



Cedar Rapids Public Library Board of Trustees

February 5, 2026, at 4 pm

Conference Room, Downtown Library

Agenda:

1. Call to Order. Presented by Library Board President Monica Challenger
2. **Action:** Consent Agenda
 - Minutes: January 8, 2026
3. Public Comments and Communications
4. Foundation Report. Presented by Charity Tyler
5. Friends of the Library Report. Presented by Libby Slappey
6. Board Education: Library Accreditation and ADA Review. Presented by Dara Schmidt and Jessica Musil
7. Library Board Committee Reports
 - Advocacy Committee. Presented by Elisabeth Hepworth, Committee Chair
 - No Action
 - Building Committee. Presented by Jade Hart, Committee Chair
 - No Action
 - Finance Committee. Presented by Chris Casey, Committee Chair
 - **Action:** FY27 Budget
 - Personnel and Policy Committee. Presented by Susie McDermott, Committee Chair
 - Director Evaluation Quarterly Check-In
8. Library Director's Report. Presented by Dara Schmidt
9. Old Business
10. New Business
11. Adjournment

The next Board of Trustees meeting is **March 5, 2026, at 4 pm**, in the Community Room, Ladd Library.

Notice: 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

January 8, 2026

Board members in attendance: President Monica Challenger, Susie McDermott, Jade Hart, Elisabeth Hepworth (in person); Rafael Jacobo (via Zoom)

Board members unable to attend: Vice President Jeremy Elges, Chris Casey, Ana McClain, Hassan Selim

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

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

Minutes

- Call to Order
 - Ms. Challenger called the meeting to order at 4:02 pm
- **Action:** Consent Agenda
 - Minutes: December 4, 2025

Ms. Hart moved to accept the consent agenda. Ms. Hepworth seconded. The action carried with unanimous approval.
- Public Comments and Communications
 - There being none, the meeting continued
- Foundation Report. Presented by Charity Tyler
 - Ms. Tyler reported. At the end of December, the Library Foundation announced a generous gift from the Robert & Elizabeth Allsop Charitable Trust. They will be honored through naming of the City's newest park – Allsop Park – and collectively, the new library meeting rooms will be named the Allsop Conference and Learning Center. Ms. Tyler is grateful for the family's support. Ms. Schmidt, Ms. Slappey, and Ms. Tyler are giving talks to various groups already this January. They have visited churches, PEO groups, senior centers, and a rotary club. Attendees have had nothing but positive remarks. The gala planning committee has secured more sponsorships for the donor event as plans continue to unfold. Ms. Tyler is working with library staff to coordinate the donor wall for the Busse Branch.
 - On Saturday, Jan. 17, Foundation staff will host Dolly Parton's birthday event to bring awareness to Dolly Parton's Imagination Library (DPIL) at the library. Programming staff and enrollment partners will host activities.
- Friends of the Library Report. Presented by Libby Slappey
 - Ms. Slappey reported. Recently, a Friends volunteer assembled 10 new book carts, which was a tremendous help. The Friends are looking forward to dedicate storage space at the Busse Branch as well as prominent sales space.
 - In 2025, the Friends were pleased to exceed their 2024 sales numbers by approximately \$40,000 for in-person sales and \$15,000 in Amazon sales. The Friends are planning a

blowout sale at the Cherry Building in order to sell books that have languished in the space. More will be shared as plans are developed.

- Ms. Slappey shared that the *Librarians* documentary will be shown on Jan. 24 at FilmScene in Iowa City. It will also air on PBS in February. The League of Women Voters will host a local showing on Jan. 10; contact Ms. Slappey to attend.
- Library Board Committee Reports
 - Advocacy Committee. Presented by Elisabeth Hepworth, Committee Chair
 - Ms. Hepworth reported. The committee did not meet in December and will meet next week. Ms. McNamara reminded the board that the legislative session starts on Monday, Jan. 12. An advocacy alert will be sent out as a reminder of things to watch for in the session. Ms. Schmidt also noted there are trustee recruitment opportunities in July as some board terms are expiring June 30. If you know of any Cedar Rapids resident who may be a good fit, trustees are encouraged to talk with them about a trustee role. Ms. Schmidt would also like to meet with candidates alongside the sponsoring trustee so the candidate can learn more. While the Mayor makes the appointments, the library can share thoughts and recommendations to the Mayor. Ms. Hepworth asked if there are any specific skillsets for new candidates. M. Schmidt thinks we'll discuss at this at the committee level and board leadership. At this time, she thinks it is more important for candidates to have a love for and appreciation of libraries, and we need more geographic representation of the west side. Right now, any particular professions and other skillsets is not yet known.
 - Building Committee. Presented by Jade Hart, Committee Chair
 - Ms. Hart provided an update on the Busse Branch. This past month, contractors continued to work on indoor finishes, such as drywall and paint. Most of the restroom wall and floor tile has also been installed. The raised access floor installation has already started. Contractors are placing the support grid and then adding the floor pieces on top. The Children's Program Room is mostly done before they move toward the east end of the building. Built-in casework, such as in the staff break room and office area, has been delivered and installed. Other casework in the Children's Program Room and Allsop Auditorium kitchenette will be next. This month, contractors will install bathroom stall partitions and mount bathroom fixtures and accessories. Concrete floors will be sealed and other flooring installation will start. The City's Purchasing department will start the bid process for furniture, fixtures, and equipment (FFE) by approving the bid at the Jan. 13 City Council meeting. The bid includes shelving, new furniture pieces, and repair, clean-up, and movement of furniture we'll take to the new branch.
 - Ms. Schmidt noted that the Urban Plaza at the downtown library is officially complete. The re-poured sections have passed inspection.
 - Finance Committee. Presented by Chris Casey, Committee Chair
 - Ms. Schmidt reported for Ms. Casey. Officially, we have moved the money to cover the \$200,000 deficit for digital materials. The current budget so far is normal though it is slightly over in expenditures because of the movement but it will even out. Ms. Schmidt meets with the City of Cedar Rapids Finance Director tomorrow and will have more information on the FY27 budget process. Her hope is to present the budget at the February board meeting; if not, we'll have a

special meeting as it'll go to City Council in March. Ms. Schmidt also noted that we appear to be over on the land rental line item. As we have completed the purchase order for an entire year of Ladd rental, it is paid monthly and we will not go over. Ms. Hart asked about the timing of Ladd's rental ending. The lease has a clause that the contract will end when funding is no longer available as appointed by City Council. Once the FY27 budget passes, we'll discuss the lease end with the landlord.

- Personnel and Policy Committee. Presented by Susie McDermott, Committee Chair
 - Ms. McDermott reported. As a reminder, it is time for the second quarterly check-in for the library director's annual evaluation process. The committee will review feedback with Ms. Schmidt at the January committee meeting.
- Library Director's Report
 - Ms. Schmidt reported. The holidays have been the calm before the storm with the upcoming budget approval and the legislative session. This week, she participated in the Cedar Rapids Community School District Community Cabinet to support the school district as they determine their future ahead of budget challenges. Ms. Schmidt is proud of our library and the Cedar Rapids non-profits at the table who are there to support the school, staff, and students. She also reported that United Way is excited about statewide initiatives to re-invigorate early literacy and literacy community support. She'll share more as we learn more about our work in those initiatives.
 - As Ms. Tyler shared, Ms. Schmidt presented on the Busse Branch to a senior center this week. The presentation focused on accessibility. The group was really engaged and Ms. Schmidt held a 60-minute Q&A after the presentation itself.
- Old Business
 - There being no old business, the meeting continued.
- New Business
 - There being no new business, the meeting continued.
- Adjournment
 - There being no further business, the meeting adjourned at 4:37 pm.

The next Board of Trustees meeting will be held on Thursday, February 5, 2026, at 4 pm in the Conference Room, Downtown Library

FY27 Application Form for Accreditation & Direct State Aid Tier Level

Due February 28, 2026



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.

Instructions

The FY27 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 Gary Krob. Contact Gary at: gary.krob@iowa.gov or 515-281-6618.

Mark each standard met with an "X"

(FY25) = Standards marked this way should use data taken from the FY25 Iowa Public Library Annual Survey. Dates covered (July 1, 2024 – June 30, 2025.) Some standards use data from three fiscal years and will be shown as (FY25, FY24, FY23)

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) Feb. 6, 2025

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, 2023 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.

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

- ❖ FY25 July 11 & 17, Aug. 1, Sept. 5, Oct. 3, Nov. 7, Dec. 5, 2024; Jan. 2, Feb. 6, Mar. 6, April 3, May 1, June 5, 2025
- ❖ FY24 July 8, Aug. 3, Sept. 7, Oct. 5, Nov. 2, Dec. 7, 2023; Jan. 4, Feb. 1, Mar. 7, April 4, May 2, June 6, 2024
- ❖ FY23 July 7, Aug. 4, Sept. 1, 7 & 8, Oct. 6, Nov. 3, Dec. 12, 2022; Jan. 5, Feb. 2, Mar. 2, April 6, May 4, June 1, 2023

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, 2023 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.

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

11. x The library trustees attend county-wide trustee meetings, which should occur at least once per year.

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

- ❖ FY25 10/30/2025
- ❖ FY24 9/23/2024
- ❖ FY23 10/7/2022

Section 2: Library Management

12. x (Tier 1) The library director provides written financial and statistical reports for review at library board meetings.

13. x (Tier 1) The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities.

14. x (Tier 1) The library director conducts an orientation program for new board members. Check one or more of the opportunities listed below to meet this standard.

- Orientation sessions by the director at regularly scheduled board meetings
- Presentation and discussion of recorded programs
- Orientation sessions conducted by State Library staff or other qualified consultants
- Chapter-by-chapter discussion of the current [Iowa Library Trustee’s Handbook](#) at regularly scheduled board meetings
- Other One-on-one orientation with new trustees including review of the Iowa Library’s Trustee’s Handbook

15. x (Tier 2) The library director shares information with the board about the following laws that affect library operations. Guidance may be found in the latest [Iowa Library Trustee’s Handbook](#).

- ❖ Confidentiality of library records ([Iowa Code Chapter 22.7 \(13\)](#)) – see chapter 13 of the Library Trustee’s Handbook for guidance.
- ❖ Open meetings law ([Iowa Code Chapter 21](#)) – see chapter 11 of Iowa Library Trustee’s Handbook for guidance.
- ❖ Fair Labor Standards Act (U.S. Code Title 29, Chapter 8) – see chapter 13 of the Library Trustee’s Handbook for guidance.

16. x (Tier 2) The library keeps its borrowers' registrations up-to-date. Inactive registration records are removed at least every three years. This removal may be done in one large batch, or in smaller, more frequent deletions. At least one of the suggestions below (check all that apply) and the date of last purge are required to meet this standard.

- Annual purge
- Card expiration and renewals (only count non-expired cards as active)
- Individual purges on a regular basis
- Other _____

Indicate date of last purge (must be February 1, 2023 or later)

 1/16/2026 Dates listed must include month, day, and year – i.e. May 5, 2020, 5/5/20, etc.

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 2026
- 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.

- ❖ FY25 9/10/2024 & 6/13/2025
- ❖ FY24 12/3/2023 & 3/19/2024
- ❖ FY23 12/13/2022 & 2/27/23 & 4/14/2023

Section 3: Library Personnel

20. (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) 7/23/2014

21. (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. (Tier 1) The library director's performance is evaluated, in writing, 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.

- ❖ FY25 6/5/2025
- ❖ FY24 6/6/2024
- ❖ FY23 6/1/2023

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

24. (Tier 2) (FY25) 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**)

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)

2,760 hours; 69 FTE

25. (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. Other library employees are evaluated annually, in writing, 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.

❖ FY25	<u> \$15,350.59 </u>
❖ FY24	<u> \$29,038.08 </u>
❖ FY23	<u> \$42,504.13 </u>

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) In-house professional development days - 1 to 2 times a year

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

Section 4: Library Collections

29. x (Tier 1) (FY25, FY24, FY23) The library determines its total annual circulation of library materials. Report total circulation for the past three years:

❖ FY25 (LINE F22)	<u> 690,060 </u>
❖ FY24 (LINE F25)	<u> 658,231 </u>
❖ FY23 (LINE F25)	<u> 644,406 </u>

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

List the title of one resource provided Newspapers.com

31. x (Tier 3) (FY25, FY24, FY23) 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:

FY25 (LINE E19 ÷ LINE E17) 9%
FY24 (LINE E29 ÷ LINE E27) 13%
FY23 (LINE E29 ÷ LINE E27) 14%

Total percentage withdrawn (FY25 + FY24 +FY23) 36%

Average of three years (Total percentage withdrawn divided by 3) 12% (This amount needs to be 3% or greater to meet standard #31)

32. x (Tier 3) (FY25, FY24, FY23) 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:

FY25 (LINE E18 ÷ LINE E17) 12%
FY24 (LINE E28 ÷ LINE E27) 12%
FY23 (LINE E28 ÷ LINE E27) 9%

Total percentage added (FY25 + FY24 +FY23) 33%

Average of three years (Total percentage added divided by 3) 11% (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) Tonies

Section 5: Library Access -- Virtual Spaces

35. (Tier 1) (FY25) 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 F34) 122

36. (Tier 1) (FY25, FY24, FY23) 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.

FY25 (LINE F35) 80,862

FY24 (LINE F40) 67,816

FY23 (LINE F40) 52,060

37. (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-3571

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

39. (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. The library budgets for computer replacement on a regular basis.

41. The library sets aside a separate computer location for use by children and/or young adults.

42. The library provides computer and/or Internet training for its customers.

43. 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 288.4 mbps (Must be at least 25 Mbps to meet standard)

Library's upload speed 307.8 mbps (Must be at least 3 Mbps to meet standard)

44. The library provides access to and promotes online database products.

List the name of one of the library's online database products (Bridges does not meet this standard):

Consumer Reports

45. x The library provides access to and promotes a downloadable materials collection.
List the name of one of the library's downloadable materials collections (Belonging to the Bridges consortium will meet this standard)
 Libby

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 CRPL Digital Archives 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' collection by all 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: crpl.na.iiivega.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
Enter number of hours open per typical week: 64

See table below for minimum requirements to meet standard 54.

Size	Population	Minimum Required Days and Hours Open
A	Under 500	4 days/20 hours
B	500-999	4 days/20 hours
C	1,000-2,499	5 days/20 hours
D	2,500-4,999	5 days/29 hours
E	5,000-9,999	5 days/41 hours

F	10,000-24,999	6 days/51 hours
G	25,000-49,999	6 days/55 hours
H	50,000 and above	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 ink 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' 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.

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.

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 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: Patrons can use items such as the laser cutter, 3D printer, sewing machine, button maker, AccuCut, and photo/archival scanners.

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:

Self check machines, OPACs for patron use, online account management, online fee payment, mobile printing

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) _____

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) Participate in non-profit and school district planning

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: Preschool early literacy programs /visits

72. 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. 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. 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. 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: We offer dedicated computers at the local emergency shelter, Willis Dady

76. The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail).

77. 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 displays 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) _____

Section 8: Library Facility

78. (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. (Tier 1) (FY25, FY24, FY23) 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:

- ❖ FY25 (LINE F30) 458,843
- ❖ FY24 (LINE F35) 442,863
- ❖ FY23 (LINE F35) 381,552

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, 2023 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.

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, 2021.

FY27 Supporting Documentation

Due February 28, 2026

Libraries filing an application for Accreditation and Direct State Aid Tier Level must submit the following documentation for review. Use this form as a 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. We prefer that supporting documentation be sent in as an electronic file, but we will also take printed files. To submit digital versions of your files, use our [Accreditation File Upload Service](#).

It is best to send in all documentation at the same time. Contact Toni Blair at Toni.Blair@iowa.gov if you need an alternative way to send in your files.

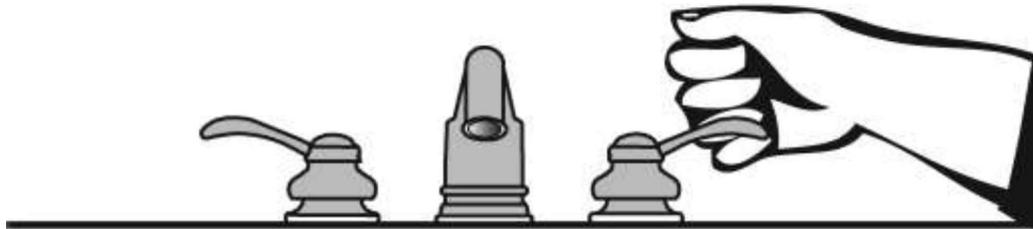
NOTE: You only need to send in the documentation if you meet the appropriate standard.

- 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, 2022 or later.
- Standard 7 (Tier 1) – One copy each of the policies listed below. Policy creation or review date must be dated February 1, 2023 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 2026 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. Review date must be dated February 1, 2023 or later.
- The Library Director and Board President must complete the Accreditation Application Signature Page in order to validate the accreditation application process. However, completing this signature page **does not** automatically complete your library’s accreditation application form. Your accreditation application requires three steps to be complete:
 - Application** submitted in Bibliostat.
 - Supporting documents** uploaded.
 - Signature Page** filed with both required signatures.

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design



Project _____

Building _____

Location _____

Date _____

Surveyors _____

Contact Information _____

When toilet rooms are open to the public they should be accessible to people with disabilities.



Institute for Human Centered Design
www.HumanCenteredDesign.org

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty
www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

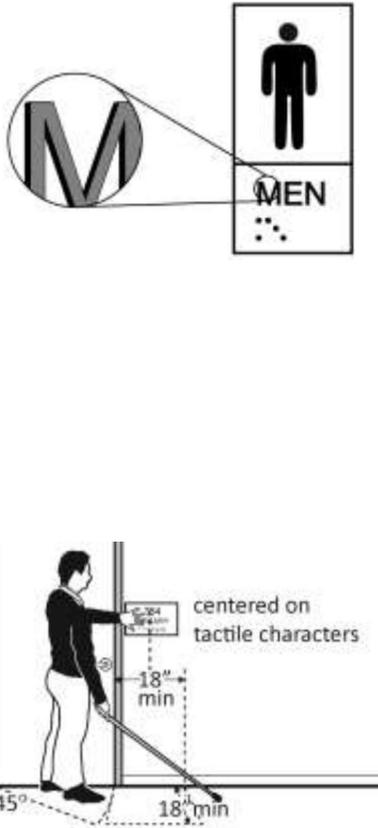
For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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Priority 3 – Toilet Rooms		Comments	Possible Solutions
<p>3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.)</p> <p>Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children’s specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks – 606.2.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Downtown Library has three single use restrooms; two mens and two womens. Each with an ambulatory stall and accessible stall.</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room •
<p>3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A - all accessible	 <p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • •
<p>3.3 If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A - all accessible	 <p>Photo #:</p>	<ul style="list-style-type: none"> • Install sign • •
<p>Accessible Route</p>			

<p>3.4 Is there an accessible route to the accessible toilet room? [206.2.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter route • •
---	--	--	-----------------	---

Signs at Toilet Rooms

<p>3.5 Do text characters contrast with their backgrounds? [703.5]</p> <p>Are text characters raised? [703.2]</p> <p>Is there Braille? [703.3]</p> <p>Is the sign mounted: On the wall on the latch side of the door? [703.4.2]</p> <p>Note: Signs are permitted on the push side of doors with closers and without hold-open devices.</p> <p>With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * [703.4.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 18x18 centered</p>			<ul style="list-style-type: none"> • Install tactile sign • Relocate sign • <p>*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required</p>
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So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60 inches above the floor? * [703.4.1]

Yes No

Measurement:

51"

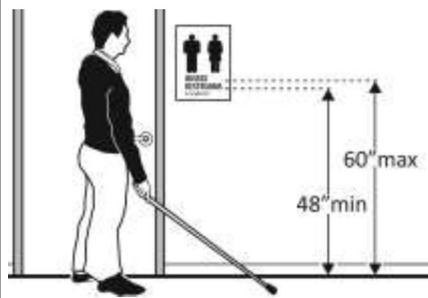


Photo #:

*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required

Entrance

3.6 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]

Yes No

Measurement:

34" opening more than 90°

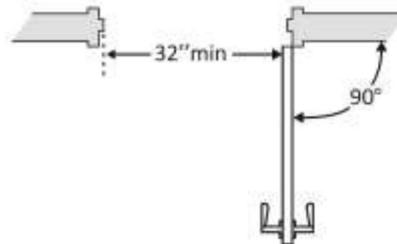


Photo #:

- Install offset hinges
- Alter the doorway
-

3.7 If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?

Yes No

Measurement:

More than 18" & 60" in some areas; others at least 18" & 60"

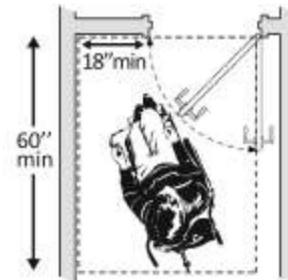
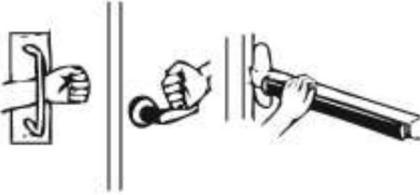
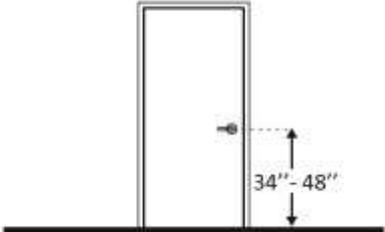
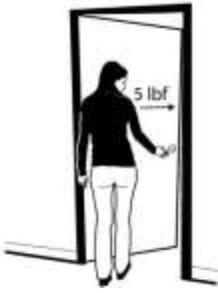
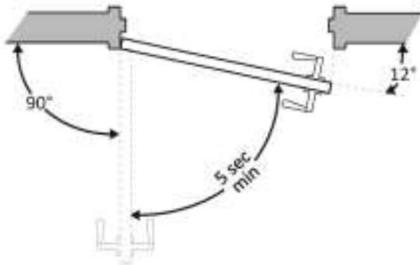
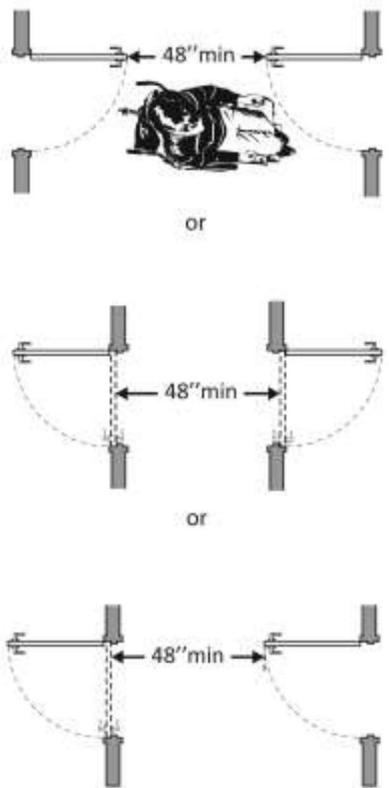


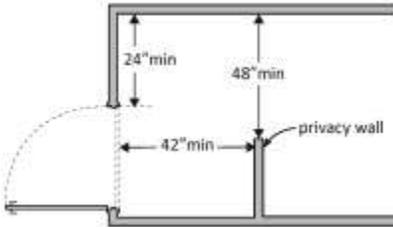
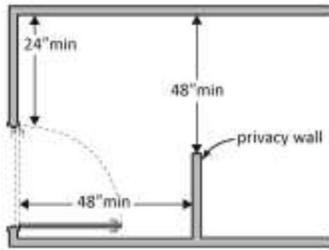
Photo #:

- Remove obstructions
- Reconfigure walls
- Add automatic door opener

<p>and side approaches to the pull side of the door</p> <p>On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement: No change</p>		<p>Photo #:</p>	
<p>3.8 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)?</p> <p>Or</p> <p>No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2]</p> <p>Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>	 <p>The diagrams illustrate three different threshold configurations. The first shows a 1/4 inch maximum height threshold with a beveled top. The second shows a 1/2 inch maximum height threshold with a beveled top. The third shows a 3/4 inch maximum height threshold with a beveled top. Each diagram includes a dashed line and an arrow indicating the maximum height measurement.</p>	<p>N/A - there is no threshold or change in floor heights</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Remove or replace threshold • •

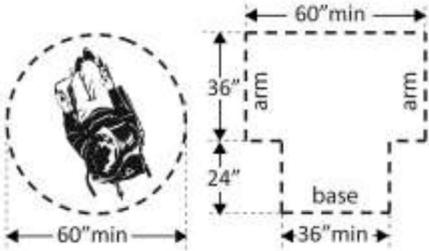
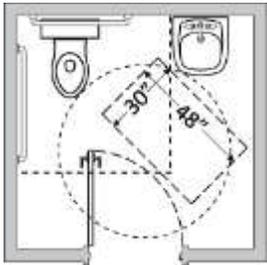
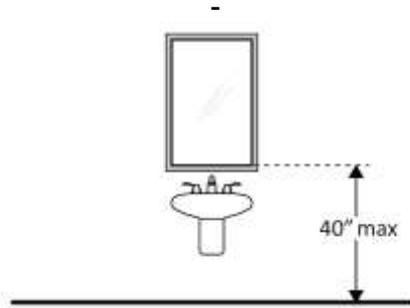
<p>3.9 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>single use only</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
<p>3.10 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>37"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change hardware height • •
<p>3.11 Can the door be opened easily (5 pounds maximum force)? [404.2.9]</p> <p>Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>no more than 5</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers

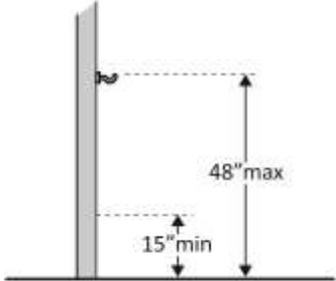
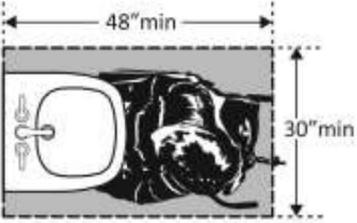
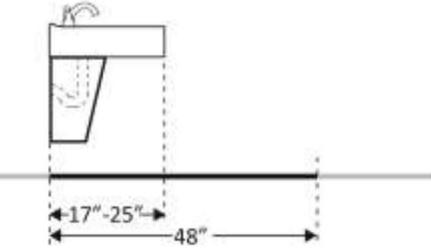
<p>3.12 If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 7 seconds</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust closer • •
<p>3.13 If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>N/A</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Remove inner door • Change door swing •

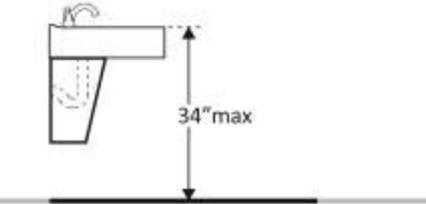
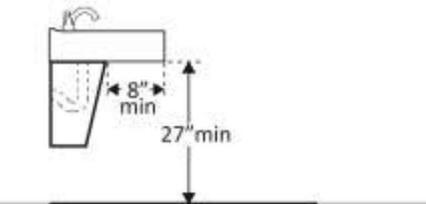
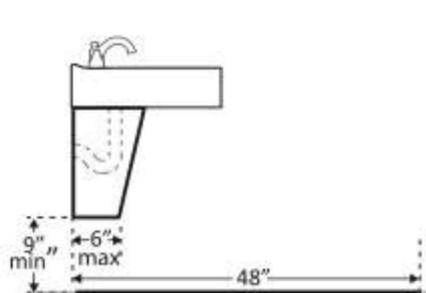
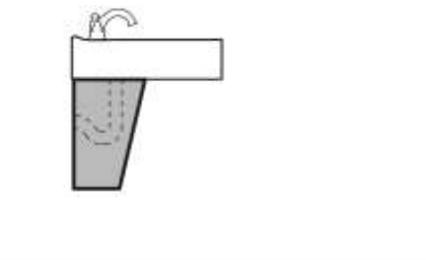
<p>3.14 If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>N/A Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure space • •
<p>3.15 If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>N/A Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure space • •

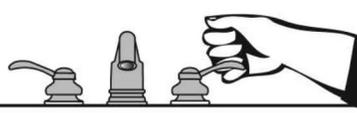
In the Toilet Room

<p>3.16 Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 57", opens wider at sinks</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • •
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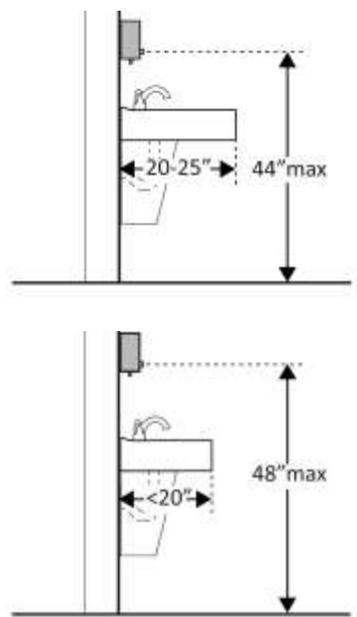
<p>3.17 Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 60"x60"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move or remove partitions, fixtures or objects such as trash cans • •
<p>3.18 In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 30"x48"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reverse door swing • Alter toilet room •
<p>3.19 If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?*[603.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 39"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N/A Measurement:</p>		<p>Photo #:</p>	<p>* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required</p> <ul style="list-style-type: none"> • Lower the mirror • Add another mirror •

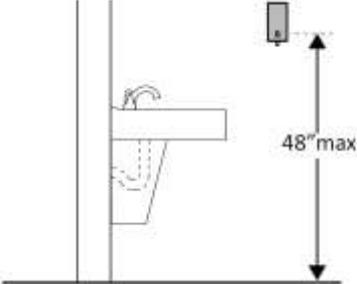
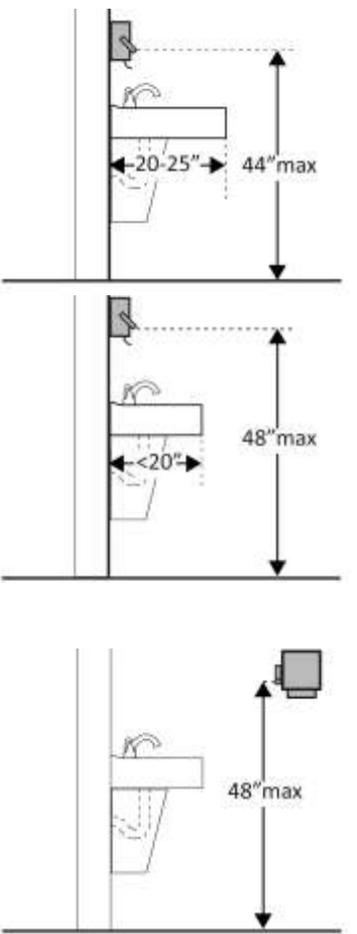
<p>3.20 If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?*[603.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 48"</p>		<p>for ambulatory & accessible stalls</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust hook • Replace with or provide additional accessible hook • <p>* If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor.</p>
<p>Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories.</p>				
<p>3.21 Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long? [606.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 48"+ & 30"+</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory •
<p>3.22 Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 17.5"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory •

<p>3.23 Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 33.5"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory •
<p>3.24 Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 27"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory •
<p>3.25 Is there toe clearance at least 9 inches high? [306.3.3]</p> <p>Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 9"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter lavatory • Replace lavatory •
<p>3.26 Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install insulation • Install cover panel •

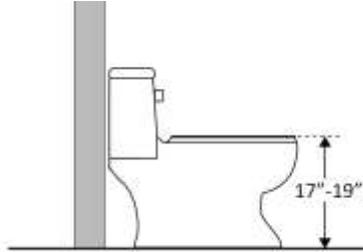
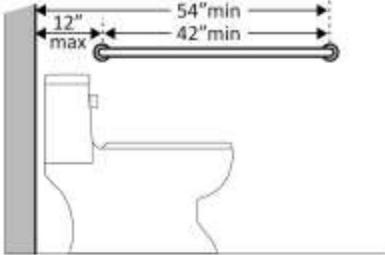
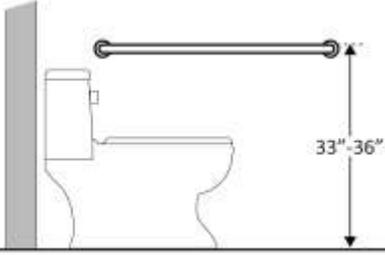
<p>3.27 Can the faucet be operated without tight grasping, pinching, or twisting of the wrist?</p> <p>Is the force required to activate the faucet no greater than 5 pounds? [606.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No automatic</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust faucet • Replace faucet •
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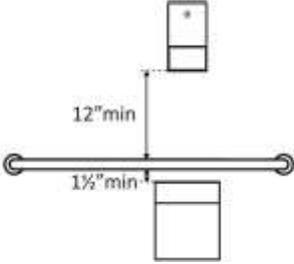
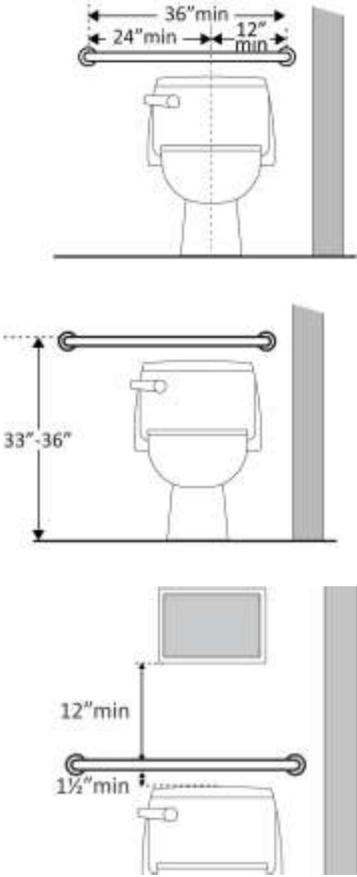
Soap Dispensers and Hand Dryers

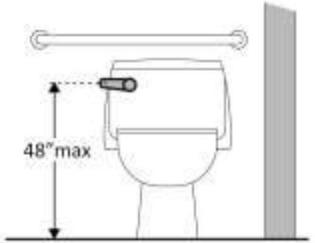
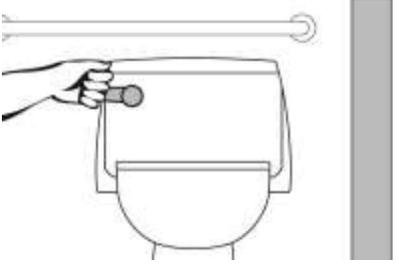
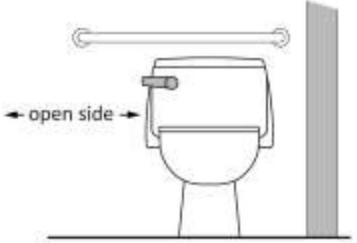
<p>3.28 Are the operable parts of the soap dispenser within one of the following reach ranges:</p> <p>Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? [308.2.2]</p> <p>Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?</p> <p>Not over an obstruction: no higher than 48 inches above the floor? [308.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 42"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust dispensers • Replace with or provide additional accessible dispensers •
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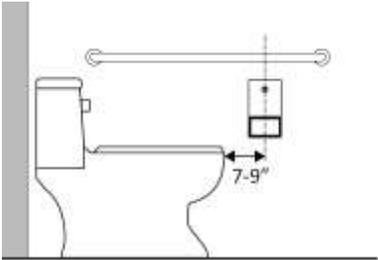
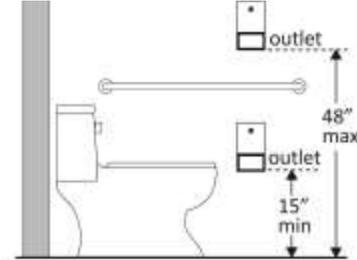
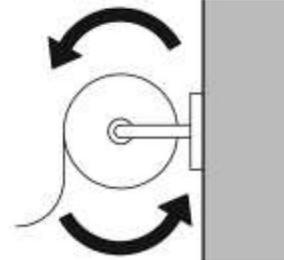
			<p>Photo #:</p>	
<p>3.29 Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges:</p> <p>Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor?</p> <p>Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?</p> <p>Not over an obstruction: no higher than 48 inches above the floor? [308.2]</p> <p>Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?</p> <p>Is the force required to activate the hand dryer or towel</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 34"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Hand dryers/paper towels are not above sinks/counters</p>	<ul style="list-style-type: none"> • Adjust dispensers • Replace with or provide additional accessible dispensers •

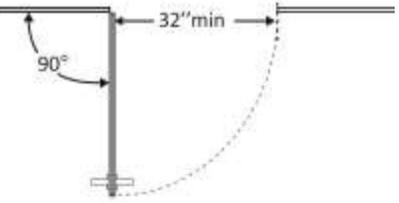
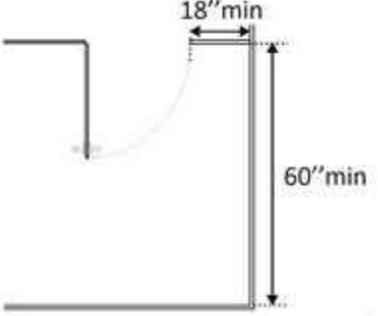
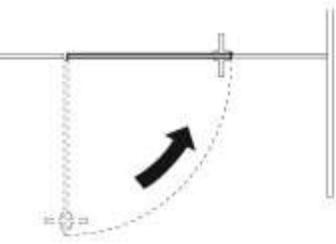
<p>dispenser no greater than 5 pounds? [309.4]</p>	<p>Measurement:</p>		<p>Photo #:</p>	
<p>Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to toilets as water closets.</p>				
<p>3.30 Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 18"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move toilet • Replace toilet • Move partition •
<p>3.31 Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*</p> <p>[604.3.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 60"x60"</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet</p>

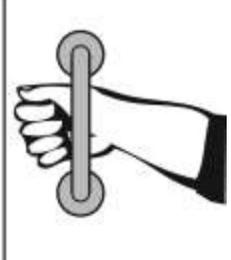
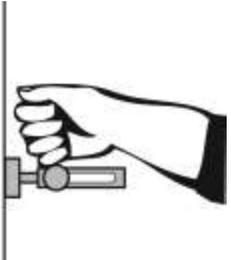
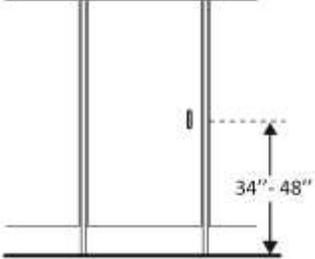
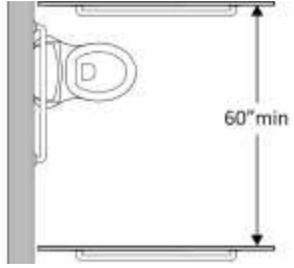
			Photo #:	<ul style="list-style-type: none"> • Alter room/compartment for clearance • •
<p>3.32 Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [604.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 17"</p>		Photo #:	<ul style="list-style-type: none"> • Adjust toilet height • Replace toilet •
<p>3.33 Is there a grab bar at least 42 inches long on the side wall?</p> <p>Is it located no more than 12 inches from the rear wall?</p> <p>Does it extend at least 54 inches from the rear wall? [604.5.1]</p> <p>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]</p> <p>Is there at least 12 inches clearance between the grab bar and projecting objects above?*</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 44"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 12"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 54"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 35"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: N/A</p>	  <p>nothing above bar</p>	Photo #:	<ul style="list-style-type: none"> • Install grab bar • Relocate grab bar • Relocate objects •

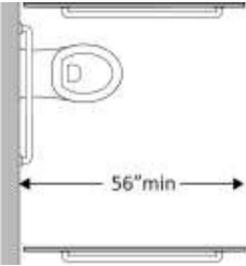
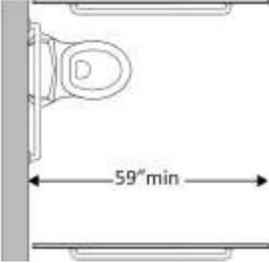
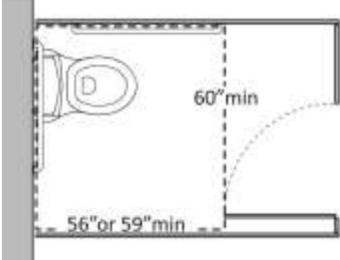
<p>Is there at least 1½ inches clearance between the grab bar and projecting objects below?*</p> <p>Is the space between the wall and the grab bar 1 ½ inches? [609.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 3.5"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 1.5"</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards</p>
<p>3.34 Is there a grab bar at least 36 inches long on the rear wall?</p> <p>Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?</p> <p>Does it extend at least 24 inches on the other (open) side? [604.5.2]</p> <p>Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]</p> <p>Are there at least 12 inches clearance between the grab bar and protruding objects above?*</p> <p>Are there at least 1½ inches clearance between the grab bar</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 36"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 12"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 24"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 35"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A - none Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install grab bar • Relocate grab bar • Relocate objects • <p>* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and</p>

<p>and projecting objects below?*</p> <p>Is the space between the wall and the grab bar 1½ inches? [609.3]</p>	<p>Measurement: 4.5"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 1.5"</p>		<p>Photo #:</p>	<p>below grab bars in the 1991 Standards</p>
<p>3.35 If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 1.5"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move control • Install sensor with override button no higher than 48 inches •
<p>3.36 If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist?</p> <p>Is the force required to activate the flush control no greater than 5 pounds? [605.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: less than 5</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control • Adjust control •
<p>3.37 Is the flush control on the open side of the water closet? [604.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Move control • •

<p>3.38 Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?*</p> <p>[604.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>7"</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet</p> <ul style="list-style-type: none"> • Relocate dispenser • •
<p>3.39 Is the outlet of the dispenser:</p> <p>Located no less than 15 inches and no greater than 48 inches above the floor?</p> <p>Not located behind grab bars?</p> <p>[604.7]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>19"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Relocate dispenser • •
<p>3.40 Does the dispenser allow continuous paper flow?</p> <p>[604.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust dispenser • Replace dispenser •

Toilet Compartments (Stalls)				
<p>3.41 Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 36"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen door width • •
<p>3.42 If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2]</p> <p>Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 18"+ and 60"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • •
<p>3.43 Is the door self-closing? [604.8.1.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>ambulatory & accessible stalls</p> <p>Photo #:</p>	<ul style="list-style-type: none"> • Add closer • Replace door •

<p>3.44 Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?*</p> <p>[604.8.1.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<p>* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards</p> <ul style="list-style-type: none"> • Replace hardware • •
<p>3.45 Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist?</p> <p>[309.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace lock • •
<p>3.46 Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor?</p> <p>[404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>37"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Relocate hardware • •
<p>3.47 Is the compartment at least 60 inches wide?</p> <p>[604.8.1.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p>60"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen compartment • •

<p>3.48 If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 123"</p>		<p>Accessible stall Photo #:</p>	<ul style="list-style-type: none"> • Widen compartment • •
<p>3.49 If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter compartment • •
<p>3.50 If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 60"x77"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reverse door swing • Alter compartment •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •

Cedar Rapids Public Library

Board of Trustees

Finance Committee Memo

To: Chris Casey, Finance Committee Chair
From: Dara Schmidt
Date: 1/22/2026
Subject: January Committee Meeting Financial Report

Library Operations:

Slightly over on total expenditures at 52.6% or \$4.45M of \$8.46M budget and slightly below revenues at 45% or \$380K of 842K budget. Some expenses have posted in advance and some revenues are billed a month behind. Expect to balance out as the year moves forward.

Library Special Revenue – fund 7010

- No concerns

Library CIP – fund 316

- No concerns

FY27 Budget

City Finance is preparing final recommended budget for council. For library this includes:
151:

- 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 included:
 - \$350K for circulating material in operations
- Funding increase denied:
 - 1 FTE Patron Services Specialist (grade 18, step 1)

7010 and 316:

- No significant changes

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General Fund - Library

2025-12-31

Account	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	Budget Change
Revenues								
Taxes								
	-	-	-	-	0%	-	-	-
Licenses & Permits								
	-	-	-	-	0%	-	-	-
Intergovernmental Revenue								
422001 State Operating	96,778.19	115,000.00	94,674.62	(20,325.38)	82%	64,332.90	115,000.00	-
423000 Local Govt Grants and Reimb	191,240.44	300,000.00	106,494.55	(193,505.45)	35%	35,498.18	300,000.00	-
	288,018.63	415,000.00	201,169.17	(213,830.83)	48%	99,831.08	415,000.00	-
Charges for Services								
431006 Printing & Duplicating of Form	15,744.47	25,000.00	17,878.14	(7,121.86)	72%	2,715.09	25,000.00	-
431012 Dept Charges-External to City	107,207.83	272,367.00	114,607.69	(157,759.31)	42%	23,108.19	272,367.00	-
431201 Library User Fees - Not Fines	19,078.08	10,600.00	17,267.25	6,667.25	163%	975.26	10,600.00	-
	142,030.38	307,967.00	149,753.08	(158,213.92)	49%	26,798.54	307,967.00	-
Fines & Forfeits								
	-	-	-	-	0%	-	-	-
Proceeds of Long Term Liabilities								
	-	-	-	-	0%	-	-	-
Other Revenue								
461001 Building Rental	22,306.20	43,455.00	10,895.80	(32,559.20)	25%	879.23	43,455.00	- rentals are low?
471002 Contributions & Donations	17,137.75	70,000.00	17,937.68	(52,062.32)	26%	17,937.68	70,000.00	-
471003 Sale of Inventory	390.05	2,000.00	482.51	(1,517.49)	24%	92.49	2,000.00	-
471005 Other Miscellaneous Revenue	-	3,500.00	25.00	(3,475.00)	1%	25.00	3,500.00	-
471007 Cash Over (Under)	(4.71)	-	(16.03)	(16.03)	0%	(4.63)	-	-
	39,829.29	118,955.00	29,324.96	(89,630.04)	25%	18,929.77	118,955.00	-
Transfers In								
	-	-	-	-	0%	-	-	-
Total Revenues	469,878.30	841,922.00	380,247.21	(461,674.79)	45%	145,559.39	841,922.00	-
Expenditures								
Personal Services								
511100 Regular Employees	2,225,935.61	4,393,749.83	2,229,093.26	2,164,656.57	51%	291,184.54	4,570,526.00	(176,776.17) moved to 522101
511200 Temporary/Seasonal Employees	17,828.00	43,368.40	14,295.75	29,072.65	33%	-	43,368.40	-
511300 Overtime	40,523.71	114,773.40	33,635.07	81,138.33	29%	6,395.92	114,773.40	-
511400 Other Special Pays	16,177.88	13,180.00	44,632.58	(31,452.58)	339%	7,202.00	13,180.00	-
512100 Group Insurance	375,737.72	889,723.00	398,931.27	490,791.73	45%	64,280.08	889,723.00	-
512200 Social Security Contributions	165,914.08	361,272.00	175,701.39	185,570.61	49%	26,250.66	361,272.00	-
512300 Retirement Contribution	209,268.64	446,664.00	218,418.72	228,245.28	49%	32,666.94	446,664.00	-
512400 Unemployment Compensation	-	-	(5,155.37)	5,155.37	0%	-	-	-
512500 Workers' Compensation	28,888.49	147,525.00	74,982.43	72,542.57	51%	11,024.76	147,525.00	-
512600 Other Employee Benefits	2,626.77	3,658.00	2,112.45	1,545.55	58%	1,780.64	3,658.00	-
	3,082,900.90	6,413,913.63	3,186,647.55	3,227,266.08	49.7%	440,785.54	6,590,689.80	(176,776.17)
Discretionary Expenses								
521100 Advertising & Marketing	5,936.12	5,000.00	7,640.04	(2,640.04)	153%	2,843.01	5,000.00	-
521104 Consulting & Technical Service	-	10,000.00	-	10,000.00	0%	-	10,000.00	-
521105 External Contracted Labor	23,140.95	52,274.00	29,221.08	23,052.92	56%	5,053.76	52,274.00	-
521107 Legal Services	15,060.29	-	4,235.00	(4,235.00)	0%	1,960.00	-	-
521108 Other Professional Services	1,516.52	9,523.63	56.07	9,467.56	1%	-	9,523.63	-
521109 External Banking/Financial Fee	7,895.78	20,700.00	7,108.10	13,591.90	34%	2,384.74	20,700.00	-
521110 Security Services	348.77	-	-	-	0%	-	-	-
521115 Other Inter Department Charges	975.00	-	-	-	0%	-	-	-
522100 Computer Hardware	31,238.44	40,000.00	27,139.57	12,860.43	68%	189.99	40,000.00	-

General Fund - Library

2025-12-31

		Prior FY	Current FY	Current FY	Favorable	Percent of	Current Month	Current FY	
		2025	2026	2026	(Unfavorable)	Budget	FY	2026	Budget
			Adjusted			Received/	2026	Adopted	
522101	Computer Software	194,032.43	398,996.17	419,902.37	(20,906.20)	105%	33,587.15	222,220.00	176,776.17
522102	IT Services - External	26,165.58	40,000.00	50,876.23	(10,876.23)	127%	579.50	40,000.00	-
522104	Building & Grounds Services	4,756.68	25,000.00	2,739.14	22,260.86	11%	500.00	25,000.00	-
522105	Equip/Furniture/Fixtures Serv	13,615.79	15,000.00	7,031.69	7,968.31	47%	211.79	15,000.00	-
523107	Phone Services	13,067.75	32,950.00	15,505.35	17,444.65	47%	5,037.22	32,950.00	-
524101	Rental of Equip & Vehicles	-	500.00	1,096.80	(596.80)	219%	-	500.00	-
525102	Printing, Binding, & Duplicate	9,192.86	16,950.00	6,139.81	10,810.19	36%	1,754.02	16,950.00	-
531102	Awards & Recognition	-	250.00	53.83	196.17	22%	-	250.00	-
531103	Books & Subscriptions	114,524.26	127,171.80	46,665.39	80,506.41	37%	-	127,171.80	-
531105	Cleaning & Janitorial Supplies	914.35	1,250.00	265.78	984.22	21%	-	1,250.00	-
531106	Computer Supplies	887.69	5,000.00	1,216.67	3,783.33	24%	(6.49)	5,000.00	-
531109	Equipment/Furniture/Fixtures	12,936.69	17,800.00	4,206.58	13,593.42	24%	-	17,800.00	-
531116	Office Supplies	5,666.12	15,320.00	5,078.87	10,241.13	33%	602.98	15,320.00	-
531117	Paint Supplies	1,547.28	-	316.30	(316.30)	0%	15.48	-	-
531118	Program Supplies	21,396.35	37,000.00	15,738.68	21,261.32	43%	3,524.76	37,000.00	-
531119	Shop Supplies	780.54	250.00	1,198.71	(948.71)	479%	46.44	250.00	-
531120	Sign & Signal Supplies	149.02	-	113.06	(113.06)	0%	-	-	-
531123	Uniforms	-	1,694.00	-	1,694.00	0%	-	1,694.00	-
531124	Personal Protective Gear	1,064.04	-	450.39	(450.39)	0%	-	-	-
532103	LP Gas	33.54	-	-	-	0%	-	-	-
533100	Building & Grounds Supplies	1,213.81	20,741.28	1,144.33	19,596.95	6%	-	20,741.28	-
533101	Equip/Furniture/Fixtures Parts	2,398.28	-	715.80	(715.80)	0%	307.11	-	-
542102	Conferences, Training, Travel	14,465.21	23,200.00	8,065.18	15,134.82	35%	657.00	23,200.00	-
542103	Dues & Memberships	877.50	10,000.00	5,815.54	4,184.46	58%	272.50	10,000.00	-
542106	Licensing Fees	-	-	60.00	(60.00)	0%	-	-	-
542108	Postage & Freight	4,220.83	13,500.00	3,289.09	10,210.91	24%	562.73	13,500.00	-
542111	Mileage Reimbursement	1,124.79	3,000.00	1,174.81	1,825.19	39%	142.45	3,000.00	-
		531,143.26	943,070.88	674,260.26	268,810.62	71%	60,226.14	766,294.71	176,776.17
Other Expenses									
521106	Health Services	392.35	-	177.00	(177.00)	0%	-	-	-
522107	Routine City Facility Charges	94,713.66	349,135.23	96,855.06	252,280.17	28%	34,856.34	349,135.23	-
522108	Routine City Fleet Charges	1,935.56	899.00	142.79	756.21	16%	-	899.00	-
523100	Electricity	116,168.71	243,800.00	120,298.49	123,501.51	49%	18,101.98	243,800.00	-
523103	Natural Gas	892.56	4,500.00	362.10	4,137.90	8%	235.61	4,500.00	-
524100	Rental of Land & Buildings	234,077.67	249,000.00	234,319.54	14,680.46	94%	3,286.25	249,000.00	-
525104	Liability Insurance	25,931.54	63,422.00	34,498.03	28,923.97	54%	5,285.17	63,422.00	-
525107	Property Insurance	81,106.02	171,950.00	85,975.02	85,974.98	50%	14,329.17	171,950.00	-
525108	Vehicle Insurance	750.00	1,500.00	750.00	750.00	50%	125.00	1,500.00	-
532101	Gasoline Fuel	212.72	498.58	132.16	366.42	27%	34.26	498.58	-
		556,180.79	1,084,704.81	573,510.19	511,194.62	53%	76,253.78	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	-
		-	20,000.00	20,000.00	-	100%	-	20,000.00	-
Total Expenditures									
		4,170,224.95	8,461,689.32	4,454,418.00	4,007,271.32	52.6%	577,265.46	8,461,689.32	-
Net Revenues Over / (Under) Expenditures									
		(3,700,346.65)	(7,619,767.32)	(4,074,170.79)	3,545,596.53		(431,706.07)	(7,619,767.32)	-

100% Ladd rent already posted

**151000
Library**

2027

		FY 2023	FY 2024	FY 2025	FY 2026 Adopted	FY 2027	Change From FY 2026	
Account		Actual	Actual	Actual	Budget	Budget	Incr / (Decr)	Comments
Revenues								
Taxes								
		-	-	-	-	-	-	0%
Licenses & Permits								
		-	-	-	-	-	-	0%
Intergovernmental Revenue								
421001	Federal Operating	10,800.86	-	-	-	-	-	0%
422001	State Operating	101,964.62	101,472.58	96,778.19	115,000.00	100,000.00	(15,000.00)	-13% Enrich Iowa (amount varies) Annual Linn County and city contracts (amount varies for Metro Library Network billings)
423000	Local Govt Grants and Reimb	316,198.63	283,107.41	270,401.94	300,000.00	300,000.00	-	0%
		428,964.11	384,579.99	367,180.13	415,000.00	400,000.00	(15,000.00)	-4%
Charges for Services								
431006	Printing & Duplicating of Form	16,178.75	31,308.05	34,279.71	25,000.00	31,000.00	6,000.00	24% Foundation billing for personal services & misc costs
431012	Dept Charges-External to City	241,420.59	246,241.47	281,160.92	272,367.00	272,367.00	-	0%
431201	Library User Fees - Not Fines	10,243.04	33,751.53	37,227.42	10,600.00	20,600.00	10,000.00	94%
431301	Vending Sales	33.29	-	-	-	-	-	0%
		267,875.67	311,301.05	352,668.05	307,967.00	323,967.00	16,000.00	5%
Fines & Forfeits								
		-	-	-	-	-	-	0%
Proceeds of Long Term Liabilities								
		-	-	-	-	-	-	0%
Transfers In								
483001	Operating Transfer In - Inter	40,134.08	14,718.96	-	-	-	-	0%
483002	Operating Transfer In - Intra	-	-	302,203.33	-	-	-	0%
		40,134.08	14,718.96	302,203.33	-	-	-	0%
Other Revenue								
461001	Building Rental	35,044.10	36,968.40	38,561.04	43,455.00	43,455.00	-	0%
471002	Contributions & Donations	78,445.22	49,784.63	34,275.50	70,000.00	70,000.00	-	0%
471003	Sale of Inventory	843.10	298.33	983.15	2,000.00	2,000.00	-	0%
471004	Damage Recoveries	-	6,774.69	-	-	-	-	0%
471005	Other Miscellaneous Revenue	1,241.01	100.00	158.06	3,500.00	2,500.00	(1,000.00)	-29%
471007	Cash Over (Under)	8.37	(17.16)	0.50	-	-	-	0%
		115,581.80	93,908.89	73,978.25	118,955.00	117,955.00	(1,000.00)	-1%
Total Revenues		852,555.66	804,508.89	1,096,029.76	841,922.00	841,922.00	-	0%
Expenditures								
Personal Services								
511100	Regular Employees	3,884,701.40	4,116,824.07	4,410,475.16	4,570,526.00	4,850,834.00	280,308.00	6% Analyst updated 10/22
511200	Temporary/Seasonal Employees	11,790.00	16,870.50	27,851.75	43,368.40	43,368.40	-	0%
511300	Overtime	72,093.77	79,349.02	85,445.56	114,773.40	114,773.40	-	0%
511400	Other Special Pays	40,588.02	21,885.84	26,353.31	13,180.00	14,062.00	882.00	7%
511500	Leave Accrual	(8,041.67)	27,695.56	-	-	-	-	0%
512100	Group Insurance	566,576.15	682,010.06	772,077.38	889,723.00	890,493.00	770.00	0%
512200	Social Security Contributions	295,839.02	312,648.87	333,333.53	361,272.00	387,130.00	25,858.00	7%
512300	Retirement Contribution	372,864.17	395,828.97	423,006.63	446,664.00	465,638.00	18,974.00	4%
512400	Unemployment Compensation	13,246.61	-	-	-	-	-	0%
512500	Workers' Compensation	138,555.61	71,241.99	58,140.77	147,525.00	163,372.00	15,847.00	11%
512600	Other Employee Benefits	20,340.14	(19,252.83)	16,435.55	3,658.00	4,124.00	466.00	13%
		5,408,553.22	5,705,102.05	6,153,119.66	6,590,689.80	6,933,794.80	343,105.00	5% Includes Refresh Savings (\$192K)
Discretionary Expenses								
521100	Advertising & Marketing	10,317.41	12,046.59	6,000.21	5,000.00	5,000.00	-	0%
521101	Architectural Services	-	-	372.00	-	-	-	0%
521102	Auditing & Accounting Services	372.00	-	-	-	-	-	0%
521104	Consulting & Technical Service	-	7,550.00	-	10,000.00	10,000.00	-	0%
521105	External Contracted Labor	128,538.69	127,979.04	54,850.02	52,274.00	52,274.00	-	0%
521107	Legal Services	-	27,577.95	23,933.29	-	-	-	0%
521108	Other Professional Services	9,619.77	2,525.38	3,086.95	9,523.63	9,523.63	-	0%
521109	External Banking/Financial Fee	20,705.38	18,079.03	16,645.10	20,700.00	20,700.00	-	0%
521110	Security Services	-	31.23	3,364.77	-	-	-	0%
521115	Other Inter Department Charges	-	-	975.00	-	-	-	0%
522100	Computer Hardware	68,120.63	53,013.66	31,556.79	40,000.00	40,000.00	-	0%
522101	Computer Software	180,492.58	195,862.72	476,724.88	222,220.00	472,220.00	250,000.00	113% funding increase includes on line subscriptions for circulation material
522102	IT Services - External	60,389.38	37,973.74	38,187.11	40,000.00	40,000.00	-	0%
522104	Building & Grounds Services	29,265.20	24,648.60	24,694.92	25,000.00	25,000.00	-	0%
522105	Equip/Furniture/Fixtures Serv	1,504.62	13,728.72	37,394.85	15,000.00	15,000.00	-	0%
522106	Vehicles & Rolling Equip Serv	29.95	-	-	-	-	-	0%
522111	Non-routine Facility Charges	-	-	80.80	-	-	-	0%
523102	Landfill Fees	-	-	169.44	-	-	-	0%
523107	Phone Services	30,089.69	29,326.44	30,125.77	32,950.00	32,950.00	-	0%
524101	Rental of Equip & Vehicles	10,182.42	947.20	-	500.00	500.00	-	0%
525102	Printing, Binding, & Duplicate	22,752.46	16,376.03	16,921.07	16,950.00	16,950.00	-	0%

**151000
Library**

2027

		FY 2023	FY 2024	FY 2025	FY 2026 Adopted	FY 2027	Change From FY 2026		
Account		Actual	Actual	Actual	Budget	Budget	Incr / (Decr)		Comments
531102	Awards & Recognition	8.50	-	14.56	250.00	250.00	-	0%	
531103	Books & Subscriptions	167,426.81	183,802.88	202,434.71	127,171.80	227,171.80	100,000.00	79%	funding increase books, CDs, periodical, and physical subscriptions catalogued
531105	Cleaning & Janitorial Supplies	-	285.22	1,551.38	1,250.00	1,250.00	-	0%	
531106	Computer Supplies	3,375.27	2,771.63	1,263.41	5,000.00	5,000.00	-	0%	
531109	Equipment/Furniture/Fixtures	18,051.57	18,798.67	16,903.15	17,800.00	17,800.00	-	0%	
531116	Office Supplies	12,517.31	15,761.42	13,068.84	15,320.00	15,320.00	-	0%	
531117	Paint Supplies	-	975.09	2,719.99	-	-	-	0%	
531118	Program Supplies	31,585.21	37,486.60	28,888.07	37,000.00	37,000.00	-	0%	
531119	Shop Supplies	-	1,312.66	2,186.44	250.00	250.00	-	0%	
531120	Sign & Signal Supplies	1,984.91	113.78	622.99	-	-	-	0%	
531123	Uniforms	1,196.98	-	394.00	1,694.00	1,694.00	-	0%	
531124	Personal Protective Gear	2,040.45	778.48	1,921.20	-	-	-	0%	
532105	Other Fuel	-	-	12.48	-	-	-	0%	
533100	Building & Grounds Supplies	16,104.56	13,646.28	1,357.46	20,741.28	20,741.28	-	0%	
533101	Equip/Furniture/Fixtures Parts	570.00	2,591.00	3,635.16	-	-	-	0%	
542102	Conferences, Training, Travel	45,896.47	30,816.08	20,697.05	23,200.00	23,200.00	-	0%	
542103	Dues & Memberships	11,740.50	4,060.54	3,226.50	10,000.00	10,000.00	-	0%	
542106	Licensing Fees	60.00	60.00	60.00	-	-	-	0%	
542108	Postage & Freight	11,474.64	11,448.09	8,528.27	13,500.00	13,500.00	-	0%	
542111	Mileage Reimbursement	1,415.22	1,879.92	2,286.26	3,000.00	3,000.00	-	0%	
		897,828.58	894,254.67	1,076,854.89	766,294.71	1,116,294.71	350,000.00	46%	
Other Expenses									
521106	Health Services	516.25	767.00	834.85	-	900.00	900.00	100%	finance updated - reallocated from 524100
521113	City Finance Dept Services	77,500.00	85,500.00	-	-	-	-	0%	
521114	Administrative Area Charges	225.00	225.00	-	-	-	-	0%	
522107	Routine City Facility Charges	302,279.58	330,296.02	306,404.06	349,135.23	356,398.82	7,263.59	2%	
522108	Routine City Fleet Charges	456.69	948.41	2,245.84	899.00	919.00	20.00	2%	
522109	City Information Tech Services	5,878.33	6,172.25	-	-	-	-	0%	
523100	Electricity	226,860.33	237,481.70	233,873.81	243,800.00	243,800.00	-	0%	
523103	Natural Gas	4,433.82	2,633.76	4,050.32	4,500.00	4,500.00	-	0%	
524100	Rental of Land & Buildings	346,324.55	253,672.81	254,623.93	249,000.00	248,100.00	(900.00)	0%	Will amend in July to reallocate to PS and Discretionary - \$153.5K
525104	Liability Insurance	43,955.52	47,398.32	49,364.54	63,422.00	54,497.00	(8,925.00)	-14%	RECUR004
525107	Property Insurance	100,110.00	135,928.00	162,212.00	171,950.00	134,652.00	(37,298.00)	-22%	RECUR004
525108	Vehicle Insurance	1,200.00	1,300.00	1,500.00	1,500.00	1,500.00	-	0%	RECUR004
532101	Gasoline Fuel	199.77	184.79	412.12	498.58	498.58	-	0%	
542114	Bad Debt Expense	-	7,357.89	-	-	-	-	0%	
		1,109,939.84	1,109,865.95	1,015,521.47	1,084,704.81	1,045,765.40	(38,939.41)	-4%	
Capital Outlay									
554000	Vehicles, Equipment, Software	1,661.99	43,420.69	9,400.00	-	-	-	0%	do not enter here - use file 'Department Request Form - Library'
		1,661.99	43,420.69	9,400.00	-	-	-	0%	
Debt Service									
		-	-	-	-	-	-	0%	
Transfers Out									
571100	Transfer Out-Inter	-	-	20,000.00	20,000.00	-	(20,000.00)	-100%	FY26 last year to fund FMS project 316200 management
571200	Transfer Out-Intra	-	-	302,203.33	-	-	-	0%	
		-	-	322,203.33	20,000.00	-	(20,000.00)	-100%	
Total Expenditures		7,417,983.63	7,752,643.36	8,577,099.35	8,461,689.32	9,095,854.91	634,165.59	7%	
Net Revenues Over / (Under) Expenditures		(6,565,427.97)	(6,948,134.47)	(7,481,069.59)	(7,619,767.32)	(8,253,932.91)	(634,165.59)		

**7010
Public Library Grants**

2027

Account	FY 2023 Actual	FY 2024 Actual	FY 2025 Actual	FY 2026 Amended Budget Budget	Department Reques Budget	Change From FY 2026 Incr / (Decr)	Comments
Revenues							
Taxes							
	-	-	-	-	-	-	0%
Licenses & Permits							
	-	-	-	-	-	-	0%
Intergovernmental Revenue							
421001 Federal Operating	5,969.98	-	-	-	-	-	0%
422001 State Operating	19,191.71	12,775.58	9,175.14	-	-	-	0%
423000 Local Govt Grants and Reimb	-	13,233.43	13,542.43	-	-	-	0%
	25,161.69	26,009.01	22,717.57	-	-	-	0%
Charges for Services							
431007 Internal Charges-City Mgr Dept	3,333.33	-	1,000.00	-	-	-	0%
431012 Dept Charges-External to City	17,173.96	23,333.33	-	20,000.00	-	(20,000.00)	-100%
	20,507.29	23,333.33	1,000.00	20,000.00	-	(20,000.00)	-100%
Fines & Forfeits							
	-	-	-	-	-	-	0%
Proceeds of Long Term Liabilities							
	-	-	-	-	-	-	0%
Transfers In							
483001 Operating Transfer In - Inter	7,993.53	-	-	-	-	-	0%
483002 Operating Transfer In - Intra	89,604.53	-	5,826.64	-	-	-	0%
	97,598.06	-	5,826.64	-	-	-	0%
Other Revenue							
451000 Interest/Div - Nonproprietary	18,692.83	29,983.55	32,642.00	-	-	-	0%
471002 Contributions & Donations	320,706.85	54,663.02	26,414.51	180,000.00	250,000.00	70,000.00	39%
	339,399.68	84,646.57	59,056.51	180,000.00	250,000.00	70,000.00	39%
Total Revenues	482,666.72	133,988.91	88,600.72	200,000.00	250,000.00	50,000.00	25%
Expenditures							
Personal Services							
511100 Regular Employees	63,788.40	118,481.76	72,093.21	128,296.00	134,674.00	6,378.00	5%
511400 Other Special Pays	-	-	1,565.00	-	-	-	0%
511500 Leave Accrual	1,861.66	(348.57)	-	-	-	-	0%
512100 Group Insurance	6,136.38	17,670.90	16,389.08	34,078.00	46,303.00	12,225.00	36%
512200 Social Security Contributions	4,585.99	8,809.19	5,382.84	9,814.00	10,303.00	489.00	5%
512300 Retirement Contribution	5,725.81	11,172.14	6,789.86	12,111.00	12,713.00	602.00	5%
512500 Workers' Compensation	2,166.20	2,012.58	935.62	4,106.00	4,458.00	352.00	9%
512600 Other Employee Benefits	(1,306.97)	407.69	(2,012.11)	34.00	34.00	-	0%
	82,957.47	158,205.69	101,143.50	188,439.00	208,485.00	20,046.00	11%
Discretionary Expenses							
521100 Advertising & Marketing	427.48	2,828.98	8,537.49	35,000.00	15,000.00	(20,000.00)	-57%
521104 Consulting & Technical Service	-	-	-	20,000.00	-	(20,000.00)	-100%
521105 External Contracted Labor	-	-	243.75	40,000.00	-	(40,000.00)	-100%
521108 Other Professional Services	-	3,217.28	-	-	-	-	0%
522100 Computer Hardware	-	2,925.00	-	25,000.00	10,000.00	(15,000.00)	-60%
522101 Computer Software	-	15,561.00	53,505.66	-	-	-	0%
522102 IT Services - External	-	9,000.00	-	-	-	-	0%
522104 Building & Grounds Services	-	-	-	10,000.00	-	(10,000.00)	-100%
525102 Printing, Binding, & Duplicate	12,237.10	3,839.51	-	4,000.00	1,473.80	(2,526.20)	-63%
531102 Awards & Recognition	-	-	-	2,000.00	2,000.00	-	0%
531103 Books & Subscriptions	25,716.70	80,878.70	18,012.21	105,000.00	250,000.00	145,000.00	138%
531106 Computer Supplies	-	-	29.78	-	-	-	0%
531109 Equipment/Furniture/Fixtures	129,427.25	6,405.64	57,805.48	100,000.00	-	(100,000.00)	-100%
531118 Program Supplies	63,138.97	48,546.81	44,981.95	40,000.00	40,000.00	-	0%
531120 Sign & Signal Supplies	86.40	-	-	-	-	-	0%
531124 Personal Protective Gear	9.30	-	-	-	-	-	0%
541106 Grants & Contributions	2,500.00	-	-	-	-	-	0%
542102 Conferences, Training, Travel	1,287.06	1,536.10	18,272.37	10,000.00	10,000.00	-	0%
542104 Entertainment Expense	-	-	3,261.89	-	-	-	0%
542111 Mileage Reimbursement	75.72	327.80	170.69	-	-	-	0%
	234,905.98	175,066.82	204,821.27	391,000.00	328,473.80	(62,526.20)	-16%
Other Expenses							
521106 Health Services	-	32.45	53.10	-	-	-	0%
524100 Rental of Land & Buildings	-	-	1,064.75	-	-	-	0%
	-	32.45	1,117.85	-	-	-	0%
Capital Outlay							
554000 Vehicles, Equipment, Software	-	12,727.81	39,997.00	-	-	-	0%
	-	12,727.81	39,997.00	-	-	-	0%
Debt Service							
	-	-	-	-	-	-	0%
Transfers Out							
571100 Transfer Out-Inter	29,134.08	64,718.96	-	-	-	-	0%
571200 Transfer Out-Intra	89,604.53	-	5,826.64	-	-	-	0%
	118,738.61	64,718.96	5,826.64	-	-	-	0%
Total Expenditures	436,602.06	410,751.73	352,906.26	579,439.00	536,958.80	(42,480.20)	-7%
Net Revenues Over / (Under) Expenditures	46,064.66	(276,762.82)	(264,305.54)	(379,439.00)	(286,958.80)	92,480.20	

Analyst updated 10/22/25

Five Year Capital Project Plan By Fund

Project Number	Project Name	Project Quadrant	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	Scope of Work
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316200	Westside Library Construction	SW	Expenses	3,500,000	0	0	0	0	The acquisition conveyance, design and construction of a new Westside library.
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GO Bonds	0	0	0	0	0
TIF Bonds	0	0	0	0	0
Revenue Bonds	0	0	0	0	0
SRF Loan	0	0	0	0	0
Federal Grants	0	0	0	0	0
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
IFM Transfer	0	0	0	0	0
Streets LOST Transfer	0	0	0	0	0
RUT Transfer	0	0	0	0	0
TIF Transfer	0	0	0	0	0
Operations Transfer	0	0	0	0	0
Other Transfer	0	0	0	0	0
Other Revenue	3,500,000	3,000,000	3,500,000	0	0
Cash on Hand	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Revenue	3,500,000	3,000,000	3,500,000	0	0
Net	0	3,000,000	3,500,000	0	0

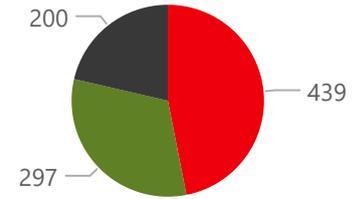
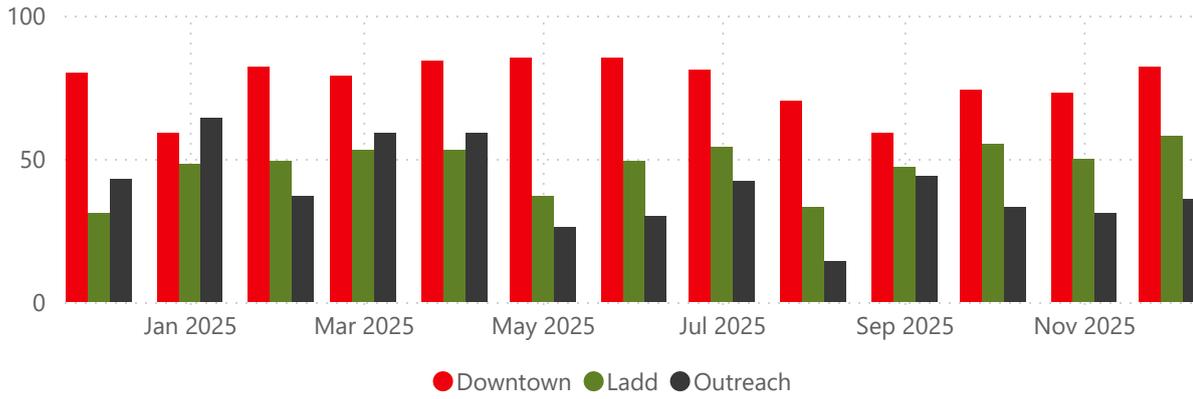
Project Number	Project Name	Project Quadrant	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	Scope of Work
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316600	City Circulation Material	Expenses	300,000	300,000	300,000	300,000	400,000	Library needs to continually circulate books, periodicals, etc to maintain new material for patrons and to be accredited with the State of Iowa.
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GO Bonds	300,000	300,000	300,000	300,000	400,000
TIF Bonds	0	0	0	0	0
Revenue Bonds	0	0	0	0	0
SRF Loan	0	0	0	0	0
Federal Grants	0	0	0	0	0
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
IFM Transfer	0	0	0	0	0
Streets LOST Transfer	0	0	0	0	0
RUT Transfer	0	0	0	0	0
TIF Transfer	0	0	0	0	0
Operations Transfer	0	0	0	0	0
Other Transfer	0	0	0	0	0
Other Revenue	0	0	0	0	0
Cash on Hand	0	0	0	0	0
Transfer Out	0	0	0	0	0
Total Revenue	300,000	300,000	300,000	300,000	400,000
Net	0	0	0	0	0

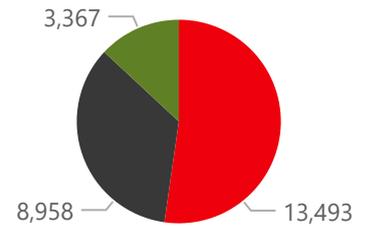
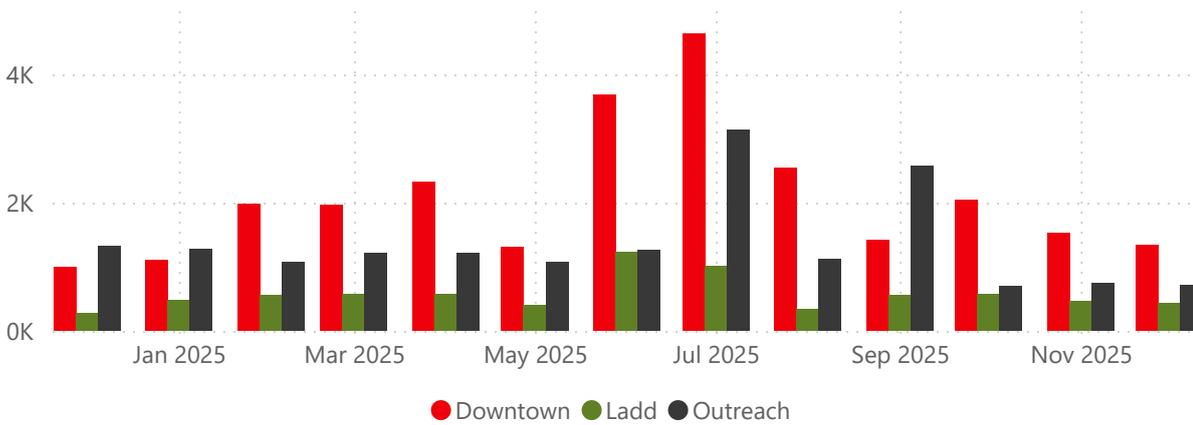
Project Number	Project Name	Project Quadrant	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	Scope of Work
Total For Fund		Expenses	3,800,000	300,000	300,000	300,000	400,000	
		GO Bonds	300,000	300,000	300,000	300,000	400,000	
		TIF Bonds	0	0	0	0	0	
		Revenue Bonds	0	0	0	0	0	
		SRF Loan	0	0	0	0	0	
		Federal Grants	0	0	0	0	0	
		State Grants	0	0	0	0	0	
		Local Grants	0	0	0	0	0	
		IFM Transfer	0	0	0	0	0	
		Streets LOST Transfer	0	0	0	0	0	
		RUT Transfer	0	0	0	0	0	
		TIF Transfer	0	0	0	0	0	
		Operations Transfer	0	0	0	0	0	
		Other Transfer	0	0	0	0	0	
		Other Revenue	3,500,000	3,000,000	3,500,000	0	0	
		Cash on Hand	0	0	0	0	0	
		Transfer Out	0	0	0	0	0	
		Total Revenue	3,800,000	3,300,000	3,800,000	300,000	400,000	
		Net	0	3,000,000	3,500,000	0	0	

Programs



936

of Programs



25,818

of Attendees

Programming had a slower month in January, as cold weather often keeps people home. Our year-round programs continue to see good attendance, and patrons enjoyed a variety of special programs including the conclusion of our three-part Lord of the Rings series, Dolly Parton’s Birthday celebrated in partnership with the Foundation, and ending the month with family karaoke. Maker Space appointments and Opportunity Center workshops were extremely busy, with dozens of both happening throughout the month. The Winter Reading Challenge was very successful, with readers reaching more than a half-million minutes read! Planning for Summer Reading Challenge is well underway, with some really fun and unique opportunities for the community coming this summer.

An email came into the library, asking for assistance. A video had been posted online that showed a track and field event from 1947. The original poster was asking for help identifying the event, which they believed took place in Cincinnati, OH. The email we received was from a group of people who believed the event actually took place in Cedar Rapids. After viewing the video, I certainly thought it was possible (and could have been at Coe College) and directed them to The History Center for access to yearbooks and pictures from 1947. After I had shared it with the rest of reference to see if I had missed anything, I decided to give the CRPL Digital Archives a try. I had no hopes of identifying the event, but thought I might find pictures of other 1947 track events that might help identify the schools in the video. One of the first articles I clicked on had several pictures that looked like they almost could have been taken directly from the footage. I sent out my finding to the rest of reference to see if they agreed I might have found the exact event. They did! I sent this information on to the patron and let him know he could share this information with the original poster and the online discussion group he was in. He was very grateful and super excited! - Rebecca Vernon, Public Service Librarian

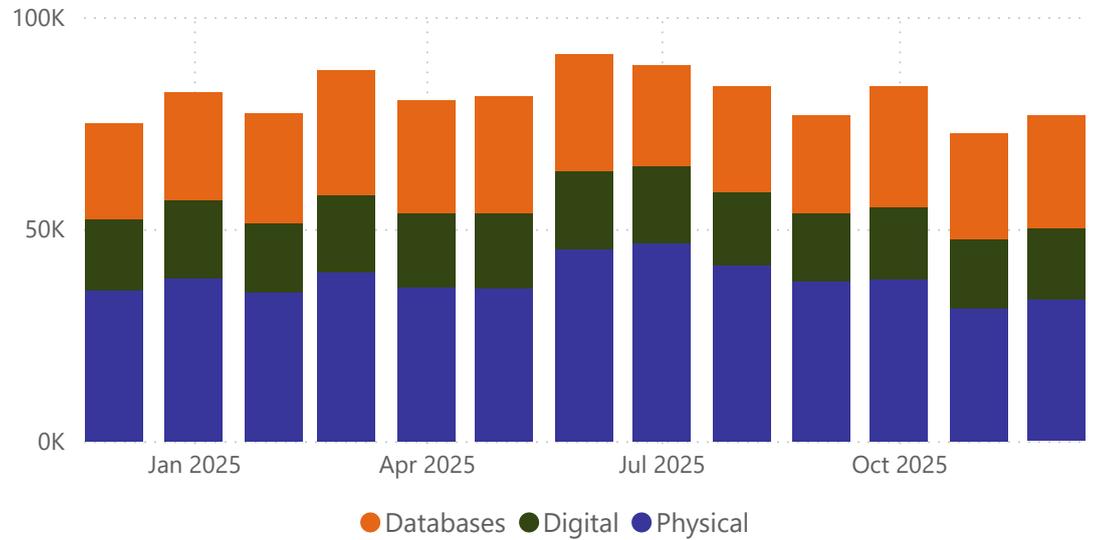
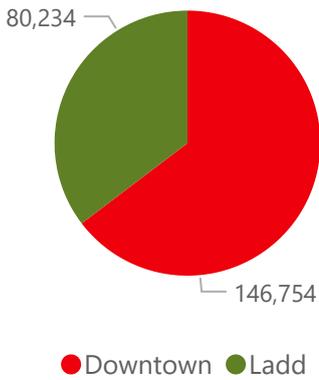
Maria is one of our RIVA AmeriCorps members and her mother Sidonie came back to the US a month ago. Maria has been bringing Sidonie to the Opportunity Center to attend English and Computer Skill classes to help her learn these skills and become more comfortable in a new country. Sidonie has become obsessed with the Library. She comes to many classes. Maria said after two computer classes, Sidonie was even asking Maria to buy her a laptop and made Maria stay an hour after her shift here ended one day so she could stay for another class.

Sidonie is brand new to the US and was just introduced to learning English, but the Library has already become a welcoming source of learning and socializing for her. - Erin Norwood, Opportunity Center Coordinator

Borrowing & Collections

151,775 Databases 101,471 Digital 226,988 Physical 1,901 Technology 482,135 Total

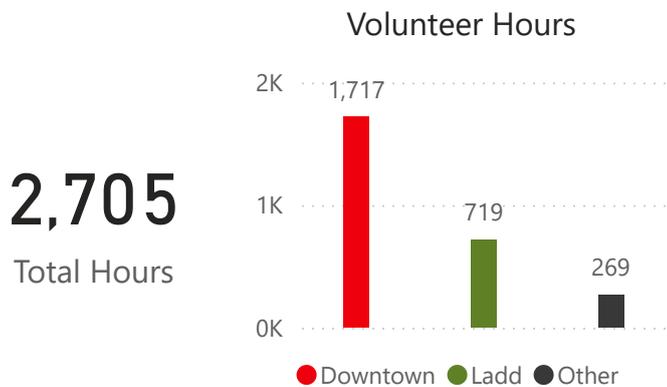
Physical Circulation, by Location



The Materials Team is working on the planning process for preparing the Ladd collection to move to the Busse Branch. Some of this involves evaluating materials based on condition and looking at replacements to freshen up the collection. Purchases to supplement the Ladd collection will be made over the winter and held until opening as there isn't currently room for them at Ladd. The Busse shelving layout allowed for much more display space and breathing room for this heavily used but very crowded collection.

I was in the sorter room when I noticed the return slot was open. I looked closer and there were two little kids peeking in, one of them said, "Look, there's people in there!" I waved at them and they waved back at me. - Amy Golly, Programming Librarian

Volunteers

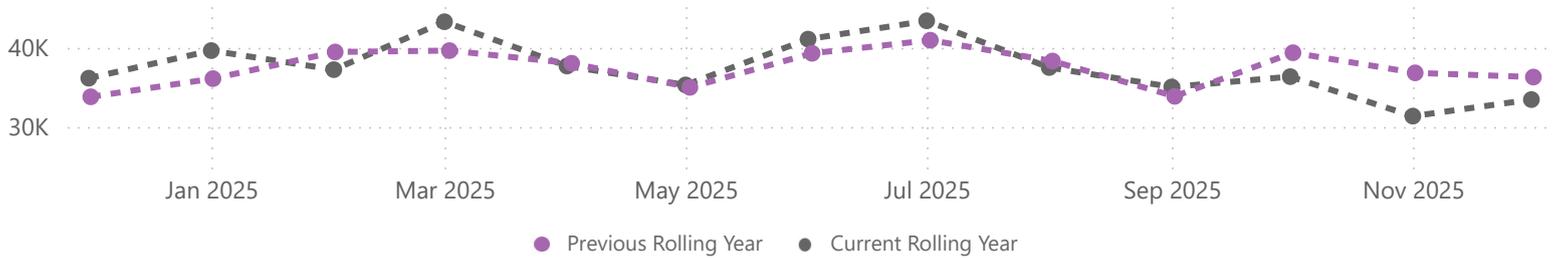


In January, volunteers supported Dolly Parton's Birthday Party – a joint program between the library and the Foundation. Nine volunteers gave 27 hours at the event. Beyond the hours, it was touching to have many volunteers who have benefited from or supported the Dolly Parton Imagination Library program for years. We even had reunions of teachers and their now-high-school-aged students! Seeing volunteers of all generations come out to support our youngest readers was inspirational. Volunteer Hours in December 2025: 383 hours

Visits

217,074

Physical Visits

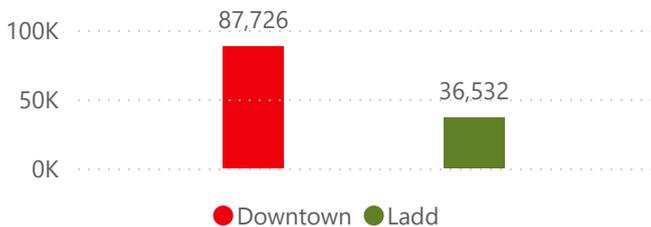


2026 is starting off great for the library. Whereas in 2025 we had 76 Behavioral Incident reports for the month of January – so far this year we have only seen 36. This goes to the amazing work the Public Service department has done with building relationships with patrons, setting patrons up for success, establishing boundaries, and working with community partners to help individuals get needed resources and support.

A gentleman came in looking to use our mobile printing for a couple of documents. He spoke Arabic and had very limited English. We sent it through the print system but after several minutes it didn't show up. We tried again and still didn't show up. We sent it to his work email and it failed to show up again. We sent it to his personal email and again failed to show up. We checked in with Jessica D. and Zach S. who said that using the email app on iPhones was unreliable. They attempted several different things as well. The patron finally gave up and walked out. Shortly after that it appeared in both of Wes's emails and through the print system. Lisa M. printed them out as Wes ran out and caught the patron in the parking lot before he left, and using a translation app, let him know that they documents came through. We were able to print them, and then to make a copies that he needed as well. - Public Service Team Members

Technology Access

PC Uses



370,237

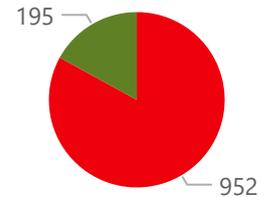
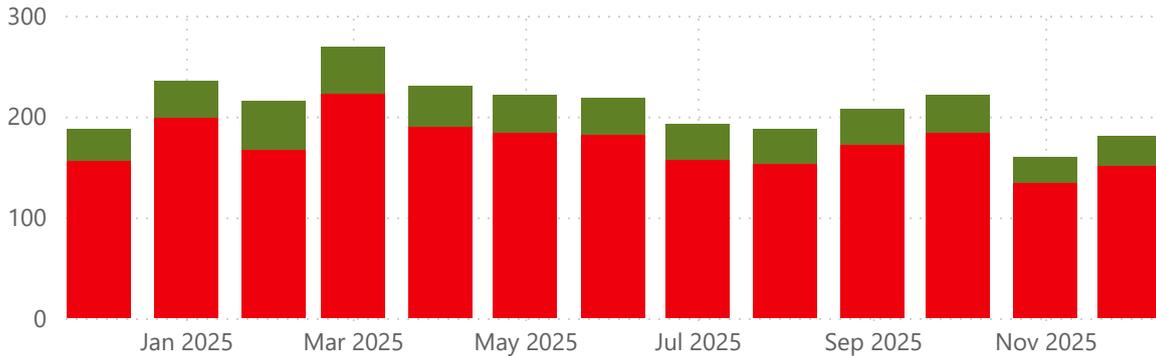
Virtual Visits

166,549

WiFi Sessions

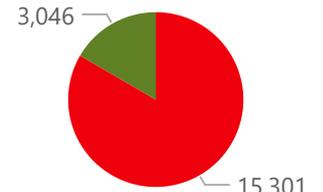
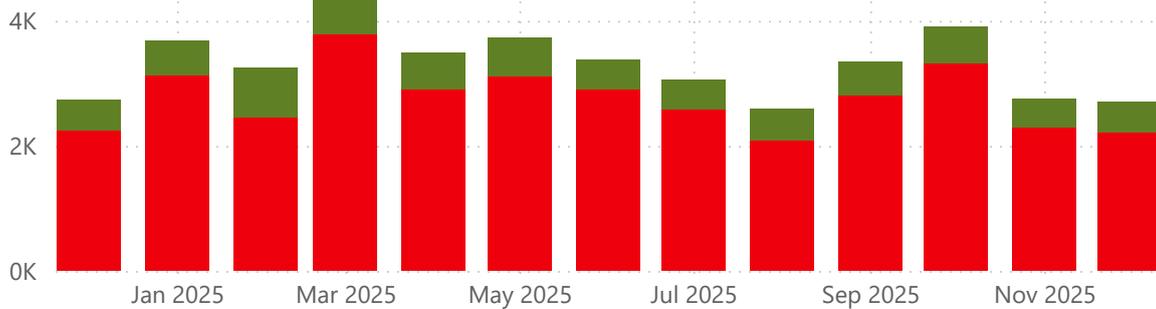
The Technology Solutions team continues to focus on the Busse Branch. The team is working with contractors to coordinate the installation of hardware through the building, some of which is purchased by the library and installed by the contractor. Depending on the cost of the hardware, some may go through the bid process before purchase. The team is also preparing for new technology purchases - such as network equipment and computers - for the branch. The goal is to have items on-site three months before opening so it can be setup for staff and patron use.

Meeting Room Use



1,147

of Reservations



18,347

of Users

● Downtown ● Ladd

The month of December matched the pace of November reservations with approximately 170 reservations, serving 2,697 patrons. Many patrons marked the year's end at the library with annual meetings, celebrations, or a combination of both. Law firms held end of year meetings, Hope for the Holidays held a Bereavement Support Group, there was a vocal holiday performance, and the Saints Girls Basketball Christmas Party and a gathering that included the holiday classic, Emmet Otter's Jug-Band Christmas, among other year-end gatherings.

Some of the noteworthy events were the Greater Cedar Rapids Community Foundation's viewing of the movie *Uncharitable*, in Whipple Auditorium which brought in many members of the community. IPERS also took advantage of Whipple Auditorium for presentations and a town hall regarding state benefits with additional stations for member counseling.

There were the usual celebratory events in the way of birthday parties and showers, including one day-long 90th birthday party. Day care took to the indoors in the cold weather and played in Beems B.

Community Relations is thinking about the warmer weather to come and completing the Spring issue of *OPEN+* magazine. Alison, our writer, takes time to review every program entered into the system by the Programming Department, edit it for voice and length, and then shares all of those programs with our designer. She also uploads all of these programs into local calendar systems (such as HooplaNow, which feeds the Gazette and Penny Saver) and adds them to our events on Facebook. We know our patrons hear about our events through a variety of ways, and each is equally important. She also writes the content you see in each issue of *OPEN+* magazine, which means lots of interviews and visits to patrons, programs, and library activities.

This month we turn our focus to summer prep. Our friends at Beanstack release the necessary components so that we can begin designing all of our summer reading collateral. We will be working through the next two months to make sure all the content is ready for that end of school year outreach.

