Agenda: Board of Trustees
July 6, 2023, at 4 pm
Conference Room, Downtown Library

**Literacy, Access, & Inclusion**

Library Board Vice President – Monica Challenger

A. Call to Order

B. Consent Agenda – **Action**
   - Minutes: June 1, 2023

C. Public Comments and Communications

D. Foundation Report – Charity Tyler

E. Friends of the Library Report – Libby Slappey

F. Board Education: Strategic Plan Year 2 Update – Dara Schmidt

G. Library Board Committee Reports
   - Nominating Committee – Susie McDermott, Committee Chair
     - **Action:** Slate of Officers FY24
   - Advocacy Committee – Rafael Jacobo, Committee Chair
     - No Action
   - Finance Committee – Monica Challenger, Committee Chair
     - No Action
   - Personnel and Policy Committee – Susie McDermott, Committee Chair
     - **Action:** 3.08 Right to Protest, Petition, and Assemble
   - Westside Project Committee – Jade Hart, Committee Chair
     - No Action

H. Library Director’s Report

I. Old Business

J. New Business

K. Adjournment

The next Board of Trustees meeting is **August 3, 2023 at 4 pm**, in the Conference Room, Downtown Library.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Jessica Musil, Library Administrative Assistant, at 319.261.7323 or email musilj@crlibrary.org as soon as possible but no later than 48 hours before the meeting.
Board members in attendance: [President] Clint Twedt-Ball, Chris Casey, Elsabeth Hepworth, Susie McDermott, Jeremy Elges (in person); [Vice President] Monica Challenger, Jade Hart (via Zoom)

Board members unable to attend: Rafael Jacobo, Hassan Selim

Staff in attendance: Dara Schmidt, Amber McNamara, Erin Horst, Patrick Duggan, Jessica Musil (in person); Jessica Link, Todd Simonson, Andres Gallardo, Nathan Peterson (via Zoom)

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

A. Call to Order
   • Mr. Twedt-Ball called the meeting to order at 4:01 pm.

B. Consent Agenda – Action
   • Minutes: May 4, 2023
     * Mr. Elges moved to accept the consent agenda. Ms. McDermott seconded. The action carried with unanimous approval.

C. Public Comments and Communications
   • There being none, the meeting continued

D. Foundation Report – Charity Tyler
   • The Foundation budget has been developed and awaiting board approval. Ms. Tyler has been busy with capital campaign visits and submitting several grants. She passed around new copies of the campaign’s case book, which includes new visuals and layouts. This book will be used with donors for the next several weeks.
   • The May 5 Literary Vines was the most successful so far, raising over raising over $33,000. This is the third in-person event hosted by the Foundation. Several trustees shared praise for the event.

E. Friends of the Library Report – Libby Slappey
   • The Friends have officially started their book sales season with the weekend May sale. The sale went well though Ms. Slappey felt it may have been better, however, due to an event in Greene Square, roads were closed around the library. The first farmer’s market sale was successful to start the season.

F. Board Education: Strategic Plan: Inclusion – Collection Locations & Fine Free Update – Erin Horst
   • Strategic Plan Update:
     o Materials Manager Erin Horst shared information on the strategic plan initiative to evaluate current collection locations and usage to make recommendations for future change, which falls under inclusion. The committee comprised of public service, materials, programming and community relations staff. The goal was to review collection locations for Downtown, as Ladd is a temporary location. Since opening in 2013, most collections have not significantly changed locations nor have been evaluated for continued appropriate placement. The committee worked within two major parameters: to not significantly decrease a collection nor change locations that would alter the physical space, for example the Children’s Library and Non-Fiction would not swap.
     o The committee reviewed several types of data to inform the final recommendation, such as circulation and turnover, collection sizes, shelf measurements and types, loss rate, and responses from staff and volunteers.
Ms. Horst explained the recommended changes to the different collections, such as in the re-arranging the children’s library for improved navigation; large print moving into adult fiction on the first floor; condensing magazines to expand romance; combining graphic novels and science fiction on the second floor; and consolidating spark kits into one section.

Over the summer, the materials team will develop plans to shift materials with the goal to shift items through Spring 2024. Ms. Horst will also review other key indicators to determine if the changes seem to improve patron experience and access, as well as material circulation.

Mr. Tweedt-Ball asked if the committee had good consensus on the recommendation. Mr. Horst noted that the group was very aligned and this final recommendation went through revisions. The committee was very dedicated and flexible with positive debate. Ms. Hepworth appreciates seeing the overlap and consensus between staff and volunteers.

**Fine Free Update:**

Ms. Horst provided an update on the fine free initiative, which started in March 2020. This is a six-month comparison from the November 2022 update and we have consistent data, not impacted by disaster, to monitor change over time.

The rate in which materials are returned remains the same. In general, materials continue to come in on time 89% of the time. The number of blocked cards is about the same from November 2022 to May 2023. Blocked cards continue to spread out around the City and shift around instead of being concentrated on particular areas of Cedar Rapids, such as in 2018. Twenty to 30% of blocked cards are rotating between households, whereas we did not have rotation before but instead people were unable to get out of blocked card status. The number of blocked cards remains consistent month-to-month. In the beginning, blocked cards dropped from 16,000 to approximately 3,000 in a given month. Patrons are able to get out of blocked status by just returning the item instead of paying fines.

**G. Library Board Committee Reports**

- **Nominating Committee – Susie McDermott & Jade Hart**
  
  Ms. McDermott and Ms. Hart agreed to serve on the Nominating Committee. They will meet in June and bring a recommendation on slate of officers for vote in July.

- **Advocacy Committee – Rafael Jacobo, Committee Chair**

  There being no report, the meeting continued.

- **Finance Committee – Monica Challenger, Committee Chair**

  Ms. Challenger reviewed the April Finance memo as presented in the board packet. At this point of the year, we are expected to be at 83% for expenses and revenue, currently at 81% and 85%, respectively. Ms. Challenger highlighted that the Sale of Inventory revenue is low because the library halted the sale of fax cards while changing services. In addition, Printing and Duplication is lower because these services were free during the pandemic and charging for prints restarted in January. Rental of Equipment and Vehicles is significantly over budget in order to rent appropriate scaffolding to repair the Whipple Auditorium projector screen. Regardless of these issues, the budget remains on track overall.

  **Action**: Purchase Order and Payment Approval – cost for new staff computers. Payment in the amount of $123,064.20 to IT Outlet. New staff computers were last purchased in 2013, and they are becoming out of date and hard to maintain. The City released a bid and IT Outlet was the lowest bidder. Mr. Elges asked about the difference between monitors and PCs purchased. The library ordered 10 less monitors because we already have some in stock.
The committee recommendation to accept the purchase order and payment approval for staff computers from IT Outlet for $123,064.20 carried with unanimous approval.

- **Action:** Purchase Order and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd libraries, payment in the amount of $129,389 to iii Innovative. In the past, the trustees approved the ILS platform for approximately $80,000, with smaller bills under $50,000 coming in later. However, the vendor has changed the way they submit their invoices to the library to include the product and other add-ons at the same time. All of the products and add-ons are the same and are part of the existing 5-year contract now in its third year.

The committee recommendation to accept the purchase order and payment approval for the subscription, software, and services for downtown and Ladd from iii Innovative for $129,389 carried with unanimous approval.

- **Personnel and Policy Committee – Susie McDermott, Committee Chair**
  - **Action:** Policy 4.04 Environmental Policy. The committee recommends removing the Gold LEED level from the policy. When the policy was created, the Gold level isn’t the same as it is today. Sustainability is the key and the committee does not want to tie the library to a standard that may not improve sustainability but would increase cost and overall maintenance. Since LEED has started, building sustainability is more common and chasing LEED of itself may not allow the flexibility for the building versus gaining a LEED point. Ms. Hepworth asked if there were other sustainability measures in place as we move toward the new building. LEED remains the main standard system. However, OPN and Design Engineers understand very well the board’s commitment to sustainability, and top of mind throughout the design process.

The committee recommendation to accept the revised Policy 4.04 as presented in the packet carried with unanimous approval.

- **Westside Library Naming and Recognition Opportunities.** The Foundation developed a Campaign Naming and Recognition Opportunities document. The committee felt the document is a good framework. The trustees are only approving the naming and recognition opportunities, and not the rest of the document, as it’s a Foundation policy. A discussion was held on signage for the new building, which the Library can put rules around how the signage will look and be integrated. The opportunities are modeled after the standards set with the downtown library. This does not specify a donor recognition wall and as appropriate in the future, Ms. Tyler will request this from the trustees. Ms. Tyler also noted that if large spaces, such as conference rooms, do not have sponsored names, the trustees will name the spaces as the project progresses. Ms. Schmidt recommended that the board also add two print and copy nooks to the document as well.

The committee recommendation to accept the document, as presented in the packet with the with amendment adding two print/copy nooks, carried with unanimous approval.

- **Westside Project Committee – Jade Hart, Committee Chair**
  - Ms. Hart reported that the committee has not met but behind the scenes work has continued.

H. Library Director’s Report

- Ms. Schmidt shared an update on the Westside project. Staff are digging into details of the building with OPN and Design Engineers, which will help inform the next cost estimation expected in June and July. The layout presented to the board may continue to see changes as details and cost estimation conversations unfold. Two major differences in the layout center on the Sorter Room – the system layout change decreased the cost significantly – and added a Reading Room, which necessitated a change to study room
counts. Ms. Schmidt showed new visuals. A major change was to remove the wood ceiling, which was very costly. OPN was able to add warm wood tones throughout the building, and complemented in the end panels, to great effect. Ms. Hepworth asked if we planned to re-purpose current shelving. As much as possible, the library will re-purpose shelving and other furnishings. The goal is to take as much as we can but we need to investigate feasibility of this. Changing the end panels' wood tone gives the space a more open and welcoming feel.

- In the statistics, April usage is down a bit. However, this aligns with trends for past April months. We expect an increase in May, which held more events.

I. Old Business
- There being no old business, the meeting continued.

J. New Business
- **FY24 Calendar**
  - The FY24 board meeting calendar was reviewed. Trustees had no questions or concerns for the routine dates. Ms. Musil will send calendar invitations to trustees.

  - **Action:** Library Services contract for City of Robins, FY24-28. The Metro Library Network (MLN) has contracted with Robins for library services for a long time, and this contract is to renew services for another five years. The MLN directors decided to use a different calculation model based on tax rate versus per capita to make calculations easy. This caused a slight reduction. However, they felt it was worth the reduction if the contract was extended to five years instead of three years, which has been past practice. Money from the contract is divvied up because the three libraries based on usage; Cedar Rapids get the least amount. The City of Robins will vote on the contract next week. Ms. Schmidt is asking for an approval now so service continues for residents.

  *Mr. Elges moved to accept the Library Services contract with City of Robins for FY24-28, contingent on approval by City of Robins. Ms. Hepworth seconded. The action carried with unanimous approval.*

  - **Executive Action Item Closed Session:** Iowa Code § 21.5(1)(i) (2009). Director’s Performance Review
    - Mr. Twedt-Ball read aloud the Iowa Code pertaining to the reason for going into closed session. She noted that, in accordance with the code, Ms. Schmidt requested that her performance review be held in closed session.

    *Ms. Hart moved to enter closed session. Ms. Challenger seconded. The motion was carried with unanimous approval following a roll call.*

    - The roll call was taken of those present in the closed session: Monica Challenger, Chris Casey, Elsabeth Hepworth, Jade Hart, Jeremy Elges, Susie McDermott, and Clint Twedt-Ball; Ms. Schmidt and Ms. Musil remained, all others departed. The board went into closed session at 5:26 pm.

    - The meeting resumed in open session at 5:39 pm.

K. Adjournment
- There being no further business, the meeting adjourned at 5:40 pm.

**The next Board of Trustees meeting will be held on Thursday, July 6, 2023, at 4 pm in the Conference Room, Downtown Library**
Corvalle hard at work preparing for RAGBRAI

More than 900 volunteers needed as city set to host overnight stop for sixth time

By Marissa Payne, The Gazette

CEDAR RAPIDS — Nicknamed the “hustle of hospitality,” Coralville is eagerly preparing to welcome thousands of cyclists from all over the world when The Register’s Annual Great Bicycle Ride Across Iowa (RAGBRAI) rolls through Coralville Saturday, July 23 — the final event in the seven-day ride across Iowa.

Coralville, home to the Greene Square ambassador program starting again for summer months.

The city is starting again for the summer months. From May to October, Coralville is home to the Greene Square ambassador program, which employs people who’ve experienced homelessness to patrol Greene Square ambassador program starting again for summer months.

IOWA TODAY

program that employs people

By Marissa Payne, The Gazette

NEWSTRACK | THINK IOWA CITY

is starting again for summer months. These workers — employed by Coralville’s ambassador program — pick up trash, work to keep the peace in the downtown area, remind park visitors of the rules, color people to social service agencies and call emergency services if needed as a last resort. The program that employs people who’ve experienced homelessness to patrol Greene Square is also set to begin again for summer months. From May to October, Coralville is home to the Greene Square ambassador program, which employs people who’ve experienced homelessness to patrol Greene Square ambassador program starting again for summer months.

Goal is to maintain safety, decrease police calls

By Marissa Payne, The Gazette

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Goal is to maintain safety, decrease police calls

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Or should the system be allowed to shift between last summer and this year’s energy needs?

What’s interesting about NERC’s assessment was that there were no clustering of’s the U.S. in the same grouping. It doesn’t mean it’s going to happen. There’s just potential for it.

How do this summer’s projections compare with last year’s, when MISO was at a “high risk” of energy emergencies?

The summer assessments were at a “high risk” of energy emergencies.

Now, amid warming temperatures and at-risk teenagers.

We also saw less retirements than we were anticipating — we only had about 1,200.

Q: How do this summer’s projections compare with last year’s, when MISO was at a “high risk” of energy emergencies?

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RAGBRAI/Looking for volunteer help

**MEETING IN MARANGO**

Cyclists will need to roll on through Voters will need to roll on through voters and businesses that have done in past years.

**PLANNING PROCESS**

Meeting in January when she began her duties as an oversight stop. City Administrator Corienne Dally said. A total of 20 committees were formed, each responsible for a unique aspect of planning. ‘Planning isn’t all that different from previous years, since Coralville has been an overnight stop for a few more years. But more riders are arriving around the same time, Hayworth said. ‘That’s been a big part of the growth, and they’re also numbered with those numbers. Hayworth said, ‘that this also includes more.

RAGBRAI provides a handbook and calculates that this town’s more than 200 miles of paved roadway.

‘The handbook breaks down everything the town needs to know and ideas about how others have done in past years.

**STUDYING THE NUMBERS**

When Marargo was officially slated to be a meeting town, said Corinne Dally, Marengo’s economic development director. It will be an opportunity for that town’s people to appreciate the city’s work and its businesses, Dally said.

‘We’re just hoping that the town is a meeting town — we have a business that offers a lot of things to do and to really a business that they want to come back to,’ she said.

Dally said she has been planning for RAGBRAI since early March, when Marango was offically slated to be a meeting town. With par- ticipants will then be directed down Court Avenue, with vendors in what Dally called the ‘eye of the storm.’ With so many vendors, Dally said that the prep work has been thorough.

Riders are expected to come in on Highway 222. Participants will then be directed downtown Court Avenue, with vendors in what Dally called the ‘eye of the storm.’ With so many vendors, Dally said that the prep work has been thorough.

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The handbook breaks down everything the town needs to know and ideas about how others have done in past years.

**CAMPING AT PARK**

The setup for RAGBRAI’s overnight stop in Coralville will be similar to how it is during the city’s 4thFest in June. The plans can be seen as a way to highlight local businesses, Dally said. The handbook breaks down everything the town needs to know and ideas about how others have done in past years.

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Along with the ven- dors, Marango is plan- ning on having a 10th and the Holy Hook’s restaurant with a local business and give them an opportunity to highlight local businesses, Dally said. The handbook breaks down everything the town needs to know and ideas about how others have done in past years.

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Space creates equitable access to new and emerging technology for residents

By Liam Holdway, The Gazette

CEDAR RAPIDS

Cedar Rapids residents can enjoy access to new and emerging workforce technology through the Maker Room at the Cedar Rapids Public Library. After remodels of its weaving space and upstairs area, the library is aiming to provide the Maker Room to the community — just like the books that has been a finalist for the B.F. "Iowa and the Civil War" is a trilogy of books that offer details and insights into Iowa’s involvement in the Civil War. During that time, he also traveled and has shown to be good around other animals and kids. Pet of the Week:

Lynx is an adult male Iowa born and raised to help people learn. And I want to make sure that everyone.

Take steps to 2030. The Cedar Rapids Public Library is partnering with Cedar Rapids Parks and Recreation’s Rollay. Mobile Tech allows new access for all activities to the community and other outreach events. The final two rounds are set for August 1 and 30, 2 to 4 p.m. at Jacobsen Park, 106 Jacobsen Dr. NW. These events are sponsored by the City of Cedar Rapids and the Cedar Rapids Public Library. Join library’s Summer Dare reading program, earn prizes

The Cedar Rapids Public Library’s Summer Dare program has started. Register for Summer Dare on Beanstack or complete five squares on your game card in a row — up and down, across or diagonal — to complete the challenge. Check out the whole game card, and you earn a special commemorative lapel pin.

EASTERN IOWA BRIEFS

The Summer Dare program runs through July 28.

CEDAR RAPIDS

Library’s Mobile Technology Lab is on the move this summer

The Cedar Rapids Public Library is partnering with Cedar Rapids Parks and Recreation’s Rollay. Mobile Tech brings to community again this summer. Find the mobile lab at parks around the city today to Aug. 4 with books, games, fun and a few surprise guests. Each stop will feature story time 30 minutes after the visit begins (8:30 a.m. to 7 p.m. at 100 locations throughout the city)

CEDAR RAPIDS

HOW TO USE THE C.R. LIBRARY’S MAKER ROOM

Visit crlibrary.org/makerroom to book an appointment and learn about access and available equipment.

Ability level, it doesn’t matter where in town you live. It’s open for the whole community to come in and use.

The library not only offers access to this equipment, but also offers assistance and instruction with the available equipment. Delecki said.

He added that the program is looking to bring even more technology to the Maker Room but to ensure the staff can assist residents, it doesn’t that we can’t expand too rapidly.

“We’re looking at a few other ways that we can slowly increase access equipment,” Delecki said.

Findings for the Maker Room is provided by the Gia- colletto Foundation, a nonprofit that aims at promoting lifelong learning based on the wishes of the Gia- colletto brothers.

Comments: 219-586-6677; liam.holdway@emergencyroom.com

VOLUNTEER OPPORTUNITIES

Cedar Rapids Public Library staff volunteered for the mobile lab in the maker space in June 2022. (Cedar Rapids Public Library)
Cedar Rapids Public Library

CEDAR RAPIDS — To cel-
brate Pride month this
June, Cedar Rapids Public
Library librarian Renee Greenlee
shared this list of picture books that
celebrate the lives and families of
LGBTQ+ people.

Pride month is dedicated to cel-
lbration and commemoration of
LGBTQ+ people. LGBTQ stands for
lesbian, gay, bisexual, transgender
and queer.

The word queer is used by people
of all gender identities and
Pride month is dedicated to cele-
brate the lives and families of
LGBTQ+ people. LGBTQ stands for
lesbian, gay, bisexual, transgender
and queer.

The word queer is used by people
of all gender identities and
counter in their growing worlds.”

One of her favorites is Stonewall
Book Award winner “Love, Vio-
et” by Charlotte Sallam Wald. A
heartwarming story about the ad-
ventures, friendship and love Violet
experiences with her classmate,
Mira. Readers of all ages will cheer
Violet on as she tries to express her
feelings to her special friend on Val-
entine’s Day.

Another favorite, “Bathe the Cat”
by Alice B. McGinty is a romping,
rhyming story of two dads and their
family who are trying to get the
house in order for Grandma’s visit.
However, the family cat doesn’t
want a bath and has a “paw” in
bringing chaos to the chores! Kids
and their grown-ups will get a kick
out of this.

Other books available at the
library to check out this month or
any time of the year:
• “Grandad’s Campfire” by Harry
Woodgate
• “Pride Puppy!” by Robin Ste-
vens
• “When Aidan Became a Broth-
er” by Kyle Lukoff
• “Prince & Knight” by Daniel
Bausch
• “Love Makes a Family” by
Sophie Beer
• “This Day in June” by Gayle E.
Pitman
• “Stonewall: A Building, An
Uprising, A Revolution” by Rob
Sanders
• “Strong” by Rob Kearney and
Eric Rosen
• “Twas the Night Before Pride”
by Jovana Morotic
• “Pride Colors” by Robin Ste-
vens
• “The Rigs on the Drag Queen
Co-Swims, Swish, British” by Lil
Mia Hot Pants

C.R. library suggests books that celebrate
LGBTQ+ themes, characters and
family structures. Greenlee said,
“This allows children to see
themselves and their own families
reflected in books, as well as learn
about other people they will en-
counter in their growing worlds.”

Celebrate Pride month with these picture books

Iowa Children’s Museum ready to kick off summer of playing in the park

Iowa Children’s Museum

CORALVILLE — The Iowa Children’s
Museum is bringing play outdoors and
creating fun in local parks all summer long.
Each week, families can enjoy free, hands-on play opportuni-
ties.

Museum educators and PLAYologists will facilitate various hands-on activi-
ties for children to learn through play throughout June, July and August.

On Mondays from June 12 to Aug. 7, the Iowa Children’s Museum will be at
Conrad Park, 501 South 5th St., Coralville, from 9:30 to 11 a.m.
From June 26 to Aug. 3, the Iowa Childen’s Museum’s 2 Go (RMG2Go) will
host events in Iowa City parks on select Thurs-
day nights and in Cedar Rapids parks on select Thursday afternoons.

Families can find the Iowa Children’s Museum’s schedule at the following links:
Wednesday - Aug. 3, from 8:30 to 9 p.m. in Iowa City
• July 27, at Fairmount Park, 2401 Miami Dr.
• July 11, at Mercer Park, 1317 Dover St.
• July 24, at Willow Creek Park, 1117 Teg Dr.
• Aug. 1, at Wetherby Park, 2404 Taylor Dr.

The Iowa Children’s Museum will be at the following parks on those days from
4:30 to 6:30 p.m. in Cedar Rapids:
• June 22, at Jacotyn Park, 106 Jacotyn Dr. NW
• Aug. 3, at Cleveland Park, 1600 Ninth Ave.

These play dates in the park will make the entire family smile and inspire play all
summer long! View the full schedule and learn more at www.CRMuseum.org.

In addition to events hosted by the Iowa Children’s Museum, the museum participates
in other festivals, farmers markets, and events throughout the sum-
mer. The town can be found:
• June 22, from 3 to 7 p.m. at the South District Diversity Market
• June 24, from 11:30 to 6:30 p.m. at the downtown Iowa City farmers market
• June 25, from 4 to 6 p.m. at the Iowa City Community Band at Upper City Park
• Aug. 19, from 4 to 7 p.m. at the South District Diversity Market

The Iowa Children’s Museum is a non-
profit organization dedicated to providing children with hands-on, interactive learn-
ing experiences.

Located in Coralville, the museum offers exhibits, programs and events de-
designed to spark imagination, curiosity and a love of learning.

The museum’s exhibits focus on a wide
range of subjects, including science, tech-
ology, engineering, art and math, and are
designed to be educational, engaging and fun.

Celebrate Pride month with these picture books

C.R. library suggests books that celebrate the lives and families of LGBTQ+ people.

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range of subjects, including science, tech-
ology, engineering, art and math, and are
designed to be educational, engaging and fun.
The Sioux City Public Library visitor, 15-year-old me, needed a place to do my homework. I was a self-selected school research subject, the MacNeil/Lehrer Report module on the Vietnam War. I also needed some advice on how to find stuff for my paper.

I met a librarian who eagerly said to help. First, (who advised consistently on the Periscopic Literature and noted all articles on the still-colorful upstreaming. The request those magazines, which the librarian politely told me not to use but we try to find half way to a recipe box. In my undergraduate, the sparkled a lifelong adoration of literature. But not by everyone. As censors talking, the teenage taking bachelor’s degrees holds higher. To studying, organizing to term and present average-approach essays, while keeping pace with rapidly growing technology and teaching and librarians’ style of feeding all of which gets librarians in the lowest-paid profession compared in advanced school in modernity but paid highly respected. Not by everyone. As censors who screen materials before they make a library decision, including some things even against certain, perhaps, offensive materials be removed or stored. That makes it censor vs. censor. Because community and school librarians, first become, sharing a passion for freedom of information, multiple librarians, you can guess which side I’m on.

Suspension of information goes way back. I wouldn’t be surprised to learn that I first kept my kids out of libraries seeing risqué carvings on cave walls. Even I know dark-tinting these offensive materials be removed or Stored. That makes it censor vs. censor. Because community and school librarians, first become, sharing a passion for freedom of information, multiple librarians, you can guess which side I’m on.

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<table>
<thead>
<tr>
<th>Initiative</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
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<th>MAR</th>
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<tbody>
<tr>
<td><strong>Literacy</strong></td>
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<td><em>Where we reinforce Information Literacy and support community education</em></td>
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<td>Implement staff training options to support information literacy and patron interactions</td>
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<td>Utilize existing library platforms to promote educational opportunities</td>
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<td>Examine products and trends to address content gaps</td>
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<td><em>Where we move from ‘everything to everyone’ to ‘right patron right time connections’</em></td>
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<td>Use library data to identify target audiences</td>
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<td>Utilize grassroots marketing and partners to engage focused audiences</td>
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<td><strong>Westside facility</strong></td>
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<td>Support Foundation Capital Campaign</td>
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<td>Complete planning process</td>
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<td><strong>Inclusion</strong></td>
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<tr>
<td><em>Where we move from tolerance toward inclusion so that all in our community know we are their library.</em>**</td>
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<td>Develop standard process for evaluating collections</td>
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<td>Create long-term schedule</td>
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<td>Review procedures and practices to be inclusive of our diverse community</td>
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May Monthly Analysis:

Library Operations 151XXX: When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (91.7% thru May). Actual revenues are expected to meet or exceed budgeted amounts.
- No more than 1/12 of discretionary, fleet, facilities, fuel budget is spent per month (remember due to processing times, expenses have a 1 month lag so 83.3% thru May).
- For all other expenses, no more than 1/12 of budget are spent per month (91.7% thru May).
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.

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

- Total actual revenue (less transfer in) is 91% or $735K of adjusted budget $810K. On Target with budget
- Total actual expenditures are 89% or $6.6M of $7.4M budgeted. Right on track with budget
  - Personal Services is tracking at 89% or $4.9M of $5.55M budget.
  - Accrual for FY 2023 will have entire paycheck accrued back this FY (June will have 3 paychecks actually posted). Estimated to have $113K remaining budget at 6/30 that can cover for the following overages:
    - Discretionary is over spent thru May. Total incurred is $831K of $810K budget or 103%.
    - Rent of Land & Buildings has incurred 12 months of Lease & CAM $16,387.67 July thru December and $17,600.17 Jan thru June (including CAM reconciliation for 2021) for Ladd library or $214K.
    - Electricity & Natural gas is spending greater than budget available thru May. Anticipated to be overspent for both of these.

Special Revenue & CIP Funds:

- Fund 7010 – Special Revenue
  - Thru May, total expenditures are 33% or $163K of $500K budget.
- Fund 7020 – Special Revenue
  - Total expenses equal budget and no longer active. Will be removed in July
- Fund 316 – CIP
  - Thru May, total expenditures are 74% or $662K of adjusted $900K budget.
<table>
<thead>
<tr>
<th>Account Name</th>
<th>Fiscal Year 2022</th>
<th>Fiscal Year 2023</th>
<th>Adjusted Budget</th>
<th>Total Revenue</th>
<th>Expenditures</th>
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</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
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<td><strong>Taxes</strong></td>
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<tr>
<td>Total Taxes</td>
<td>-</td>
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<tr>
<td><strong>Intergovernmental Revenue</strong></td>
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<tr>
<td>Federal Operating</td>
<td>421001</td>
<td>16,330.00</td>
<td>10,800.86</td>
<td>10,800.86</td>
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<tr>
<td>State Operating</td>
<td>422001</td>
<td>112,069.27</td>
<td>115,000.00</td>
<td>101,964.62</td>
<td>13,035.38</td>
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<td>Local Govt Grants and Reimb</td>
<td>423000</td>
<td>113,859.45</td>
<td>325,000.00</td>
<td>306,625.73</td>
<td>18,374.27</td>
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<tr>
<td><strong>Total Intergovernmental Revenue</strong></td>
<td>242,258.72</td>
<td>450,800.86</td>
<td>419,391.21</td>
<td>(31,409.65)</td>
<td>93%</td>
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<tr>
<td><strong>Other Revenue</strong></td>
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<tr>
<td>Printing &amp; Duplicating of Form</td>
<td>431006</td>
<td>4,780.10</td>
<td>25,000.00</td>
<td>13,647.85</td>
<td>(11,352.15)</td>
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<td>Dept Charges-External to City</td>
<td>431012</td>
<td>328,332.94</td>
<td>209,792.00</td>
<td>190,896.93</td>
<td>(18,805.07)</td>
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<td>Library User Fees - Not Fines</td>
<td>431201</td>
<td>9,401.77</td>
<td>5,600.00</td>
<td>9,549.08</td>
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</tr>
<tr>
<td><strong>Total Other Revenue</strong></td>
<td>408,160.71</td>
<td>359,347.00</td>
<td>315,829.20</td>
<td>(43,517.80)</td>
<td>88%</td>
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<tr>
<td><strong>Proceeds of Long Term Liabilities</strong></td>
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<tr>
<td>Total Proceeds of Long Term Liabilities</td>
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<td>0%</td>
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<tr>
<td><strong>Transfers In</strong></td>
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<tr>
<td>Operating Transfer In - Inter</td>
<td>483001</td>
<td>14,000.00</td>
<td>36,000.00</td>
<td>11,000.00</td>
<td>(25,000.00)</td>
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<tr>
<td><strong>Total Transfers In</strong></td>
<td>14,000.00</td>
<td>36,000.00</td>
<td>11,000.00</td>
<td>(25,000.00)</td>
<td>31%</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>664,419.43</td>
<td>846,147.86</td>
<td>746,220.41</td>
<td>(99,927.45)</td>
<td>88.2%</td>
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<tr>
<td><strong>Expenditures</strong></td>
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<tr>
<td>Personal Services</td>
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<tr>
<td>Regular Employees</td>
<td>511100</td>
<td>3,411,583.30</td>
<td>3,986,814.00</td>
<td>3,561,125.67</td>
<td>425,688.33</td>
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<tr>
<td>Temporary/Seasonal Employees</td>
<td>511200</td>
<td>-</td>
<td>34,694.40</td>
<td>4,350.00</td>
<td>30,344.40</td>
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<td>Overtime</td>
<td>511300</td>
<td>74,531.82</td>
<td>114,773.40</td>
<td>63,814.66</td>
<td>50,958.74</td>
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<td>Other Special Pays</td>
<td>511400</td>
<td>41,281.54</td>
<td>20,180.00</td>
<td>34,468.02</td>
<td>(14,288.02)</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td>694,066.00</td>
<td>507,568.00</td>
<td>485,348.00</td>
<td>346,390.00</td>
<td>83%</td>
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<tr>
<td><strong>Discriminatory Expenses</strong></td>
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<tr>
<td>Advertising &amp; Marketing</td>
<td>521001</td>
<td>23,101.55</td>
<td>5,600.00</td>
<td>9,549.08</td>
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<tr>
<td>Consulting &amp; Technical Service</td>
<td>521104</td>
<td>53,124.93</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0%</td>
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<td><strong>Total Expenditures</strong></td>
<td>76,225.48</td>
<td>15,600.00</td>
<td>19,549.08</td>
<td>19,549.08</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td>360,691.58</td>
<td>524,766.00</td>
<td>514,887.00</td>
<td>425,126.00</td>
<td>84%</td>
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<tr>
<td>Account Name</td>
<td>Prior Fiscal Year</td>
<td>Current Fiscal Year</td>
<td>Current Fiscal Year 2023</td>
<td>Prior YTD Actuals</td>
<td>Current Adjusted Budget</td>
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<tr>
<td>-------------------------------------------</td>
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<td>Equip/Furniture/Fixtures Parts</td>
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<td>(570.00)</td>
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<td>-</td>
<td>225.00</td>
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<tr>
<td>Chemical Supplies - Non-Snow &amp; Ice</td>
<td>531104</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Facility Services - Non-routine</td>
<td>522107</td>
<td>-</td>
<td>-</td>
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<td>-</td>
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<tr>
<td>Fleet Services - Abnormal Maintenance</td>
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<tr>
<td>Fleet Services - Non-Safety Modifications</td>
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<td>791,730.16</td>
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<td>Other Expenses</td>
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<td>City Accounting Services</td>
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<td>Chemical Supplies - Snow &amp; Ice</td>
<td>531104</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Facility Services (Routine)</td>
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<td>223,889.16</td>
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<tr>
<td>Total Capital Outlay</td>
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<td>30,013.66</td>
<td>50,000.00</td>
<td>2,946.99</td>
<td>47,053.01</td>
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<tr>
<td>Debt Service</td>
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<tr>
<td>Total Debt Service</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Transfers Out</td>
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<td>0%</td>
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<td>Net Revenues over/(under) Expenditures</td>
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<td>(5,634,401.82)</td>
<td>(6,572,985.06)</td>
<td>(6,872,267.72)</td>
<td>791,277.34</td>
</tr>
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Right to Protest, Petition, and Assemble

At the Cedar Rapids Public Library (“Library”), we value civic engagement and free expression of ideas. People have the right to protest, petition, and assemble on public property. The Library has the right to place reasonable and viewpoint-neutral restrictions on such activities.

The purpose of a library is to provide a place for reading, writing, and quiet contemplation. People may not engage in disruptive behavior within the Library or interfere with library patrons’ quiet use and enjoyment of the Library. Accordingly, people may not protest, solicit signatures, petition, or assemble in large groups with the purpose of protesting or petitioning within the Library, unless they are in meeting space reserved by a member of the group for that purpose. People are welcome to attend public programs at the Library, subject to occupancy restrictions, but are required to follow all Library policies.

People may petition, protest, and gather in groups on public sidewalks or areas on Library property that are designated by the Library in its sole discretion from time to time for the purpose of public discourse. People may not protest or gather in a way that interferes with patrons’ ability to enter and exit the Library safely and without obstruction. Those intending to gather for purposes of protesting or petitioning are asked to contact the Library twenty-four hours in advance to identify the currently designated areas.

Gatherings shall not impede motor vehicle or pedestrian traffic or disrupt any regularly conducted Library activities or programs.

People participating in assembling, protesting, or petitioning at the Library or within a Library meeting space shall be subject to and abide by the Library’s policies, including the behavior policy. People gathering inside the Library are subject to Library’s operating hours and may not be in the Library outside of those hours. The presence of protesters or petitioners on or near Library property in no way constitutes an endorsement by the Library of the viewpoints expressed by such protesters or petitioners.

Failure to follow Library policies may result in removal from Library property and/or official action.

Adopted: 07/06/2023
The Programming Department has been busy making the first month of the Summer Dare a success. Nearly 2,000 patrons have registered for the program, and nearly a half-million minutes have already been read! Almost 8,000 patrons have attended programs as well in June, already exceeding all of Summer 2022. Our special performances have been drawing in hundreds of kids and families, our park visits are reaching people in their neighborhoods and communities, and our presence at festivals and parades have introduced the library to entirely new audiences.

I came to the Downtown Library to participate with the IowaWORKS Career Fair and support Meredith with the Job Lab if needed. As soon as the event started with employers at 11 am, we had a mom come with four teenagers in tow and she was looking for any help with getting them connected and informed on career development support that is available for them. She explained that the day before she had taken them to the Iowa Workforce Development office for some guidance and left with some printed information on where she could start and was still feeling lost but on her way out the door she happened to spot a flyer for the DT Career Fair and picked it up.

You could tell they had no idea what they were in for when they got there, but Meredith was quick to get them set up on laptops, and I talked to them about resumes and gave them lots of ideas and feedback on how they can not only build a resume without job experience but how they can plan for developing their resume moving forward. They showed up quietly and reserved, and all of them left feeling confident in themselves and their skills. Mom was so appreciative. We planned for them to come to the Opportunity Center later so I could get them connected with the Four Oaks TotalChild program and PATHS workshops.

They all visited the employers on Wednesday, and THIS MORNING they all came in to the Opportunity Center. The oldest son had an interview this morning with one of the employers that was at the career fair yesterday and he was hired! He starts very soon and was so excited. – Erin Maeder, Opportunity Center Program Coordinator

At Bever Park on Friday, it wasn’t very busy around our tent, but there were lots of families over at the play equipment. It was time for story time, so I put on my voice amplifier and walked down to the play area. I announced who I was and that story time was starting soon (I have no shame!) A few minutes later, about 40 kids and caregivers came to story time. They sat on our 20-foot parachute, enjoyed stories about ice cream, and delighted in parachute play at the end. One parent excitedly asked if there was a story time there every Friday, and I was happy to say yes! Following story time, there was a mass of families who went to our tent for summer reading fun. I love the fact that just by inviting people over, we made so many connections! – Renee Greenlee, Programming Librarian
The Materials Department is wrapping up spending for FY23 and preparing for the rest of the summer. The strategic planning committee’s completed work on suggestions for moving library collections has moved to the department to plan shifting. Because the shifting is significant, there will be some disruption but we’re hoping to minimize that through the planning process and moving collections during quieter times. Erin Horst applied for a historic preservation grant through Linn County and was awarded close to $5,000 to have historical board minutes and other library and county documents digitized. This work will take place over the fall and winter to preserve delicate historical documents that aren’t duplicated anywhere else. We’re excited to share more as this project develops.

I received an email from a patron asking for help using Libby/Overdrive. She had been referred to me by another staff member. I set up a time to meet and asked her to bring in every device that she could possibly want to read on! She brought in four devices: a laptop, a Kindle Fire, a Kindle Paperwhite, and a smartphone. She had already managed to get the Libby App on her Fire and smartphone, but really wanted to use her laptop and Paperwhite too. I helped her set up Libby as an app on her laptop (something I had just learned how to do on Windows) and showed her how to send a Libby eBook to her Kindle/Amazon account. Then, we practiced!

As I helped her, she shared that she has been dealing with a concussion and vertigo for over two years. Being able to use Libby on multiple devices was a lifesaver. If it was a good day, she could read on her Fire. If she needed the biggest text, she could use her laptop. If she needed to read without bluescreen, she could read on her Paperwhite. And when she wanted to listen to an audiobook, she could listen to it at a slow enough speed for her to comprehend it.

She left happy to have everything set up and ready to read! – Rebecca Vernon, Librarian

Community Relations continues to work on promoting all the great Summer Dare programming. We’re utilizing social media ads as well as print ads with our partners at The Gazette. We are also working on some fun ways to support and encourage staff to both participate in the program and share with patrons. We are pivoting our focus to fall and the opportunities that brings, including National Library Card Sign Up Month and Banned Books Week. We’re exploring new ways to engage with the public this year, so look for more information to come.

The library is currently making connections within HACAP to get Dolly Parton Imagination Library registration cards available at all 32 Cedar Rapids community food pantries. The first week of Summer Dare Everywhere park programming allowed the library to provide 114 free books for children and youth.
Staff have shown great support for the Summer Dare program. They have been actively working to sign up patrons visiting the library and have shown great enthusiasm for the program. We have seen an increase in visitors to the library with all the great programs, and staff have been using this opportunity to re-establish and make new connections with patrons to showcase the services we offer. Additionally, we were thrilled to welcome a new Service Navigator to our team. This is in collaboration with our partner, Willis Dady. Our new navigator, Angela, has been busy establishing connections with many of our patrons.

Recently we welcomed a new mother/son volunteer duo to our team. As part of their onboarding, I ask new volunteers where in the Library they’d like to have their picture taken for our records. The boy excitedly announced, “I know right where I want mine taken!” and skipped off in the direction of the O entrance to the Children’s Library. “I always have my picture taken here each time we come to the Library,” he proudly proclaimed as he climbed in and beamed for the camera. His mom informed me that was indeed his favorite spot for photos since he was just a toddling one year old. Now at the ripe age of ten, he was eager to help keep his favorite fiction books organized in his new Adopt-A-Shelf volunteer role. Seeing young volunteers like him excited to share their time and talents with us affirms for me that we are not only creating lifelong readers, we’re fostering lifelong library advocates. I am so proud to work for an organization that values and actively encourages the contributions of even our youngest supporters. – Jessica Link, Volunteer Coordinator
Over the month, there were 324 reservations, serving over 3,800 people. The month of May proved to be a busy month for meeting spaces as the school year came to an end. There were graduation parties as well as school concerts and recitals that added to the usual gatherings for showers and birthdays at the library. Additionally, patrons gathered for a celebration of life for a loved one lost as well as to dance the night away, celebrating the renewal of wedding vows thirty years after saying “I do,” the first time. There were special events such as Literary Vines, the spring Book Sale as well as a free Dental Clinic that brought 100 patrons to the library for health care resources. The Opportunity Center Classroom served patrons for partner programs and workshops for workforce development programs. The Library continues to serve patrons as a place for having job interview and meeting prospective candidates to hire; tutoring sessions and homeschool gatherings; having professional development seminars, training and board meetings; and office hours for state senators. Many thanks to Jessica Link, she coordinated Day of Caring Volunteers on-site to give our event spaces a well-needed spring cleaning.

The Technology Solutions team is already receiving new staff computers after the board approved the bid last month. They will be assembled and swapped out gradually after the Summer Dare is over to minimize disruption for patrons and staff. The team is also planning the installation process for new network hardware to update our Wi-Fi. This may affect public Wi-Fi during installation so the hope is to do the work on a shorter service day or while the library is closed.