



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

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

Library Board President – Clint Twedt-Ball

- A. Call to Order
- B. Consent Agenda – **Action**
  - Minutes: October 5, 2023
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Conference/Professional Development Updates – Dara Schmidt
- G. Library Board Committee Reports
  - Advocacy Committee – Rafael Jacobo, Committee Chair
    - No Action
  - Finance Committee – Monica Challenger, Committee Chair
    - **Action:** Janitorial Contract Amendment 1
  - Personnel and Policy Committee – Susie McDermott, Committee Chair
    - **Action:** 3.04: Behavior Policy
    - **Action:** 6.00: Professional Development
  - 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 **December 7, 2023 at 4 pm**, in the Community Room, Ladd Library.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Jessica Musil, Library Administrative Assistant, at 319.261.7323 or email [musilj@crlibrary.org](mailto:musilj@crlibrary.org) as soon as possible but no later than 48 hours before the meeting.

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

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

**Board members unable to attend:** Chris Casey, Susie McDermott, Hassan Selim

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

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

- A. Call to Order
  - Mr. Twedt-Ball called the meeting to order at 4 pm.
- B. Consent Agenda – **Action**
  - Minutes: September 7, 2023

*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
  - The Friends and Foundation biannual FOCUS newsletter should be mailed no later than Oct. 16. It celebrates the Van Vechten Society brunch and provides more information on the Inspiring Big Dreams campaign and Westside Library Project. Readers will get a sneak peek to the upcoming public campaign.
  - Foundation staff continue to make progress in the capital campaign with donor follow-up meetings and weekly donor asks. They are awaiting final decisions on multiple donor requests. This week, the Foundation received a commitment of \$75,000.
  - The Foundation's Raygun shirt site has new offerings, big champions of intellectual freedom and libraries. The Foundation shirt site has more shirts available unique.
- E. Friends of the Library Report – Libby Slappey
  - Friends volunteers are preparing for two sales this year: the annual big sale during the first weekend in November at the downtown library and the Very Cherry Open House in the Cherry Building. Shoppers can find giftable books on the main level with vintage and collectible books on the lower level.
- F. Board Education: Intellectual Freedom and Banned Books Week History – Amber McNamara
  - Ms. McNamara presented on the history of Intellectual Freedom and Banned Books week. The annual event highlights and celebrates challenged books, specifically those targeted for removal in public and school libraries. The attempts to remove books have significantly increased over the last several years. This year's theme is 'Let Freedom Read'.
  - Both the downtown and Ladd libraries have displays highlighting events starting in 1939 with the American Library Association (ALA) adopting the Library Bill of Rights. The Cedar Rapids Public Library first participated in events regarding book challenges in 1943, commemorating books burned by Nazis. The rest of the display highlights local and national news calling for intellectual freedom, book challenges, and legislative changes. Censorship is on the rise. In 2003 – the first year data collection started – the number of unique titles challenged that year was 305 versus 2,571 in 2022. 2023's preliminary data shows the trend is continuing and will likely exceed 2022's data.

- For those who are interested, this Saturday is Let Freedom Read Day. People are encouraged to support intellectual freedom, by reading or checking out banned materials, writing letters to political leaders, making social media posts, and more.
- The trustees discussed the importance of intellectual freedom. Mr. Elges noted the freedom of thoughts, expression, and speech are in the Constitution because they are important but also have independent value. Ms. Challenger shared a young Black boy was prohibited from his library and later became a future astronaut. The library, which previously denied him access on account of race, was later named after him. Mr. Twedt-Ball noted previous Supreme Court support of books and is hopeful this will happen again as people begin to challenge materials' restriction. Ms. Tyler shared there are numerous resources online with ALA and the Freedom to Read Foundation, including legal resources for libraries.

#### G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
  - The committee is continuing to make tweaks to the Advocacy Toolkit. When it is ready, the document will be shared with the board. Trustees also received an email to select City of Cedar Rapids' Council candidates to discuss the library and services. A reminder will be resent.
- Finance Committee – Monica Challenger, Committee Chair
  - Ms. Challenger reported on August 2023 financials. Revenues are higher than expected for this time of year and expenses are at 12% of the overall budget. Ms. Challenger highlighted a few of the expenses, such as unbudgeted tuition reimbursement to support staff, full payment of the Service Navigator position with Willis Dady, and payment of cyber security insurance.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
  - **Action:** Policy 1.07: Library Finance and Purchasing Policy
    - The proposed packet was reviewed by both Personnel and Policy and Finance committees. We have technically had a policy since 2014, last updated in 2015, but it was never included in the board policies. Our policies are created if they differ or don't exist at the City. If we don't have a policy then we follow the City policy. The bolded text indicates the differences between library and City, which is specifically only for the approval personnel as we don't rely on the City Manager but instead the Library Director and Board.

*The committee recommendation to adopt the new policy as presented in the packet carried with unanimous approval.*
- Westside Project Committee – Jade Hart, Committee Chair
  - The project remains on hold with the architects as fundraising catches up, though discussions with OPN should start again later in the year. Ms. Schmidt received some library-specific feedback from the Westside Library Park open house, which aligns with everything we have heard from the library project's community feedback. Ms. Schmidt and Ms. Tyler have been working through property parceling as well as restrictive covenants for the development side.

#### H. Library Director's Report

- Annual Report
  - Ms. Schmidt reviewed the annual report for fiscal year 2023. The document included photos, the mission and vision, multiple stories highlighting library services and resources as well as staff great stories. The report is on our website.
  - Library usage statistics also tell a story. Most of the statistics exceeded last year's numbers with visits, attendance in programs, volunteer hours, and total programs. However, the physical materials circulation was impacted by the downtown library's collection being unavailable for five weeks following clean-up from the fire, resulting in a 50,000 circulation drop. Digital materials are also

down about 10,000, which is attributed to an increased cost to purchase or lease these materials. In order to stretch the budget through the fiscal year, the Materials team had to impose check-out limits for pay-per-use items. There were slight decreases between the computer sessions and meeting room uses due to the fire.

- The supporting organizations – Friends and Foundation – were recognized for the above and beyond contribution to materials, Summer Dare, and more. Revenue and Expenses are accurate as much as possible because the City financials are not yet audited. Ms. Hart asked what is considered revenue under ‘charges for services’. For most of the items, this includes building rental for the café and patron use as well as Foundation pass through for items, rent, and personal services. The Library reports financials in its annual report, to the City, and also the State Library that is passed to the federal level. The City’s reporting differs from the State Library requirements so the annual report financials tries to simplify the numbers.
  - Meeting tomorrow morning, Ms. Schmidt will meet with the electrician, OPN, and City Facilities Manager to discuss the new timeline for the downtown light installation. She hopes to have updates and a plan forward to complete the project by next week.
- I. Old Business
- There being no old business, the meeting continued.
- J. New Business
- There being no new business, the meeting continued.
- K. Adjournment
- There being no further business, the meeting adjourned at 5:08 pm.

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

To: Monica Challenger, Finance Committee Chair  
From: Dara Schmidt  
Date: 10/20/2023  
Subject: **September 2023** Financial Report

I have reviewed the September 2023 financial information. Please see attached reports. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (25% thru September). Actual revenues are expected to meet or exceed budgeted amounts. Your department depends on these revenue streams to fund expenses.
- No more than 1/12 of discretionary, fleet, facilities, and fuel budget is spent per month (16.7% thru September since due to processing times, these expenses normally have a 1 month lag).
- For all other expenses, no more than 1/12 of the budget is spent per month (25% thru September).
- 

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

Operations – 151XXX:

- Total revenues are above target at \$288K or 36% of the \$804K budget. Will even out as year continues.
- Total expenditures (excluding transfers out) are \$2.2M or 29% of the \$7.74M budget. Slightly high, but will even out as year continues.
  - Personal Services are at \$1.4M or 24.6% of the \$5.8M budget. Right on target.
  - Total discretionary expenses are high at \$440K or 53% of the \$827K budget.
    - Full fiscal year of Willis Dady Service Navigator costs have posted. - \$75K
    - IT annual costs for software maintenance also incurred in July (always a timing thing)
  - Other expenses are at \$342K or 32% of the \$1.1M budget.
    - Full fiscal year of Ladd Library rent has posted as well as unbudgeted cyber insurance premiums.

Special Revenue – 7010XX:

- No concerns

CIP – 316XXX:

- No concerns

City of Cedar Rapids  
151 General Fund - Library  
2023-09-30

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals	
<b>Revenue</b>								
Taxes		-	-	-	-	0%	-	
Total Taxes		-	-	-	-	0%	-	
Intergovernmental Revenue								
State Operating	422001	-	115,000.00	31,207.43	(83,792.57)	27%	31,207.43	
Local Govt Grants and Reimb	423000	6,594.63	275,000.00	195,740.44	(79,259.56)	71%	391,480.88	Metro Library Network fees, county and Robins fees
Total Intergovernmental Revenue		6,594.63	390,000.00	226,947.87	(163,052.13)	58%	422,688.31	
Other Revenue								
Printing & Duplicating of Form	431006	996.65	25,000.00	7,968.34	(17,031.66)	32%	2,647.39	
Dept Charges-External to City	431012	215,748.09	259,792.00	29,175.40	(230,616.60)	11%	(371,388.34)	includes billing to Foundation for 3 staff members.
Library User Fees - Not Fines	431201	2,009.02	10,600.00	8,756.14	(1,843.86)	83%	7,188.75	
Building Rental	461001	9,157.60	43,455.00	10,472.60	(32,982.40)	24%	2,301.20	
Postage / Handling	471001	-	-	7.00	7.00	0%	-	
Contributions & Donations	471002	42,005.00	70,000.00	4,987.00	(65,013.00)	7%	-	
Sale of Inventory	471003	463.85	2,000.00	85.00	(1,915.00)	4%	23.00	
Damage Recoveries	471004	-	-	25.00	25.00	0%	-	
Other Miscellaneous Revenue	471005	-	3,500.00	25.00	(3,475.00)	1%	-	
Cash Over (Under)	471007	-	-	(19.24)	(19.24)	0%	(10.90)	
Total Other Revenue		270,380.21	414,347.00	61,482.24	(352,864.76)	15%	(359,238.90)	
Proceeds of Long Term Liabilities								
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-	
Transfers In								
Operating Transfer In - Inter	483001	11,000.00	-	-	-	0%	-	
Total Transfers In		11,000.00	-	-	-	0%	-	
<b>Total Revenue</b>		<b>287,974.84</b>	<b>804,347.00</b>	<b>288,430.11</b>	<b>(515,916.89)</b>	<b>36%</b>	<b>63,449.41</b>	
<b>Expenditures</b>								
Personal Services								overall refresh (\$135K) already included in budget
Regular Employees	511100	970,939.44	4,185,204.00	1,038,035.29	3,147,168.71	24.8%	341,282.20	
Temporary/Seasonal Employees	511200	4,053.00	43,368.40	7,759.50	35,608.90	17.9%	-	
Overtime	511300	15,767.68	114,773.40	19,424.54	95,348.86	16.9%	7,487.14	
Other Special Pays	511400	6,497.33	33,848.00	3,093.04	30,754.96	9.1%	-	
Group Insurance	512100	120,172.97	645,012.00	158,880.25	486,131.75	24.6%	52,820.60	
Social Security Contributions	512200	78,800.66	332,680.00	84,203.87	248,476.13	25.3%	35,854.56	
Retirement Contribution	512300	98,356.52	411,141.00	105,687.82	305,453.18	25.7%	45,361.76	
Workers' Compensation	512500	37,045.63	71,149.00	19,233.02	51,915.98	27.0%	8,127.44	
Other Employee Benefits	512600	1,495.29	2,783.00	2,104.30	678.70	75.6%	229.20	actuals include unbudgeted education reimb
Total Personal Services		1,333,128.52	5,839,958.80	1,438,421.63	4,401,537.17	24.6%	491,162.90	
Discretionary Expenses								
Advertising & Marketing	521100	2,089.00	5,000.00	1,730.63	3,269.37	35%	617.78	
Consulting & Technical Service	521104	-	10,000.00	-	10,000.00	0%	-	
External Contracted Labor	521105	50,145.38	105,466.00	84,533.61	20,932.39	80%	5,476.70	includes navigators for Willis Dady thru 6/30/24
Health Services	521106	70.80	-	100.30	(100.30)	-100%	50.15	
Legal Services	521107	-	-	6,449.18	(6,449.18)	-100%	4,992.18	
Other Professional Services	521108	4,172.00	10,523.63	536.00	9,987.63	5%	-	
External Banking/Financial Fee	521109	3,281.03	15,700.00	3,241.63	12,458.37	21%	1,807.12	
Security Services	521110	-	5,000.00	-	5,000.00	0%	-	
Computer Hardware	522100	31,006.58	35,000.00	35,594.95	(594.95)	102%	9,152.20	
Computer Software Maintenance	522101	122,817.15	222,220.00	168,066.19	54,153.81	76%	3,957.95	
IT Services - External	522102	10,082.63	75,500.00	7,088.82	68,411.18	9%	2,527.15	
Building & Grounds Services	522104	-	15,000.00	-	15,000.00	0%	-	
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	-	9,000.00	0%	-	
Vehicles & Rolling Equip Serv	522106	29.95	-	-	-	0%	-	
Phone Services	523107	7,545.11	35,950.00	7,455.96	28,494.04	21%	2,499.97	
Rental of Equip & Vehicles	524101	-	500.00	947.20	(447.20)	189%	(33.60)	
Printing, Binding, & Duplicate	525102	1,958.81	15,950.00	2,768.41	13,181.59	17%	2,564.66	
Awards & Recognition	531102	-	250.00	-	250.00	0%	-	
Books & Subscriptions	531103	74,578.02	109,171.80	92,229.50	16,942.30	84%	22,506.66	
Cleaning & Janitorial Supplies	531105	-	1,250.00	-	1,250.00	0%	-	
Computer Supplies	531106	258.91	5,000.00	584.41	4,415.59	12%	45.49	
Equipment/Furniture/Fixtures	531109	10,253.88	11,500.00	1,739.20	9,760.80	15%	-	
Photography Supplies	531110	-	300.00	-	300.00	0%	-	
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%	-	
Office Supplies	531116	2,730.59	15,320.00	2,483.77	12,836.23	16%	319.37	
Program Supplies	531118	5,166.42	37,000.00	9,907.81	27,092.19	27%	4,903.15	
Shop Supplies	531119	-	250.00	7.99	242.01	3%	7.99	
Sign & Signal Supplies	531120	-	-	113.78	(113.78)	-100%	-	
Uniforms	531123	-	694.00	-	694.00	0%	-	
Personal Protective Gear	531124	1,221.49	-	70.23	(70.23)	-100%	18.60	
Building & Grounds Supplies	533100	2,912.62	34,241.28	5,159.84	29,081.44	15%	797.82	
Equip/Furniture/Fixtures Parts	533101	-	570.00	-	570.00	0%	-	
Conferences, Training, Travel	542102	9,604.36	23,200.00	6,071.76	17,128.24	26%	791.09	
Dues & Memberships	542103	4,500.00	10,000.00	781.00	9,219.00	8%	-	
Postage & Freight	542108	606.99	13,500.00	1,536.34	11,963.66	11%	721.54	
Mileage Reimbursement	542111	301.56	3,000.00	338.54	2,661.46	11%	136.44	
Admin Charges - Inter Departments	521114	125.00	-	125.00	(125.00)	-100%	-	Fire Inspection permits
Chemical Supplies - Non-Snow & Ice	531104	-	-	-	-	0%	-	
Facility Services - Non-routine	522107	-	-	-	-	0%	-	
Fleet Services - Abnormal Maintenance	522108	-	-	-	-	0%	-	
Fleet Services - Non-Safety Modifications	522108	-	-	-	-	0%	-	
Fleet Services - Accidents	522108	-	-	-	-	0%	-	
Total Discretionary Expenses		345,828.28	827,486.71	439,662.05	387,824.66	53%	63,860.41	

City of Cedar Rapids  
 151 General Fund - Library  
 2023-09-30

Account Name	Account	Prior Fiscal Year 2023 YTD Actuals	Current Fiscal Year 2024 Adjusted Budget	Current Fiscal Year 2024 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current Month 2024 Actuals
<b>Other Expenses</b>							
City Accounting Services	521113	19,374.99	85,500.00	21,375.00	64,125.00	25%	7,125.00
City Information Tech Services	522109	1,469.58	6,172.25	1,543.05	4,629.20	25%	514.35
Electricity	523100	66,125.18	243,800.00	46,916.66	196,883.34	19%	2,685.56
Natural Gas	523103	81.43	4,500.00	59.50	4,440.50	1%	25.18
Rental of Land & Buildings	524100	107,577.14	249,000.00	223,066.29	25,933.71	90%	3,313.75
Liability Insurance	525104	10,536.99	44,822.00	12,240.51	32,581.49	27%	3,735.17
Property Insurance	525107	25,027.50	135,928.00	33,981.99	101,946.01	25%	11,327.33
Vehicle Insurance	525108	300.00	1,300.00	324.99	975.01	25%	108.33
Gasoline Fuel	532101	88.31	498.58	-	498.58	0%	-
City Inter Department Charges	521114	-	-	-	-	0%	-
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-
Facility Services (Routine)	522107	53,421.44	300,614.42	1,653.60	298,960.82	1%	551.20
Fleet Services (Routine)	522108	243.91	600.00	431.81	168.19	72%	431.81
<b>Total Other Expenses</b>		<b>284,246.47</b>	<b>1,072,735.25</b>	<b>341,593.40</b>	<b>731,141.85</b>	<b>32%</b>	<b>29,817.68</b>
<b>Capital Outlay</b>							
Vehicles, Equipment, Software	554000	1,285.00	-	-	-	0%	-
<b>Total Capital Outlay</b>		<b>1,285.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Debt Service</b>							
Total Debt Service		-	-	-	-	0%	-
<b>Transfers Out</b>							
Total Transfers Out		-	-	-	-	0%	-
<b>Total Expenditures</b>		<b>1,964,488.27</b>	<b>7,740,180.76</b>	<b>2,219,677.08</b>	<b>5,520,503.68</b>	<b>29%</b>	<b>584,840.99</b>
<b>Net Revenues over/(under) Expenditures</b>		<b>(1,676,513.43)</b>	<b>(6,935,833.76)</b>	<b>(1,931,246.97)</b>	<b>5,004,586.79</b>		<b>(521,391.58)</b>

full FY of Ladd rent/cam posted  
 actuals includes Cyber Insurance  
 Premium of 1,035



AMENDMENT NO. 1 TO CONTRACT FOR JANITORIAL SERVICES FOR LIBRARY FACILITIES  
CONTRACT NO. PUR0921-086 – RENEWAL OF CONTRACT

WHEREAS, the City of Cedar Rapids, Iowa (“the CITY”) and FBG Service Corporation (“FBG”) are parties to a Contract, whereby FBG provides Janitorial Services for Library Facilities for the CITY; and

WHEREAS, the CITY and FBG are desirous of amending the Contract, signed by the Library Director on November 4, 2021.

NOW, THEREFORE it is agreed by and between the CITY and FBG, as follows:

1. Term of Contract Renewal:
  - A. The term for this Contract renewal is November 13, 2023 through November 12, 2025
  - B. This Contract renewal covers years three (3) and four (4) with no additional renewal options
2. Pricing:
  - A. No price escalation will be allowed during the term of this renewal Contract
  - B. The total annual amount for this renewal period shall not exceed \$188,772
  - C. Pricing is below

Location/Description	Quantity	Firm Fixed Fee per Month	Extended Annual Amount
Downtown Library, per month	12 months	\$12,945	\$155,340
Ladd Library, per month	12 months	\$2,786	\$33,432
Total annual amount for both facilities:			\$188,772

3. History of Contract to Date:

Description	Authorization	Dates
Initial Term of Contract	Signed by Library 11/04/2021	11/13/2021 – 11/12/2023
Amendment No. 1 to renew Contract	Pending	11/13/2023 – 11/12/2025

4. Payment terms for purchases authorized under this Contract that are not charged to the City MasterCard will be Net 45 upon receipt of an original invoice and after all services are provided, inspected and accepted.
5. Revisions to Scope of Work:  
The City reserves the right to make changes to the services to be provided which are within the project Scope of Work. No assignment, alteration, change, or modification of the terms of this Contract shall be valid unless made in writing. Such changes and any added cost or cost reduction to the City must be agreed to by way of a written Amendment to Contract that is signed by the City Manager and FBG prior to proceeding with any change.
6. Except for the matters otherwise contained herein, the Contract will remain unaffected by this Amendment No. 1 and will remain in full force and effect.
7. This Amendment is to be effective on the 13<sup>th</sup> day of November, 2023.



<b>City – Primary Contact:</b>		<b>Contractor – Primary Contact:</b>	
Rebecca Johnson, Purchasing Agent		Tom Montgomery, District Manager	
City of Cedar Rapids, Iowa		FBG Service Corporation	
101 First Street SE		238 ½ Blairs Ferry Rd. NE	
Cedar Rapids, IA 52401		Cedar Rapids, IA 52402	
Phone	(319) 286-5062	Phone	(319) 377-0120
E-Mail	<a href="mailto:r.johnson2@cedar-rapids.org">r.johnson2@cedar-rapids.org</a>	E-Mail	<a href="mailto:tmontgomery@fbgservices.com">tmontgomery@fbgservices.com</a>

**IN WITNESS WHEREOF**, the Parties have caused this Contract Amendment to be executed and do each hereby warrant and represent that their respective signatory, whose signature appears below, has been and is on the date of the Contract Amendment duly authorized by all necessary and appropriate corporate action to execute this Amendment.

This Contract Amendment may be executed in any number of counterparts as the case may be, each of which shall be deemed a duplicate original and which together shall constitute one and the same instrument. In addition, the parties agree that this Contract Amendment may be executed by electronic, pdf or facsimile signatures by any party and such signature will be deemed binding for all purposes hereof without delivery of an original signature being thereafter required.

**CEDAR RAPIDS PUBLIC LIBRARY**

**FBG SERVICE CORPORATION**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Authorized Signature

*10/11/2023*  
\_\_\_\_\_  
Date

## Behavior Policy

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

### Our policy intends to:

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

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

### Example behavior that interferes with the rights of others:

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

Adopted: 1/2013

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

Reviewed: 11/02/2023

## Professional Development

The Board of Trustees encourages active participation at professional meetings, conferences, workshops, and training sessions. First-rate libraries have staff and board members who challenge their assumptions and give back to the library profession. The Board of Trustees believes that it is necessary and fitting to reimburse reasonable expenses for select participants in keeping with the library's annual budget for travel and professional development priorities.

- 1) Travel: Lowest economical air fare and federal mileage reimbursement for ground travel.
- 2) Lodging: Cost for standard hotel within a reasonable distance from the event.
- 3) Meals: Per Diem costs in keeping with City policy.
- 4) Conference Registration

The Cedar Rapids Public Library Board of Trustees believes that continuing education of the library staff is an important part of our ability to provide quality service. We are committed to upgrading library services through additional education and training. The board endorses annual staff in-service training opportunities.

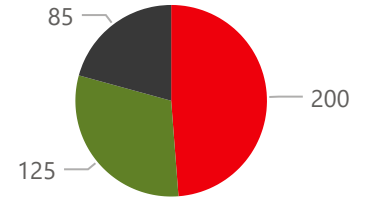
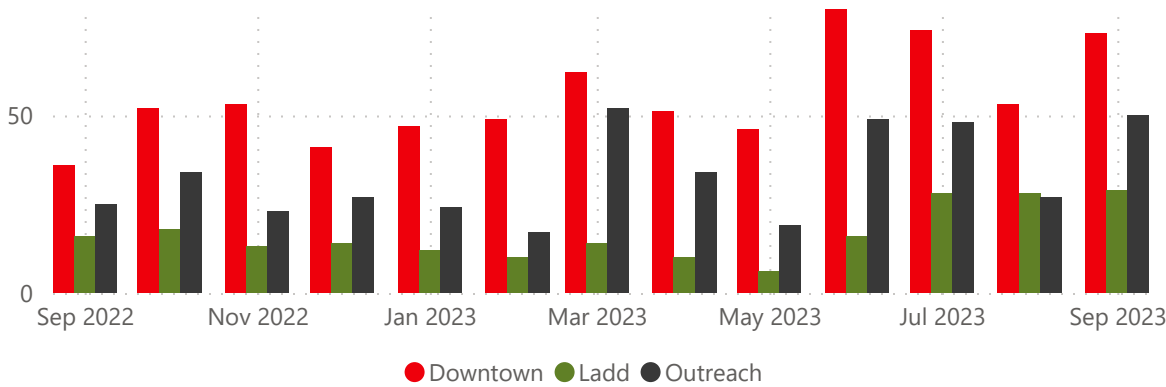
The board endorses the pursuit of professional library education through both stipends to defray the cost of education and release time in accordance with City policy and current Union contracts.

Adopted: 09/24/87

Revised: 10/31/91, 01/06/00, 12/01/05, 12/01/11, 10/03/19

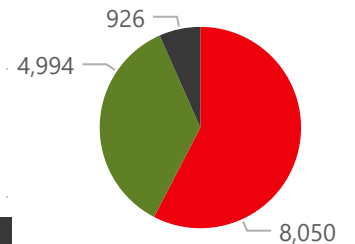
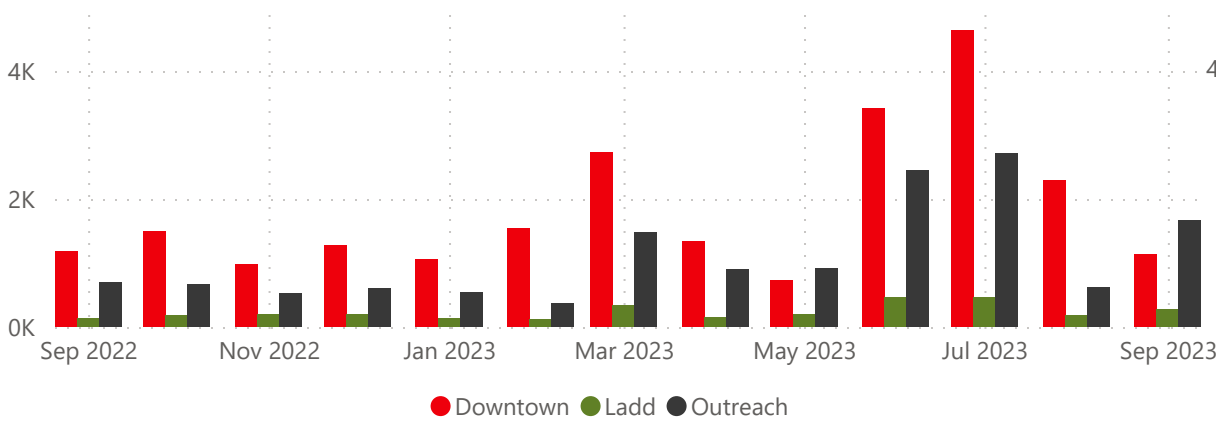
Review: 2013, 02/04/2016, 11/02/2023

Programs



410

# of Programs



13,970

# of Attendees

The Programming team has continued its busy fall with lots of programs for all ages and outreach throughout the community. Early Learning programs remain very popular at both locations, with attendees consistently giving great feedback about what we're offering. Outreach into the community for preschools and early elementary students continues to make an impact, with hundreds of students every month receiving literacy-building activities and information from the library in their schools. Our popular offerings for adults are expanding as well, with programs from crafting groups and Tai Chi, to gardening and Tango bringing in adults of all ages for information, enjoyment, and connection. Also offered this month was the incredible opportunity for our patrons to participate in a Museum Mystery program, in partnership with the Cedar Rapids Museum of Art. This unique program invited patrons into the Art Museum after hours and gave them the chance to discover who stole a real painting off of the wall of the museum, in a mystery written by Programming Specialist Erin Campbell. Also offered this month was a presentation by Dr. Joseph Engler, Chief AI Scientist at Collins Aerospace, about Artificial Intelligence and how it is impacting people now and in the future. This program was very well attended, and will be the first of many likely addressing this topic.

*I was at the Study Rooms Desk, and a patron, on her way out, said, "Thank you for being here. I don't know what I'd do without this place and the services you have." She said that recently something kicked in, and she realized she needed to start turning her life around. I said that we are happy that you are here and that we will always be here for you. It really touched me how appreciative she was, and the fact that she was on her way out of the building and still wanted to stop and share her gratitude with me. - Melanie Schweiss, Patron Services Specialist*

November Closures:

- Friday, November 10 - Professional Development
- Thursday, November 23 & Friday, November 24 - Thanksgiving

Borrowing & Collections

69,430

Databases

50,090

Digital

126,916

Physical

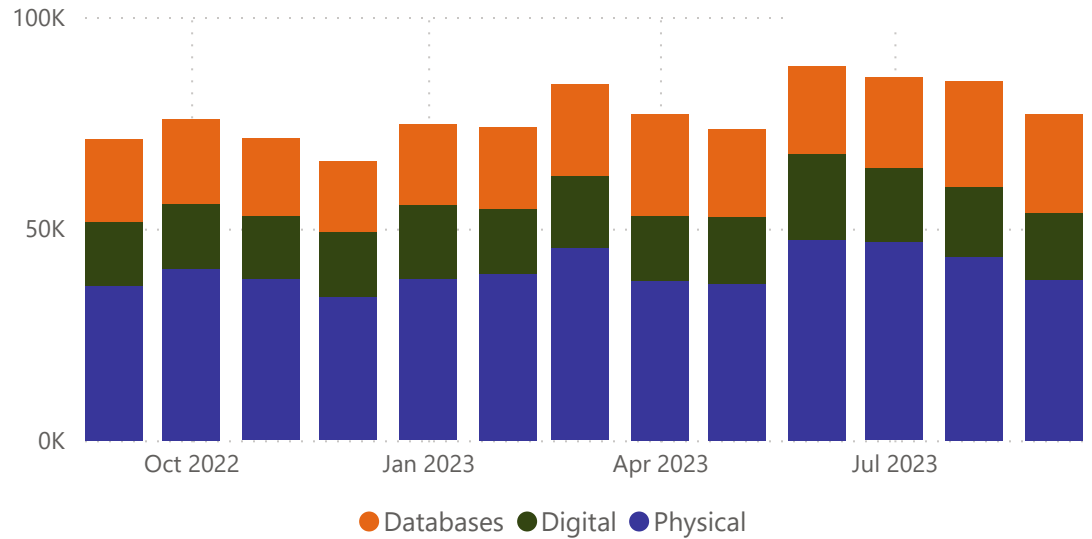
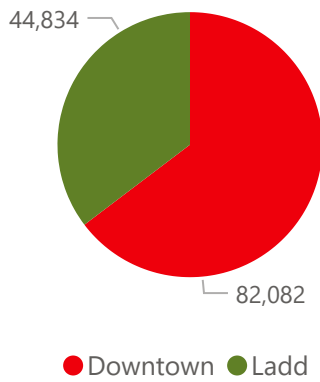
1,244

Technology

119,520

Total

Physical Circulation, by Location



The Materials Team is preparing for shifting in the adult sections for next month. This is part of the strategic planning process to adjust collection locations in the Downtown building. Patrons will primarily notice the large print collection moving downstairs and the science fiction section moving upstairs to accommodate it. The children’s section move has been very well received so we’re looking forward to completing this project. The team is adding more portable DVD players to the collection. There are currently five personal DVD players available for in-house use at the Downtown library and they have been well used for the two months we’ve had them available. There will be an additional five added Downtown and five for the Ladd Library as we expect a busy winter season in the building.

*I manage the Spark Kit collection, and I recently made Spark Kits for Papermaking. The first one was checked out by a patron and when it was returned it had the following note on it:*

*“To the maker of this kit: My daughter (14) Loved this kit. As she was making the paper she said ‘This is epic!’ We included some notes from her experience that might be helpful for others. She also included a sheet of the finished product. Let us know if you have any questions.”*

*The handmade sheet of paper they included is so delightful! And it’s fun and helpful to read the notes they included about their experience making paper. How kind of them to include these!*

*It’s so wonderful to know our Papermaking Spark Kit is doing exactly what we hope, sparking an interest as well as bringing joy and quality time to members of our community. Yay!*  
- Kristy Folsom, Materials Librarian

*I just want to commend the Cedar Rapids Public Library Board of Trustees and our libraries for putting up the banned book history at the downtown main library.*

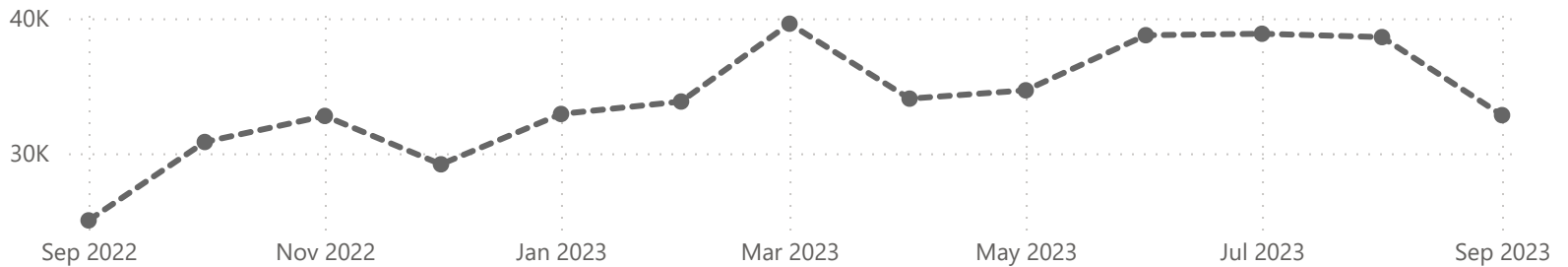
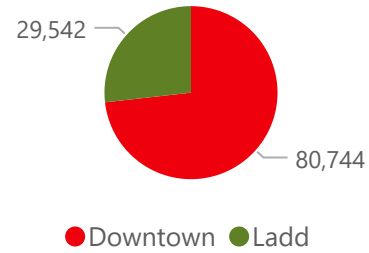
*We must never allow a few people to dictate what others can read or cannot read. Our public libraries must remain vigilant and sometimes courageous in stopping censorship.*

*Thank you for the role you play in keeping freedom alive and well. - Judy Gustafson, 70 years a patron*

*Mother to elementary-school-age daughter as they peruse the Banned Books display: “We own lots of these.” - Nancy Geiger, Librarian*

Visits

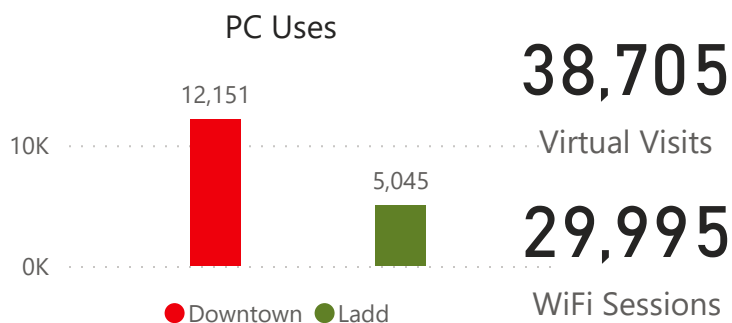
110,286  
Physical Visits



Library staff are going through the recertification process for Mandt training. As a reminder the Mandt program is a de-escalation program that focuses on meeting individuals where they are, focusing on equity.

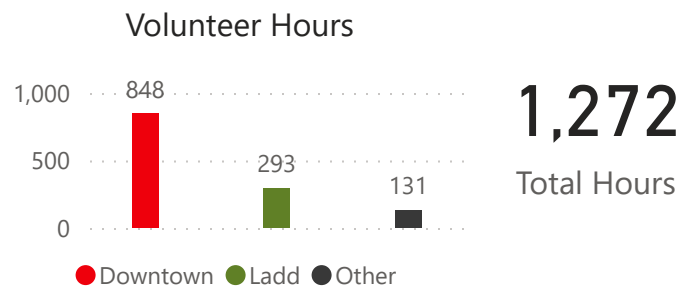
Over the past month, Public Service Manager Todd Simonson has received two calls acknowledging the tremendous work Public Service staff provide to our community. Specifically noted were: Tait (finding a plumber), Rebecca (Genealogy work), Michelle (restoring a 49-year-old picture to be recognizable), and Kara (solve an issue patron was having at another library). The patron specifically noted many more staff provide this level of service, but these four individuals made memorable impressions for them. The patron shared that while the things may not seem like major issues, knowing that they can come and depend on our staff to help with things in a kind/caring manner means the world. The other call acknowledged the great service provided by Nancy, as she took time to help the patron and ensure they left with what they needed. These examples highlight the impact we have in our community.

Technology Access

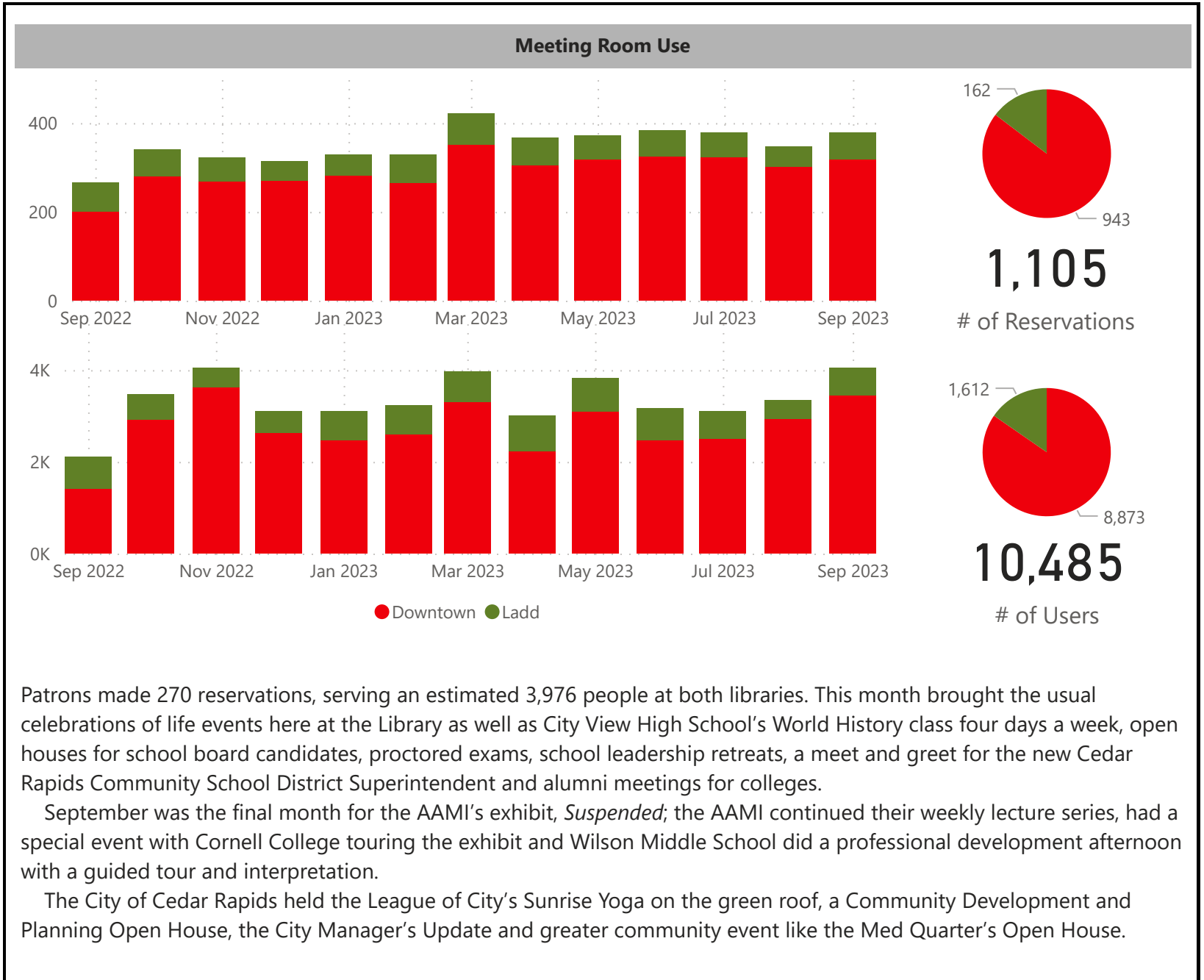


The Technology Solutions team have been busy troubleshooting the new networking hardware and adjusting settings so patrons get the best possible speeds. The team is also working with their Materials coworkers to swap out the aging in-house use laptops with the new DVD players. Many patrons were using the laptops to watch movies, so the DVD players are an economical replacement for laptops. Some laptops will still be available for folks needing that functionality.

Volunteers



It was a full month of onboarding new volunteers with 15 new individuals and three groups of volunteers assisting in a variety of ways – from daily operations to special events and projects to remote closed captioning roles. We continue to make progress bringing on volunteers as new applicants roll in steadily. Since the start of new year fiscal year in July, 44 individuals have applied to be Library volunteers, almost three applications per week. We are thankful for the supportive community and the great work our volunteers do to help the Library. Volunteer Hours in September 2023: 347.



Patrons made 270 reservations, serving an estimated 3,976 people at both libraries. This month brought the usual celebrations of life events here at the Library as well as City View High School’s World History class four days a week, open houses for school board candidates, proctored exams, school leadership retreats, a meet and greet for the new Cedar Rapids Community School District Superintendent and alumni meetings for colleges.

September was the final month for the AAMI’s exhibit, *Suspended*; the AAMI continued their weekly lecture series, had a special event with Cornell College touring the exhibit and Wilson Middle School did a professional development afternoon with a guided tour and interpretation.

The City of Cedar Rapids held the League of City’s Sunrise Yoga on the green roof, a Community Development and Planning Open House, the City Manager’s Update and greater community event like the Med Quarter’s Open House.

Community Relations is working on the winter issue of *OPEN+* magazine. We are printing more copies this quarter as we’ve nearly run out of the current issue with a month left in the season. We are continuing to work on updating signage and providing support to the programming team. We’re working with the Events Team and Linn County Elections to hold early voting at the library again this year, as well as be precincts at both locations. Work is happening to finalize our Advocacy Toolkit, which is nearly complete. The plan is to launch it publicly in January.

The library was represented alongside more than fifteen community businesses, agencies, and organizations for the Annual YPN Resource Fair. The event took place October 26 at Kirkwood Community College. YPN’s Resource Fair serves families with children ages 0-5 along with prenatal moms and dads. YPN families come from a wide range of socio-economic and cultural backgrounds, including families who speak many different languages, such as, but not limited to, Spanish, French, Swahili, Pashto, and Dahari. The library provided information on Dolly Parton’s Imagination Library, early literacy and school success, and library card sign up. We also hosted the ECI and DCAT boards, and the organizations who receive funding from them, for a special event on October 24. Fourteen organizations were represented, and Dara and Alejandro Pino from YPN were invited to speak on our partnership. Families who participated in our classes this past year were also invited to attend.



