



Agenda: Board of Trustees
Jan. 3, 2019, at 4 pm
Community Room, Ladd Library

Invest in Young Minds, Engage & Strengthen Community, Transform Lives

Library Board President – Matthew Wilding

- A. Call to Order
- B. Consent Agenda – **Action**
 - o Minutes: Nov. 1 and Dec. 6, 2018
- C. Public Comments and Communications
- D. Tour of Opportunity Center at Ladd Library
- E. Resolution of Thanks – **Action:**
 - o Resolution in thanks of the Hall-Perrine Foundation
 - o Resolution Schedule
- F. Foundation Report – Charity Tyler
- G. Friends of the Library Report – Libby Slappey
- H. Library Board Committee Reports
 - o Finance Committee – Randy Ramlo, Committee Chair
 - o **Action:** FY20 Budget
 - o Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - o **Action:** Policy 1.02 Library Bill of Rights
 - o **Action:** Policy 1.03 Freedom to Read
 - o **Action:** Policy 1.04 Freedom to View
 - o Advocacy Committee – Jade Hart, Committee Chair
 - o No Action
- I. Library Director's Report
- J. Old Business
- K. New Business
- L. **Closed Session:** Iowa Code §20.17(3). Union Contract Discussion
- M. Adjournment

The next Board of Trustees meeting is set for **Thursday, Feb. 7, at 4 pm**, Conference Room, Downtown Library.

Key Dates and Details:

- Jan. 1: Libraries closed.
- Jan. 2: Reality Bites: You and #MeToo, 6-7:30 pm, Downtown Library
- Jan. 5: Ready10! Launch Party, 3-4 pm, Downtown Library
- Jan. 12: Mid-Winter Renaissance Faire, all day, Downtown Library
- Jan. 19: Healthy You, Healthy Family, 10 am-1 pm, Downtown Library
- Jan. 21: Virtual Reality, 4:30-6:30 pm, 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 as soon as possible but no later than 48 hours before the meeting.

DRAFT Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Nov. 1, 2018

Board members in attendance: [President] Matthew Wilding, Mary Sharp, Susie McDermott, Monica Challenger, Harriet Kalinsky, Hassan Selim, Clint Twedt-Ball, Randy Ramlo, [Vice President] Jade Hart

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Patrick Duggan, Erin Horst, Kevin Delecki, Jessica Musil, Mary Beth McGuire

Others: Les Garner, Greater Cedar Rapids Community Foundation; Jean Kirby, community member

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4 pm.
- B. Consent Agenda – Action
 - Minutes: Oct. 4, 2018

Ms. McDermott motioned to accept the consent agenda. Ms. Kalinsky seconded. The motion carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued.
- D. **Action:** Resolution in thanks of the Greater Cedar Rapids Community Foundation
The motion to accept the resolution of thanks carried with unanimous approval.

Mr. Twedt-Ball joined the meeting at 4:05 pm.

- The Community Foundation has supported local philanthropy since 1949. Recently, the community has benefited from the Community Foundation's support of two library initiatives: The Dolly Parton Imagination Library (DPIL) and MICRO programs.
 - The Community Foundation's charitable giving has helped these two programs impact area children and literacy, and small business development.
- E. Foundation Report – Charity Tyler
 - Ms. Schmidt reported for Ms. Tyler. The Foundation is starting the 'I #LOVECRPL' campaign – an opportunity for the community to share stories about why they love the Library. Trustees are invited to participate.
 - The new donor wall was installed on the first floor of the downtown Library. This wall celebrates those in the Van Vechten Society – donors who designated the Library Foundation in their will and have since died. Ms. Tyler plans a dedication in 2019.
 - The year-end appeal will be mailed sometime before Thanksgiving.
 - At this time, half of all eligible children in Cedar Rapids have been enrolled in the DPIL program in less than one year. Projections anticipated 60% of eligible children would be enrolled in the first five years.
 - F. Friends of the Library Report – Libby Slappey
 - Ms. Schmidt reported for Ms. Slappey. The Friends are preparing for their annual large book sale at the Cherry Building. Volunteers are still welcome to assist with the sale.

Ms. Challenger joined the meeting at 4:19 pm.

- G. Service Spotlight: Operational Plan – Senior Management Team
 - Ms. Mussman introduced the Operational Plan, which is a document that outlines year-by-year work for the strategic plan. To develop the plan, the Senior Management Team reviewed all the initiatives and divided them over three years to allow for logical work

flow as well as to maintain department workloads. The team created the first year calendar of initiatives, starting in January 2019 through June 2020, to visually show when tasks will be explored and executed.

- The managers explained the first year activities for the larger strategic initiatives: Literacy, Access, and Inclusion. A manager will provide project management for each initiative with Library staff assistance. The senior management team still needs to develop benchmarks and metrics to determine initiatives' success. The first year of the plan will start early – technically, it is slated to start July 2019 but the team wishes to start in January.

H. Library Board Committee Reports

- Finance Committee – Randy Ramlo, Committee Chair
 - **Action:** Janitorial Agreement
 - This action item is to reflect the approval of another year with FBG for janitorial services for the downtown and Ladd libraries. The original five-year contract called for annual renewals. The price will not change from the previous amendment, which added service on Sundays at the downtown library.
 - Ms. Schmidt did note that when the Opportunity Center opens, the Library will ask for another amendment due to increased volume of work. Ms. Schmidt also noted it is her hope that Opportunity Center partners will help pay for this additional fee.

The motion to accept the janitorial agreement renewal, not to exceed the annual amount of \$132,456, carried with unanimous approval.

- Finances at this point of the year remain on track. Ms. Schmidt shared that in last year's budget the Library spent \$270 under the budgeted expenses.
- Ms. Schmidt, Mr. Wilding, and Mr. Ramlo presented to the City Finance Committee about the library. This year, instead of a City Council liaison for our board, Library representatives attend a monthly meeting with their respective committee. We report to the City's Finance Committee and will present on the department twice a year.
- Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - Mr. Twedt-Ball has nothing to report at this time. However, the committee will start monthly meetings and will bring discussion and policy recommendations starting at the December meeting.
- Advocacy Committee – Jade Hart, Committee Chair
 - Update
 - The committee met on Oct. 22. They discussed the American Library Association (ALA) course Ms. Mussman completed on advocacy and activism. The committee devised different ways to start advocacy efforts.
 - The strategies center on discussions with elected leaders at strategic times of the year. As these strategies unfold, trustees will receive further information on how they can help advocate.

I. Library Director's Report

- Ms. Schmidt is working on the FY20 budget. A recommendation for approval should be on the December agenda. A general discussion was held on whether the Library should ask for funding to restore Saturday hours at Ladd Library while also keeping the 8-9 am on Mondays through Thursdays.
- Ms. Schmidt will prepare a budget for the Finance Committee to review with the considerations of Ladd hours to best serve the community.

J. Old Business

- There being none, the meeting continued.

K. New Business

- Annual Report
 - Ms. Schmidt highlighted the FY18 Annual Report as presented in the packet. In particular, our overall visits, meeting room users, program attendees, and website users are higher than last fiscal year even with a reduced number of programs. Public computer sessions and public WiFi connections are also up. Overall circulation is down but we have an overall increase of digital materials.
 - The report is online and will be emailed as an eBlast. Printed versions will be used in conversations with major stakeholders, such as City Council members and community partners.
- Upcoming Reminders
 - Ms. Schmidt reminded everyone of the public launch of the new strategic plan on Friday, Nov. 9 at 8 am. Attendees will begin with networking from 8-8:30 am, a presentation from 8:30-9 am, and an opportunity to try out some of the Library's offerings, such as Virtual Reality, from 9-9:30 am.
 - All trustees are invited to attend the Library staff professional development day on Nov. 12. Email Ms. Musil if you plan to attend.
 - Ms. Schmidt asked the board if they would like to move the December meeting to the downtown Library, previously scheduled at Ladd Library. She'd like to meet at Ladd Library in January so trustees can tour the newly constructed Opportunity Center, slated for completion in mid-December. All trustees verbally agreed; calendar notices will be updated.

L. Adjournment

- There being no further business, the meeting adjourned at 5:06 pm

The next Board of Trustees meeting will be held on Thursday, Dec. 6, 2018, at 4 pm in Beems A at the Downtown Library.

DRAFT Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
Dec. 6, 2018

Board members in attendance: [President] Matthew Wilding, [Vice President] Jade Hart, Mary Sharp, Clint Twedt-Ball

Unable to attend: Susie McDermott, Monica Challenger, Harriet Kalinsky, Hassan Selim, Randy Ramlo

Staff in attendance: [Library Director] Dara Schmidt, Amber Mussman, Patrick Duggan, Erin Horst, Kevin Delecki, Aaron Bock, Jessica Musil, Mary Beth McGuire, Victoria Fernandez

Others: Theresa Lewis and Jean Kirby, community members.

- A. Call to Order
 - Mr. Wilding called the meeting to order at 4:02 pm. A quorum was not established. Two action items, the Consent Agenda and Resolution of Thanks, will be deferred to the Jan. 3 Board Meeting.
- B. Public Comments and Communications
 - There being none, the meeting continued.
- C. Foundation Report – Charity Tyler
 - Ms. Schmidt reported for Ms. Tyler. As of Dec. 5, we have 4,298 children enrolled in the Dolly Parton Imagination Library (DPIL) with 421 graduates.
 - Ms. Tyler is planning a reception in June to officially commemorate the new Van Vechten Society donor wall.
- D. Friends of the Library Report – Libby Slappey
 - Ms. Schmidt reported for Ms. Slappey. The Friends have recently engaged Fusion Farm to help with marketing efforts. The materials will target potential new volunteers and used book buyers.

Ms. Sharp joined the meeting at 4:05 pm.

- E. Service Spotlight: Reality Bites Series – Mary Beth McGuire and Victoria Fernandez
 - The Reality Bites series looks to educate and analyze large hot-button topics. Participants are given an opportunity to learn more and engage in discussion regarding the topics. So far, Ms. McGuire and Ms. Fernandez have held sessions on race, immigration, mental health, and politics. The newest topic will be on the #MeToo movement.
- F. Library Board Committee Reports
 - Finance Committee – Randy Ramlo, Committee Chair
 - Ms. Schmidt reported for Mr. Ramlo. All financial reports are normal so far for this time of year.
 - The proposed FY20 budget will be discussed at the January meeting.
 - Personnel and Policy Committee – Clint Twedt-Ball, Committee Chair
 - The board packet includes three policies: Library Bill of Rights, Freedom to Read, and Freedom to View. Mr. Twedt-Ball noted that the policies will be discussed in greater detail at the January meeting.
 - Advocacy Committee – Jade Hart, Committee Chair
 - Update
 - Trustees now have their assignments to meet with City Council members to discuss the FY20 budget and what the library is doing. The conversations aren't necessarily about the budget. Trustees received their

packets, which included the annual report, new strategic plan, the latest *OPEN+*, and Who We Are document along with talking points.

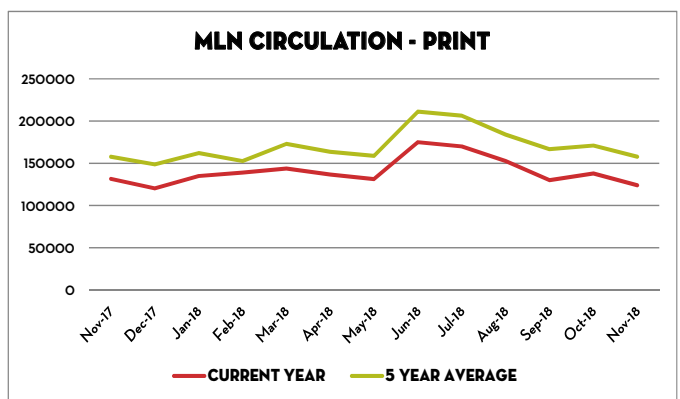
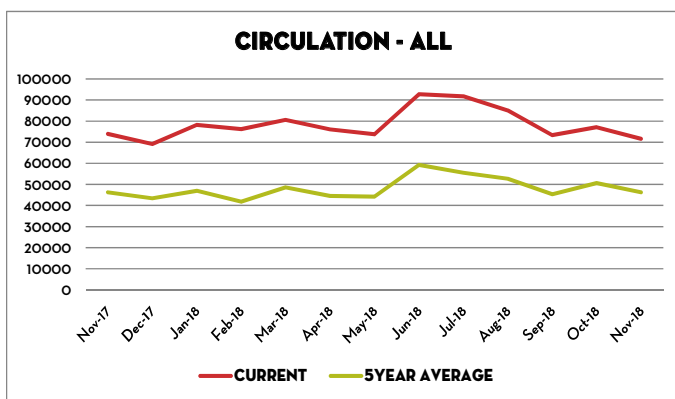
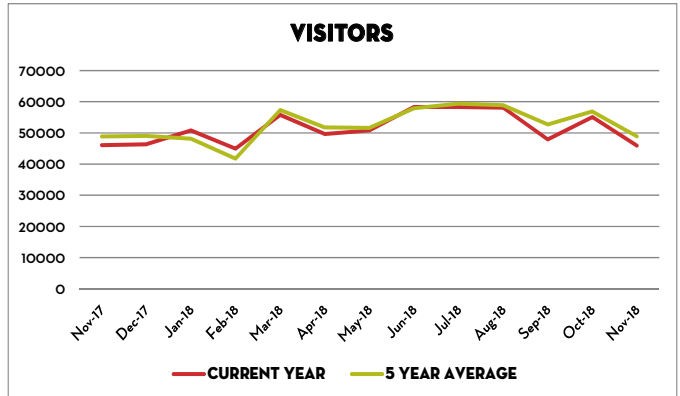
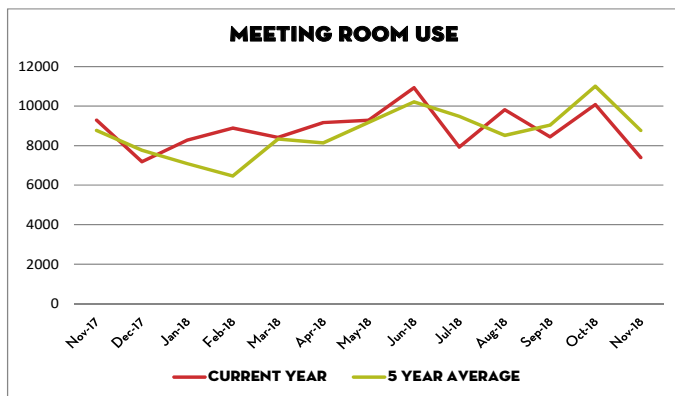
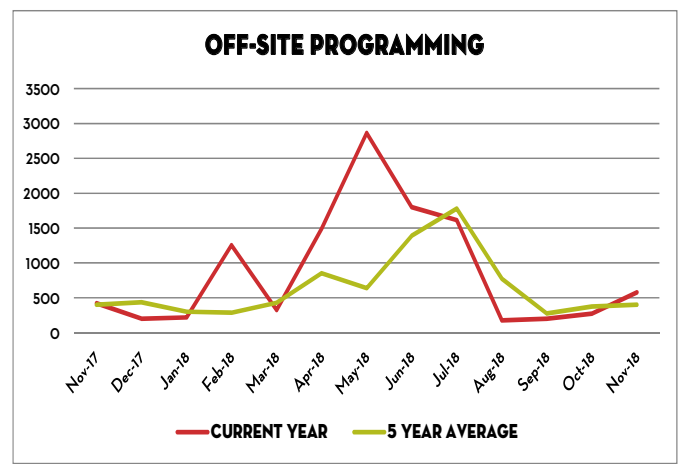
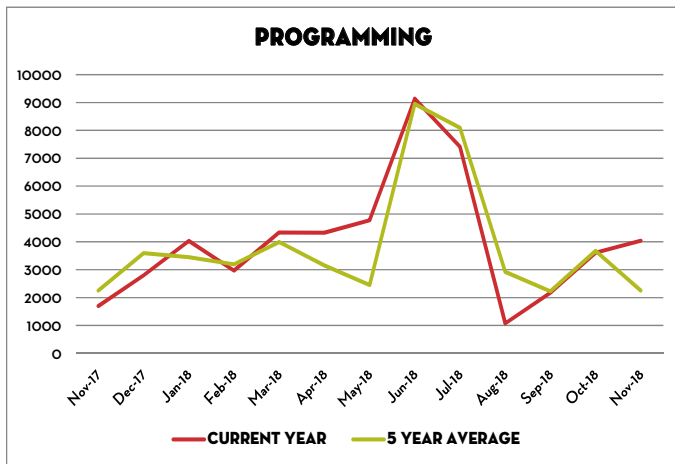
G. Library Director's Report

- The Library will have a Winter Reading Program starting in January. Participants are encouraged to read 300 minutes to earn a color changing cup or mug.
- Ms. Schmidt provided an overview of the work to be completed for year one of the strategic plan. Incorporate Ready 10 is a literacy goal, which will start Jan. 5 with a kickoff with the Reading into Success partners. A staff committee will develop ways to incorporate this work into the library, working under the direction of Mr. Delecki and a set of parameters to align with the overall strategic plan. The next initiative, Create a Pathway to Patron Discovery, will start in March with data analysis. Examining the Fines and Fees work will start in June to examine data and other library best practices to determine if our current fines and fees policy removes barriers to access prior to recommendations to the board.
- We received a report for our participation in the Foods for Fines in November. Ladd Library collected 2,007 pounds of food, an equivalent of 1,672.5 meals; Downtown collected 2,787 pounds of food, an equivalent of 2,322.5 meals. For each food item, patrons could "pay" \$1 in fines and all food items were collected to benefit HACAP Food Pantry. We participated with the Metro Library Network for a total of 11,158 pounds of food, which is approximately 9,298.33 meals.
- Ms. Schmidt shared the schedule for January to June for local individuals and/or organizations to formally thank on behalf of the Board of Trustees in recognition for their commitment to our community. The board requested that in January they vote on the full list instead of individually each month.
- Library staff participated in the City's annual employee satisfaction survey. Department heads were given results so they can determine if work needs to be done in their respective area. Ms. Schmidt anticipates the City will revise questions for the upcoming survey. Library participation was 52% compared to 33% of all City employees. Overall, the Library had 11 questions that scored over 90%, whereas the City had three. My manager strongly encourages staff to provide good customer service showed a 100% positive response for library staff. 98% of respondents believe their department director obeys laws and regulations. 95% of respondents feel they are expected to make decisions and solve problems daily. 95% feel the people they work with cooperate and work as a team. 93% of respondents feel like they understand the City's and the Library's vision. 93% feel their supervisor cares about them as a person. 90% of respondents feel the department director has high standards and ethics. The survey also identified several areas of concern. 24% of respondents feel it is a unsafe workplace. We need to understand what safety means to staff so we can address the underlying concerns. 24% of staff feel the City as an organization does not care about them as a person. 22% of participants feel they do not receive information about how the department is doing. 20% of respondents feel their supervisors do not encourage them to develop job skills and attend training to advance in their career. Ms. Schmidt has set aside time for staff to talk to her about their feelings and how we can improve in these areas.
- We had our most recent All Staff Professional Development Day in November. Ms. Schmidt surveyed the staff to determine the value of the day. The theme was Library 101 so the different departments could showcase their work through interactive lessons, such as experimenting with Ozobots and an Escape Room. We had 40 responses of about 70 participants with 100% positive response on the day overall. 100% of respondents felt they learned something. Staff also provided input on what they want to learn more about at the next professional development day in May. Ms. Schmidt received many positive responses about the day and format.

- As a part of the professional development day, we showed a custom staff appreciation video and gave everyone a gift. The trustees viewed the video and were given the same gift staff received.
- H. Old Business
- There being none, the meeting continued.
- I. New Business
- There being none, the meeting continued
- J. Adjournment
- There being no further business, the meeting adjourned at 4:51 pm

The next Board of Trustees meeting will be held on Thursday, Jan. 3, 2019, at 4 pm in the Community Room at Ladd Library.

PEOPLE, PLACES & THINGS



November was a busy month for the programming department who saw more than 4,000 attendees at Library programs onsite and nearly 600 at off-site locations. This is more than twice what was reported in November 2017. Library visitors were down slightly, however, and circulation continued the very slight downward trend we are seeing across the nation. Econtent (ebooks, downloadable audiobooks, music) continue to increase slightly each month, however.

RESOLUTION
IN THANKS OF THE HALL-PERRINE FOUNDATION

The Library Board of Trustees would like to formally thank the Hall-Perrine Foundation for their commitments to improving the lives of those in our community.

Passed this 3rd day of January, 2019.

Matthew Wilding
President

Resolution of Thanks
Recognition Schedule January-June 2019

The Library Board of Trustees would like to formally thank the individuals and/or organizations for their commitments to improving the lives of those in our community.

Board Recognition Month	Board Vote Month	Organization/Individual receiving Honor
January 2019	December 2018	Hall-Perrine Foundation
February 2019	January 2019	IowaWorks
March 2019	February 2019	United Way – Reading into Success and One2Read
April 2019	March 2019	Library Volunteer, TBD
May 2019	April 2019	Foundation Donor, TBD
June 2019	May 2019	United Way Day of Caring volunteer organization, TBD

Passed this 3rd day of January, 2019.

Matthew Wilding
President

GENERAL FUND - LIBRARY

FY20 Budget Workpaper *General Fund - Library*

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	Account	FY 2019 Adopted Budget	FY 2020 Budget	Amount Change From FY 2019 Incr / (Decr)	% Change From FY 2019	Comments
Revenues						
Taxes						
	Total Taxes	-	-	-	0%	
Licenses & Permits						
	Total Licenses & Permits	-	-	-	0%	
Intergovernmental Grants						
	Federal Operating	421001	-	-		
	State Operating	422001	80,000.00	95,000.00	15,000.00	Enrich Iowa (amount varies) - Increase \$10K for Ladd Hours expanding FY20
	Local Govt Grants	423000	90,000.00	100,000.00	10,000.00	Annual Linn County and city contracts (amount varies) - Increase for Ladd Hours expanding FY20
	Total Intergovernmental Grants		170,000.00	195,000.00	25,000.00	15%
Charges for Services						
	Printing & Duplicating of Form	431006	20,000.00	22,000.00	2,000.00	
	Other Charges for Services	431010	-	-	-	
	Admin Charges - External	431012	245,000.00	265,000.00	20,000.00	Foundation Director / Admin Reimb
	Library User Fees - Not Fines	431201	600.00	600.00	-	
	Vending Sales	431301	-	-	-	
	Total Charges for Services		265,600.00	287,600.00	22,000.00	8%
Fines & Forfeits						
	Court Fines	441000	-	-	-	
	Library Fines	441001	105,000.00	100,000.00	(5,000.00)	reallocated 5K to 422001
	Total Fines & Forfeits		105,000.00	100,000.00	(5,000.00)	-5%
Transfers In						
	Operating Transfer In - Inter	483001	12,040.00	18,120.00	6,080.00	Transfer in for Flood Insurance to offset expenditure within account 525107. (class 33003 - 10% Flood LOST)
	Operating Transfer In - Intra	483002	-	-	-	
	Total Transfers In		12,040.00	18,120.00	6,080.00	50%
Proceeds of LT Liabilities						
	Total Proceeds of LT Liabilities		-	-	-	0%
Other Revenue						
	Building Rental	461001	73,455.00	73,455.00	-	
	Contributions & Donations	471002	70,000.00	70,000.00	-	
	Sale of Inventory	471003	5,000.00	5,000.00	-	
	Other Miscellaneous Revenue	471005	3,500.00	3,500.00	-	
	Cash Over (Under)	471007	-	-	-	
	Total Other Revenue		151,955.00	151,955.00	-	0%
	Total Revenues		704,595.00	752,675.00	48,080.00	7% <i>includes \$39K increase added to budget for additional Ladd Hours</i>
Expenditures						
Personal Services						
	Regular Employees	511100	3,298,638.00	3,668,963.70	370,325.70	
	Temporary/Seasonal Employees	511200	54,788.24	31,321.35	(23,466.89)	
	Overtime	511300	40,003.00	114,773.40	74,770.40	
	Other Special Pays	511400	52,630.00	30,058.00	(22,572.00)	
	Leave Accrual	511500	-	-	-	
	Group Insurance	512100	382,901.00	435,564.00	52,663.00	
	Social Security Contributions	512200	256,562.00	291,116.00	34,554.00	
	Retirement Contribution	512300	322,399.00	360,162.00	37,763.00	
	Unemployment Compensation	512400	-	-	-	
	Workers' Compensation	512500	155,933.00	139,979.00	(15,954.00)	
	Other Employee Benefits	512600	6,725.00	6,690.28	(34.72)	FY20 Cell phone stipend = \$4,680 & EAP = \$2,010.28
	Total Personal Services		4,570,579.24	5,078,627.73	508,048.49	11% 21,603.70
				5,057,024.03	138,220.47	
Discretionary - Non-Personal Services						
	Advertising & Marketing	521100	25,000.00	25,000.00	-	
	Consulting & Technical Service	521104	10,000.00	10,000.00	-	
	External Contracted Labor	521105	63,000.00	53,000.00	(10,000.00)	various reallocations net to zero with exception of materials comment below;

		FY 2019 Adopted Budget	FY 2020 Budget	Amount Change From FY 2019 Incr / (Decr)	% Change From FY 2019	Comments
Health Services	521106	-	-	-		
Other Professional Services	521108	30,250.00	15,250.00	(15,000.00)		
External Banking/Financial Fee	521109	17,700.00	17,700.00	-		
Security Services	521110	5,000.00	5,000.00	-		
Computer Hardware	522100	50,000.00	50,000.00	-		
Computer Software Maintenance	522101	150,220.00	160,220.00	10,000.00		
IT Services - External	522102	20,500.00	20,500.00	-		
Building & Grounds Services	522104	152,000.00	152,000.00	-		
Equip/Furniture/Fixtures Serv	522105	4,000.00	4,000.00	-		
Recycling Fees	523104	-	-	-		
Phone Services	523107	26,500.00	26,500.00	-		
Rental of Equip & Vehicles	524101	500.00	500.00	-		
Printing, Binding, & Duplicate	525102	15,500.00	15,500.00	-		
Awards & Recognition	531102	500.00	500.00	-		
Books & Subscriptions	531103	50,000.00	89,171.80	39,171.80		Increased \$19,171.80 for additional Library hours, expect additional circulation needs
Cleaning & Janitorial Supplies	531105	1,250.00	1,250.00	-		
Computer Supplies	531106	5,000.00	5,000.00	-		
Equipment/Furniture/Fixtures	531109	11,500.00	11,500.00	-		
Photography Supplies	531110	500.00	500.00	-		
Landscaping Materials	531112	-	-	-		
Miscellaneous Supplies	531114	2,000.00	2,000.00	-		
Musical & Instruments	531115	-	-	-		
Office Supplies	531116	35,320.00	15,320.00	(20,000.00)		
Paint Supplies	531117	-	-	-		
Program Supplies	531118	32,000.00	37,000.00	5,000.00		
Shop Supplies	531119	250.00	250.00	-		
Sign & Signal Supplies	531120	-	-	-		
Uniforms	531123	694.00	694.00	-		
Personal Protective Gear	531124	-	-	-		
Building & Grounds Supplies	533100	2,000.00	2,000.00	-		
Equip/Furniture/Fixtures Parts	533101	-	-	-		
Conferences, Training, Travel	542102	13,200.00	23,200.00	10,000.00		
Dues & Memberships	542103	7,500.00	10,000.00	2,500.00		
Entertainment Expense	542104	-	-	-		
Licensing Fees	542106	-	-	-		
Miscellaneous Costs	542107	20,000.00	20,000.00	-		
Postage & Freight	542108	20,000.00	17,500.00	(2,500.00)		
Recording/Filing Fees/Permits	542110	-	-	-		
Mileage Reimbursement	542111	3,000.00	3,000.00	-		
Talent Fee Expense	542113	-	-	-		
Bad Debt Expense	542114	-	-	-		
Total Discretionary		774,884.00	794,055.80	19,171.80	2%	increase added to budget for additional Ladd Hours
Non-Discretionary - Fleet & Facilities						
City Facility Maint Services	522107	228,066.00	228,287.75	221.75		Finance provided
City Fleet Services	522108	-	-	-		
Rental of Land & Buildings	524100	250,000.00	245,000.00	(5,000.00)		lease same as FY19 - sent for 8 more yrs reallocate 5K to 523100
City Fleet Rental Charges	524102	-	-	-		
Total Non-Discret.- Fleet & Facilities		478,066.00	473,287.75	(4,778.25)	-1%	
Non-Discretionary Other						
City Accounting Services	521113	58,913.00	70,193.00	11,280.00		Finance provided
City Inter Department Charges	521114	100,000.00	-	(100,000.00)		
City Information Tech Services	522109	8,670.31	8,973.44	303.13		Finance provided
Electricity	523100	151,800.00	158,800.00	7,000.00		5K from 524100 & 2K from increase revenue
Natural Gas	523103	3,500.00	4,500.00	1,000.00		
Liability Insurance	525104	17,649.00	17,032.00	(617.00)		Finance provided - RECUR004
Property Insurance	525107	47,577.00	54,236.00	6,659.00		Finance provided - RECUR004 (\$18,120 uses class 33003)
Vehicle Insurance	525108	600.00	650.00	50.00		Finance provided - RECUR004
Diesel Fuel	532100	-	-	-		
Gasoline Fuel	532101	498.60	498.58	(0.02)		FY20 = 235.18 gallons @2.12
Total Non-Discretionary Other		389,207.91	314,883.02	(74,324.89)	-19%	
Non-Discretionary Capital Outlay Expenditures						No CE Budgeted in FY20
Vehicles, Equipment, Software	554000	-	-	-		
Controlled assets	556000	-	-	-		
Total Non-Discret Capital Outlay Expenditures		-	-	-	0%	
Debt Service						
Total Debt Service		-	-	-	0%	
Transfers Out						

Account	FY 2019 Adopted Budget	FY 2020 Budget	Amount		Comments
			Change From FY 2019 Incr / (Decr)	% Change From FY 2019	
Total Transfers Out	-	-	-	0%	
Total Expenditures	6,212,737.15	6,660,854.30	448,117.15	7%	
Net Revenues over/(under) Expenditures	(5,508,142.15)	(5,908,179.30)	(400,037.15)		

PUBLIC LIBRARY GRANTS

7010

FY20 Budget Workpaper

7010-701000

		FY 2019	FY 2020	Amount	% Change
	Account	Adopted Budget	Budget	From FY 2019	From FY 2019
				Incr / (Decr)	
Revenues					
Intergovernmental Grants					
	Federal Operating	421001	-	-	-
	State Operating	422001	-	-	-
	Local Govt Grants	423000	-	-	-
	Total Intergovernmental Grants		-	-	0%
Charges for Services					
	Recording Fees	431002	-	-	-
	Admin Charges - External	431012	-	-	-
	Total Charges for Services		-	-	0%
Transfers In					
	Operating Transfer In - Intra	483002	-	-	-
	Total Transfers In		-	-	0%
Other Revenue					
	Interest/Div - Nonproprietary	451000	-	-	-
	Building Rental	461001	-	-	-
	Contributions & Donations	471002	75,000.00	100,000.00	25,000.00
	Other Miscellaneous Revenue	471005	-	-	-
	Total Other Revenue		75,000.00	100,000.00	25,000.00 33%
	Total Revenues		75,000.00	100,000.00	25,000.00 33%
Expenditures					
Personal Services					
	Regular Employees	511100	112,174.00	109,137.00	(3,037.00)
	Overtime	511300	-	-	-
	Other Special Pays	511400	2,720.00	-	(2,720.00)
	Leave Accrual	511500	-	-	-
	Group Insurance	512100	1,038.00	23,628.00	22,590.00
	Social Security Contributions	512200	8,599.00	8,349.00	(250.00)
	Retirement Contribution	512300	10,610.00	10,303.00	(307.00)
	Workers' Compensation	512500	5,216.00	4,147.00	(1,069.00)
	Other Employee Benefits	512600	37.20	31.68	(5.52)
	Total Personal Services		140,394.20	155,595.68	15,201.48 11%
Discretionary - Non-Personal Services					
	Advertising & Marketing	521100	5,000.00	25,000.00	20,000.00
	Consulting & Technical Service	521104	20,000.00	20,000.00	-
	External Contracted Labor	521105	20,000.00	20,000.00	-
	Other Professional Services	521108	-	-	-
	Computer Hardware	522100	25,000.00	25,000.00	-
	Computer Software Maintenance	522101	-	-	-
	IT Services - External	522102	-	-	-
	Building & Grounds Services	522104	-	10,000.00	10,000.00

PUBLIC LIBRARY GRANTS

7010

FY20 Budget Workpaper

7010-701000

		FY 2019	FY 2020	Amount Change	% Change
		Adopted Budget	Budget	From FY 2019 Incr / (Decr)	From FY 2019
Phone Services	Account 523107	-	-	-	
Rental of Equip & Vehicles	524101	-	-	-	
Printing, Binding, & Duplicate	525102	1,000.00	4,000.00	3,000.00	
Awards & Recognition	531102	1,000.00	2,000.00	1,000.00	
Books & Subscriptions	531103	35,000.00	35,000.00	-	
Computer Supplies	531106	-	-	-	
Equipment/Furniture/Fixtures	531109	25,000.00	25,000.00	-	
Office Supplies	531116	-	-	-	
Program Supplies	531118	25,000.00	25,000.00	-	
Sign & Signal Supplies	531120	-	-	-	
Personal Protective Gear	531124	-	-	-	
Equip/Furniture/Fixtures Parts	533101	-	-	-	
Conferences, Training, Travel	542102	-	5,000.00	5,000.00	
Dues & Memberships	542103	10,000.00	10,000.00	-	
Postage & Freight	542108	-	-	-	
Mileage Reimbursement	542111	-	-	-	
Talent Fee Expense	542113	-	-	-	
Bad Debt Expense	542114	-	-	-	
Total Discretionary		167,000.00	206,000.00	39,000.00	23%
Non-Discretionary - Fleet & Facilities					
City Facility Maint Services	522107	-	-	-	
City Fleet Services	522108	-	-	-	
Rental of Land & Buildings	524100	-	-	-	
City Fleet Rental Charges	524102	-	-	-	
Total Non-Discret.- Fleet & Facilities		-	-	-	0%
Non-Discretionary Capital Outlay Expenditures					
Vehicles, Equipment, Software	554000	45,000.00	45,000.00	-	
Controlled assets	556000	-	10,000.00	10,000.00	
Total Non-Discret Capital Outlay Expenditures		45,000.00	55,000.00	10,000.00	22%
Transfers Out					
Transfer Out-Intra	571200	-	-	-	
Total Transfers Out		-	-	-	0%
Total Expenditures		352,394.20	416,595.68	64,201.48	18%
Net Revenues over/(under) Expenditures		(277,394.20)	(316,595.68)	(39,201.48)	

PUBLIC LIBRARY MATERIAL LEVY

FY20 Budget Workpaper Public Library Material Levy

7020

7020-702000

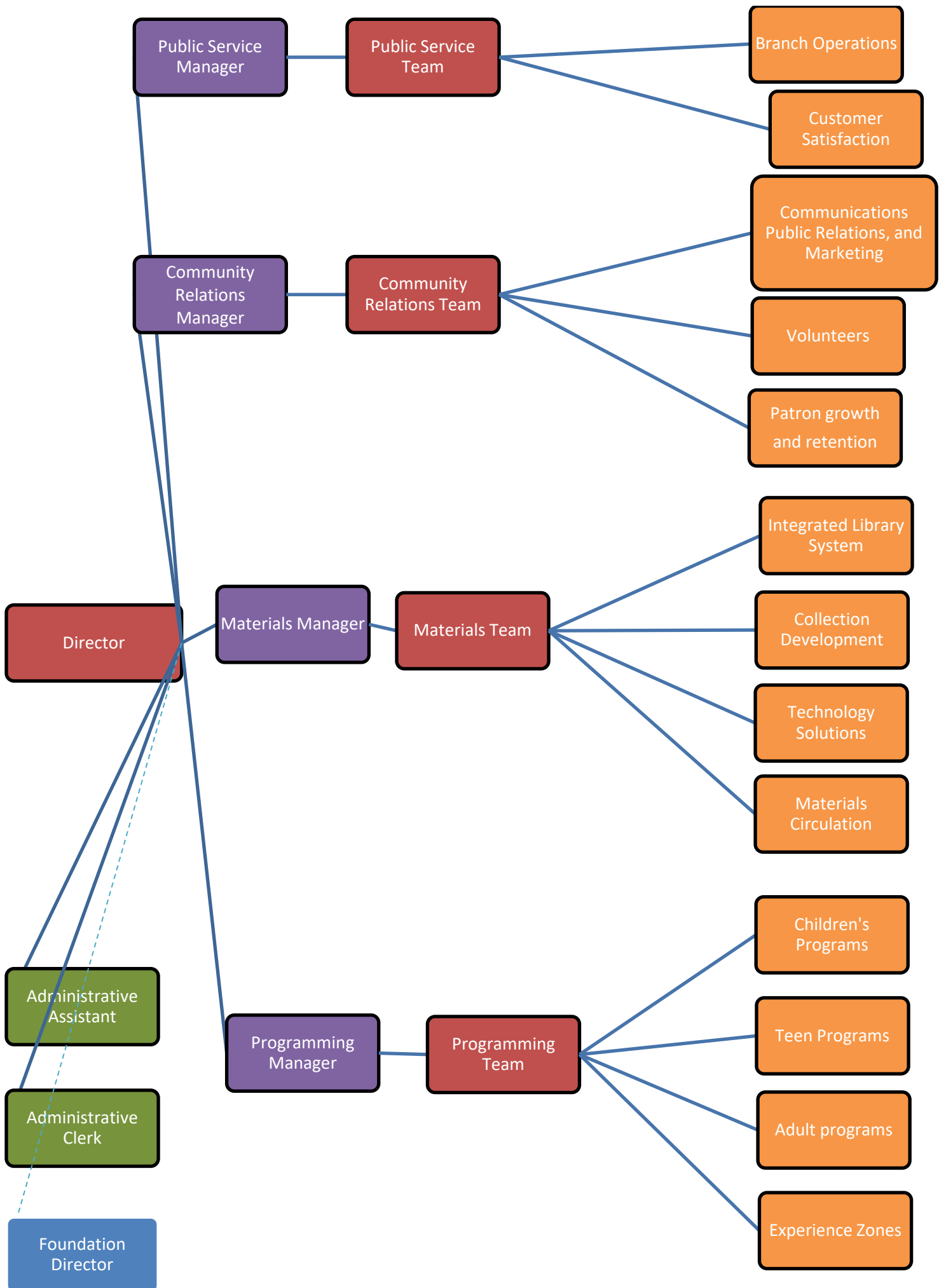
	Account	FY 2019 Adopted Budget	FY 2020 Budget	Amount Change From FY 2019 Incr / (Decr)	% Change From FY 2019	Comments
Revenues						
Taxes						
	Prop Tax Levy - Current	401100	-	-	-	
	Property Tax Levy - Delinquent	401101	-	-	-	
	Total Taxes		-	-	0%	
Other Revenue						
	Interest/Div - Nonproprietary	451000	-	-	-	
	Total Other Revenue		-	-	0%	
	Total Revenues		-	-	0%	
Expenditures						
Discretionary - Non-Personal Services						
	Books & Subscriptions	531103	25,000.00	25,000.00	-	
	Total Discretionary		25,000.00	25,000.00	-	0%
	Total Expenditures		25,000.00	25,000.00	-	0% use of fund balance
	Net Revenues over/(under) Expenditures		(25,000.00)	(25,000.00)	-	current fund balance = \$113,527.22

IMPROVEMENTS - PUBLIC LIBRARY

FY20 Budget Workpaper Improvements - Public Library

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	Account	FY 2019 Adopted Budget	FY 2020 Budget	Amount Change From FY 2019 Incr / (Decr)	% Change From FY 2019	Comments
Revenues						
Proceeds of LT Liabilities						
	GO Bond Proceeds	485001	500,000.00	500,000.00	-	
	Total Proceeds of LT Liabilities		500,000.00	500,000.00	-	0%
Other Revenue						
	Interest/Div - Nonproprietary	451000	-	-	-	
	Total Other Revenue		-	-	-	0%
	Total Revenues		500,000.00	500,000.00	-	0%
Expenditures						
Discretionary - Non-Personal Services						
	Books & Subscriptions	531103	500,000.00	500,000.00	-	
	Total Discretionary		500,000.00	500,000.00	-	0%
	Total Expenditures		500,000.00	500,000.00	-	0%
	Net Revenues over/(under) Expenditures		-	-	-	



Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfilment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

[Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council]

Adopted: 03/30/89

Reviewed: 2013, 08/06/2015, 01/03/2019

Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

[Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.]

Adopted: 01/26/89

Revised: 06/06/96, 10/07/99, 08/04/05

Reviewed: 2013, 08/06/2015, 01/03/2019

Freedom to View

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labelling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

[This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990]

Adopted: 08/04/05

Reviewed: 2013, 08/06/2015, 01/03/2019

**Statement on Labelling
An Interpretation of the Library Bill of Rights**

Labelling is the practice of describing or designating certain library materials by affixing a prejudicial label to them or segregating them by a prejudicial system. The American Library Association opposes this as a means of predisposing people's attitudes towards library materials for the following reasons:

1. Labelling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate an endorsement of their contents by the library.

[Based on a policy adopted July 13, 1951; amended June 25, 1971; July 1, 1981; June 26, 1990 by the ALA Council.]

Adopted: 03/30/89

Revised: 06/06/96, 10/07/99

Reviewed: 2013, 09/2015

Labels & Rating Systems

An Interpretation of the Library Bill of Rights

Libraries do not advocate the ideas found in their collections or in resources accessible through the library. The presence of books and other resources in a library does not indicate endorsement of their contents by the library. Likewise, the ability for library users to access electronic information using library computers does not indicate endorsement or approval of that information by the library.

Labels

Labels on library materials may be viewpoint-neutral directional aids that save the time of users, or they may be attempts to prejudice or discourage users or restrict their access to materials. When labeling is an attempt to prejudice attitudes, it is a censor's tool. The American Library Association opposes labeling as a means of predisposing people's attitudes toward library materials.

Prejudicial labels are designed to restrict access, based on a value judgment that the content, language or themes of the material, or the background or views of the creator(s) of the material, render it inappropriate or offensive for all or certain groups of users. The prejudicial label is used to warn, discourage or prohibit users or certain groups of users from accessing the material. Such labels may be used to remove materials from open shelves to restricted locations where access depends on staff intervention.

Viewpoint-neutral directional aids facilitate access by making it easier for users to locate materials. The materials are housed on open shelves and are equally accessible to all users, who may choose to consult or ignore the directional aids at their own discretion.

Directional aids can have the effect of prejudicial labels when their implementation becomes proscriptive rather than descriptive. When directional aids are used to forbid access or to suggest moral or doctrinal endorsement, the effect is the same as prejudicial labeling.

Rating Systems

A variety of organizations promulgate rating systems as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, Web sites, or other materials. The adoption, enforcement, or endorsement of any of these rating systems by the library violates the Library Bill of Rights. Adopting such systems into law may be unconstitutional. If such legislation is passed, the library should seek legal advice regarding the law's applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or destroying such ratings—if placed there by, or with permission of, the copyright holder—could

constitute expurgation (see *Expurgation of Library Materials: An Interpretation of the Library Bill of Rights*).

Some find it easy and even proper, according to their ethics, to establish criteria for judging materials as objectionable. However, injustice and ignorance, rather than justice and enlightenment, result from such practices. The American Library Association opposes any efforts that result in closing any path to knowledge.

[Adopted July 13, 1951; amended June 25, 1971; July 1, 1981; June 26, 1990; January 19, 2005, by the ALA Council.]

Adopted: 08/04/05

Reviewed: 2013, 09/2015

Department Updates

Community Relations had a busy month with special events, including a concert by Chorale Midwest, RHCR Holiday Show, and the Lynne Rothrock Christmas Cabaret. This also marks the beginning of engagement season for us—many people get engaged over the holidays—so our department gets especially busy with wedding inquiries. We are deep in the midst of the transition from Evanced to Communico, which will be our new meeting room and event management software. We launch mid-January and are spending time now making sure data transfers correctly and there are no duplications or errors.

This December, our focus has been recruiting volunteers for several big events coming up. The Noon Year's Eve Celebration on December 31 will require 16 volunteers to help with balloon prep, party decorations, and assistance at the grand event. In early January, we will need 58 volunteers to help our Library staff host the fifth annual Mid-Winter Renaissance Faire. This is our biggest one-day volunteer event of the year and is always a blast! Programs like these would not be possible for the Library to offer our patrons without the help of a dedicated volunteer team.

Volunteer Hours in November 2018: Downtown = 366.75; Ladd = 80.5; Total = 447.25

The *Materials Department* sees a quiet winter on the publishing front, but we did see new releases from Nora Roberts and Tami Hoag. We saw a nice increase in circulation from our digital magazines with over 500 more checkouts and we are seeing a steady usage increase of our Consumer Reports and Lynda databases. We also performed our biannual collection of statistics that saw a slight drop in reference questions from April, but a large uptick in general information needs from our patrons.

Programming. The past month has been music to the library's ears – literally! With nine different public performances – ranging from tubas, to jazz, to accordions, more than 2,500 patrons were able experience live music at the Library. Dozens of other programs for all ages also attracted patrons to think, learn, play, listen, and explore. The month culminated in our annual Noon Year's Eve Balloon Drop, headlined by musician Chad Elliott, where hundreds of people were able to experience the library in a whole new way. On Jan. 1 (and running through Jan. 31), we will launch our first annual Winter Reading Challenge, challenging patrons of all ages to read five hours in January. The Programming Department has continued to offer and expand its reach into the community, presenting programs and story times to nearly a dozen different locations throughout our community in December alone.

Public Service team has been working on the 2019 flex and weekend schedules. The bargaining unit selects these in the Fall and once trading has been completed, these dates are entered into our scheduling software for the next year.

The *Technology Solutions* team staff has been focusing on several updates and upgrades. They're currently testing new self-check software. This won't mean a significant change for patrons but should have a more updated look. The department recently spent a Saturday at the Ladd Library updating network wiring in the building to make future projects more streamlined.

Opportunity Center Update

Construction is nearly complete and initial hours will begin in January with a Grand Opening celebration to be scheduled at the end of February.

Great Stories

A middle-aged gentleman came to my station and asked if we had a copy of the DVD *Eloise at Christmastime*. Holding his smart phone, he said "It shows a copy here, but I couldn't find it on the shelf. After doing some checking, and some looking, I found the copy in the Sorter Room. As I handed it to him at the self-check machine, he said "The girls are 20 and 23, and (shaking his head) they wanted to see this movie again and they couldn't find it anywhere." – Karla McMurrin

There is no higher praise than students being late to the bus because they don't want to leave the library. We had eight students in from McKinley today to do activities for their STEM Day. We did a virtual website tour, which introduced them to the catalog, Freegal, Kanopy, Newspaper Archive, and Ancestry. Surprisingly, it wasn't the free streaming or downloads that they were excited about. It was Ancestry. They probably would have spent all of their time looking up their family and finding out cool things. "My grandpa died in a bar in Alabama." Just one of the things I overheard. After that, we got everyone library cards. Then I used Central City's idea and did a selfie scavenger hunt. They loooooooved it. Ms. Swanson said that some of the kids were more engaged than she had ever seen them. The bus came earlier than we anticipated and we had basically force everyone out the door. Can't wait to do this again. As Ms. Swanson was running out the door after the kids she said, "We HAVE to do this again. Best field trip ever!" – Molly Garrett

A Montessori teacher just stopped by to deliver bookmarks made by her students. It's their week of giving and they wanted to say thanks to Ladd staff since their teacher checks out lots of books from here. – Nancy Geiger