



Agenda: Board of Trustees  
October 5, 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: September 7, 2023
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Intellectual Freedom and Banned Books Week History – Amber McNamara
- G. Library Board Committee Reports
  - Advocacy Committee – Rafael Jacobo, Committee Chair
    - No Action
  - Finance Committee – Monica Challenger, Committee Chair
    - No Action
  - Personnel and Policy Committee – Susie McDermott, Committee Chair
    - **Action:** Policy 1.07: Library Purchasing Policy
  - Westside Project Committee – Jade Hart, Committee Chair
    - No Action
- H. Library Director's Report
  - Annual Report
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **November 2, 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](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**  
**September 7, 2023**

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

**Board members unable to attend:** Hassan Selim

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

**Others:** Charity Tyler, Executive Director, Foundation of the Cedar Rapids Public Library (via Zoom); 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 4:01 pm.
- B. Consent Agenda – **Action**
  - Minutes: August 3, 2023
  - Special Event Application

*Ms. Hart 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 successfully completed their second annual Van Vechten Society Brunch. She shared her appreciation and thanks for those who helped with planning and attended. The society honors those who are committed to caring for and nurturing the library now and in the future by including the Library Foundation in estate plans. Following the event, the Foundation has added two more members. Ms. Schmidt presented on the Westside Library Project at the brunch.
  - Libby Slappey and Lois Buntz, campaign co-chairs, have been working hard with Ms. Tyler to meet with people regarding donations to the Westside Library Project. Development Associate Jess Netolicky has begun communication for annual fundraising and outreach.
- E. Friends of the Library Report – Libby Slappey
  - The Friends are in a lull period after the Farmers Markets have concluded for the season, and prior to the big fall sale. Ms. Slappey reports that the market sales were lucrative following after some tweaks to their offered inventory.
  - The fall sale is scheduled for the first weekend in November at the downtown library. The Friends welcome any volunteers to help with this event.
- F. Board Education: Summer Dare Recap – Kevin Delecki
  - Programming Manager Kevin Delecki provided an overview of the summer reading program's successes. This was the third year with Tech to Go Outreach using the library's mobile technology van, culminating in 111 visits reaching over 5,500 people at 15 various locations or events throughout Cedar Rapids. Those served increased by 22% from last year. Mr. Delecki showed pictures of summer reading highlights including special programs with performers, park visits, and the kickoff and ending parties.
  - In-library programs added up to 243, serving 10,397 patrons. Attendance numbers are an increase of 330% from last year. Programs included routine events like story and play time as well as special performers back for the first time since 2019 and maker space use to never before done programs.

- The program ended with 778 active readers with 1,147,816 minutes read. Mr. Delecki also showed historical data on numbers of programs and attendance based on location for 2019-2023. Following the pandemic, we can see participation is returning to 2019 levels. However, as with each year, the programming team will discuss ways to reduce barriers and increase access.
- Ms. Hart asked for clarification on the Opportunity Center, which recently hired a coordinator position. Mr. Delecki explained that through a partnership with the library, City of Cedar Rapids, and Kirkwood Community College, we have a person to oversee the daily operations of the Center with a three-year commitment. The goal is to continue making connections and partnerships with local organizations in relation to workforce development. Ms. Schmidt noted after the coordinator has been working for six months, we'll provide a report out to the board.
- Mr. Twedt-Ball appreciates seeing growth in the program again and would like to hear observations on the Ladd participation – programs increased but attendance is close to 2022's numbers. Mr. Delecki believes this is due to re-engaging the community that programs occur at Ladd Library – most attend the large-scale events downtown though they are offered at both locations – and space limitations can impact this as well. In 2019, we held summer meals in conjunction with programs, which inflated attendance. In addition, the 2022's numbers are skewed as some downtown events were shifted to Ladd due to a fire, closing the downtown library.

#### G. Library Board Committee Reports

- Advocacy Committee – Rafael Jacobo, Committee Chair
  - The committee is developing an Advocacy Toolkit. They recently went through a draft, which should be a resource for the board in future.
- Finance Committee – Monica Challenger, Committee Chair
  - Ms. Challenger reported on July 2023 financials. As a reminder, it appears we are overspent on software but this subscription is always paid at the beginning of the fiscal year and the remaining funds will balance out as the year progresses.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
  - The committee has no action items at this time but they anticipate discussing new policies here in the coming months. Those recommendations will be brought to the full board in due course.
- Westside Project Committee – Jade Hart, Committee Chair
  - There is nothing new report at this time. The project is paused as fundraising continues.

#### H. Library Director's Report

- The library hosted City View High School for their initial community kickoff and held three classes for one week while construction concluded in their new space. In addition, the maker spaces are regular classroom spaces for the school. The students also received library cards with modified applications with parent permission.
- The Opportunity Center partners leadership held a quarterly strategic meeting to ensure goals and metrics align across the key partnerships. Ms. Schmidt feels like the partners are satisfied with the work in the past quarter and look forward to the new space.
- The City developed a report on the on-going maintenance of public art. The library has several pieces including *Generations*, a bronze sculpture at Ladd Library that recently sustained damage. Ms. Schmidt is working with the City and insurance to repair the piece that may go to the new library. The plan also includes budgeting for long-term care and movement of pieces as needed.
- Ms. Schmidt participated in the first meeting for the Westside Library Park designs. The committee has completed surveys and in-person engagement events with other a thousand responses. Major themes have surfaced, such as water features, active sport opportunities, quiet reading spots. The committee reviewed three initial concepts and discussing features they liked from the concepts. On September 27, there will be an open

house at Ladd Library for community to review and provide feedback on concepts and types of elements.

- Ms. Schmidt is also working with an independent engineer and City Engineering to align the Westside Library Project's needs with budgeting and planning cycles. This project has turned into a City project so there is more collaboration with other departments to bring it to fruition. The FY25 budget cycle starts soon, and Ms. Schmidt will work with the Finance Committee to develop recommendations to the City and full board.
  - The Director's Report has completed a full fiscal year. The data is now showing a rolling 13-month calendar, showing trends, as well as year-to-date information within the current fiscal year. Ms. Schmidt encouraged trustees to ask questions if the information is unclear. The report also includes great stories and photos celebrating the ten years of the downtown library.
  - As part of the strategic plan, the Materials team evaluated and made a recommendation to shift collections to better serve the community. Staff and volunteers completed the initial shifting of materials in the children's library. Already, patrons are reacting positively to the change. Ms. Hart asked what is next for the project. Library leadership is discussing a further shift of materials on November 10, when we are closed for professional development. This would allow the teams to focus on Fiction, large print, science fiction, and sections in Non-Fiction.
  - The light replacement at the downtown library continues. We anticipate a delay next week due to unforeseen events happening with the City at the library. The contractors have completed the electrical re-wiring and will focus next on dry wall repairs and painting. The installation should be done by mid-October.
  - Ms. Hart asked about the Books by Delivery pilot program, specifically if deliveries made by volunteers would save postage. Ms. Schmidt noted that the postage costs are minimal as we are charged book rate, providing a savings from the regular postage rate. A second volunteer has been added to the program. Books by Delivery gives patrons a different experience with human interaction versus receiving a package in the mail.
- 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 4:48 pm.

**The next Board of Trustees meeting will be held on Thursday, October 5, 2023, at 4 pm in the Conference Room, Downtown Library**

# IOWA TODAY

## Library celebrates 10 years in two C.R. locations

How the library is building a vision beyond books

By Elijah Decious, The Gazette

CEDAR RAPIDS — Director Dara Schmidt can define the Cedar Rapids Public Library's last decade in two words: resilient and flexible.

As the library celebrates 10 years in the west side's Ladd Library and the new downtown facility on Fifth Avenue SE, she's not just referring to recovery from natural disasters. Even after the flood of 2008, the derecho of 2020 and the pandemic, the bulk of the library's growth has been in responding to a community's ever-changing needs.

"As we've seen our community change, the library as a trusted and respected institution has had to be flexible and serve the community when and where they need us most," Schmidt said.

But as an institution built on pillars of access and inclusivity at a time when the two ideals weren't buzzwords, the newer locations haven't just provided a new home for books and media. A decade in, they've further cemented the standing of an institution that's more than 125 years old.

Today, the library's literacy mission is more than books and reading, Schmidt said.

"What we've learned in the last 10 years is



Patrons wait in line Aug. 24, 2013, to tour the then-new downtown Cedar Rapids Public Library. The library is celebrating 10 years in the west side's Ladd Library and the new downtown facility on Fifth Avenue SE. (The Gazette)

— absolutely — people come to us for books, CDs, materials," she said. "But they're also coming to us for our educational programming, community events and to really experience each other's culture and learn things. That requires space that's dedicated to it."

### IMPACT

Five years ago, when library staffers saw statistics showing more than 50 percent of children entering Cedar Rapids schools weren't ready for kindergarten, they researched successful interventions in literacy growth and development.

Then, the library and its foundation became the first organization in the area to bring Dolly Parton's Imagination

Library to life — distributing 200,000 free books to children from birth through age 5.

When the polar vortex brought life-threatening, subzero temperatures across Iowa in 2019, the library extended its hours to shelter those in need.

When the derecho damaged public schools already battered by the pandemic, students taking classes online made the library their classroom.

In the digital age, electronic and technology literacy means bridging the gaps for those with a lack of exposure to technology due to age or socioeconomic factors.

With a grant, a mobile tech lab partnership has given thousands of families exposure to 3D

pens and Sphero robots that teach children how to code. Mobile clinics have set up stations at job fairs to help adults prepare their resumes for a world where job applications have moved online.

"Few institutions are able to have that amount of variety and breadth in what they can deliver," Schmidt said. "That's something we're proud of — that we can help."

Whether staff are helping students find tutoring, helping patrons with critical documents for daily needs or emphasizing that its services are, indeed, free, leveling the playing field for those without resources touches lives in immeasurable ways.

For patron services specialist Sampurna

Ghosh, one notable example was simply helping a man copy torn and tattered receipts.

"Holding the pages, he says, 'I don't have a phone. I don't have a home. I don't have a family. I have no one,'" Ghosh recounted. "I said, 'But you have us, the library.'"

"He thanked us enormously and (left) happy, holding aloft the photocopies like a little child. That such a small gesture could bring so much happiness to him ... made my day," she said.

That service has earned the library multiple awards at national and international levels. In 2017, the Cedar Rapids Public Library earned the National Medal for Museum and Library Services — the nation's highest honor for libraries. Last year, it was awarded the Klein Community Impact Prize, given to one institution every year with a \$250,000 purse.

"We commend our library for an outstanding 10 years in the downtown and Ladd libraries," said Jeff Pomeranz, Cedar Rapids city manager. "Our library is not only award-winning on a national scale, it is an accredited public library that is a strong example of collaboration and community."

While the library has always been committed to access, its understanding of how to best provide access in the last 10 years has changed, too. Schmidt said the library, like others around the

country, is embracing flexibility as the best way to be responsive and sustainable for everyone who needs it.

### VISION FOR THE FUTURE

For the next 10 years and beyond, its strategy hopes to address not just access to information but how to navigate the inundation of information becoming more pervasive in the 21st century.

That applies to both online searches and in-person resources.

"We do so much that it is hard to track. There's so much information available to people all the time, so we've decided to stop trying to do that," Schmidt said. "We're not Google, we're not Amazon. But what we can do is target our marketing and outreach to get to the right people at the right time."

In 2026, the Ladd Library, now leased, will be traded for a new \$25 million facility twice the size of the current one on Cedar Rapids' west side, which accounts for about one-third of library activity.

"We will continue to do the work, but hopefully thinking not just in crisis response, but in big picture to what we want our community to be in 10 years and how we can position ourselves to make that happen," the director said. "A place where everyone feels welcome, providing access to whatever information people are seeking."

Comments: (319) 398-8340; elijah.decious@thegazette.com

## Garcia: Addressing hunger should be easier under restructured agency

Reynolds announces \$5M for 4 nonprofits

By Erin Murphy, Gazette Des Moines Bureau

DES MOINES — The recent restructuring of multiple state departments into one new agency that oversees most issues of health will help that agency address hunger and food insecurity in Iowa, the agency's director said Thursday.

Kelly Garcia, director of the newly restructured Iowa Department of Health and Human Services, made the comments during a panel discussion at the Iowa Hunger Summit, held at the World Food Prize Foundation Hall of Laureates in Des Moines.

The annual summit, according to its website, brings together Iowa leaders in government, business, schools, community organizations, social agencies and more to discuss the challenges of ensuring no Iowans go hungry.

Garcia talked about how the Iowa HHS department, which recently absorbed previously separate state agencies on public health and aging, now oversees food assistance programs from early in Iowans' lives to their senior years. She said that intergen-

erational responsibility should help the agency work in a more holistic manner to address hunger and food insecurity.

"There's no shortage of opportunity or direction and unique opportunities that we have in the agency today, especially because we have all of the supports in one agency now, which really allows us to both do really deep, deep and meaningful community needs assessments around what the health outcome drivers are," Garcia said.



Kelly Garcia  
Iowa  
Department  
of Health and  
Human Services

Garcia added later, "We're really thinking about this through a holistic lens of nutrition, and also through an intergenerational lens, because we are also now the home to aging services in the state. ... And I think that that's not the way we've thought about it from a state agency perspective before."

During remarks she gave Thursday, Gov. Kim Reynolds announced the dedication of \$5 million in federal pandemic relief funding to four nonprofit organizations in Iowa with the intention of increasing the avail-

ability of food distributed to food pantries throughout the state.

"With this investment, these networks will be able to update and modernize their facilities, provide more access to fresh foods, and serve Iowans for many years to come," Reynolds said in a news release.

"Food insecurity doesn't exist in a vacuum and requires a realistic approach to interrupt the cycle before Iowans become food insecure."

"It's my commitment that Iowa will continue to improve our job training programs, our housing and child care initiatives, and our mental health system as a comprehensive approach to

address this multifaceted challenge."

Reynolds also touted work her administration performed during the COVID-19 pandemic to meet heightened food needs across the state, and the expansion of a state-funded program that matches up to \$10 daily spent on fruits and vegetables.

She also highlighted data from the U.S. Department of Agriculture that shows Iowa at 7 percent has the second-lowest prevalence of food insecurity in the country. The USDA data cov-

ers 2019 to 2021.

"This is good news. And as I said, I think it reflects the good work that we've done together," Reynolds said. "But still, too many Iowans, especially children, don't have consistent access to enough food."

In 2022, Reynolds ended the state's public health emergency from the pandemic, which shut off additional food assistance benefits that were offered during the pandemic and funded by the federal government.

Earlier this year, Reynolds signed into law legislation advanced by Statehouse Republicans that added eligibility and verification requirements to low-income Iowans

who receive benefits from the food assistance program SNAP, which formerly was known as food stamps. An analysis from the state's nonpartisan Legislative Services Agency projected the new requirements could result in 2,800 eligible SNAP recipients having their benefits mistakenly canceled.

Officials at food pantries say the need for their services has never been greater. The Food Bank of Iowa, which serves 55 of Iowa's 99 counties, said it distributed 21 million pounds of food in its most recent budget year, the most in its 41-year history.

Comments: (515) 355-1300; erin.murphy@thegazette.com

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### THE GAZETTE

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To: Monica Challenger, Finance Committee Chair  
From: Dara Schmidt  
Date: 8/24/2023  
Subject: **August 2023** Financial Report

Please see the August 2023 financial information for the Library. When reviewing budget to actual, we assume:

- At least 1/12 of revenue will be received per month (16.7% thru August). 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 (8% thru August 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 (16.7% thru August).

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

Operations – 151XXX:

- Total revenues are above target at \$225K or 28% of the \$804K budget.
  - Accounts Receivable needs to review/correct revenue accounts 423000 & 431012 due to error. Will get corrected in September.
- Total expenditures (excluding transfers out) are \$1.6M or 12% of the \$13.1M budget.
  - Personal Services are at \$947K or 16% of the \$5.8M budget (the budget includes (\$135K) for refresh).
  - Temp/seasonal expenses are \$8K or 18% of the \$43K budget.
  - Overtime expenses are \$12K or 10% spent of the \$115K budget.
  - Other Employee Benefits includes unbudgeted tuition reimbursement of \$1.5K
  - Total discretionary expenses are high at \$376K or 45% of the \$827K budget. Assuming expenses lag a month behind, the target thru August is no more than 8%.
  - 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 \$312K or 29% of the \$1.1M budget.
  - Full fiscal year of Ladd Library rent has posted as well as unbudgeted cyber insurance premiums

City of Cedar Rapids  
151 General Fund - Library  
2023-08-31

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>								
<b>Taxes</b>								
Total Taxes		-	-	-	-	0%	-	
<b>Intergovernmental Revenue</b>								
State Operating	422001	-	115,000.00	-	(115,000.00)	0%	-	
Local Govt Grants and Reimb	423000	-	275,000.00	(195,740.44)	(470,740.44)	0%	(195,740.44)	Accounts Receivable to fix error
Total Intergovernmental Revenue		-	390,000.00	(195,740.44)	(585,740.44)	0%	(195,740.44)	
<b>Other Revenue</b>								
Printing & Duplicating of Form	431006	639.95	25,000.00	5,320.95	(19,679.05)	21%	2,914.80	
Dept Charges-External to City	431012	5,436.16	259,792.00	400,563.74	140,771.74	154%	204,633.62	Accounts Receivable to fix error
Library User Fees - Not Fines	431201	1,599.72	10,600.00	1,567.39	(9,032.61)	15%	779.28	
Building Rental	461001	7,099.40	43,455.00	8,171.40	(35,283.60)	19%	3,584.20	
Postage / Handling	471001	-	-	7.00	7.00	0%	-	
Contributions & Donations	471002	15,000.00	70,000.00	4,987.00	(65,013.00)	7%	-	
Sale of Inventory	471003	323.60	2,000.00	62.00	(1,938.00)	3%	33.00	
Damage Recoveries	471004	-	-	25.00	25.00	0%	25.00	
Other Miscellaneous Revenue	471005	-	3,500.00	25.00	(3,475.00)	1%	25.00	
Cash Over (Under)	471007	-	-	(8.34)	(8.34)	0%	1.91	
Total Other Revenue		30,098.83	414,347.00	420,721.14	6,374.14	102%	211,996.81	
<b>Proceeds of Long Term Liabilities</b>								
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-	
<b>Transfers In</b>								
Operating Transfer In - Inter	483001	11,000.00	-	-	-	0%	-	
Total Transfers In		11,000.00	-	-	-	0%	-	
<b>Total Revenue</b>		<b>41,098.83</b>	<b>804,347.00</b>	<b>224,980.70</b>	<b>(579,366.30)</b>	<b>28.0%</b>	<b>16,256.37</b>	
<b>Expenditures</b>								
<b>Personal Services</b>								
Regular Employees	511100	647,403.59	4,185,204.00	696,753.09	3,488,450.91	17%	342,976.98	overall refresh (\$135K) already included in budget
Temporary/Seasonal Employees	511200	4,053.00	43,368.40	7,759.50	35,608.90	18%	4,947.00	
Overtime	511300	7,843.73	114,773.40	11,937.40	102,836.00	10%	7,039.69	
Other Special Pays	511400	6,497.33	33,848.00	3,093.04	30,754.96	9%	3,093.04	
Group Insurance	512100	79,514.57	645,012.00	106,059.65	538,952.35	16%	52,509.44	
Social Security Contributions	512200	44,888.43	332,680.00	48,349.31	284,330.69	15%	24,255.76	
Retirement Contribution	512300	55,660.53	411,141.00	60,326.06	350,814.94	15%	30,202.25	
Workers' Compensation	512500	21,160.09	71,149.00	11,105.58	60,043.42	16%	5,586.59	
Other Employee Benefits	512600	905.96	2,783.00	1,875.10	907.90	67%	187.55	actuals includes \$1,500 education reimbursement
Total Personal Services		867,927.23	5,839,958.80	947,258.73	4,892,700.07	16%	470,798.30	
<b>Discretionary Expenses</b>								
Advertising & Marketing	521100	2,089.00	5,000.00	1,112.85	3,887.15	22%	404.10	
Consulting & Technical Service	521104	-	10,000.00	-	10,000.00	0%	-	full FY for Willis Dady - Service Navigator
External Contracted Labor	521105	22,817.29	105,466.00	79,056.91	26,409.09	75%	79,056.91	
Health Services	521106	35.40	-	50.15	(50.15)	-100%	50.15	
Legal Services	521107	-	-	1,457.00	(1,457.00)	-100%	1,457.00	
Other Professional Services	521108	4,172.00	10,523.63	536.00	9,987.63	5%	536.00	
External Banking/Financial Fee	521109	2,254.34	15,700.00	1,434.51	14,265.49	9%	1,356.23	
Security Services	521110	-	5,000.00	-	5,000.00	0%	-	
Computer Hardware	522100	25,573.00	35,000.00	26,442.75	8,557.25	76%	-	
Computer Software Maintenance	522101	109,167.42	222,220.00	164,108.24	58,111.76	74%	1,277.75	
IT Services - External	522102	6,171.04	75,500.00	4,561.67	70,938.33	6%	1,975.97	
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	5,000.04	35,950.00	4,955.99	30,994.01	14%	2,499.97	
Rental of Equip & Vehicles	524101	-	500.00	980.80	(480.80)	196%	980.80	
Printing, Binding, & Duplicate	525102	1,291.00	15,950.00	203.75	15,746.25	1%	203.75	
Awards & Recognition	531102	-	250.00	-	250.00	0%	-	
Books & Subscriptions	531103	45,885.12	109,171.80	69,722.84	39,448.96	64%	34,724.44	
Cleaning & Janitorial Supplies	531105	-	1,250.00	-	1,250.00	0%	-	
Computer Supplies	531106	189.56	5,000.00	538.92	4,461.08	11%	422.71	
Equipment/Furniture/Fixtures	531109	10,253.88	11,500.00	1,739.20	9,760.80	15%	1,649.21	
Photography Supplies	531110	-	300.00	-	300.00	0%	-	
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%	-	
Office Supplies	531116	2,388.94	15,320.00	2,164.40	13,155.60	14%	1,976.35	
Program Supplies	531118	4,534.60	37,000.00	5,004.66	31,995.34	14%	3,354.87	
Shop Supplies	531119	-	250.00	-	250.00	0%	-	
Sign & Signal Supplies	531120	-	-	113.78	(113.78)	-100%	113.78	
Uniforms	531123	-	694.00	-	694.00	0%	-	
Personal Protective Gear	531124	1,184.29	-	51.63	(51.63)	-100%	51.63	
Building & Grounds Supplies	533100	2,219.28	34,241.28	4,362.02	29,879.26	13%	4,047.41	
Equip/Furniture/Fixtures Parts	533101	570.00	-	-	-	0%	-	
Conferences, Training, Travel	542102	7,672.70	23,200.00	5,280.67	17,919.33	23%	5,280.67	
Dues & Memberships	542103	4,500.00	10,000.00	781.00	9,219.00	8%	306.00	
Postage & Freight	542108	406.99	13,500.00	814.80	12,685.20	6%	804.85	
Mileage Reimbursement	542111	206.54	3,000.00	202.10	2,797.90	7%	109.93	
Admin Charges - Inter Departments	521114	125.00	-	125.00	(125.00)	-100%	125.00	
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		258,737.38	827,486.71	375,801.64	451,685.07	45%	142,765.48	
<b>Other Expenses</b>								
City Accounting Services	521113	12,916.66	85,500.00	14,250.00	71,250.00	17%	14,250.00	
City Information Tech Services	522109	979.72	6,172.25	1,028.70	5,143.55	17%	514.35	

City of Cedar Rapids  
 151 General Fund - Library  
 2023-08-31

Account Name	Account	Prior	Current	Current	Favorable (Unfavorable) Variance	Percent of Budget Received Spent	Current	
		Fiscal Year 2023 YTD Actuals	Fiscal Year 2024 Adjusted Budget	Fiscal Year 2024 YTD Actuals			Month 2024 Actuals	
Electricity	523100	44,941.94	243,800.00	44,231.10	199,568.90	18%	44,231.10	
Natural Gas	523103	56.51	4,500.00	34.32	4,465.68	1%	22.88	
Rental of Land & Buildings	524100	6,271.12	249,000.00	219,752.54	29,247.46	88%	110,421.52	full FY of Ladd rent/cam posted actuals includes Cyber Insurance
Liability Insurance	525104	7,024.66	44,822.00	8,505.34	36,316.66	19%	3,735.17	Premium of 1,035
Property Insurance	525107	16,685.00	135,928.00	22,654.66	113,273.34	17%	11,327.33	
Vehicle Insurance	525108	200.00	1,300.00	216.66	1,083.34	17%	108.33	
Gasoline Fuel	532101	63.59	498.58	-	498.58	0%	-	
City Inter Department Charges	521114	-	-	-	-	0%	-	
Chemical Supplies - Snow & Ice	531104	-	-	-	-	0%	-	
Facility Services (Routine)	522107	2,559.60	300,614.42	1,102.40	299,512.02	0%	551.20	actuals = energy management only
Fleet Services (Routine)	522108	243.91	600.00	-	600.00	0%	-	
<b>Total Other Expenses</b>		<b>91,942.71</b>	<b>1,072,735.25</b>	<b>311,775.72</b>	<b>760,959.53</b>	<b>29%</b>	<b>185,161.88</b>	
Capital Outlay								
Vehicles, Equipment, Software	554000	(47,052.01)	-	-	-	0%	-	
<b>Total Capital Outlay</b>		<b>(47,052.01)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	
Debt Service								
Total Debt Service		-	-	-	-	0%	-	
Transfers Out								
Total Transfers Out		-	-	-	-	0%	-	
<b>Total Expenditures</b>		<b>1,171,555.31</b>	<b>7,740,180.76</b>	<b>1,634,836.09</b>	<b>6,105,344.67</b>	<b>21%</b>	<b>798,725.66</b>	
<b>Net Revenues over/(under) Expenditures</b>		<b>(1,130,456.48)</b>	<b>(6,935,833.76)</b>	<b>(1,409,855.39)</b>	<b>5,525,978.37</b>		<b>(782,469.29)</b>	



### **Library Finance and Purchasing Policy**

The Cedar Rapids Public Library balances its role as a department of the City of Cedar Rapids and an independent entity governed by a Board of Trustees with policy making and fiduciary responsibility. The Library Board of Trustees affirms and follows the [City of Cedar Rapids Financial policy](#), with the following exceptions:

All purchases equal to or greater than \$5,000 require the respective **Library Department Manager's** approval.

Purchase orders for projects equal to or greater than \$5,000 and less than \$50,000 are approved by the **Department Manager and Library Director**.

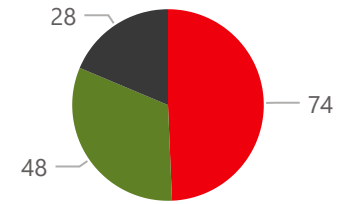
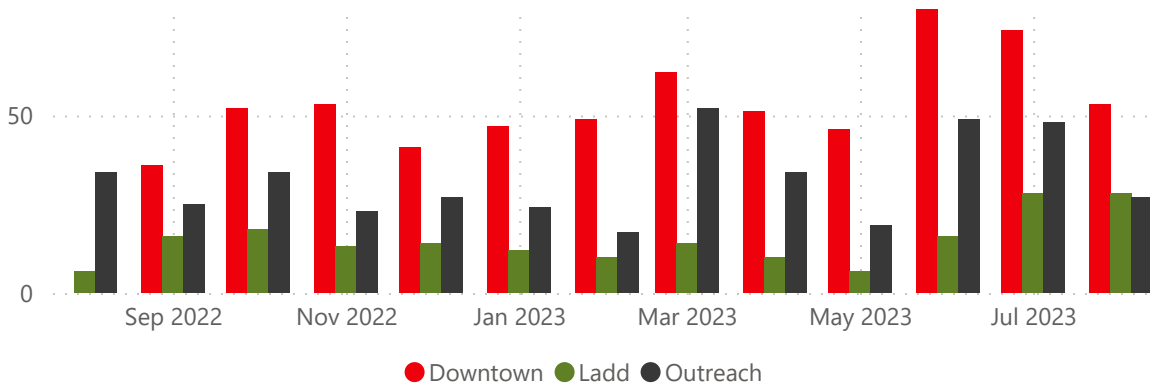
The **Library Director** is hereby authorized to execute contracts, agreements and renewals thereof for the acquisition of equipment, services and supplies in amounts not exceeding \$50,000 provided that the **Library Director** determines that in all other respects the City's purchasing policy and procedure, and all other policies with respect to such matters, have been followed, and that any such purchases are included in the current fiscal year budget. The **Library Director** is hereby authorized to approve contract change orders and amendments so long as the aggregate amount for any one contract does not exceed 10% of the original contract amount up to a maximum of \$50,000 per contract, whichever is less, and provided that the **Library Director** determines that such change orders or amendments are appropriate and justified and supported by the appropriate documentation and other facts and circumstances.

Purchases equal to or greater than \$50,000 require approval by **Library Board of Trustees**. For projects equal to or greater than \$50,000, the **Library Board of Trustees** shall consider a resolution awarding the contract and authorizing the **Library Director** to sign the Agreement on behalf of the **Library**.

Adopted: 10/30/2014

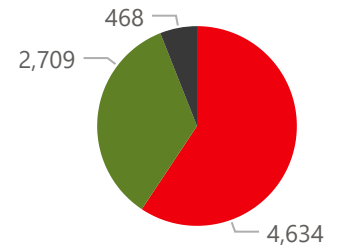
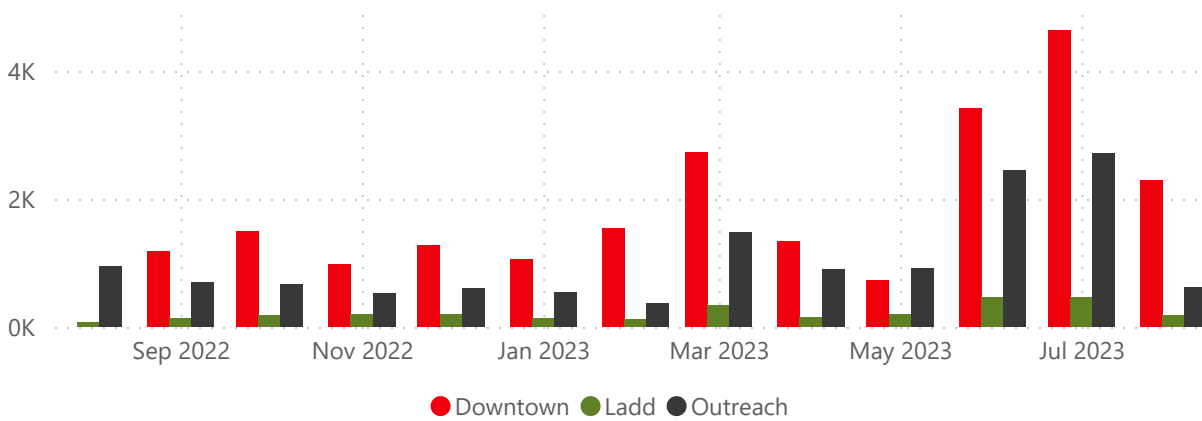
Revised: 11/10/2014; 10/1/2015

**Programs**



**150**

# of Programs



**7,811**

# of Attendees

Programming is off to a fast start in September! Outreach has started to 16 classrooms biweekly in two Cedar Rapids Community School District elementary schools, and we've been welcoming City View High School and IowaBIG into the library nearly every day. We continue to offer a variety of programs for our youngest patrons (that are continuing to draw larger than typical attendance) and have added a Sensory Story Time that provides a sensory friendly experience for those children and caregivers who need that in order to enjoy the program. We continue to also offer programming that hits every age group as well as a number of special interests including Maker Space programs, Job Seeking and Workforce Development, and Gardening and Growing, and reaches outside of our buildings.

*I wanted to share a story from our Llama Story Time & Encounter today. We had a great turnout of attendees including teens, older adults, and of course, children. All enjoyed petting the soft necks of Earl the llama and Simon the alpaca. My favorite interaction to witness, though, was one of our patrons who appears to have significant life struggles and is possibly unhoused. This older gentlemen walked in with a tentative smile and I invited him over to pet Earl and Simon. He slowly reached out to pet Earl's neck and Earl stepped closer and gently leaned into the man. He hadn't done that with any other attendees. Earl's handler said, "He likes you! You can give him a hug!" The man leaned in for a hug, said thank you, and turned away with the happiest smile on his face. It was truly a beautiful thing to witness. I hope his interaction with Earl made his day a happy one. It sure made my day. – Renee Greenlee, Programming Librarian*



**Programs Continued**

*Crafting Circle is an hour every Tuesday where patrons are welcomed into the Maker Room upstairs to work on crafts and possibly learn about the Maker equipment if it seems to fit the project they are working on. Today a group of seven individuals from Goodwill's Day Hab program came in to do a craft together. Each person had brought in a container to decorate with Sharpies. I asked them if they thought adding a vinyl sticker to their item might be fun. So I helped each patron find a simple design thanks to the Cricut subscription we have.*

*One woman was making a fall scene on her globe and wanted little red maple leaves to go on her tree. Another gentleman wanted stars to put on his space scene. Another woman wanted her name printed out for her nightlight. Each person helped me pick the design and figure out how big to make it. They then helped with getting the Cricut machine ready to cut. Each person was so pleased with how their project turned out.*

*I told the woman who brought the individuals about how the group could come back and make buttons and I could email her button templates. She told me what a great experience this has been and that they could wait to come back again! – Jen Eilers, Programming Librarian*

**Borrowing & Collections**

46,179

Databases

34,043

Digital

89,473

Physical

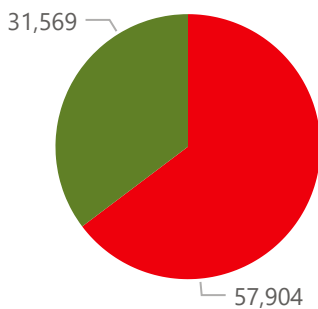
866

Technology

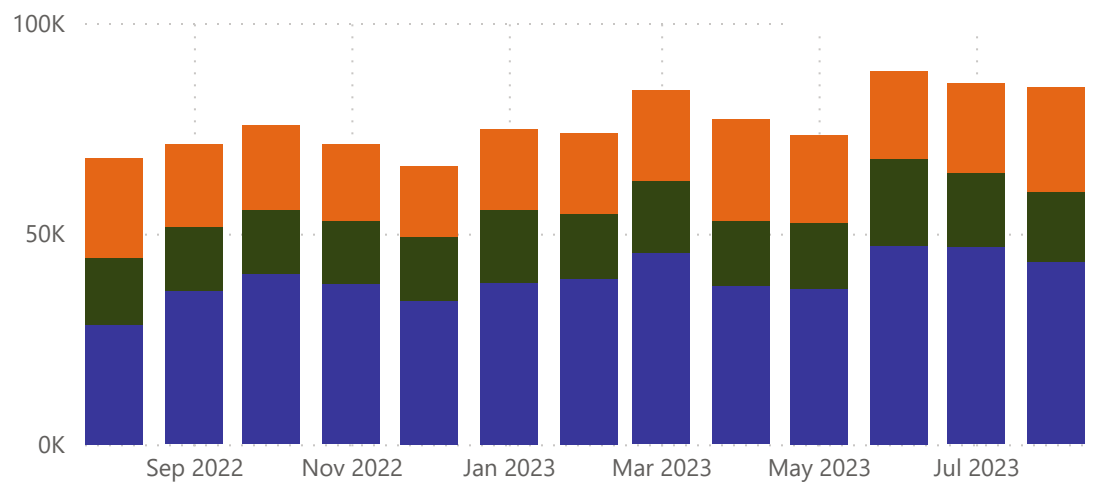
80,222

Total

Physical Circulation, by Location



● Downtown ● Ladd

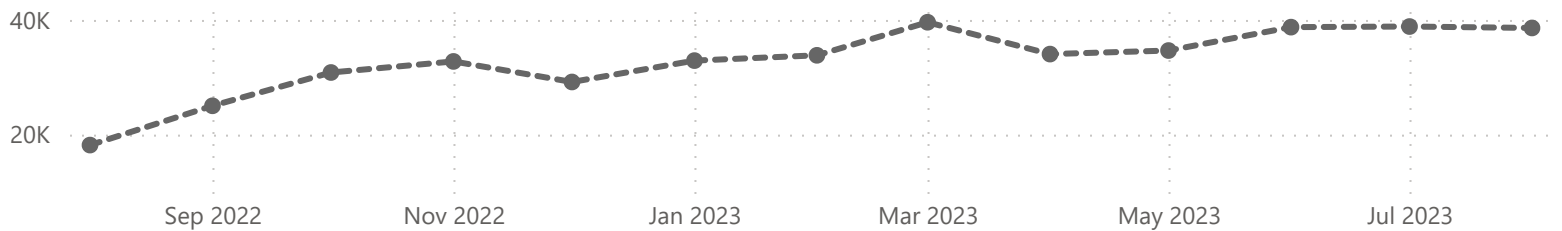
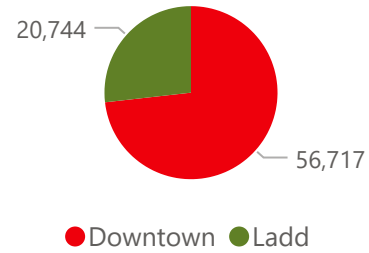


● Databases ● Digital ● Physical

The Materials Team is currently in the midst of the busy Fall publishing season with shipments of new books coming in regularly. Banned Books Week is happening in October and is a good opportunity to reorder worn copies of frequently banned books, as many of them are heavily used and much loved by patrons. Plans for shifting the adult collection are underway with the intention of completing more disruptive work during the library all staff day in November. Minor shifting will begin happening in preparation of the larger move later in the Fall. The children's materials shift was successful and signage is being adjusted to the new configuration.

Visits

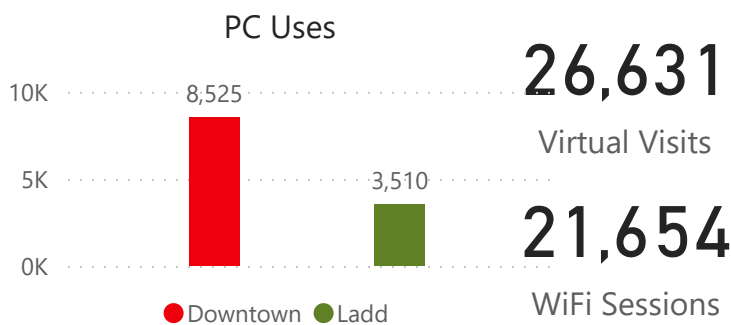
77,461  
Physical Visits



Three members of the Public Service Leadership Team have partnered with other City managers and supervisors to participate in the Multiplier Challenge. This challenge has individual group teams of about 4-5 leaders, and allows the team to look at practices to grow skills in the team they supervise. The challenge is a two-month commitment and has provided valuable information and insight. It also provides a great opportunity to work with other leaders across the city to have a deeper understanding of their departments.

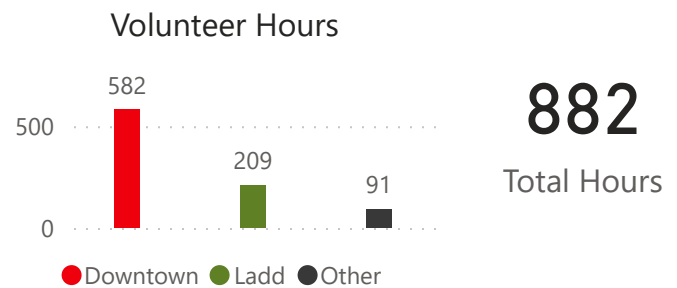
With summer being over, the team is looking at preparing for winter months. Typically this brings a population with different needs and the department is reviewing preventative approaches to make the winter successful. Overall we had a very successful summer taking this approach and look to continue the amazing work we have been doing as a department.

Technology Access

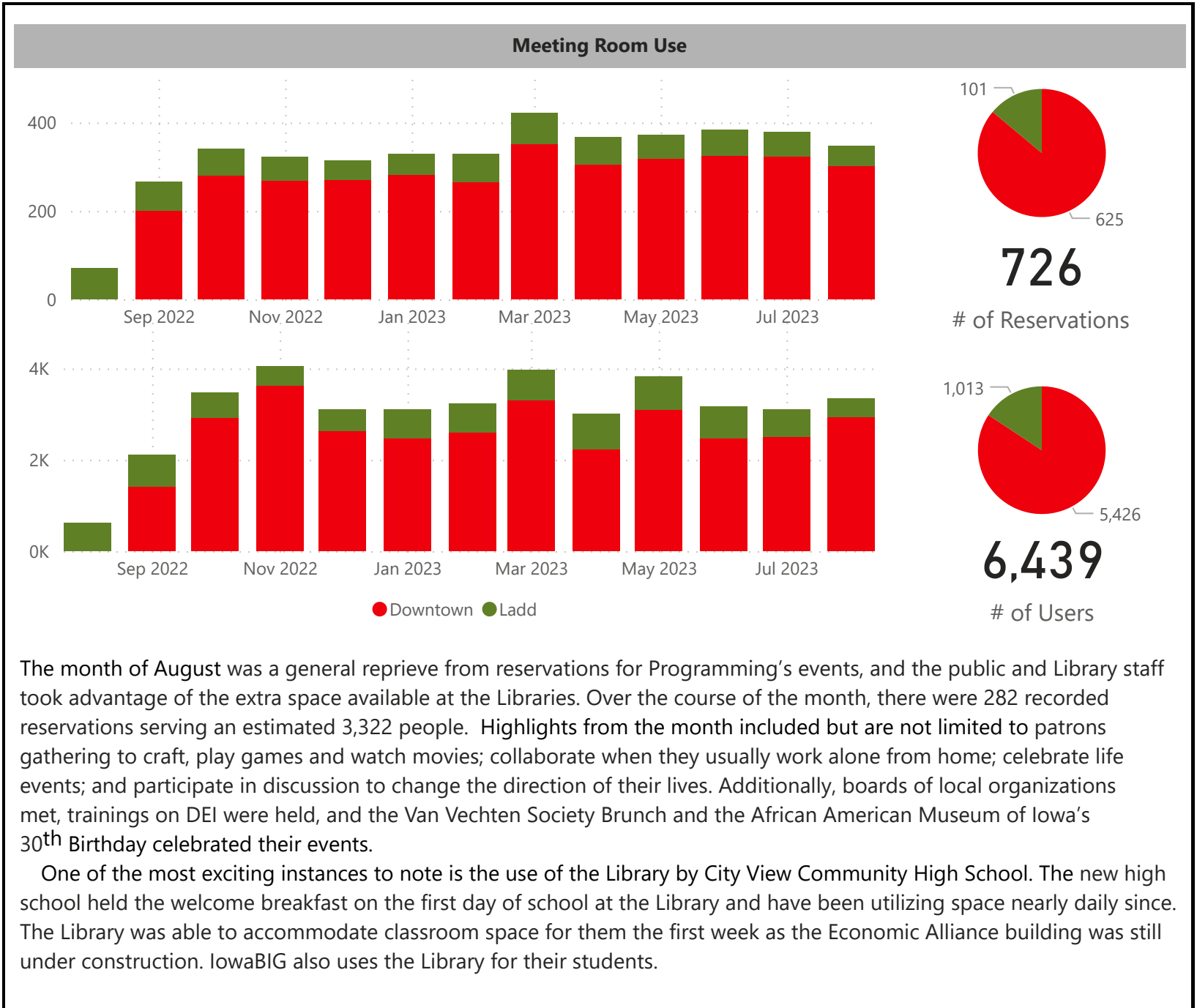


The Technology Solutions team has started the replacement process for staff computers. New computers were purchased over the summer; the staff got new computers when the buildings opened. Due to the staging and disposal, this will be a gradual process over the Fall. Internal security updates continue and IT will develop a short training to show staff different ways to use OneDrive rather than internally hosted files.

Volunteers



September truly felt like "back to school" for the Volunteer Services team. In addition to ongoing volunteer orientations and trainings, we've brought on several collegiate work/study students; the majority working on Closed Captioning. We participated in fall volunteer fairs at Mt. Mercy University and Coe College. As part of this outreach endeavor, we made over a dozen library cards in just a few hours. Volunteer Hours in August 2023: 416 hours



The month of August was a general reprieve from reservations for Programming’s events, and the public and Library staff took advantage of the extra space available at the Libraries. Over the course of the month, there were 282 recorded reservations serving an estimated 3,322 people. Highlights from the month included but are not limited to patrons gathering to craft, play games and watch movies; collaborate when they usually work alone from home; celebrate life events; and participate in discussion to change the direction of their lives. Additionally, boards of local organizations met, trainings on DEI were held, and the Van Vechten Society Brunch and the African American Museum of Iowa’s 30<sup>th</sup> Birthday celebrated their events.

One of the most exciting instances to note is the use of the Library by City View Community High School. The new high school held the welcome breakfast on the first day of school at the Library and have been utilizing space nearly daily since. The Library was able to accommodate classroom space for them the first week as the Economic Alliance building was still under construction. IowaBIG also uses the Library for their students.

Fall is the busiest time of year for the Marketing and Design team. We are finalizing the annual report and the advocacy toolkit, as well as updating signage in the Children’s Library Downtown. We’ll be working through all the library signage as we move the collection around, and will then shift focus to the Ladd Library signs. Additionally, we are celebrating Banned Books Week October 1-7, and that includes library displays and a special poster exhibit on the history of Banned Books Week. We are also working with Amnesty International again this year on a program October 2 to celebrate your Freedom to Read.

Literacy Coordinator Elizabeth Yusko is happy to report that planning is underway for the new session of collaboration with YPN for Child Literacy Classes. This collaboration serves English, French, Spanish, Pashtu or Pashto, and Dari speaking families. A new addition to this upcoming session will be books made available for families check out.

*A young child and their caregiver were walking into the library and I overheard the child ask, “What magical place is this?” to which the caregiver responded, “This is the library!” – Callie Crandall, Acquisitions Clerk*

