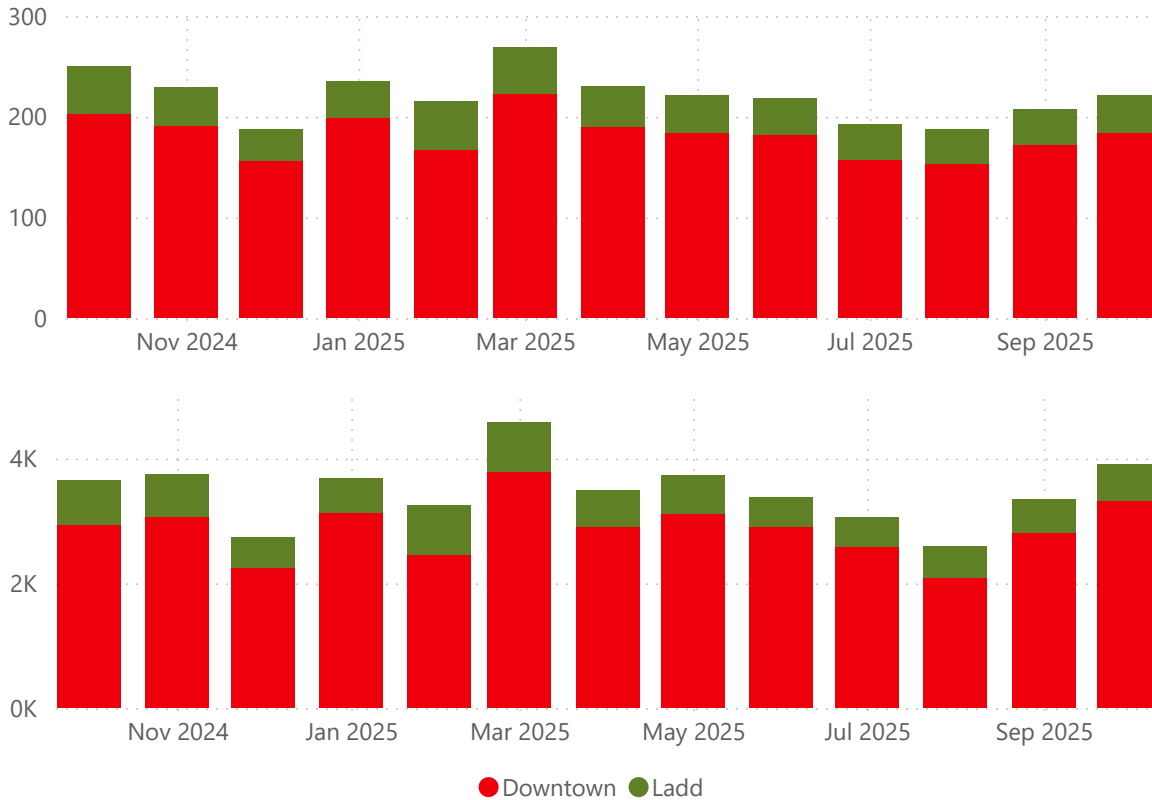
Virtual Visits

149,898

WiFi Sessions

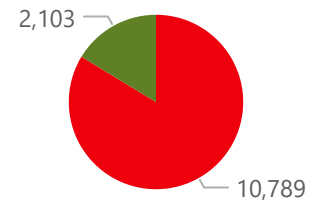
The Technology Solution team continues work on Busse Branch plans. This work will occur over the coming months as installation timelines and equipment orders develop. As this work is done, the day-to-day functions of both branches continue. IT stays on top of continual updates and answering helpdesk tickets daily. These tickets are from staff as issues arise with both public and internal technology. Depending on the needs, the team will triage for an internal solution or reach out to vendors for a solution as needed.

Meeting Room Use



807

of Reservations



12,892

of Users

Overall, there were more reservations and patrons using the library this month over September despite some large events that required holds for set-up and tear down as well as multiple rooms or even days of activities: Tellers Bridge Storytelling Festival, the Mayor's Youth Conference and the Friends of the Library Fall Big Book Sale. Regardless of these events, we hosted over 200 reservations between both branches serving more than 3,900 individuals.

Leading up to the November election, there were meetings, bond forums, listening posts and citizen groups organizing to effect change: civic groups had regular meetings, and Veterans for Peace began a series of film screenings and lectures.

Community Relations is in the process of planning for the next calendar year. This includes reviewing all the successes and challenges from 2025, exploring any new opportunities, and identifying opportunities for process improvements. We are preparing for the Winter Reading Challenge, and working on a winter marketing plan to help celebrate our new mission of being Welcome to All. We know a big project for the coming year will be the opening of the new Busse Branch, and plans are underway.

I was at Ladd this morning to set up for an event. I am not usually over there on Wednesdays so I was pleasantly surprised to be offered a donut from a volunteer who always brings in donuts on the last Wednesday of the month. The staff had nothing but charming things to say about this volunteer so I went to introduce myself and thank them for the treat. We had a really pleasant and engaging conversation about our shared experience of loving the library and leaving parts of our lives behind once we had found greater purpose and enjoyment at the library. We also shared a connection through our admiration and appreciation of Jessica Link, for all that she does and just in general, how delightful she is. It was a great showcase of the impact of the relationships we build here and how much people believe in what we do and how wonderful our staff and volunteers are!
- Andres Gallardo, Event Specialist

Age Friendly Action Plan Update

The Library provided updates to the City of Cedar Rapids' Age Friendly Action Plan. Our library-specific initiatives are now complete.

- Action Step: Develop and implement an art show event geared towards older community members.
 - Complete. The Tiny Art show has been our premier art show event for the past few years. Over the past two years, a concentrated effort has been made to intentionally include seniors in the Cedar Rapids area in this show, including holding in-library art programs on weekday mornings, and taking the art materials to multiple senior living facilities, and picking up the art for display in the Show.
- Action Step: Support social connection and digital literacy through senior oriented technology classes.
 - Complete. The Opportunity Center at the Ladd Library offers weekly drop-in technology help classes at a time geared specifically toward seniors. These classes walk patrons through the Northstar Digital Literacy program, assessing basic digital skills and then allowing patrons to work independently on those skills with a facilitator or at home.
- Action Step: Increase circulating technology options.
 - Complete. We have increased circulating technology with our books by delivery program. This work is getting some of our seniors more comfortable with digital audiobooks and eBooks. Fewer materials are getting published in large print or books on CD so we're working with these groups to expand their selection. We have included portable DVD players and CD players for some of our patrons who struggle with digital technology.

Calendar of Initiatives: FY26-27 Plan Year One									
--	--	--	--	--	--	--	--	--	--

[illegible]