



Agenda: Board of Trustees  
February 2, 2023, at 4 pm  
Conference Room, Downtown Library

### ***Literacy, Access, & Inclusion***

Library Board Westside Project Committee Chair – Jade Hart

- A. Call to Order
- B. Consent Agenda – **Action**
  - Minutes: January 5, 2022
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Library Accreditation & ADA Priority Review – Dara Schmidt & Jessica Musil
- G. Library Board Committee Reports
  - Advocacy Committee – Rafael Jacobo, Committee Chair
    - No Action
  - Finance Committee – Monica Challenger, Committee Chair
    - No Action
  - Personnel and Policy Committee – Susie McDermott, Committee Chair
    - **Action:** Policy Review:
      - 2.01 Reconsideration Policy
      - 5.02: Fundraising Policy
  - Westside Project Committee – Jade Hart, Committee Chair
    - No Action
- H. Library Director's Report
- I. **Action:** County Contract for Library Services FY23
- J. Old Business
- K. New Business
- L. Adjournment

The next Board of Trustees meeting is **March 2, 2023 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](mailto:musilj@crlibrary.org) as soon as possible but no later than 48 hours before the meeting.

**DRAFT Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**January 5, 2023**

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

**Unable to attend:** Hassan Selim

**Staff in attendance:** Dara Schmidt, Amber McNamara, Jessica Musil (in person); Patrick Duggan, Jessica Link (all via Zoom)

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

- A. Call to Order
  - Mr. Twedt-Ball called the meeting to order at 4:00 pm.
- B. Consent Agenda – **Action**
  - Minutes: December 1, 2022  
*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
  - The Foundation experienced a busy December – staff are preparing for the capital campaign casebook in addition to wrapping up year-end gifts. The year-end appeal performed well.
  - Dolly Parton’s Imagination Library (DPIL) enrollment is lagging a bit. Library staff plan to reach out to enrollment partners to improve enrollment, and re-engage a social media campaign.
  - A new shirt will be added to the Raygun store – Books Build Better Brains, which was originally created as a library staff t-shirt. Select shirts will now be available for kids.
  - On January 21, the Foundation and Library will host a birthday party with activities and cookies for Dolly Parton, from 10 am-noon. The event also corresponds with the five-year anniversary of DPIL in Cedar Rapids and the 300,000th book mailed. Ms. Hepworth asked if we had enrollment data on percentage of the eligible population. We average 62-63% of eligible population enrolled. One in 10 children under the age of five in the United States are enrolled nationwide. Five years ago, only 12 communities had DPIL and now are 40 in Iowa alone. Ms. Challenger asked if there are any obvious gaps in our area for enrollment. As of today, no. In the past, we did a comparison study with the Cedar Rapids Community School District. At that time, the gap was young black males, which we made a concerted effort with outreach partners that serve the population. The data showed high enrollments for children with an Individualized Education Program (IEPs) or free and reduced lunches. It’s time to revisit the data, specifically now that we’re post-pandemic with children back in physical school buildings for at least one year. We are not able to get data for kids ages 0-3. Ms. Schmidt will bring results from an updated report after we get new data. Ms. Challenger asked where the enrollments come from. We have four partners with the highest return.
  - Stay Home and Read Book Ball is February 26 and mailings will go out at the beginning of February.

E. Friends of the Library Report – Libby Slappey

- The Friends will sell children’s books at Dolly Parton’s Birthday Party on January 21. The Friends will also be present at the Cedar Rapids Comic Con on February 5; they gifted a comic book collection and plan to sell it at the event.
- In February, Friends will send out a membership mailing.
- On April 1, the Friends will host an April Fools Sale at the Cherry Building, final time to be determined. A bookstore at Williamsburg outlet mall closed – the inventory was passed on to the Friends. These books are brand new and will be sold for \$1. In May, Friends will host another big sale at the downtown library, similar to the fall sale. Friends continue to sell books online; December 2022 was the best month so far.

F. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
  - There being nothing to discuss, the meeting continued.
- Finance Committee – Monica Challenger, Committee Chair
  - Ms. Challenger reviewed the November Finance memo, which is 40% through the year. We have received 46% of revenues and have spent 41% of expenditures. Ms. Challenger noted that we project over spending electricity but this is a common issue and not just the library.
  - **Action:** FY24 Budget
    - Ms. Challenger shared highlights from the FY24 budget request, which is a \$7.2 million budget. Besides expected annual personal services increases, the library has asked for the following increases to cover rising costs of existing services:
      - \$100,000 for materials, using CIP funding.
      - \$30,000 for electricity to match spending over several years.
      - \$10,843 for seasonal employees to maintain competitive wages. This increase is coming from Refresh Savings the City calculates off open positions and removes from budget every fall.
    - The budget will not include an additional request for \$100,000 to support vendor work with at-risk youth this year to maintain a flat city budget. Some changes in the budget worksheets are cost neutral – as existing funds are shifting between account lines.
    - Mr. Twedt-Ball appreciates the increases in wages for seasonal staff as well as keeping within a 4% overall increase considering inflation. He thanked Ms. Schmidt and the committee for presenting the conservative budget. Ms. Casey praised the library leadership for the fiscally responsible budget, and building relationships with the City to maintain the budget.
    - The board is approving the multiple funds: 151 operations funds, 7010 library grants, and 316 capital improvements. Following the vote, the budget will go to City Council for approval in February.

*The committee recommendation to approve the FY24 budget, as presented in the board packet, carried with unanimous approval.*

- Personnel and Policy Committee – Susie McDermott, Committee Chair
  - **Action:** Policy Review. Ms. McDermott reviewed the following policies.
    - 4.04: Environmental Policy. The committee is not recommending any changes to this policy.
    - 4.05: Non-Smoking Policy. The non-smoking policy was last revised in 2020 and there are no changes at this time.
    - 5.00: Foundation and Friends of the Cedar Rapids Public Library. The policy has no recommended changes.
    - 5.01: Volunteer Policy. The changes for this policy are purely to update formatting. The content otherwise remains the same.

- 5.02: Support Group Fundraising. A discussion was held on the name of this policy and if it accurately reflects the content. The committee will discuss and bring a recommendation at the February meeting.

*The committee recommendation to approve the above policies, with exception to 5.02, as presented in the board packet carried with unanimous approval.*

- Westside Project Committee – Jade Hart, Committee Chair
  - The committee has no action but many things have been happening with committee meetings. On Wednesday, January 25 from 11 am-1 pm, OPN Architects will host the first public engagement session for the new westside project. Trustees are welcome to attend the open house feedback session but are not required. An online form will be available for those who can't attend and we're working with OPN and partners to capture feedback from those who may not attend. The feedback form will be translated into Spanish, French, and Swahili. The hope is to get input to inform the design choices at this early stage.

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

- The library is sending nine staff and one trustee to the American Library Association (ALA) conference LiblearnX. The conference, hosted in New Orleans, is from January 26-30. At the conference, we will attend an event in the library's honor to celebrate the Jerry Klein Community Impact award, and receive the award check. Sometime in February and March, we will host a community party to celebrate with citizens. As the schedule is confirmed, details will be shared.
- Ms. Schmidt shared that the library's budget will go to City Council in February. Typically, the library will attend and present on the budget request. When final dates are scheduled, trustees will be invited to attend.
- Ms. Schmidt and Ms. McNamara are currently evaluating the statistics in the board packet. The current report is in response to COVID and how it has impacted service levels. However, it no longer makes sense to tell our story. The goal is to meld outcomes and outputs with great stories. Ms. Hepworth noted the Advocacy Committee discussed updated data visuals and is looking forward to a new way to share the library story.
- The library recently released Vega, which is an improved method for patron navigation in the library catalogue with the current vendor. Vega allows patrons to view a single item and the different iterations of that book (such as print, large print, digital, etc.) without having to find the specific item type. It cleans up the browsing interface. This feature was one of the desired options when we switched to a new catalogue system. However, the feature wasn't quite ready at the time of roll-out.

#### 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 5:03 pm.

**The next Board of Trustees meeting will be held on Thursday, February 2, 2023, at 4 pm in the Conference Room, Downtown Library**



# Imagination Library

Cedar Rapids Public Library Foundation mails 300,000th free book to local child

By Cedar Rapids Public Library

**C**EDAR RAPIDS — The Cedar Rapids Public Library Foundation will celebrate five years of bringing Dolly Parton's Imagination Library to Cedar Rapids children by mailing the 300,000th free book in early 2023.

To mark this milestone, the Library Foundation is throwing a birthday party in honor of Dolly Parton at the Downtown Library, 450 Fifth Ave. SE, on Saturday, Jan. 21, from 10 a.m. to noon.

"The Foundation is excited to celebrate this milestone with families, program enrollment partners and the Cedar Rapids community. We are grateful to be able to get books into the homes of so many of our youngest citizens and inspire a love of reading," said Cedar Rapids Public Library Foundation Development Associate Jess Netolicky.

Dolly Parton's Imagination Library mails free, age-appropriate books to the homes of children from birth to their fifth birthday. All Cedar Rapids children under age 5 are eligible to participate, regardless of income.

As the Cedar Rapids affil-



Special covers, featuring the Dolly Parton's Imagination Library logo, were printed on books that are part of Dolly Parton's Imagination Library. The program helps children build a love of reading and their personal libraries by mailing one book to their house each month from birth until they turn 5 years old. (Jim Slosiarek/The Gazette)

ate for Dolly Parton's Imagination Library, the Library Foundation brought the program to Cedar Rapids in 2018. The local Imagination Library is averaging 5,500 children actively enrolled each month.

To date, almost 5,000 Cedar Rapids children have graduated from the program by turning 5.

The celebration, sponsored by Sunrise Builders, is open to all and will include family-

friendly activities, Dolly Parton karaoke, and birthday cookies. Caregivers may register their children under 5 to be part of the Imagination Library.

The Imagination Library

seeks to support early literacy and kindergarten readiness, which aligns with the Cedar Rapids Public Library's strategic initiatives of literacy, access, and inclusion. Dolly Parton's Imagination Library mails more than 2 million books per month globally. In the U.S. one in 10 children under the age of 5 receive books from the program.

The Dollywood Foundation covers overhead by providing the book-ordering system database and coordinating book selection, purchasing, and shipping processes. The Library Foundation is responsible for promoting Dolly Parton's Imagination Library, enrolling children alongside local partners, and covering the costs of books and postage.

The average retail cost of an Imagination Library book is \$13, but the Dollywood Foundation's high-volume purchasing lowers the Library Foundation's costs (includes books and postage) to about \$2.20 per book, or \$26 per child each year.

To learn more about the Imagination Library or to register a child, visit [CRLibrary.org/children/imagination-library](http://CRLibrary.org/children/imagination-library).

## Backstage magic turns 3 boys into Mozart's spirits

Washington Post

On a recent windy Sunday afternoon, bundled-up kids and their families started arriving at the Metropolitan Opera House in New York City.

They walked across red carpeted floors and filled paper cones with water from fancy brass water fountains. They took their seats in the theater underneath chandeliers shaped like stars.

Meanwhile, behind the scenes, the cast of Mozart's "The Magic Flute" was getting ready for the afternoon's performance, including three boys who play spirits in the show. They are members of the opera's children's chorus who auditioned for the roles, the only ones played by kids.

About an hour before the performance starts, Michael J. Yi and Henry Baker Schiff, both 12, and 14-year-old Julian Knopf file into a backstage rehearsal room with mirrors on one wall and a grand piano. Anthony Piccolo, the director of the children's chorus, is waiting to help them warm up.

"Without a warm-up, our voice can maybe crack or go out of tune, and we also do some body warm-ups, so we don't get tight in our back and neck and jaw muscles," Michael says.

Adds Julian: "We go over the pieces, which is incredibly important for getting the feel for them each night and seeing how your voice is doing that day." The boys sing three pieces. (Mozart wrote the opera in German, but this production is sung in English.) In one piece, the boys are suspended above the stage. Another has them standing. And in a third, they sit on dancers' shoulders.

After the warm-up, the boys have a few minutes of free time, which they like to spend talking to one another. Then it's time to get in costume. Other performers have elaborate costumes made from feathers and metal and nylon rods. But the spirits wear white linen loincloths they call diapers. The real work of



The Metropolitan Opera's holiday production of Mozart's "The Magic Flute" features (from left) Michael J. Yi, Julian Knopf and Henry Baker Schiff as the spirits. The three are the only kids in the opera production, and they spend at least 30 minutes in wig and makeup preparation before each performance. (Marty Sohl/Metropolitan Opera)

changing them into character comes from the hair and makeup team.

"It takes about 30 to 40 minutes, and it really sets the tone," Henry says.

First, the boys are painted white from head to toe with water-based makeup that's easy to wash off, according to head of wigs and makeup Tera Willis. This is put on with giant soft sea sponges. Afterward, symbols such as eyes and compasses are painted on foreheads, arms and legs. "That part tickles," Michael says.

Beards go on next, and they're the longest in the Met's wig shop. They're made of yak hair, and they're itchy, too.

"But you have to let it sit on your chin, and you can't really pull it down, because there's a strap that goes from the beard around your head, and it's also pinned into your wig," says Henry, who tries not to think about the itchiness. Michael

says the wranglers who help the kids backstage have told him to tap-tap-tap his face instead of scratching.

The wigs are white yak hair mohawks that get sprayed with special glue to help them keep their shape. After a performance, "we put our wigs to bed properly, so they're set for the next show," Willis says. "Otherwise, they might wake up looking crazy."

When the boys are all decked out, "it's weird, because you look in the mirror, and you see someone the height of a young boy with a long floor-length beard and spiky hair who's completely ghostly white with a bunch of symbols on your arm," Henry says. "I see me in there, but like it's also not me."

"You can see you're not your normal self," Michael says. "You're about to perform in front of thousands of people, so you get this really nice feeling."

Now it's time to hit the stage.



Alex Ovechkin of the Washington Capitals during a game against the Montreal Canadiens at Capital One Arena. (Washington Post)

## Alex Ovechkin isn't only athlete looking to break a record

By Fred Bowen, Washington Post

Over the holidays, Alex Ovechkin of the Washington Capitals passed Gordie Howe (who played from 1946 to 1980) as the second-leading goal scorer in the history of the National Hockey League (NHL).

Now only Wayne Gretzky (1979-99) is ahead of Ovechkin. Gretzky scored 894 goals during his NHL career and is 86 goals ahead of Ovechkin, who has 808. Ovechkin, however, still is scoring plenty of goals, even at age 37. So "The Great Eight" may pass "The Great One" in a couple of seasons.

Sports records are broken all the time. Let's look at some important professional marks that may fall in the not-too-distant future.

Kareem Abdul-Jabbar (1969-89) is the leading scorer in the history of the National Basketball Association (NBA), with 38,387 points. LeBron James is not far behind, with 37,903 points, before Wednesday night's game.

James still is putting numbers on the board. He is scoring 29 points a game this season for the Los Angeles Lakers.

Barring injuries, James should pass Abdul-Jabbar next month.

Who knows how long James will hold the record. Today's NBA is full of high scorers. As of Wednesday afternoon, five players were averaging more than 30 points a game this season.

Diana Taurasi is the leading scorer in the history of the Women's National Basketball Association (WNBA), with 9,693 points ... and counting. But the WNBA is a relatively new league. (The first season was in 1997.) My guess is the players who hold WNBA records won't hold them for long.

Calvin Johnson (2007-15) holds the National Football League (NFL) record for most receiving yards in a single season. The man called "Megatron" caught 122 passes for 1,964 yards during the 2012 season.

The NFL, however, has become a pass-happy league. I think someone will break Johnson's single-season record in the next few years.

Sports fans often say: "Records are made to be broken." So pay attention. Some records may be broken soon.



GOVERNMENT NOTES

# Give input on new westside C.R. library

The Gazette

Community members are invited to a Wednesday open house to provide input on the \$25 million westside public library and Opportunity Center project.

The open house will be 11 a.m. to 1 p.m. at the Ladd Library, 3750 Williams Blvd. SW. Additional open houses will be held in the winter and spring.

Last year, the Cedar Rapids Public Library Foundation secured 27 acres of land at Wiley Boulevard SW and 20th Avenue SW after receiving a gift in 2020 to help establish a permanent westside library.

The existing Ladd Library opened in 2013 in a leased space and was established through a grant from the Hall-Perrine Foundation.

OPN Architects was hired in October as the architect for the new library, with the design process underway. Public input will be gathered through open houses, surveys and interviews.

The city of Cedar Rapids contributed \$6 million in federal American Rescue Plan Act funds toward the project, plus \$100,000 to go toward the design of a park coinciding with the building design. Linn County awarded the project \$4 million of its ARPA funds.

## LEARN ABOUT SEASONAL C.R. JOBS AT TAILGATE

The Cedar Rapids Parks and Recreation Department will host a tailgating event Feb. 4 for people interested in sea-



The Ladd Cedar Rapids Public Library, 3750 Williams Blvd. SW, will hold an open house Wednesday where residents can comment and ask questions about the new library and opportunity center that will be built nearby. (Nick Rohlman/The Gazette)

sonal jobs with the city.

The job fair will be 10 a.m. to 2 p.m. at the Ellis Golf Course Clubhouse, 1401 Zika Ave. NW.

People will be able to meet parks and rec staff and ask questions about spring and summer positions in golf, parks, recreation and swimming pools. The city has boosted the wages for more than 350 seasonal positions.

The event will include games, refreshments and drawings for free admission to Mini Pines and the outdoor pools.

Individuals may fill out applications during the fair, and hiring personnel will conduct in-person interviews.

The department seeks individuals of all ages who enjoy working with the public in a team atmosphere and spending the summer outdoors.

Hiring begins early to meet needed staffing levels and give new life-guardians enough time to

obtain certifications.

To view open positions or apply online, visit [CityofCR.org/Jobs](http://CityofCR.org/Jobs).

## NEW C.R. ELEMENTARY TO BE NAMED TONIGHT

The name of a new elementary school being built on the Arthur Elementary School annex will be announced today at the Cedar Rapids school board meeting.

The new school will replace Arthur Elementary School, 2630 B Ave. NE, and Garfield Elementary School, 1201 Maplewood Dr. NE. It will open in the fall of 2024.

The name is being recommended by members of the school naming committee, which sought student, staff, parent and community input on the name.

In November, students at Arthur and Garfield discussed what a name means and read the book, "Alma and How She Got Her Name" by Juana Martinez-

Neal, before submitting their ideas for the new school's name.

One of the goals of naming the school was to have the name align with the architectural design, according to board documents.

## MARION, MEDCO OFFER DEVELOPER'S GUIDE

Marion and the Marion Economic Development Corp. have published a developer's guide to assist developers and businesses in navigating the city's development process.

The guide is available on the city's website and features key contacts in the community as well as an overview of financial assistance programs.

"Economic development in Marion is a collaborative process," City Manager Ryan Waller said. "Our goal will always be to make it easy for our customers to do business with us."

The guide is a result of collaboration between Marion and MEDCO, according to a news release.

"Part of being the best place in Iowa to grow a business is creating the best environment to support them," MEDCO President Nick Glew said. "This guide reinforces the dedication of the city of Marion and Marion Economic Development to reach higher as we accelerate continued community growth."

## I.C. PUBLIC WORKS BUILDING CITED

Iowa City's public works facility was named a 2022 top 10 U.S. archi-

tecture project by a London-based architecture and design magazine.

The recognition from Dezeen, an online magazine with more than 3 million monthly readers, is in addition to other national attention the building has received since it opened in 2019.

"We are excited to see our Public Works Facility receive such accolades throughout the country, and now internationally," Ron Knoche, the city's public works director, said in a statement. "But we're not surprised."

"With the city's dedication to climate action efforts in every facet of this project, and the incredible work done in the design and construction phases, we knew that this building would be special."

The 99,000-square-foot facility, designed by Neumann Monson Architects of Iowa City, is at 3810 Napoleon Lane, on the corner of Gilbert Street and McCollister Boulevard in south Iowa City. It includes three public works divisions, with shops, vehicle storage, offices and fire training facilities.

The energy-efficient building has extra insulation, with daylight optimized inside, and strategies throughout to minimize demand on mechanical systems.

The building, for example, conserves more than 600,000 gallons of water annually by reducing potable water use by 65 percent and having a water reclamation system in vehicle wash bays and

fire training facilities.

## AWARD GOES TO C.R. FINANCIAL REPORTING

The Government Finance Officers Association of the United States and Canada awarded the city of Cedar Rapids' Finance Department the Certificate of Achievement for Excellence in Financial Reporting for its annual comprehensive financial report for fiscal 2021 — the budget year spanning July 1, 2020, through June 30, 2021.

According to a memo from City Manager Jeff Pomeranz to the Cedar Rapids City Council, an impartial panel reviewed the report and determined it met the program's standards, including demonstrating a constructive "spirit of full disclosure" to communicate the city's financial story and motivate potential users to read the report.

The certificate of achievement is the highest honor in the area of governmental accounting and financial reporting.

"Its attainment represents a significant accomplishment by a government and its management," Pomeranz's memo stated. "We are proud to see the hard work of our City Council, Finance Department staff and the entire city team recognized with this distinction."

Government Notes is published Mondays and contains updates from area government bodies. Marissa Payne, Gage Miskimen, Izabela Zaluska and Grace King of The Gazette contribute.

# career fair

Thursday, March 2 • 3-6 p.m. • Lindale Mall

## EMPLOYERS

Connect with active job seekers and tell your company story.

**Register Now** [contact@corridorcareers.com](mailto:contact@corridorcareers.com) or 319-398-5847



SCAN ME



Community Partner:



140<sup>TH</sup> ANNIVERSARY  
\*\*\*\*\* EST. 1883 \*\*\*\*\*  
The Gazette



Category	Platform	Metrics	Dec 2021	Dec 2022	% Change
Program Attendance	In Person and Virtual	Attendance at Library Programs and Videos	1,552	2,262	31%
Digital Collection Use	OverDrive	eBook Circulation	5,917	5,836	-1%
		eAudiobook Circulation	5,268	6,014	12%
		New Users	159	245	35%
	cloudLibrary	eBook Circulation	1,384	1,714	19%
		eAudiobook Circulation	1,039	1,038	0%
		New Users	32	78	59%
	Hoopla	eBook Circulation	816	1,004	19%
		eAudiobook Circulation	1,041	1,761	41%
		eMusic Circulation	131	173	24%
		eVideo Circulation	488	507	4%
	Freegal	New Users	37	59	37%
		eMusic Downloads	1,201	986	-22%
		eMusic Streaming	3,352	2,507	-34%
Kanopy	New Users	9	6	-50%	
	eVideo Circulation	1,301	1,449	10%	
Total	Total Digital Circulation	21,938	23,765	5%	
Other Online Use	Databases	Visits	17,860	16,616	-7%
	CRLibrary.org	Visits	11,331	13,259	15%
	WiFi	Logins	7,788	9,872	21%
Social Media	Facebook	Followers	10,511	11,249	7%
	Instagram	Followers	3,719	3,965	6%
	YouTube	Views	8,815	6,138	-44%
Meeting Room Use	Downtown	Number of Reservations	248	299	17%
	Downtown	Number of People	2873	3203	10%
	Ladd	Number of Reservations	64	53	-21%
	Ladd	Number of People	567	597	5%
Number of Visitors	Downtown	Door Count - Downtown	20,162	21,763	7%
	Ladd	Door Count - Ladd	6,456	7,422	13%
	Total	Door Count - Total	26,618	29,185	9%
Curbside Holds	Total	Curbside Holds - Number of Patrons	163	88	-85%
*Number of items was not possible after Polaris transition					
Materials Circulation	Circulation	Print Circulation	35,063	33,939	-3%
		Total Circulation	51,433	50,770	-27%
		MLN Circulation (Print only)	57,352	79,777	28%

# FY24 APPLICATION FORM FOR ACCREDITATION AND DIRECT STATE AID TIER LEVEL

**DUE FEBRUARY 28, 2023**

Library Name: Cedar Rapids Public Library Date: \_\_\_\_\_

## INTRODUCTION

The Standards and Accreditation Program exists to encourage the ongoing development of high-quality public library services in Iowa. *In Service to Iowa: Public Library Standards* is the manual for the State Library of Iowa's standards program. To save space on this application form, questions have been shortened. For more information and examples refer to the full text of the publication:

[https://www.statelibraryofiowa.gov/index.php/download\\_file/view/404/271](https://www.statelibraryofiowa.gov/index.php/download_file/view/404/271)

## INSTRUCTIONS

The FY24 application form is available in online and print versions. The print version is to aid data collection only. Printed versions of the form will not be accepted without prior approval from Scott Dermont. Contact Scott at: [scott.dermont@iowa.gov](mailto:scott.dermont@iowa.gov) or 515-281-7573.

Mark each standard met with an "X"

**(FY22)** = Standards marked this way should use data taken from the FY22 Iowa Public Library Annual Survey. Dates covered (July 1, 2021 – June 30, 2022.) Some standards use data from three fiscal years and will be shown as (FY22, FY21, FY20)

**LINE#** = Data taken from the Public Library Annual survey will be indicated by the term **LINE** with the appropriate line number. **LINE E30+LINE E29** would divide survey line E30 by line E29.

Since many standards derive their information from the Public Library Annual Survey, it would be useful to have the Annual Survey on hand while filling out this application. However, the online version of this form will automatically pull the annual survey data into the form. It may be beneficial to consult the online form first.

(Tier 1), (Tier 2), (Tier 3): Indicates the Tier level of the listed standards. Standards without a Tier level listed are considered optional.

- Libraries applying for Tier 1 status must meet all 29 (Tier 1) standards.
- Libraries applying for Tier 2 status must meet all 29 (Tier 1) and all 12 (Tier 2) standards.
- Libraries applying for Tier 3 (accredited) status must meet all 29 (Tier 1), all 12 (Tier 2), and all 6 (Tier 3) standards. They must also meet 20 of 38 optional standards.



## SECTION 1: LIBRARY GOVERNANCE

1.   x   (Tier 1) A legally appointed and constituted library board governs the operation of the library. A copy of your library's most current ordinance must be on file.
2.   x   (Tier 1) The library board or other authority as defined by ordinance:
  - ❖ Hires the library director
  - ❖ Delegates the active management of the library, including personnel administration, to the library director
  - ❖ Has legal authority over the library's budget and over all gifts, bequests, and donations
3.   x   (Tier 1) The library board adopts an annual budget.

Meeting Date of most recently completed budget approved by board (include month, day, and year)  
January 5, 2023 (January 6, 2022 for FY23)

4.   x   (Tier 1) The library is funded by its city on a permanent basis. Data from the Iowa Department of Management will be used to audit this standard.
5.   x   (Tier 1) The library board has written bylaws that outline its operational procedures. These bylaws are reviewed at least every three years. For help developing your bylaws, please contact your district consultant.

Bylaws must be dated February 1, 2020 or later.

6.   x   (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance. COVID Exceptions – 6 meetings are acceptable for FY20 and FY21.

Submit dates of board meetings for the past three years. Dates listed must include month, day, and year – i.e. 5/5/20, etc.

- ❖ FY22 7/1, 8/5, 9/2, 10/7, 11/4, 12/2/2021; 1/6, 2/3, 3/3, 4/7, 5/5, 6/2/2022
- ❖ FY21 7/2, 8/6, 9/3, 10/1, 11/5, 12/3/2020; 1/7, 2/4, 3/4, 4/1 & 28, 5/6, 6/3/2021
- ❖ FY20 7/2, 8/1, 9/5, 10/3, 11/7, 12/5/2019; 1/2, 2/6, 3/5, 5/7, 6/4/2020

7.   x   (Tier 1) The library board adopts four required written policies – circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years. For help developing your policies, please contact your district consultant.

Policies must be dated February 1, 2020 or later.

8.   x   (Tier 1) All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee.

Briefly summarize your library's board development training opportunities for the past three years. A short description is needed that is more than just a list of dates.

- ALA - 6/2022; PLA - 3/2022; Board Education at board meetings: 7/1, 8/5, 9/2, 10/7, 11/4, 12/2/2021;
- ❖ FY22 1/6, 4/7, 5/5, 6/2/2022
- ❖ FY21 Board Education at Board meetings: 7/2, 8/6, 10/1, 11/5, 12/3/2020; 1/7, 2/4, 3/4, 4/1, 5/6, 6/3/21
- ❖ FY20 PLA: 2/2020; Board Education at Board meetings: 7/2, 8/1, 9/5, 10/3, 11/7, 12/5/2019; 1/2, 2/6, 3/5, 5/7, 6/4/2020

9.  The library board has additional written policies, as deemed appropriate for the library, and reviews them at least every three years. All policies are available to all staff members and for public inspection. For help developing your policies, please contact your district consultant.

Check any additional policies adopted. Do not report the four policies listed in standard #7 above. At least two are required to meet this standard:

- Bulletin board and displays
- Customer conduct in the library
- Customer service
- Disaster preparedness and recovery
- Emergencies and evacuation
- Friends groups
- Gaming
- Gifts and donations
- Hours including holiday and weather closings
- Library foundation
- Meeting rooms
- Proctoring
- Programs for youth and adults
- Public access computers
- Public relations
- Reference and readers' advisory services
- Sex offender
- Tablet checkout
- Unattended children
- Volunteers
- Wireless use
- Other policies (List no more than two) Environment Policy and Use of Security Cameras

10.  The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). This standard does not apply to city libraries in counties where there is a county library. Use the following guidelines to help determine equitable funding:

To determine per capita or cents per thousand support amounts, refer to the Rural Library Funding table on the State Library's website at <https://www.statelibraryofia.gov/index.php/libraries/services-resources/statistics>.

To meet this standard, the library's county must support libraries at the rates listed below. Minimum, enhanced, or outstanding rates can be used.

Enter county per capita support \$25.14  
 OR  
 Enter county cents per thousand support \$0.2746

Based on 2016 data	Outstanding	Enhanced	Minimum required to meet standard
County rural per capita support	\$24.75 per capita	\$14.00 per capita	\$9.50 per capita
County support per assessed valuation	23 cents per thousand	17 cents per thousand	10 cents per thousand





17.   x   (Tier 2) The library has a current written plan. A plan is a current document that projects up to 5 years into the future and outlines the library's goals and objectives to meet the community's needs. Developing a plan usually involves the staff, the trustees, and the public. The plan should be reviewed and updated annually by the library board including an evaluation of the library's progress toward the plan's goals and objectives. To meet this standard, all boxes below must be checked.

The plan must:

- Be current – coverage through at least 2023
- Address community needs based on community data
- Contain a mission statement, which describes the library's purposes in the community
- Show goals and measurable objectives to be achieved over a period not to exceed five years

18.   x   The library director informs the board of pending library legislation on the local, state, and national levels to enable board members and staff to participate in the legislative process. Examples include attending Iowa Library Association Legislative Day or contacting legislators on library issues.

19.   x   The library director attends county-wide directors' meetings, which should occur at least once per year.

List dates that the director attended county-wide meetings in the past three years. Dates listed must include month, day, and year – i.e. 5/5/20, etc.

- ❖ FY22   12/13/2022
- ❖ FY21   4/13, 12/14/2021
- ❖ FY20   8/13, 11/12/2019; 2/11, 4/21/2020

### **SECTION 3: LIBRARY PERSONNEL**

20.   x   (Tier 1) The library has a permanent, paid director who is endorsed at the required level within two years of hire date

Start date of current director as director (MM/DD/YYYY)   July 23, 2014  

21.   x   (Tier 1) The library has written job descriptions that include educational and experience requirements. A written salary range for each position is recommended, but not required. It is recommended, but not required, that the library's job descriptions and salary range are included in the city's personnel plan.

22.   x   (Tier 1) The library director's performance is evaluated by the board at least annually.

List evaluation dates for the past three years. Dates listed must include month, day, and year – i.e. 5/5/20, etc.

- ❖ FY22   6/2/2022
- ❖ FY21   6/3/2021
- ❖ FY20   6/4/2020

23.   x   (Tier 1) The library allows the director to participate in continuing education opportunities during their work time.

24.   x   (Tier 2) (FY22) The library employs paid staff as listed below. Number of hours per week and FTE (Full Time Equivalents) are given. Either figure can be given to meet the standard.

Report the total number of paid staff FTE (LINE B08)   68.0  

Size	Population	Minimum staff requirement
A	Under 500	20 hours (.50 FTE)
B	500-999	20 hours (.50 FTE)
C	1,000-2,499	24 hours (.60 FTE)
D	2,500-4,999	48 hours (1.20 FTE)
E	5,000-9,999	112 hours (2.80 FTE)
F	10,000-24,999	192 hours (4.80 FTE)
G	25,000-49,999	256 hours (6.40 FTE)
H	50,000 and above	404 hours (10.10 FTE)

25.   x   (Tier 3) The library has a planned orientation program for all new employees. The orientation program introduces employees to the mission, philosophy, goals and services of the library in addition to their job responsibilities.

26.   x   Other library employees are evaluated annually by the director or supervisor.

27.   x   The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, or take advantage of CE opportunities.

List annual amount spent on CE opportunities from the past three years.

- ❖ FY22   \$31,460.70
- ❖ FY21   \$2,613.00
- ❖ FY20   \$31,205.60

28.   x   The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time. Check one or more of the suggestions below to meet this standard. The director is covered by standard #23.

- Attending webinars or other activities provided by the State Library of Iowa
- Attending continuing education activities on specific topics offered by library organizations, academic institutions or professional associations
- Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities
- Completing learning assignments following continuing education activities
- Taking a library or library-related course for academic credit
- Other (list no more than one)   Library sponsored professional development days (twice a year)

(NOTE: These can also be used to receive CE credit from the State Library's certification program.)

## Section 4: Library Collections

29.   x   (Tier 1) (FY22, FY21, FY20) The library determines its total annual circulation of library materials.

Report total circulation for the past three years:

❖ FY22 (LINE F27) 947,504  
❖ FY21 (LINE F27) 781,520  
❖ FY20 (LINE F27) 1,069,640

30.   x   (Tier 1) The library provides access to current local, county, and/or regional news sources.

List the title of one resource provided Des Moines Register

31.   x   (Tier 3) (FY22, FY21, FY20) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy. On average, three percent or more of the collection is withdrawn each year. An average based on the last three years of withdrawals will be used to determine this standard.

To determine the percentage withdrawn, use the number of items withdrawn for any reason including weeding, replacements, damage, etc. Divide the number of items withdrawn by the total number of items held at the BEGINNING of the year.

Report percentage of collection withdrawn:

FY22 (LINE E31 ÷ LINE E29) 10%  
FY21 (LINE E31 ÷ LINE E29) 3%  
FY20 (LINE E31 ÷ LINE E29) 5%

Total percentage withdrawn (FY22 + FY21 + FY20) 6%

Average of three years (Total percentage withdrawn divided by 3) 6% (This amount needs to be 3% or greater to meet standard #31)

32.   x   (Tier 3) (FY22, FY21, FY20) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials. On average, three percent or more of the collection is added each year. An average based on the last three years of additions will be used to determine this standard. Report all items added regardless of funding source. Include donated items.

To determine the percentage added, use the number of items added for any reason. Divide the number of items added by the total number of items held at the BEGINNING of the year.

Report percentage of collection added:

FY22 (LINE E30 ÷ LINE E29) 8%  
FY21 (LINE E30 ÷ LINE E29) 7%  
FY20 (LINE E30 ÷ LINE E29) 5%

Total percentage added (FY22 + FY21 + FY20) 6%

Average of three years (Total percentage added divided by 3) 6% (This amount needs to be 3% or greater to meet standard #32)



33.   x   The library provides materials in formats appropriate to the needs of special population groups found in the community. Check one or more of the suggestions below to meet this standard.

- Adult basic education materials
- Audio books and/or captioned video
- Braille materials
- Children's and young adult materials
- Large print books
- Materials for English language learners
- Other (List no more than one) \_\_\_\_\_

34.   x   The library provides non-traditional physical collections for checkout use outside the library. Check one or more of the suggestions below to meet this standard.

- Cake pans
- Art prints
- Tablets
- Wireless hotspots
- Other (List no more than one) Spark Kits and kits for individuals experiencing dementia/caregivers

## SECTION 5: LIBRARY ACCESS – VIRTUAL SPACES

35.   x   (Tier 1) (FY22) The library offers public access Internet-enabled devices and staff trained in their use. Public access devices are located in a public area and designated exclusively for public use.

Report the number of Internet-enabled devices (LINE F41)   122  

36.   x   (Tier 1) (FY22, FY21, FY20) The library counts the total number of public uses of Internet-enabled devices in the library.

Report the annual public use of Internet-enabled devices for the past three years.

- ❖ FY22 (LINE F42)   52,118
- ❖ FY21 (LINE G34)   24,063
- ❖ FY20 (LINE G34)   87,701

37.   x   (Tier 1) The library provides a printer for public use. The printer may be a shared staff/public device.

Enter make and model of printer   Sharp MX-3571S Multi-Function Printer  

38.   x   (Tier 2) The library provides wireless Internet access for its customers.

39.   x   (Tier 3) The library maintains a current website. A social media page on a site such as Facebook does NOT meet this standard.

To meet this standard, the website MUST include:

- Access to the library's online catalog
- Information about the library
- Links to local, state, or national resources

Enter the URL of the library's website:   www.crlibrary.org

40.   x   The library budgets for computer replacement on a regular basis.
41.   x   The library sets aside a separate computer location for use by children and/or young adults.
42.   x   The library provides computer and/or Internet training for its customers.
43.   x   The library has access to broadband Internet access. Broadband Internet is defined by the FCC as 25 Megabits per second (Mbps) download speed and 3 Mbps upload.

Library's download speed   1,000 mbps   (Must be at least 25 Mbps to meet standard)  
 Library's upload speed   1,000 mbps   (Must be at least 3 Mbps to meet standard)

44.   x   The library provides access to and promotes online database products.  
 List the name of one of the library's online database products:   EBSCOhost
- 
45.   x   The library provides access to and promotes a downloadable materials collection.  
 List the name of one of library's downloadable materials collections   Overdrive
- 
46.   x   The library provides access to digitized local collections. To meet the standard, the library can either digitize the collection or contract with another entity that has digitized the collection.  
 List the name of one of the library's digitized local collections   Cedar Rapids History Archives - a digital archive of *The Gazette*
- 

## Section 6: Library Access – Physical Spaces

47.   x   (Tier 1) The library has a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures.
48.   x   (Tier 1) The library has an email address.
49.   x   (Tier 1) Library hours are posted and fixed based on users' and potential users' available time. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours or closures because of COVID-19 or other reasons.

To satisfy this standard the library must be open:

- A minimum of 10 hours per week and at least one hour during each of the following times:
- At least one morning (12am to 12pm)
- At least one afternoon (12pm to 5pm)
- At least one evening (until 6pm)
- Saturday and/or Sunday

Branches: Library systems with branches in the same jurisdiction may use all locations to meet the standard. For example, only one branch needs to be open in the morning to meet the standard.

50.   x   (Tier 1) The library provides reference and readers' advisory service to residents of all ages.

51.   X   (Tier 1) The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

**Note:** Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog and provide the corresponding supporting documentation. Choose no more than one from the list below.

- Catalog is offline only (card catalog, etc.). Provide a picture of the catalog.
- Catalog is online but not accessible on the web. Provide vendor and product name:
- Catalog is available on the web. Provide the link: <https://crpl.na.iivega.com>

52.   X   (Tier 2) The library has a current and maintained ONLINE catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. Libraries that meet this standard automatically meet standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

**Note:** Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog. Vendor name or link will be taken from your answer to Standard #51. Choose no more than one from the list below:

- Catalog is online but not accessible on the web.
- Catalog is available on the web.

53.   X   (Tier 2) The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases (such as OCLC or SILO) and participates as a lender and a borrower.

54.   X   (Tier 2) Minimum days and hours of service comply with the chart below. This standard is based on a typical week, one in which the library is open regular hours with no holidays. A typical week does not include summer hours or closures because of COVID-19 or other reasons.

Branches: Library systems with branches may use the non-duplicated branch hours of branches within the same jurisdiction to meet the standard. For example, if the main library is open 9am to 7pm, and a branch is open 12 pm to 9pm, the library system is considered to provide service from 9am to 9pm.

Enter number of days open per typical week:   7 days a week    
Enter number of hours open per typical week:   64 hours  

See table below for minimum requirements to meet standard 54.



Population	Size	Minimum Required Days and Hours Open
Under 500	A	4 days/20hours
500-999	B	4 days/20 hours
1,000-2,499	C	5 days/20 hours
2,500-4,999	D	5 days/29 hours
5,000-9,999	E	5 days/41 hours
10,000-24,999	F	6 days/51 hours
25,000-49,999	G	6 days/55 hours
50,000 and above	H	6 days/61 hours

55.   X   (Tier 2) The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use.

56.   X   (Tier 3) The library's ONLINE catalog is REMOTELY available to users. Access to the SILO locator does not meet this standard. Libraries that meet this standard also meet standards #51 and #52. The catalog link must be on the library's web page. The catalog link will be taken from your answer to Standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

**Note:** Each item in the catalog must also have a call number or some other means to locate the item.

57.   X   (Tier 3) All the library's services are available when the library is open. Restricting services due to COVID-19 will not affect this standard.

58.   X   Residents of the community have free access to tax-supported public library services.

59.   X   The library provides the necessary equipment to use any audiovisual materials in the library's collection.

60.   X   The library provides inside directional signs. The library provides outdoor signs that identify the building as a public library including the library's service hours.

61.   X   The library provides trained staff who are knowledgeable about reference and readers' advisory print and electronic resources and who are able to assist customers of all ages during all open hours. Note: The library does not need to have reference librarians to meet this standard, but existing staff are trained in the use of reference resources.

62.   X   The building has public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard.

63.   X   The library allocates space and furniture for young adults with all materials readily available.

64.   X   The library has a makerspace.

To meet this standard, describe the makerspace services provided by the library: the space offers the public use of a Glowforge, 3D printer, button maker, and Cricut

65.   x   The library provides self-service or other kinds of automated equipment used to increase efficiency.

To meet this standard, describe the self-service and/or automated services provided by the library: \_\_\_\_\_  
Materials handling system; all materials have an unique RFID tag

66.   x   The library allows patrons to make payments using debit or credit cards.

## Section 7: Library Programming and Community Relations

67.   x   (Tier 1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. A library that participates in the State Library's Summer Library Program meets this standard. Children are defined as persons 11 years of age or younger.

68.   x   (Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming.

69.   x   (Tier 2) The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard check at least four items.

- Annual reports attractively packaged and made available to the public
- Attractive and frequently changed exhibits, displays, and bulletin boards
- Newspaper articles, columns, or ads
- Posters, flyers, brochures, and bookmarks advertising library services
- Social networking presence (Facebook, Pinterest, Twitter, blogs, etc.)
- TV and/or radio exposure
- Visually appealing printed materials and graphics
- Website
- Walk-throughs in the library to assess the image it projects
- Others (list) Branding and Display guidelines

70.   x   (Tier 2) The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations. To meet this standard check at least two items.

- Attend city council meetings other than when making a budget request
- Give presentations to community groups and organizations
- Invite city council to meet in the library
- Participate in community organizations and activities
- Serve as a bridge to bring different types of people together
- Regularly assess community assets and needs
- Include local leaders in library planning
- Participate in city planning
- Other (list) \_\_\_\_\_

71.   x   The library offers outreach services. Outreach service includes collections and programming provided at other community locations.

Describe one of the outreach services provided by the library: Mobile Technology Van - use of vehicle to provide summer reading programming in parks, and write/print on the spot for job fairs.

72.   x   The library provides children's programming free of charge or cooperates with other agencies to provide the programming. Providing a summer reading program only does not meet this standard. Children are age 11 and younger for the purpose of this standard.

73.   x   The library provides young adult programming free of charge or cooperates with other agencies to provide the programming. Young adults are age 12-18 for the purpose of this standard.
74.   x   The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Adults are age 19 and older for the purpose of this standard.
75.   x   The library collaborates with other organizations, including agencies that serve special populations, to improve library service.

Describe one of the library collaborations to meet this standard: Partnership with Willis Dady Emergency Services - we have a contract for service navigators so their clients can meet in a safe, non-judgmental environment as well as provide support services to library staff.

76.   x   The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail).
77.   x   The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities. To meet this standard at least four items must be checked.
- Accessible meeting rooms
  - Braille materials
  - Enhanced computer display for visually impaired
  - Hearing augmentation system in meeting room
  - Home delivery of materials
  - Interpreters for the hearing impaired
  - Large Print materials
  - Minimum space between shelving stacks of 36"
  - Story times and programs in accessible meeting rooms or outside the library
  - Others (list) Sensory kits and quiet areas

## Section 8: Library Facility

78.   x   (Tier 1) The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant.
79.   x   (Tier 1) (FY22, FY21, FY20) The library determines the number of people who come into the library each year. (Also known as door count)

Report Annual Library Visits for the past three years:

- ❖ FY22 (LINE F37)   358,225
- ❖ FY21 (LINE G29)   125,007
- ❖ FY20 (LINE G29)   459,820

80.   x   (Tier 1) The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years. To meet this standard:
- ❖ The library board must review at least one of the four priority checklists
  - ❖ The board review date of at least one of the four priority checklists must be February 1, 2020 or later
  - ❖ The library must submit a completed copy of at least one of four priority checklists to the State Library
    - Please do not submit photos. We only need a copy of the checklist.

The checklist can be found at:

<https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand/ada-checklist-existing-facilities>

81.   x   The library provides adequate and convenient parking to the library’s customers on or adjacent to the library’s site. One parking space is available for every 500 square feet of building.

82.   x   The library provides adequate handicapped accessible parking spaces in compliance with the table below.

Total Parking	Required Minimum Number of Accessible Spaces (ADA Accessibility Guidelines)
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5

83.   x   The library provides adequate public reader seating space based on the chart below.

Population	Seats per 1,000 population
Up to 10,000	5.00
10,001 to 25,000	4.50
25,001 to 50,000	3.00
50,001 to 100,000	2.25
100,001 to 250,000	1.50

84.   x   The library provides adequate space for the staff to work in a non-public area.

85.   x   The library director completes and shares a written space needs assessment with the board. To meet this standard, the assessment should be dated no older than February 1, 2018.   12/2/2021

# REQUEST FOR SUPPORTING DOCUMENTATION (FY24)

**DUE FEBRUARY 28, 2023**

LIBRARY NAME \_\_\_\_\_

Libraries filing an application for accreditation and Direct State Aid Tier Level must submit the following documentation for review. Use this checklist to keep track of the documentation that you may need to send in. If you have already sent this documentation to the State Library, check the appropriate box below. This form is for your use only – you do not need to send it to the State Library.

To submit digital versions of your files, use our new file upload service. Click the link below to be taken to the upload service:

<https://stateofiowa.seamlessdocs.com/f/AccreditationDocumentation>

It is best to send in all documentation at the same time. Once you've completed the upload form, it will direct you to the required signature page. Contact Toni Blair at [toni.blair@iowa.gov](mailto:toni.blair@iowa.gov) if you need an alternative way to send in your files.

NOTE: You only need to send in the documentation if you meet the appropriate standard. All libraries must provide a copy of the Signature Page in order to certify the application.

- Standards 1 and 2 (Tier 1) – One copy of the most current library ordinance.
- Standard 5 (Tier 1) – One copy of the library board's bylaws. Bylaws creation or review date must be dated February 1, 2020 or later.
- Standard 7 (Tier 1) – One copy each of the policies listed below. Policy creation or review date must be dated February 1, 2020 or later. Check below to indicate these items have been sent to the State Library.
  - Circulation Policy – Must include or refer to confidentiality policy
  - Collection Development Policy – Must include or refer to Freedom to read information
  - Personnel Policy
  - Internet Use Policy
- Standard 17 (Tier 2) – One current copy of the library's plan. Must be current - coverage through 2023 or later.
- Standard 25 (Tier 3) – A checklist or other documentation used for employee orientation program.
- Standard 26 – One blank copy of one staff evaluation form.
- Standard 78 (Tier 1) – A photograph of the library book return.
- Standard 80 (Tier 1) – One copy of the ADA Checklist for Existing Facilities filled out and approved by the board of trustees. Completion of at least one priority is required to meet the standard. The checklist can be found at:  
<https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand/ada-checklist-existing-facilities>
  - Dated February 1, 2020 or later.
- Signature Page – All libraries must provide a signed copy of the Signature Page. You can access the signature page when you submit the rest of your documentation by using the new file download service. See the link at the top of this page.



To: Monica Challenger, Finance Committee Chair  
From: Dara Schmidt  
Date: 1/26/2023  
Subject: **December 2022** Financial Report

**December Monthly Analysis:**

**Library Operations 151XXX:** I have reviewed the December 2022 financial information. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (50% thru December). Actual revenues are expected to meet or exceed budgeted amounts.
- For all other expenses, no more than 1/12 of budget are spent per month (50% thru December).
- I used this as a guide to gauging concerns when reviewing areas. Here are highlights that you should be aware of:
  - **Total actual revenue (less transfer in) is 60% or \$485K of budgeted \$810K. Right on track with budget.**
  - **Total actual expenditures are 48% or \$3.6M of \$7.4M budgeted. Right on track with budget.**
  - Personal Services is tracking at **48%** or **\$2.7M** of **\$5.55M** budget.
    - Refresh savings budget of \$135K was removed in September.
  - Discretionary is trending over budget thru December. Total incurred is **\$508K** of **\$810K** budget or **63%**.
    - Timing of IT & Materials purchases, as well as Training/Conferences, Equipment, Advertising, Uniforms & Books are impacting this.
  - Rent of Land & Buildings has incurred 6 months of Lease & Cam \$16,387.67 for Ladd library or \$98K. Parking actuals thru December is \$18K.
  - Electricity is spending greater than budget available thru November. 47% spent or \$100.6K of \$213.8K budget. – no change
  - Facilities Maintenance has posted EMS costs thru December - \$7.7K and Maintenance billing for July-September is \$70.1K. FMS maint has billed for October of 22K but not yet posted to financials. (On track to fully spend down this budget.)
  - Fleet Services is billed thru July for work order billing. Currently at 17% or \$244 of \$1.4K budget. – no change

CIP & Special Revenue will only have commentary for the next few months, if any issues arise.

City of Cedar Rapids  
 151 General Fund - Library  
 2022-12-31

Account Name	Account	Prior Fiscal Year 2022 YTD Actuals	Current Fiscal Year 2023 Adjusted Budget	Current Fiscal Year 2023 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2023 Actuals
<b>Revenue</b>							
<b>Taxes</b>							
Total Taxes		-	-	-	-	0%	-
<b>Intergovernmental Revenue</b>							
Federal Operating	421001	-	10,800.86	10,800.86	-	100%	-
State Operating	422001	106,452.67	115,000.00	101,964.62	(13,035.38)	89%	70,531.03
Local Govt Grants and Reimb	423000	6,594.63	125,000.00	201,004.08	76,004.08	161%	-
Total Intergovernmental Revenue		113,047.30	250,800.86	313,769.56	62,968.70	125%	70,531.03
<b>Other Revenue</b>							
Printing & Duplicating of Form	431006	2,225.85	25,000.00	2,229.60	(22,770.40)	9%	462.20
Dept Charges-External to City	431012	166,226.37	409,792.00	86,051.48	(323,740.52)	21%	18,467.07
Library User Fees - Not Fines	431201	5,094.29	5,600.00	4,292.24	(1,307.76)	77%	510.46
Vending Sales	431301	32.04	-	20.27	20.27	0%	-
Building Rental	461001	16,357.20	43,455.00	16,806.70	(26,648.30)	39%	2,668.20
Contributions & Donations	471002	28,500.00	70,000.00	61,189.70	(8,810.30)	87%	16,738.07
Sale of Inventory	471003	785.25	2,000.00	630.10	(1,369.90)	32%	58.75
Other Miscellaneous Revenue	471005	-	3,500.00	-	(3,500.00)	0%	-
Total Other Revenue		219,221.00	559,347.00	171,220.09	(388,126.91)	31%	38,904.75
<b>Proceeds of Long Term Liabilities</b>							
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-
<b>Transfers In</b>							
Operating Transfer In - Inter	483001	14,000.00	36,000.00	11,000.00	(25,000.00)	31%	-
Total Transfers In		14,000.00	36,000.00	11,000.00	(25,000.00)	31%	-
<b>Total Revenue</b>		<b>346,268.30</b>	<b>846,147.86</b>	<b>495,989.65</b>	<b>(350,158.21)</b>	<b>59%</b>	<b>109,435.78</b>
			<b>810,147.86</b>	<b>484,989.65</b>		<b>60%</b>	
<b>Expenditures</b>							
<b>Personal Services</b>							
Regular Employees	511100	1,862,462.23	3,986,814.00	1,938,750.40	2,048,063.60	49%	325,287.41
Temporary/Seasonal Employees	511200	-	34,694.40	4,053.00	30,641.40	12%	-
Overtime	511300	37,668.08	114,773.40	34,955.48	79,817.92	30%	7,379.25
Other Special Pays	511400	19,478.12	20,180.00	24,644.47	(4,464.47)	122%	5,804.00
Group Insurance	512100	209,031.45	513,159.00	246,713.34	266,445.66	48%	42,072.63
Social Security Contributions	512200	139,168.08	326,956.00	146,790.10	180,165.90	45%	22,014.58
Retirement Contribution	512300	176,137.25	404,672.00	184,272.96	220,399.04	46%	28,763.51
Unemployment Compensation	512400	-	-	6,218.00	(6,218.00)	-100%	-
Workers' Compensation	512500	65,123.70	145,893.00	68,624.42	77,268.58	47%	10,532.46
Other Employee Benefits	512600	3,155.16	7,315.08	3,187.03	4,128.05	44%	563.45
Total Personal Services		2,512,224.07	5,554,456.88	2,658,209.20	2,896,247.68	48%	442,417.29
<b>Discretionary Expenses</b>							
Advertising & Marketing	521100	6,851.98	5,000.00	6,461.13	(1,461.13)	129%	3,540.14
Consulting & Technical Service	521104	25,931.70	10,000.00	-	10,000.00	0%	-
External Contracted Labor	521105	44,377.49	105,466.00	62,683.47	42,782.53	59%	3,998.81
Health Services	521106	174.05	-	185.85	(185.85)	-100%	38.35
Other Professional Services	521108	2,097.00	10,523.63	5,323.00	5,200.63	51%	600.00
External Banking/Financial Fee	521109	6,276.83	15,700.00	9,781.08	5,918.92	62%	1,348.02
Security Services	521110	-	5,000.00	-	5,000.00	0%	-
Computer Hardware	522100	39,743.94	35,000.00	31,080.28	3,919.72	89%	-
Computer Software Maintenance	522101	144,968.76	222,220.00	148,865.69	73,354.31	67%	1,962.04
IT Services - External	522102	28,804.73	75,500.00	18,990.31	56,509.69	25%	5,163.26
Building & Grounds Services	522104	1,543.80	15,000.00	-	15,000.00	0%	-
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	-	9,000.00	0%	-
Vehicles & Rolling Equip Serv	522106	-	-	29.95	(29.95)	-100%	-
Phone Services	523107	15,290.15	26,500.00	15,001.29	11,498.71	57%	2,499.97
Rental of Equip & Vehicles	524101	-	500.00	-	500.00	0%	-
Printing, Binding, & Duplicate	525102	6,071.34	15,950.00	8,465.71	7,484.29	53%	5,753.37
Awards & Recognition	531102	15.00	250.00	8.50	241.50	3%	-
Books & Subscriptions	531103	86,997.89	109,171.80	115,412.09	(6,240.29)	106%	7,125.27
Cleaning & Janitorial Supplies	531105	97.36	1,250.00	-	1,250.00	0%	-
Computer Supplies	531106	1,737.68	5,000.00	468.56	4,531.44	9%	-
Equipment/Furniture/Fixtures	531109	5,212.57	11,500.00	12,241.41	(741.41)	106%	-
Photography Supplies	531110	-	300.00	-	300.00	0%	-
Miscellaneous Supplies	531114	314.34	2,000.00	-	2,000.00	0%	-
Office Supplies	531116	8,693.40	15,320.00	6,036.22	9,283.78	39%	210.63
Program Supplies	531118	16,891.07	37,000.00	14,396.90	22,603.10	39%	6,098.78
Shop Supplies	531119	11.89	250.00	-	250.00	0%	-
Sign & Signal Supplies	531120	235.13	-	1,984.91	(1,984.91)	-100%	-
Uniforms	531123	-	694.00	1,196.98	(502.98)	172%	-
Personal Protective Gear	531124	3,071.86	-	1,766.25	(1,766.25)	-100%	18.60
Building & Grounds Supplies	533100	3,160.43	21,748.15	7,853.73	13,894.42	36%	706.95

City of Cedar Rapids  
 151 General Fund - Library  
 2022-12-31

Account Name	Account	Prior Fiscal Year 2022 YTD Actuals	Current Fiscal Year 2023 Adjusted Budget	Current Fiscal Year 2023 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2023 Actuals
Equip/Furniture/Fixtures Parts	533101	222.76	-	570.00	(570.00)	-100%	-
Conferences, Training, Travel	542102	289.67	23,200.00	30,223.03	(7,023.03)	130%	5,483.32
Dues & Memberships	542103	5,843.55	10,000.00	5,518.00	4,482.00	55%	712.00
Licensing Fees	542106	-	-	60.00	(60.00)	-100%	30.00
Postage & Freight	542108	1,578.96	17,500.00	2,800.63	14,699.37	16%	644.90
Mileage Reimbursement	542111	162.18	3,000.00	650.05	2,349.95	22%	107.84
Admin Charges - Inter Departments	521114	-	-	225.00	(225.00)	-100%	-
Chemical Supplies - Non-Snow & Ice	531104	-	-	-	-	0%	-
Facility Services - Non-routine	522107	-	-	-	-	0%	-
Fleet Services - Abnormal Maintenance	522108	-	-	-	-	0%	-
Fleet Services - Non-Safety Modifications	522108	-	-	-	-	0%	-
Fleet Services - Accidents	522108	-	-	-	-	0%	-
<b>Total Discretionary Expenses</b>		<b>456,667.51</b>	<b>809,543.58</b>	<b>508,280.02</b>	<b>301,263.56</b>	<b>63%</b>	<b>46,042.25</b>
<b>Other Expenses</b>							
City Accounting Services	521113	37,500.00	77,500.00	38,749.98	38,750.02	50%	6,458.33
City Information Tech Services	522109	4,621.32	5,878.33	2,939.16	2,939.17	50%	489.86
Electricity	523100	89,172.71	213,800.00	100,622.99	113,177.01	47%	-
Natural Gas	523103	659.00	4,500.00	594.03	3,905.97	13%	78.76
Rental of Land & Buildings	524100	149,979.61	245,000.00	116,413.89	128,586.11	48%	2,853.50
Liability Insurance	525104	17,842.93	42,148.00	22,881.50	19,266.50	54%	3,512.33
Property Insurance	525107	44,410.50	100,110.00	50,055.00	50,055.00	50%	8,342.50
Vehicle Insurance	525108	873.00	1,200.00	600.00	600.00	50%	100.00
Gasoline Fuel	532101	40.31	498.58	88.31	410.27	18%	-
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	97,703.94	313,107.55	77,808.42	235,299.13	25%	1,279.80
Fleet Services (Routine)	522108	137.60	1,400.00	243.91	1,156.09	17%	-
<b>Total Other Expenses</b>		<b>442,940.92</b>	<b>1,005,142.46</b>	<b>410,997.19</b>	<b>594,145.27</b>	<b>41%</b>	<b>23,115.08</b>
<b>Capital Outlay</b>							
Vehicles, Equipment, Software	554000	17,974.44	50,000.00	1,285.00	48,715.00	3%	-
<b>Total Capital Outlay</b>		<b>17,974.44</b>	<b>50,000.00</b>	<b>1,285.00</b>	<b>48,715.00</b>	<b>3%</b>	<b>-</b>
<b>Debt Service</b>							
Total Debt Service		-	-	-	-	0%	-
<b>Transfers Out</b>							
Total Transfers Out		-	-	-	-	0%	-
<b>Total Expenditures</b>		<b>3,429,806.94</b>	<b>7,419,142.92</b>	<b>3,578,771.41</b>	<b>3,840,371.51</b>	<b>48%</b>	<b>511,574.62</b>
<b>Net Revenues over/(under) Expenditures</b>		<b>(3,083,538.64)</b>	<b>(6,572,995.06)</b>	<b>(3,082,781.76)</b>	<b>3,490,213.30</b>		<b>(402,138.84)</b>

## Reconsideration of Material

This policy functions as a procedure to be used by individuals or groups seeking a reconsideration of library materials held in the library collection.

Library customers may request books or other materials to be added to the collection. The Cedar Rapids Public Library Board of Trustees supports intellectual freedom and subscribes to the principles of the [American Library Association Library Bill of Rights](#). The library staff applies the criteria described in the Library Bill of Rights and the Library's [Collection Development Policy](#) to provide books and materials that reflect the diversity of viewpoints within the community.

The board recognizes that individuals may question library materials that do not support their tastes and views. Library staff is available to discuss concerns, and identify options and alternate materials. If concerns are not satisfied through a discussion with staff, ~~customers-residents of the city of Cedar Rapids~~ may request a formal reconsideration of library materials.

~~Requests for reconsideration are first handled by the library's Materials Manager, then the Library Director and ultimately, the library's Board of Trustees.~~

The board has adopted a process for the formal reconsideration of library materials. This process ensures that questions about specific items in the collection are handled in a prompt and consistent manner. Requests for Reconsideration are taken by the library's Materials Manager. The Materials Manager assigns at least two additional staff members to review the material in question and make a recommendation. The Library Director will make a final decision to keep or remove the material.

The material in question will remain in the collection and available to patrons during the reconsideration process. Items the ~~board~~Library Director deems appropriate for the collection will be not be removed except by court order.

Adopted: 2/7/2013

Last Review: 4/4/2019

Revised: 12/02/2021, 02/02/2023

### Request for Reconsideration of Material

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Date request received by staff: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Materials Manager      Staff Committee      Library Director

Type of Material:  Book  Movie  Music  Digital  Game  Other

1. Describe your concern about the material. Please be specific including page numbers.
  
2. What do you believe is the central theme of this material?
  
3. In your opinion, is there anything good about this material, any redeeming quality?
  
4. Are you aware of any professional or literary reviews of this material?
  
5. What materials can you suggest to counterbalance the point of view of this material?
  
6. Did you read/watch the entire material?

Name: \_\_\_\_\_

Representing:  Self  Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_



Adopted: 2/2013

Revised: 09/2015, 12/02/2021, 02/02/2023

### Support Group Fundraising Policy

The Cedar Rapids Public Library Foundation and Friends of the Cedar Rapids Public Library are important groups that depend on gifts, donations, and fundraising as the primary source of income for the support of library programs and activities. The Library Board of Trustees endorses and encourages those efforts. The intent of this policy is to recognize the Foundation and the Friends as the only groups permitted to conduct fundraising activities on any library premises and to provide guidance for the use of those facilities.

Areas of the library to be used for Foundation and Friends fundraising purposes should be carefully chosen with consideration given to high visibility without interrupting traffic flow. Structures erected for these purposes must be portable and compatible with the design of the building. Signage used to direct potential customers and guests, or to promote the fundraising events, should conform to established library signage practices and guidelines. The Library Director and the appropriate board committee will be consulted concerning plans for fundraising activities on library premises.

Fundraising events held by Foundation or Friends, under the sponsorship of the library, are for the benefit of these nonprofit organizations and/or the Library and are not intended to represent competition with private enterprise. In the event of theft or damage to materials or structures used for fundraising, the library, its officers, and its employees will be held harmless.

The ~~only~~ exceptions to this policy ~~will be include those described in the Meeting Room Policy those or~~ authors who sell books or media at the library on behalf of their publishers, bookstores or other distributors and who make a public appearance, talk, and/or have a book signing under the sponsorship of the library and its programming strategy. In these situations, proceeds from materials sales will not be directed to library support groups.

Adopted: 03/30/89

Revised: 10/29/92, 01/06/00, 12/05, 02/04/2016, 11/07/19, 02/02/2023

Reviewed: 2013



Director's Report  
February 2, 2023

## Department Updates

*Community Relations* just completed the Spring issue of *OPEN+* magazine. We were excited to highlight some of the amazing programs and services offered by the library, including a great partnership between the library and Heart of Iowa. We worked with OPN to hold the first Westside Library Project Open House in January. We're also working closely with several community partners and agencies to get their input on the project, and to connect with the people they serve. We are also working to promote a public survey available to anyone online. Efforts will continue over the coming weeks.

In January, the onboarding of new volunteers was once again in full swing. With over 50 volunteer applicants in process, we are quickly scheduling interviews, orientations, and trainings to fill volunteer spots that have been open since returning from the pandemic. We were thrilled to welcome volunteers back to help with in-person programs this January. Volunteer Hours in December 2022: 272

The *Materials* department is busy receiving winter titles and updating Adult Nonfiction. The pandemic has resulted in three years of minimal publishing of reference and research titles. As these titles begin to pick up publication again, we're working through considerable updates and weeding out older titles. The team is also beginning the strategic planning committee under the Inclusion initiative to evaluate library collection locations and make recommendations for future changes. This committee is chaired by Erin Horst with staff members representing multiple departments. They will use library data and staff feedback to recommend whether collections should be moved and where. Our shelving team has been working on inventory throughout the downtown library and Ladd staff will start on inventory soon. This helps maintain an up-to-date catalog and recognize any areas that need attention.

The *Technology Solutions* team is coordinating with our partners at City IT to give a staff training on internet security. Many high profile organizations and businesses have experienced ransomware attacks recently and one of the primary ways systems are compromised are due to clicking on unsafe links or opening unsafe attachments. This training will give all city and library staff the basics on avoiding these pitfalls and keeping our systems safer. The team is also coordinating some complex repairs and updates in meeting spaces over the next month.

*Programming* started the year off focusing on the most successful pieces of the previous year – early learning and literacy, engaging teen programs, growing usage of our Maker Room, and regular outreach to K-2 classrooms in the Cedar Rapids schools. Some large programs filled the library on Saturdays, and we started our second year hosting the delightful and enthusiastic Grant Wood Writer's Workshop. The Programming team also wrapped up planning for the Spring programming quarter, and is hard at work finalizing our biggest Summer Dare in nearly five years!

In January, we promoted Meredith Crawford to the Community Engagement Librarian position, and moved the Events team into the Programming department. Everyone is very busy learning all of the things to ensure we continue to have a high level of service for our patrons. Much fun was had as the Events team support the Library Foundation for their Dolly Parton's Birthday Party – everyone loves Dolly Parton karaoke! The repairs in Whipple Auditorium are nearly complete, and we are optimistic that it will again be fully open to use by patrons by the middle of February!

*Public Service* will welcome a new branch supervisor to Downtown. Wes Shirley will join the library team on February 27, 2023. Wes has been in the Support Navigator position through our partnership with Willis Dady for the past two years. He has a PhD in Social Work and has extensive experience in de-escalation skills. Additionally Wes will have a unique advantage as his work at the library has already fostered positive connections with many users. We are thrilled to welcome Wes to the team!

## General Updates

Nine staff members and one trustee attended the American Library Association's LibLearnX Conference in New Orleans the last week of January. In addition to participating in the conference, the Cedar Rapids Public Library was honored at a reception presented by Library Journal as the 2022 winner of the Jerry Kline Community Impact Prize. Director Dara Schmidt received the \$250,000 prize from Mr. Kline at the event.

## Great Stories

A gentleman in his sixties or seventies came to Ladd to get his first library card. He'd been at a meeting where a representative of the Library talked about the great resources and services CRPL offered and decided to 'check it out'. He needed large print materials, and was pleased and surprised to find out that he could use his tablet with Cloud Library, Libby or Hoopla to change font sizes until they were large enough for him to read easily. I retrieved my iPad from my locker and showed him how to do it in Libby. I encouraged him to bring in his tablet soon so we could help him download apps and eBooks. I promised we'd help him get comfortable with making all of the books a size he could enjoy. I think we have a new library cheerleader. I hope to see him again soon! – Nancy Geiger, Librarian

An older patron was having trouble with printing something out. After I helped him print it out, he was overjoyed and said, "You are better than an astronaut! Thank you so much!" – Gavin Lewis, Public Service Associate

After how much work and dedication we have put into the teen area of the library, I love to talk about how our regular teens are becoming power users -- committed, dedicated, interested, involved.

I was in the Union yesterday when one of our regular teens came in and shared that he had just returned from the Westside Branch information session at Ladd. He took the time to go over because he is excited about the new location and wanted to be able to offer input. I asked them to tell me all about it and he shared that the architects weren't there, but there were some question and answer opportunities rather than a presentation. He shared all of this info with the other teens in the Union and encouraged them to attend the next one. It was really cool to see how excited they are and how much they want to be a part of it.

That same week we also had a long-time Union user decide to make the jump to volunteering. He is now 14 and old enough to volunteer. A staff member later shared that he called in to make a formal inquiry and sounded so professional on the phone. We gave him an opportunity to come up and see what the volunteer desk looks like. It was a fun moment for everyone.

Finally, we helped a teen fill out a job application and did some brainstorming with him about his talents and skills so he would have that information on the ready for his interview. His father has passed away and he lives with his mom who is having health issues. He is trying to get ready for the possibility that she will end up in an assisted living situation and he will be on his own. On New Year's Eve he told us that his New Year's Resolution is to become more self-sufficient, and getting a job is step in that direction. We are so proud of him. – Lisa Miles, Patron Services Specialist

**BOARD OF SUPERVISORS**

District 1 | **Kirsten Running-Marquardt**

District 2 | **Ben Rogers**

District 3 | **Louis J. Zumbach**

**JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000

LinnCountyIowa.gov



January 30, 2023

Cedar Rapids Public Library  
Attn: Library Board President  
450 Fifth Avenue SE  
Cedar Rapids, IA 52401

Re: Library Services Contract

Dear Library Board President,

Enclosed are two (2) original, unsigned Library Services Contracts between Linn County and the Cedar Rapids Public Library Board of Trustees.

Paragraph 3 of the Contract lists the amount of funding approved by the Board of Supervisors for library services provided by the Cedar Rapids Public Library to residents of unincorporated Linn County.

Please complete the following steps to receive payment:

- Present the Contract to the Library Board of Trustees for approval.
- Sign and date both original contracts.
- Return both original signed contracts to the Board of Supervisors office.

Upon receipt of both signed contracts, the County will process the payment for the entire amount listed in Paragraph 3 of the Contract and will return a fully executed original contract to you.

Please do not hesitate to contact our office if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Louis J. Zumbach'.

Louis J. Zumbach, Chairperson  
Linn County Board of Supervisors

Enclosures



## LIBRARY SERVICES CONTRACT

THIS AGREEMENT is entered into by and between Linn County, Iowa ("County") and the Cedar Rapids Public Library Board of Trustees ("Library") under the following terms and conditions hereby mutually agreed upon by the parties:

1. This Agreement is made pursuant to Iowa Code Chapter 336.
2. Library agrees to provide library services to all Linn County residents living outside of incorporated cities on the same terms and conditions, including fees, as it provides library services to residents living within the corporate boundaries of Cedar Rapids, Iowa.
3. County agrees to contribute an amount not to exceed \$87,369.04 to Library for library services.
4. Library shall not use the County's contribution to reduce the Library's funding level from the City of Cedar Rapids, nor shall the contribution by the County, or any portion thereof, be used to provide services or purchase materials or equipment to be accessed solely by residents living within the corporate boundaries of Cedar Rapids, Iowa. A violation of this paragraph will be considered cause for termination of this Agreement.
5. The contribution by County for library services as set out in Paragraph 3 shall not exceed one-half of the amount contributed by the City of Cedar Rapids for the same period. County may require Library to provide a report of its annual budget, purchases, and expenditures as well as a summary of services provided before disbursement by County of any installment. Noncompliance with the terms of this paragraph may affect the amount of the contribution set out in paragraph 3 and may be considered cause for termination of this Agreement.
6. Pursuant to Iowa Code Section 336.19, this Agreement may be terminated at any time by mutual consent of the contracting parties or in any other manner provided by law.
7. Each party to this Agreement represents and warrants to the other that:
  - a. It has the right, power, and authority to enter into and perform its obligations under this Agreement.
  - b. It has taken all requisite action (corporate, statutory, or otherwise) to approve the execution, delivery, and performance of the terms and conditions of this Agreement, and this Agreement constitutes a legal, valid, and binding obligation upon itself and in accordance with its terms and conditions.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures.

LINN COUNTY  
BOARD OF SUPERVISORS

CEDAR RAPIDS PUBLIC LIBRARY  
BOARD OF TRUSTEES

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

