



Agenda: Board of Trustees  
June 5, 2025, at 4 pm  
Community Room, Ladd Library

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

Library Board President – Monica Challenger

- A. Call to Order
- B. Consent Agenda – **Action**
  - Minutes: May 1, 2025
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Strategic Plan Update – Amber McNamara
- G. Library Board Committee Reports
  - Advocacy Committee – Elisabeth Hepworth, Committee Chair
    - No Action
  - Building Committee – Jade Hart, Committee Chair
    - No Action
  - Finance Committee – Chris Casey, Committee Chair
    - No Action
  - Nominating Committee – Monica Challenger, President
    - Slate of Officers
  - Personnel and Policy Committee – Susie McDermott, Committee Chair
    - **Action:** Policy 1.00 Mission Statement
    - **Action:** Strategic Plan
- H. Library Director's Report
- I. Old Business
- J. New Business
  - FY26 Calendar
  - **Action:** MLN MOU FY26-30
  - **Action:** Purchase Order and Payment Approval – cost of Microsoft license for staff and patron computers. \$52,307.94 total for three years to IT Outlet.
- K. Adjournment

The next Board of Trustees meeting is **July 3, 2025 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](mailto:musilj@crlibrary.org) as soon as possible but no later than 48 hours before the meeting.

**DRAFT Meeting Minutes**  
**Cedar Rapids Public Library**  
**Board of Trustees**  
**May 1, 2025**

**Board members in attendance:** [President] Monica Challenger, Susie McDermott, Jade Hart, Elisabeth Hepworth (in person); Hassan Selim (via Zoom)

**Board members unable to attend:** [Vice President] Jeremy Elges, Chris Casey, Rafael Jacobo, Ana McClain

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

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

- A. Call to Order
  - Ms. Challenger called the meeting to order at 4:03 pm.
- B. Consent Agenda – **Action**
  - Minutes: April 3, 2025

*Ms. Hart moved to accept the consent agenda. Ms. Hepworth seconded. The action carried with unanimous approval.*
- C. Public Comments and Communications
  - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
  - Ms. Tyler reported. Foundation and Library staff have been busy, just a few weeks following the Literary Vines event. This has been the most successful event so far, raising over \$20,000. They solve more tickets and had more attendees than past events.
  - For those interested in the Library Lager, all six-packs are sold out. Kegs are available at Benz and people can still try it at Lion Bridge.
  - The Foundation is set to close on the remaining parcel, adjacent to the Westside Library, at the end of May. In addition, the goal is to close the campaign at the end of this fiscal year is still on track.
  - The Foundation has other events planned for this fall including the return of the Back to School social on August 9, celebrating Dolly Parton's Imagination Library; the Van Vechten Society brunch on September 7; and a donor event to sign a beam for the new Westside Library. The open house-style event will take place on Tuesday, May 20 from 4:30-6:30 pm. Invitations will be sent to donors and library staff in the next week.
- E. Friends of the Library Report – Libby Slappey
  - Ms. Slappey reported. Last month's Spring Book Sale was successful, earning over \$12,000. The event was supported by volunteers and library staff. Ms. Slappey expressed appreciation for library staff, for their help as well as an interaction she witnessed while setting up for the book sale: a compassionate exchange with a sleeping individual.
  - She also encouraged everyone to watch *Free for All: The Public Library*, which aired on PBS and will be on again on Saturday, May 3. Ms. Slappey noted it was a great documentary on how public libraries shape our nation and are a beloved sanctuary.
- F. Board Education: Summer Reading Challenge – Kevin Delecki
  - Programming Manager Kevin Delecki shared about the 2025 Summer Reading Challenge, which begins June 7. The reading challenge is designed for learners of all ages, focusing on literacy, especially for students in the summer months. The goal is to read as much as possible, though the challenge is considered complete after reading 600 minutes.

- This year is slightly different based on feedback from schools, partners, patrons and staff. We have found more ways to participate, increased the literacy focus, simplified participation, and added more opportunities to engage in the community. In addition, we're looking at a changing media landscape – how people get their information.
- Susie: an amazing and incredible amount of work, thank you. Outreach is expanding to new park locations with multiple short park visits in one day as well as classroom and organization participation. The Library will promote its Maker Space by creating prizes on the technology available to patrons.
- In order to participate, patrons will get a reading log or register through Beanstack. They can track their reading minutes. At 300 minutes, participants will get a free book; at 600 minutes, they will get a small prize and be entered into grand prize drawings. Patrons can log their minutes in Beanstack or drop off reading logs.
- Over the summer, the programming team will provide outreach in parks using the Mobile Technology van, at camps and daycares, or the Juvenile Detention Center; special guests will do large performances on Mondays along with weekly programs; offer Maker Space appointments; and library staff will attend fairs and festivals to connect with readers.
- Mr. Delecki gave a preview of the promotional items, such as reading logs and postcards for different audiences. The Community Relations team will also create bookmarks, flyers, and digital ads through print and social medias.
- Ms. Hepworth asked if any collaborations with other libraries for summer reading following the Corridor Libraries Staff Day. At the time staff day occurred, Cedar Rapids had a bulk of the planning for this summer complete. However, Mr. Delecki noted that his team communicates with other area libraries about programming in general.
- Ms. Challenger asked about adding new park locations, such as Noelridge, how does this work for staffing? The Programming Team is now visiting six parks instead of four. The team wants to go to high impact areas – walkable parks with good amenities in neighborhoods of need. The two new park visits won't replace others but time spent there will be shorter to reach more people. Ms. Schmidt noted that prioritizing staff time, resources, and outreach opportunities will be essential as we open the new Westside Library while thinking about potential budget restrictions and staffing levels.

#### G. Library Board Committee Reports

- Advocacy Committee – Elisabeth Hepworth, Committee Chair
  - Ms. Hepworth reported. We are through most of the state level legislative issues for the current session, as it should close tomorrow. She praised the Literary Vines event's success and is looking forward to more opportunities to highlight the Westside Library with the beam signing event.
- Building Committee – Jade Hart, Committee Chair
  - Ms. Hart reported. A new dividing wall was installed in Beems Auditorium. The new wall will be similar to the wall for the Westside Library. The walls are covered in vinyl for improved cleaning and has improved sound proofing. New chairs will be installed at the downtown library on May 9.
  - The committee met with Fehr Graham at the end of April to continue discussions for the Urban Plaza refresh. It is taking longer than we thought but it's coming along. We don't have a revised timeline yet.
  - On May 15, we're meeting with OPN to start discussions on furniture, fixtures, and equipment for the Westside Library.
- Finance Committee – Chris Casey, Committee Chair
  - Ms. Hepworth reported for Ms. Casey on the March 2025 financials. We are 75% of the way through the fiscal year. We have collected 78% of revenues with 79% of expenses spent. There are no concerns but the board will vote on a budget amendment for this fiscal year. Ms. Hepworth shared that the City's Finance Director, Abhi Deshpande, joined this month's Finance Committee meeting and

had a great conversation with everyone about how City finances and his personal connection to libraries.

- **Action:** Budget Amendment for FY25. Ms. Schmidt shared that historically, the board has not approved budget amendments. However, the Finance Committee feels that amendments may become more regular – we’re expecting an amendment for FY26 – and wishes for the full board to understand and approve amendments.

Ms. Schmidt provided an overview of changes to the FY25 budget, as noted in the Finance memo. She’d like the board to approve the changes in the Finance memo with an understanding that charges will be moved from bonding (account 316) to operations (151) based on a new interpretation by the City’s new bond attorney for digital materials.

The Regular Employees budget will be increased by \$32,887.77 due to a reallocation, moving \$52,887.77 from External Contracted Labor. The change allows the library to add more full-time staff versus hiring part-time staff. The remaining \$20,000 from External Contracted Labor was transferred to City Facilities for labor to support project management of the Westside Library project. Temporary/Seasonal Employees was reduced by \$15,000 in response to challenges to the overall City budget and a request to cut costs.

With the changes in bond interpretations, we will receive \$200,000 in Books and Subscriptions to cover expenses we’ve been paying throughout the fiscal year. This isn’t additional money but rather enough to cover the full \$500,000 Books and Subscriptions budget we had anticipated.

The last two changes are reducing intra-departmental charges for City Finance and IT services by \$89,775 and \$6,542.59, respectively. The City is no longer using this method to charge departments for services. The money will not be reallocated to other uses.

*The committee recommendation to accept the Budget Amendment for FY25 as noted in the Finance memo passed with unanimous approval.*

Ms. Schmidt also noted that the bids came back for the downtown roof replacement. They were significantly under budget that we can replace all four roofs instead of one. The costs will be covered in the City’s budget.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
  - Ms. McDermott reported. The committee did not have any policies to discuss at this meeting. However, they did discuss further the new Continuous Feedback model for the library director’s review. The committee will move forward with using this new method for Ms. Schmidt’s goals.
  - Ms. Schmidt noted that at the next meeting, the committee will bring a draft of the new mission and vision statements. Ms. Schmidt has been meeting with trustees to develop final language. Last week, the senior managers met to write a first draft of the strategic plan, which Ms. Schmidt hopes to show a draft at the next board meeting as well.

#### H. Library Director’s Report

- Last month, Ms. Schmidt went to Washington, DC, in a federal-level advocacy effort, paid for and organized by the American Library Association (ALA). She was joined by Sam Helmick from Iowa City Public Library and current ALA President. Ms. Schmidt met with staff from Senators Ernst and Grassley’s offices as well as Representatives Miller-Meeks and Hinson’s offices. Overall, the experiences and conversations were positive. The

politician's staff expressed their personal love of libraries and appreciation of libraries as civic and public spaces. Conversations will continue even though the trip ended. In addition, Ms. Schmidt will join advocacy efforts with the Urban Libraries Council in future calls with legislative leaders. At this time, the proposed federal budget does not eliminate IMLS' budget fully; instead it cuts the funding in half, which will severely reduce significant programs it offers. Ms. Schmidt will report back to the Advocacy Committee on the conversations with legislatures and develop talking points for those who wish to continue efforts at the federal level.

- Ms. Schmidt has been busy with building needs as well as the strategic plan. The final strategic initiative of the current plan – Create infrastructure to welcome new community members and provide access to community resources – will be reported on at the next meeting.
- In addition, Ms. Schmidt has attended several events with the Ms. Tyler from the Library Foundation to talk with Westside Library donors. It has been delightful to hear from the donors who are excited about the Westside project and also believe in the vision of this new building. It's been uplifting to talk to library supporters.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- **Action:** Contract Approval, Purchase Order, and Payment Approval – cost of subscription for circulation/cataloging software and services for the downtown and Ladd Libraries. First year payment in the amount of \$116,000 (\$540,000 total for five years) to Clarivate.
  - The Finance Committee has discussed this contract but the action item does not come from the committee. Following a Request for Proposal (RFP) process with the City's Purchasing department, a committee with Cedar Rapids, Marion, and Hiawatha public libraries staff recommended to remain with the Polaris software through Clarivate for the Metro Library Network's (MLN) circulation and cataloging software. The previous five-year contract was ending. We were able to get some new features for staff – the use for patrons will remain the same – and reduce our overall cost over the five-year period by about \$20,000.
  - The board is being asked to approve the overall contract for five-years of \$540,000 as well as the purchase order and payment for the first year for \$116,000. The contract will start July 1, 2025 through June 30, 2030. Next month, Ms. Schmidt will bring the MLN agreement that the three libraries will use this product and pay for the shared resources.

*Ms. Hart motioned to accept the five-year amount for \$540,000 as well as the first-year purchase order and payment for \$116,000 when the final contract is prepared. Ms. Hepworth seconded. The action carried with unanimous approval.*

K. Adjournment

- There being no further business, the meeting adjourned at 5:25 pm.

**The next Board of Trustees meeting will be held on Thursday, June 5, 2025, at 4 pm in the Community Room, Ladd Library**

# Leader's library: Leadership books to help beat burnout

By CBJ News Staff - May 7, 2025



For Mental Health Awareness Month, the Corridor Business Journal asked the [Cedar Rapids Public Library](#) to recommend books that address burnout, workplace well-being, and mindful leadership. Materials Librarian Allison Zordell curated this thoughtful list, which offers practical strategies and fresh perspectives for managing stress, supporting mental health, and fostering healthier work environments. Whether you're an individual seeking balance or a [leader striving](#) to support your team, these titles provide valuable guidance for building a more sustainable and fulfilling professional life.

—Alexandra Olsen

**“The Cure for Burnout: How to Find Balance and Reclaim Your Life”** by Emily Ballesteros offers a compassionate approach to overcoming burnout, focusing on the importance of self-care, boundary-setting, and emotional well-being. Ms. Ballesteros explains that burnout can result from constant stress and a lack of balance while providing practical strategies to help individuals recharge and regain their energy. The book emphasizes the power of mindfulness, rest, and seeking support to prevent burnout and achieve a more sustainable, fulfilling life.



**“The Let Them Theory”** by Mel Robbins advocates for the empowering approach of stepping back and allowing others to control their own decisions, instead of constantly intervening or micromanaging. Ms. Robbins argues that genuine growth and resilience come from letting people make their own mistakes and learn from them, whether in the workplace or in personal relationships. By fostering autonomy and trust, this book highlights how this mindset can lead to stronger, more confident individuals and healthier, more collaborative environments.

**“Lead Without Burnout: Growth with Less Stress for You and Your Team”** by Ryan Renteria presents a practical guide for leaders aiming to nurture growth while avoiding burnout, both for themselves and their teams. Mr. Renteria provides strategies to minimize stress, enhance productivity, and cultivate a healthier work environment by prioritizing well-being and sustainable practices. The book stresses the significance of self-awareness, communication, and boundary-setting in leadership. By emphasizing mindful leadership and effective team dynamics, Mr. Renteria enables readers to build thriving, high-performance teams without sacrificing mental health or personal balance.

**“Mindful Leadership: The 9 Ways to Self-Awareness, Transforming Yourself, and Inspiring Others”** by Maria Gonzalez explores how mindfulness can improve leadership effectiveness and personal growth. Ms. Gonzalez outlines nine key practices for developing greater self-awareness, emotional intelligence, and focus, which in turn help leaders inspire and motivate their teams. The book highlights the necessity of being present, cultivating empathy, and managing stress to create a positive and productive work environment. Through practical exercises and insights, Mindful Leadership demonstrates how leaders can transform themselves and their organizations by embracing a mindful approach to leadership.

**“Mental Health and Wellbeing in the Workplace: A Practical Guide for Employers and Employees”** by Gill Hasson and Donna Butler covers the significance of mental health within professional settings. The book provides guidance on promoting mental well-being, implementing effective workplace strategies, managing stress, and supporting employees facing mental health challenges.

**“Leading Lightly: Lower Your Stress, Think with Clarity, and Lead with Ease”** by Jody Michael introduces a transformative approach to leadership, emphasizing the significance of mental fitness, emotional intelligence, and mindfulness. The book outlines five essential “muscles” of mental fitness — personal accountability, helpful beliefs, self-assessment, multiple perspectives, and physiological regulation — to aid leaders in managing stress, enhancing clarity, and leading with greater ease. Drawing on over 25 years of research and practice, Ms. Michael presents actionable strategies for developing these skills,

aiming to promote improved decision-making, increased self-awareness, and a more balanced, fulfilling professional life.





To: Chris Casey, Finance Committee Chair  
From: Dara Schmidt  
Date: 5/22/2025  
Subject: May Committee Meeting Financial Report

## **April Operations**

- 83% of the way through the fiscal year, the Library's revenues are at 82% collected and expenses are 84% spent.

### Revenues

- Revenues – will meet budget as long as Donations/Contributions budgeted amount is received.

### Expenses

- Personal Service is now trending with the possibility to be slightly over budget due to tuition reimbursement costs – will need to watch carefully until the end of the FY
- Other Expenses – is trending under budget by about \$28K due to FMS and Electricity, however, Parking and Insurance is likely to overspend.
- Transfers - \$20K will get moved to FMS in June and unavailable.

No concerns for spending or staying within budget for 7010 or 316.

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## General Fund - Library

2025-04-30

**Note** - The adjusted budget is to track amendment requests that will be submitted to City Council. Requests are not approved until approved by Council by resolution as part of budget amendment process.

Account	Prior FY 2024 Actual	Current FY 2025 Adjusted Budget	Current FY 2025 Actual	Favorable (Unfavorable) Variance	Percent of Budget Received/ Spent	Current Month FY 2025 Actual	Current FY 2025 Adopted Budget	Budget Change
<b>Revenues</b>								
<b>Taxes</b>	-	-	-	-	0%	-	-	-
<b>Licenses &amp; Permits</b>	-	-	-	-	0%	-	-	-
<b>Intergovernmental Revenue</b>								
422001 State Operating	101,472.58	115,000.00	96,778.19	(18,221.81)	84%	-	115,000.00	-
423000 Local Govt Grants and Reimb	281,376.80	300,000.00	270,401.94	(29,598.06)	90%	-	300,000.00	-
	382,849.38	415,000.00	367,180.13	(47,819.87)	88%	-	415,000.00	-
<b>Charges for Services</b>								
431006 Printing & Duplicating of Form	25,864.26	25,000.00	28,172.86	3,172.86	113%	3,295.54	25,000.00	-
431012 Dept Charges-External to City	171,030.26	259,792.00	202,457.10	(57,334.90)	78%	21,697.83	259,792.00	-
431201 Library User Fees - Not Fines	32,828.21	10,600.00	35,391.95	24,791.95	334%	6,917.85	10,600.00	-
	229,722.73	295,392.00	266,021.91	(29,370.09)	90%	31,911.22	295,392.00	-
<b>Fines &amp; Forfeits</b>	-	-	-	-	0%	-	-	-
<b>Proceeds of Long Term Liabilities</b>	-	-	-	-	0%	-	-	-
<b>Other Revenue</b>								
461001 Building Rental	29,102.00	43,455.00	33,993.61	(9,461.39)	78%	3,803.20	43,455.00	-
471001 Postage / Handling	7.00	-	-	-	0%	-	-	-
471002 Contributions & Donations	32,685.82	70,000.00	17,137.75	(52,862.25)	24%	-	70,000.00	-
471003 Sale of Inventory	258.33	2,000.00	810.65	(1,189.35)	41%	117.50	2,000.00	-
471005 Other Miscellaneous Revenue	100.00	3,500.00	25.00	(3,475.00)	1%	-	3,500.00	-
471007 Cash Over (Under)	(10.46)	-	(9.44)	(9.44)	0%	(3.30)	-	-
	62,142.69	118,955.00	51,957.57	(66,997.43)	44%	3,917.40	118,955.00	-
<b>Transfers In</b>								
483001 Operating Transfer In - Inter	14,718.96	-	-	-	0%	-	-	-
483002 Operating Transfer In - Intra	-	302,203.33	302,203.33	-	100%	-	-	302,203.33
	14,718.96	302,203.33	302,203.33	-	100%	-	-	302,203.33
<b>Total Revenues</b>	689,433.76	1,131,550.33	987,362.94	(144,187.39)	87%	35,828.62	829,347.00	302,203.33
<b>Expenditures</b>								
<b>Personal Services</b>								
511100 Regular Employees	3,441,589.90	4,422,251.77	3,678,505.21	743,746.56	83%	365,143.37	4,399,864.00	22,387.77
511200 Temporary/Seasonal Employees	7,759.50	28,368.40	17,828.00	10,540.40	63%	-	43,368.40	(15,000.00)
511300 Overtime	62,762.86	125,273.40	68,934.84	56,338.56	55%	6,622.46	114,773.40	10,500.00
511400 Other Special Pays	15,085.84	17,158.00	19,137.31	(1,979.31)	112%	-	17,158.00	-
512100 Group Insurance	558,299.12	818,207.00	639,676.82	178,530.18	78%	65,811.80	818,207.00	-
512200 Social Security Contributions	263,597.58	348,485.00	281,005.04	67,479.96	81%	25,425.04	348,485.00	-
512300 Retirement Contribution	333,787.07	431,057.00	356,327.45	74,729.55	83%	32,685.17	431,057.00	-
512500 Workers' Compensation	60,084.07	61,747.00	48,988.26	12,758.74	79%	4,446.64	61,747.00	-
512600 Other Employee Benefits	8,566.26	3,162.00	10,574.42	(7,412.42)	334%	2,300.29	3,162.00	-
	4,751,532.20	6,255,709.57	5,120,977.35	1,134,732.22	81.9%	502,434.77	6,237,821.80	17,887.77
<b>Discretionary Expenses</b>								
521100 Advertising & Marketing	11,784.17	5,000.00	5,970.29	(970.29)	119%	-	5,000.00	-

## General Fund - Library

2025-04-30

Council by resolution as part of budget amendment process.

		Prior FY	Current FY	Current FY	Favorable	Percent of	Current Month	Current FY	
		2024	2025	2025	(Unfavorable)	Budget	FY	2025	Budget
			Adjusted			Received/	2025	Adopted	
521104	Consulting & Technical Service	7,550.00	10,000.00	-	10,000.00	0%	-	10,000.00	-
521105	External Contracted Labor	115,521.37	72,578.23	40,968.94	31,609.29	56%	4,591.08	125,466.00	(52,887.77)
521107	Legal Services	14,957.49	-	22,848.29	(22,848.29)	0%	-	-	-
521108	Other Professional Services	2,408.27	9,523.63	1,552.52	7,971.11	16%	-	9,523.63	-
521109	External Banking/Financial Fee	13,806.93	20,700.00	13,497.67	7,202.33	65%	1,153.38	20,700.00	-
521110	Security Services	-	5,000.00	348.77	4,651.23	7%	-	5,000.00	-
521115	Other Inter Department Charges	-	-	975.00	(975.00)	0%	-	-	-
522100	Computer Hardware	38,013.66	35,000.00	31,238.44	3,761.56	89%	-	35,000.00	-
522101	Computer Software	189,612.03	222,220.00	437,122.18	(214,902.18)	197%	233,954.21	222,220.00	-
522102	IT Services - External	29,165.16	75,500.00	32,141.28	43,358.72	43%	1,495.00	75,500.00	-
522104	Building & Grounds Services	11,932.60	15,000.00	23,817.42	(8,817.42)	159%	4,899.30	15,000.00	-
522105	Equip/Furniture/Fixtures Serv	3,386.37	9,000.00	24,697.85	(15,697.85)	274%	1,016.90	9,000.00	-
522111	Non-routine Facility Charges	-	-	80.80	(80.80)	0%	-	-	-
523102	Landfill Fees	-	-	169.44	(169.44)	0%	169.44	-	-
523107	Phone Services	24,992.64	35,950.00	25,634.86	10,315.14	71%	2,493.14	35,950.00	-
524101	Rental of Equip & Vehicles	947.20	500.00	-	500.00	0%	-	500.00	-
525102	Printing, Binding, & Duplicate	9,038.35	15,950.00	14,533.32	1,416.68	91%	177.02	15,950.00	-
531102	Awards & Recognition	-	250.00	-	250.00	0%	-	250.00	-
531103	Books & Subscriptions	159,413.10	309,171.80	199,727.35	109,444.45	65%	(866.16)	109,171.80	200,000.00
531105	Cleaning & Janitorial Supplies	247.64	1,250.00	1,420.52	(170.52)	114%	-	1,250.00	-
531106	Computer Supplies	2,100.34	5,000.00	957.69	4,042.31	19%	-	5,000.00	-
531109	Equipment/Furniture/Fixtures	14,521.48	11,500.00	15,925.36	(4,425.36)	138%	1,427.49	11,500.00	-
531110	Photography Supplies	-	300.00	-	300.00	0%	-	300.00	-
531114	Miscellaneous Supplies	-	2,000.00	-	2,000.00	0%	-	2,000.00	-
531116	Office Supplies	13,912.28	15,320.00	10,714.43	4,605.57	70%	732.67	15,320.00	-
531117	Paint Supplies	361.83	-	2,429.21	(2,429.21)	0%	705.32	-	-
531118	Program Supplies	30,756.60	37,000.00	25,649.43	11,350.57	69%	383.56	37,000.00	-
531119	Shop Supplies	1,079.23	250.00	1,225.40	(975.40)	490%	132.19	250.00	-
531120	Sign & Signal Supplies	113.78	-	586.56	(586.56)	0%	437.54	-	-
531123	Uniforms	-	1,694.00	-	1,694.00	0%	-	1,694.00	-
531124	Personal Protective Gear	510.63	-	1,721.84	(1,721.84)	0%	56.75	-	-
532103	LP Gas	-	-	33.54	(33.54)	0%	-	-	-
533100	Building & Grounds Supplies	13,571.70	34,241.28	1,344.47	32,896.81	4%	41.22	34,241.28	-
533101	Equip/Furniture/Fixtures Parts	2,131.46	-	3,467.94	(3,467.94)	0%	-	-	-
533102	Vehicle & Rolling Equip Parts	-	-	12.99	(12.99)	0%	12.99	-	-
542102	Conferences, Training, Travel	25,617.06	23,200.00	17,490.20	5,709.80	75%	2,015.65	23,200.00	-
542103	Dues & Memberships	4,060.54	10,000.00	2,627.50	7,372.50	26%	-	10,000.00	-
542106	Licensing Fees	60.00	-	60.00	(60.00)	0%	30.00	-	-
542108	Postage & Freight	5,816.03	13,500.00	6,313.02	7,186.98	47%	210.99	13,500.00	-
542111	Mileage Reimbursement	1,455.66	3,000.00	1,805.32	1,194.68	60%	157.22	3,000.00	-
		748,845.60	999,598.94	969,109.84	30,489.10	97%	255,426.90	852,486.71	147,112.23
<b>Other Expenses</b>									
521106	Health Services	374.65	-	469.05	(469.05)	0%	-	-	-
521113	City Finance Dept Services	71,250.00	-	-	-	0%	-	89,775.00	(89,775.00)
521114	Administrative Area Charges	225.00	-	-	-	0%	-	-	-
522107	Routine City Facility Charges	205,718.32	325,603.18	229,683.96	95,919.22	71%	28,195.13	325,603.18	-
522108	Routine City Fleet Charges	708.11	1,150.00	2,245.84	(1,095.84)	195%	-	1,150.00	-
522109	City Information Tech Services	5,143.50	-	-	-	0%	-	6,542.59	(6,542.59)
523100	Electricity	178,502.74	243,800.00	182,041.66	61,758.34	75%	18,667.99	243,800.00	-
523103	Natural Gas	2,362.48	4,500.00	3,927.50	572.50	87%	759.55	4,500.00	-

**General Fund - Library**
**2025-04-30**

Council by resolution as part of budget amendment process.

		Prior FY 2024	Current FY 2025 Adjusted	Current FY 2025	Favorable (Unfavorable)	Percent of Budget Received/	Current Month FY 2025	Current FY 2025 Adopted	Budget
524100	Rental of Land & Buildings	246,464.29	249,000.00	247,631.42	1,368.58	99%	3,426.25	249,000.00	-
525104	Liability Insurance	39,928.02	46,866.00	41,553.54	5,312.46	89%	3,905.50	46,866.00	-
525107	Property Insurance	113,273.30	162,212.00	135,176.70	27,035.30	83%	13,517.67	162,212.00	-
525108	Vehicle Insurance	1,083.30	1,500.00	1,250.00	250.00	83%	125.00	1,500.00	-
532101	Gasoline Fuel	139.36	498.58	288.47	210.11	58%	0.56	498.58	-
		865,173.07	1,035,129.76	844,268.14	190,861.62	82%	68,597.65	1,131,447.35	(96,317.59)
<b>Capital Outlay</b>		-	-	-	-	0%	-	-	-
<b>Debt Service</b>		-	-	-	-	0%	-	-	-
<b>Transfers Out</b>		-	-	-	-	0%	-	-	-
571100	Transfer Out-Inter	-	20,000.00	-	20,000.00	0%	-	-	20,000.00
571200	Transfer Out-Intra	-	302,203.33	302,203.33	-	100%	-	-	302,203.33
		-	322,203.33	302,203.33	20,000.00	94%	-	-	322,203.33
<b>Total Expenditures</b>		6,365,550.87	8,612,641.60	7,236,558.66	1,376,082.94	84%	826,459.32	8,221,755.86	390,885.74
<b>Net Revenues Over / (Under) Expenditures</b>		(5,676,117.11)	(7,481,091.27)	(6,249,195.72)	1,231,895.55		(790,630.70)	(7,392,408.86)	(88,682.41)

## Our Mission, Vision and Values

### Mission Statement: Who we are

~~We connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive.~~

Welcome to all.

### Vision Statement: What we do

~~We are a beacon of literacy to all who seek knowledge and understanding. We are compassionate navigators to the information, resources, and entertainment you seek. We are your library.~~

My library champions discovery, builds connections, and strengthens community.

### Guiding Principles

Intellectual Freedom: We are committed to the free and open exchange of ideas. We facilitate your access to information free of judgment.

*"Having the freedom to read and the freedom to choose is one of the best gifts my parents ever gave me." – Judy Blume*

Privacy: We protect your information and your right to privacy.

*"Privacy is essential to the exercise of free speech, free thought, and free association. Lack of privacy and confidentiality chills people's choices, thereby suppressing access to ideas." – American Library Association*

Equity: Our Library is for everyone. You are welcome here.

*"We contribute to a more just society in which all community members can realize their full potential." – Urban Libraries Council*

### Core Values

#### *We serve enthusiastically*

- We have a people-first attitude
- We take initiative
- We go the extra mile

#### *We Find a Way*

- We are problem solvers
- We listen and learn
- We explore creative alternatives

#### *We Team Up*

- We are open and approachable
- We value relationships
- We serve with generous intent

Adopted: 01/26/89

Revised: 01/27/94, 06/04/98, 08/04/05, 04/07/11, 05/03/18; 06/05/2025

Reviewed: 2013, 08/06/2015, 10/7/2021

Mission: Welcome to all

Vision: My library champions discovery, builds connections, and strengthens community.

**Access:** *Ensure everyone can experience the power of the library.*

(dignity, autonomy, enjoyment)

- Ensure the Library is safe and welcoming for all
- Adjust to financial realities
- Promote a collection that represents our community
- Build on Opportunity Center success to expand and refine workforce development offerings

**Connection:** *Foster meaningful relationships between people, ideas, and resources.*

(people, ideas, resources)

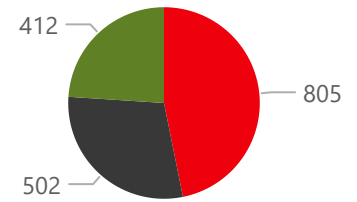
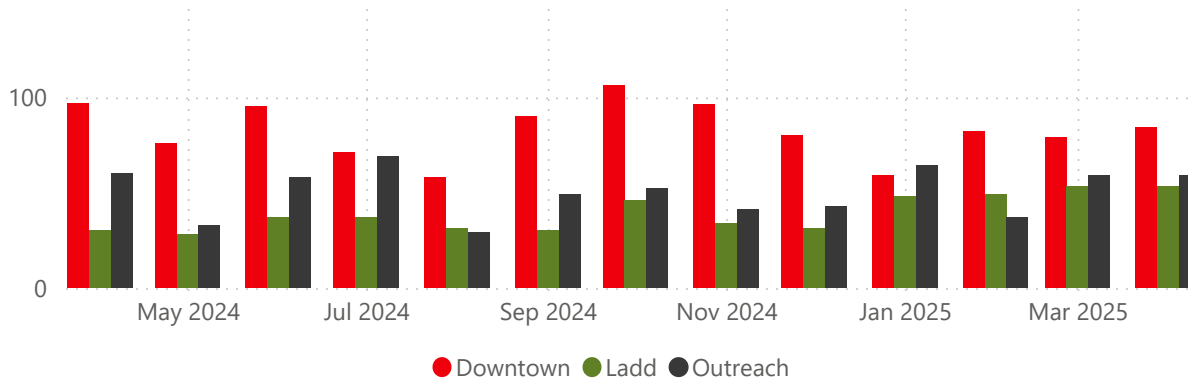
- Embrace the span of essential literacy (early, health, digital, economic) and offer tailored supports based on community need.
- Meet community partners where they are to enhance support for those in crisis.
- Prepare for a new building as a cohesive library system with two branches with unique services and populations
- Build relationships with the Library and our Community

**Service:** *Support the library as a thriving institution, now and into the future.*

(core services, advocacy, sustainability)

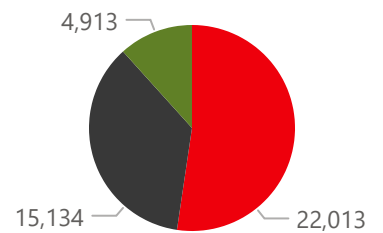
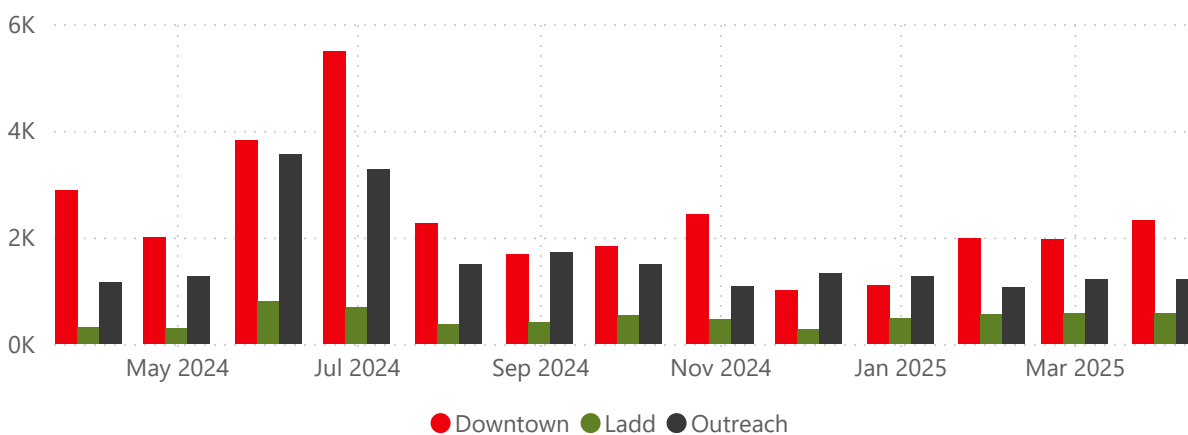
- Highlight the value of the Library and its role of the library in the community
- Inspire our staff champions to be experts in our Library and our field
- Advocate for our future

Programs



1,719

# of Programs



42,060

# of Attendees

The Programming team is fully geared up for summer! Kicking off with a party and petting zoo at the Ladd Library on June 7, summer at the library promises to be filled with fun and reading. Most of the "typical" summer programs patrons expect to see will return, and a few new ones have been added to the list. Outreach throughout the community will continue, with six city parks getting visits every week in partnership with Park and Recreation's Rollin' Recmobile. Additionally, we will launch the Mega Readers program for schools and daycares, and already have more than 30 classrooms and 600 kids signed up!

Programming is always a little slower in May as the team prepares for Summer Reading, but a number of really exciting things happened throughout the month, including Superhero Day, a very popular visit from Raptology, and dozens of outreach and Maker Space appointments. The Opportunity Center continues to work hard to reach all members of our community who need assistance with the first steps toward employment.

*While working at the front desk, a woman came in with her elderly father. He was hard of hearing and of sight. He spent time using a Ladd study room where his daughter was able to use the space to assist her father with some paperwork he needed to complete. As they were leaving, the father approached the desk and told a story of how he had always loved Ladd. Everyone was always so kind to him and, though he couldn't really read anymore, it always made him happy to interact with friendly staff and listen to our Christmas CDs every year. He then thanked staff for all they did for him over the years and left happily. - Lexi Bibb, Public Service Associate*

*A patron was sent to the library by another who said: "There is someone at the library who knows a lot about maps." While I didn't think I was the person who knew a lot about maps, I decided to give it a go! I was able to help the patron figure out that it was a "Nova Orbis Tabula in Lucem Edita. A.F. de Wit" from the late 1600s. We printed out some information about the map, including who the publisher was and why California was portrayed as an island. The patron was very excited to learn about his map! - Rebecca Vernon, Public Service Librarian*

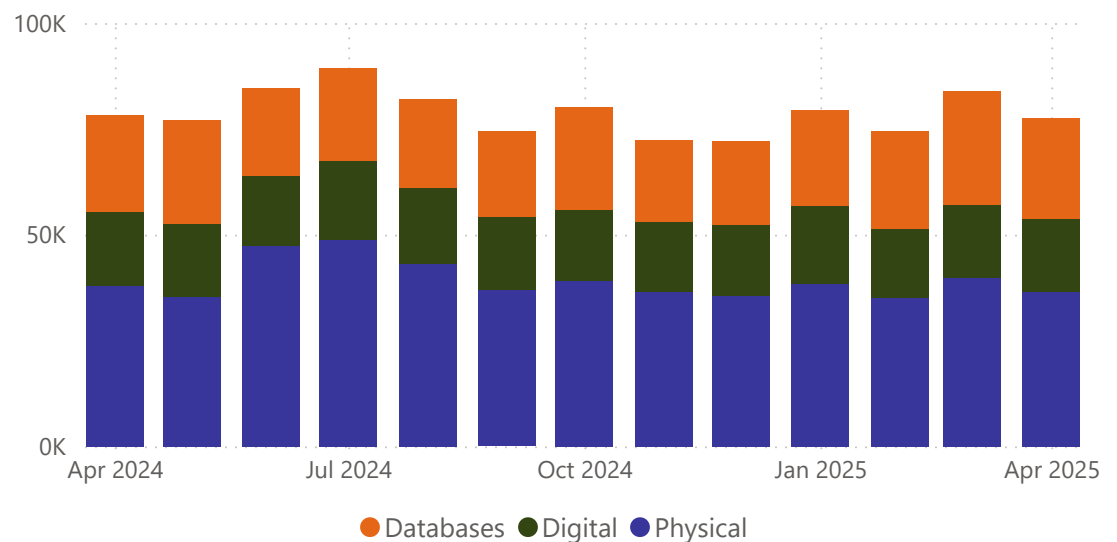
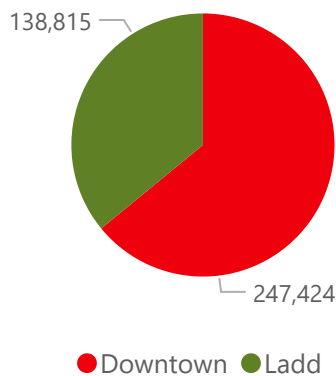


### Borrowing & Collections

222,446      173,675      386,239      3,333      785,693

Databases      Digital      Physical      Technology      Total

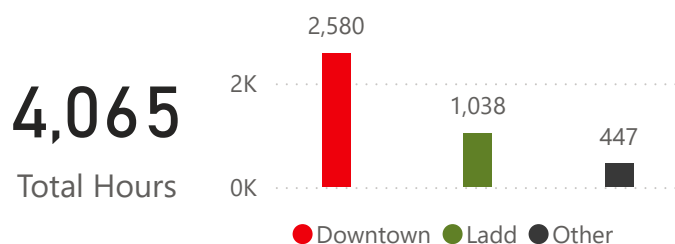
#### Physical Circulation, by Location



The Materials Team is busy receiving the final shipments for fiscal year 2025. Many libraries have a new fiscal year starting in July, so our vendors also have a very busy month leading up to July. Shipments will become more unpredictable, sometimes very large, leading up to the end of June. Last year, we had a great response to an expanded summer QuickPicks table for fun adult titles. This year, we're expanding into children's and YA titles. These check out for 10 days with no renewals or holds, so there will be a constant rotation of popular titles ideal for browsing that won't be tied up in holds lists for the summer. The Metro Library Network will introduce a new language learning database called Mango Languages. We're excited to bring this user friendly and robust service to our patrons, it includes a great mobile app interface and American Sign Language options.

### Volunteers

#### Volunteer Hours

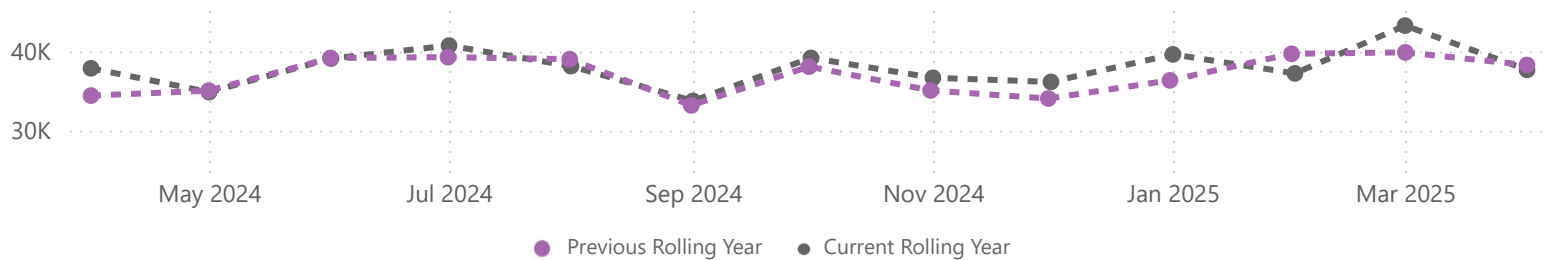
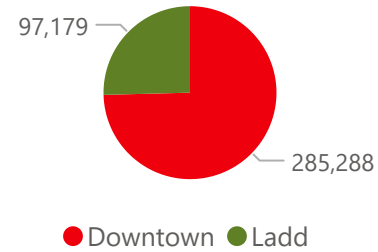


On May 8, we had 47 volunteers donate 115 hours at the Library as part of Day of Caring. Volunteers beautified our Library spaces – from the LivingLearning Roof to the Ladd Community Room to the cake encrusted chairs Downtown to painting the bollards outside of Ladd Library. Thank you to our volunteers from Alliant Energy, Benchmark, and TrueNorth! Volunteer Hours in April: 502

## Visits

**382,467**

Physical Visits

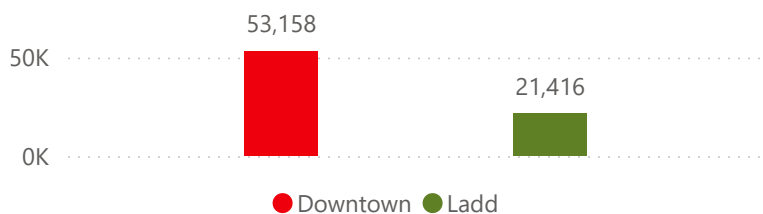


The Public Service Department has been getting ready for a busy summer. We have been reviewing trainings and programs, eagerly anticipating the excitement that comes with the increased attendance during Summer. As we come to the end of a school year, one thing our Downtown location saw this year was a substantial increase in usage among teens, especially from 3 to 6 pm on weekdays. This brought some challenges that the Public Service team worked resiliently to address. With that said, we saw many positive developments come from this – mainly developing meaningful relationships with a population that many libraries struggle to connect with. We look forward to looking deeper at some of our data this summer to and brainstorm ideas for the next school year!

*This is a cute story about young patrons making connections in the library. Two boys were in the children's area at Ladd, playing with the wood train set. The older boy introduces himself to the other. He asks, "how old are you?" The younger boy responds, "I'm six." The older boy replies, "I'm eight, but I wish I was six years old again. Younger kids are so much cuter than older kids." - Trevor Hanel, Branch Supervisor*

## Technology Access

### PC Uses



**191,012**

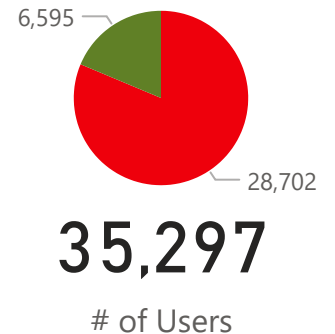
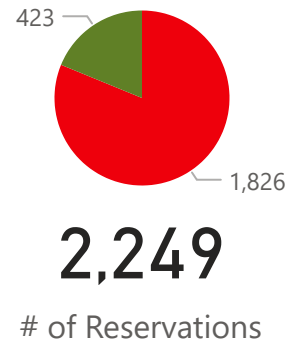
Virtual Visits

**93,062**

WiFi Sessions

The Technology Solutions team is planning for a storage cleaning event. Electronic disposal isn't as simple as regular trash, so the team builds up a backlog to make the removal service the most economical. Broken or otherwise unusable pieces of technology can be safely cleared out of the building this way and recycled. The team is also working through annual service renewals and trying to plan for longer term cost increases. As with all other areas of service, IT software and hardware both continue to increase in cost.

### Meeting Room Use



Due to large scale events at the Library, we hosted fewer reservations (230) and patrons (3,491) at our locations this month. Having said that, we were so glad to have space for the Friends of the Library Book Sale, a special election, and the City of Cedar Rapids' Support Staff Seminar. These large scale, and sometimes multi-day event, did not deter from regular uses for businesses and life's celebrations, such as birthdays and baby showers.

We welcomed a new wall in Beems Auditorium in April. The demolition of the old wall and installation of the new wall took two days.

Community Relations is excited to welcome a summer media intern, Ella, who will work with us for the next few months. Ella is a recent marketing graduate who will be spending the summer working alongside Alison and Eric to promote the Summer Reading Challenge. Marketing and Design will continue to support the Summer Reading Challenge, as well as designing the Strategic Plan document for the start of the next fiscal year. We are also making sure to capture as many stories and photos as possible during our busy season.

*If you know a patron named Scooby you know that there have been many challenges over the years - Scooby returned to the library recently after not having been in for about two years - he looked great, said he was working full time. - Heather Meyer-Boothby, Branch Manager*

*A patron who has been coming into the library to work on her college degree just graduated. She often would ask for my help or other staff members to assist her with understanding her assignments or help with Excel. She was a regular for over a year in the evening, diligently working on her degree after working during the day. She was so excited that she had passed that she came into the library and showed me her graduation photos. I was so proud of her and congratulated her on her hard work. - Elysha Holley, Public Service Associate*

**Cedar Rapids Public Library  
Board of Trustees FY2026 Calendar**

<b>Meeting Date</b>	<b>Location</b>
Thursday, July 3, 2025	Conference Room, Downtown
Thursday, August 7, 2025	Conference Room, Downtown
Thursday, September 4, 2025	Community Room, Ladd
Thursday, October 2, 2025	Conference Room, Downtown
Thursday, November 6, 2025	Conference Room, Downtown
Thursday, December 4, 2025	Community Room, Ladd
Thursday, January 8, 2026	Conference Room, Downtown
Thursday, February 5, 2026	Conference Room, Downtown
Thursday, March 5, 2026	Community Room, Ladd
Thursday, April 2, 2026	Conference Room, Downtown
Thursday, May 7, 2026	Conference Room, Downtown
Thursday, June 4, 2026	Community Room, Ladd

All meetings are the first Thursday of the month unless a holiday necessitates the change.  
Meetings will begin promptly at 4 pm

## **Memorandum of Understanding Metro Library Network**

### **Purpose of the Consortium**

The purpose of the Metro Library Network (MLN) is to enhance service to the communities of member libraries by:

1. Maintaining a shared integrated library system (ILS)
2. Providing a courier service to move requested materials quickly and efficiently from one library to another
3. Providing shared access to electronic resources
4. Implementing practices that are efficient and effective for all member libraries and their constituencies.

### **Membership**

1. Membership is open to libraries that are regionally located in Linn County and/or the greater Cedar Rapids metropolitan area, and/or any library that wishes to associate with the consortium for purposes of sharing ILS capabilities and electronic resources.
2. Member libraries must be open to the public.
3. Applications for membership must receive unanimous approval by Governing Board members.
4. The following libraries are current members:
  - a. Cedar Rapids Public Library
  - b. Hiawatha Public Library
  - c. Marion Public Library
5. The following are non-voting associate members; i.e. non-accredited libraries with limited participation:
  - a. Mercy Watts Library, Mercy Medical Center
6. Member libraries wishing to leave the MLN may do so by giving written notice to the Governing Board six months prior to the expected date. If notice of departure is received six months or more into a fiscal cycle, no fees will be refunded.
7. All member libraries will work cooperatively within the consortium and agree to:
  - a. Abide by the decisions made by the governing body
  - b. Maintain Internet connectivity, hardware and staffing needed to meet their obligations to the MLN
  - c. Communicate with Cedar Rapids Public Library issues and questions about the ILS and issues which could impact the purpose of the consortium
  - d. Ensure that library staff participate in training and committee meetings
  - e. Maintain ILS holdings and user records according to consortium standards

### **Governance**

1. The MLN Governing Board is made up of the directors of the consortium member libraries accredited by the State of Iowa and is responsible for:
  - a. Directing the affairs of the consortium and discussing all matters of official policy
  - b. Appointing and overseeing the work of committees, task forces or work groups as needed to conduct the business of the consortium
  - c. Vetting and admitting new members to MLN
  - d. Identifying new services to be offered by MLN and forwarding those recommendations

- for those with a fiscal impact to the respective Library Board and Cities for approval
2. The Board will be chaired by the director of Cedar Rapids Public Library. It is the responsibility of the chair to ensure that minutes are taken at all Board meetings and shared with each member.
  3. The Board will meet a minimum of six times a year.
  4. Most Board decisions will be reached through consensus. When necessary, a vote may be taken. Each Board member may cast one vote. All votes requiring a commitment of funds require a unanimous vote for approval.
    - a. If a unanimous vote is required but cannot be reached, the Board may either (a) table the discussion to give members additional time to consider the issue; or (b) decide that consensus cannot be reached and the product or service in question will be the responsibility of each individual library to procure.
    - b. Members may vote by proxy. Members also have the option of participating electronically in a meeting.
  5. It is the responsibility of each board member to forward ideas for new services as well as questions or concerns about potential or existing services to the Board.

### **Roles and Responsibilities of Consortium Leader**

Cedar Rapids Public library, in addition to being a member library, also fulfills a leadership position in MLN with responsibilities including:

1. Serve as the fiscal agent
2. Serve as the primary contact for all vendors shared by the MLN
3. Operate as the first point of contact for issues
4. Provide system administration and support
5. Keep member libraries informed on software and product upgrades
6. Facilitate new products as they become available
7. Organize training provided by the ILS vendor on broad topics and new features/skills
8. Supplement vendor training with small individual training sessions for partner libraries

### **Committees**

1. The Governing Board may choose to appoint committees, task forces or work groups as needed to conduct the business of the consortium. All new committees will receive a written charge from the Board.
2. Committees report directly to the Governing Board and committee chairs are responsible for keeping the Board informed of the committee's work.
3. Committees will decide on a meeting schedule. That schedule and minutes of each meeting are to be shared with the Governing Board.
4. Committees may meet in person or electronically.
5. CRPL may appoint up to three members to each committee; Marion up to two members; and Hiawatha one member.

### **Terms**

1. The Metro Library Network Memorandum of Understanding will take effect immediately on the date signed by each member library. Each member library will have two weeks after receiving the MOU to provide their respective signatures.
2. The MLN's MOU will be the length of the newest ILS contract, five years encompassing FY26-FY30: July 1, 2025 to June 30, 2030.
3. The cost-sharing formula for the MLN will be based on the average percentage of

circulation and library users for each member library. The formula will remain the same for the life of the MOU; i.e. the length of the ILS contract. If the ILS contract is extended, the formula may be revisited. Currently, the formula results in a 60% share for Cedar Rapids, 30% for Marion and 10% for Hiawatha.

4. The MOU will be reviewed annually by the Governing Board and any changes made within two months after that review. Any Board member may make recommendations regarding the MOU; a unanimous vote is needed to approve changes to the MOU.

Cedar Rapids Public Library

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Director Printed Name

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Director Signature and Date

Hiawatha Public Library

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Director Printed Name

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Director Signature and Date

Marion Public Library

---

Director Printed Name

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Director Signature and Date



# QUOTE

Quote Nbr.: **Q003698**  
Net Terms: **N30**  
Sales Person: Kevin Huber  
Customer ID: 100193  
Reference:  
For: PATRICK DUGGAN

Quote Date: 5/28/2025  
Valid Until:

Customer	SHIP TO:	PROPOSAL BY
450 5th Ave SE Cedar Rapids IA 52401 United States of America	CEDAR RAPIDS PUBLIC LIBRARY 450 5th Ave SE Cedar Rapids IA 52401 United States of America	IT Outlet 1900 N Walnut Ave Brandon, SD, 57005 Phone: (800) 754-7411

Name: CEDAR RAPIDS PUBLIC LIBRARY Phone: 3197390448 Email: DugganP@crlibrary.org	Name: CEDAR RAPIDS PUBLIC LIBRARY Phone: 3197390448 Email: DugganP@crlibrary.org	Name: Kevin Huber Phone: 605-275-4198 Email: khuber@itoutlet.com
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NO.	ITEM	MFGR	Condition	QTY.	UOM	PRICE	AMOUNT
1	SA OPEN AGREEMENT GOVT: Software Agreement Termed - Year 1	Microsoft	New	1	EA	17,435.98	17,435.98
2	SA OPEN AGREEMENT GOVT: Software Agreement Termed - Year 2	Microsoft	New	1	EA	17,435.98	17,435.98
3	SA OPEN AGREEMENT GOVT: Software Agreement Termed - Year 3	Microsoft	New	1	EA	17,435.98	17,435.98

All Currency Totals are in US Dollar

Notes:

Quote Total:	52,307.94
Less Discount:	0.00
Tax Total:	0.00
Total (USD):	52,307.94

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

Signature: \_\_\_\_\_

You may use this form as a purchase order. Initial the items you want to purchase, enter Purchase Order (if any), sign, then mail, email or fax back to us

PO: \_\_\_\_\_



Calendar of Initiatives - FY23-25 Plan Year Three									
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