



Agenda: Board of Trustees
February 6, 2025, at 4 pm
Conference Room, Downtown Library

Literacy, Access, & Inclusion

Library Board President – Monica Challenger

- A. Call to Order
- B. Consent Agenda – **Action**
 - o Minutes: January 2, 2025
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Library Board Committee Reports
 - o Advocacy Committee – Elisabeth Hepworth, Committee Chair
 - No Action
 - o Building Committee – Jade Hart, Committee Chair
 - No Action
 - o Finance Committee – Chris Casey, Committee Chair
 - **Action:** Contract Amendment No. 4: OPN Architects for Westside Library Project (original contract amount was \$1,272,100; total contract amount with this amendment is \$1,460,800)
 - **Action:** Linn County Contract for Library Services FY25
 - **Action:** FY26 Budget
 - o Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy 3.05 Internet and Computer Usage
 - **Action:** Policy 3.06 Library Access for Sex Offenders Convicted of Sex Offenses Against Minors
- G. Library Director's Report
- H. Old Business
- I. New Business
 - o **Action:** Tentative Agreement CWA Wages July 1, 2025 to June 30, 2027
- J. Adjournment

The next Board of Trustees meeting is **March 6, 2025 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 as soon as possible but no later than 48 hours before the meeting.

DRAFT Meeting Minutes
Cedar Rapids Public Library
Board of Trustees
January 2, 2025

Board members in attendance: [President] Monica Challenger, [Vice President] Jeremy Elges, Ana McClain, Chris Casey, Elisabeth Hepworth (in person); Hassan Selim, Jade Hart (via Zoom)

Board members unable to attend: Rafael Jacobo, Susie McDermott

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

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

- A. Call to Order
 - Ms. Challenger called the meeting to order at 4:01 pm.
- B. Consent Agenda – **Action**
 - Minutes: December 5, 2024

Ms. Casey moved to accept the consent agenda. Ms. Hepworth seconded. The action carried with unanimous approval.
- C. Public Comments and Communications
 - There being none, the meeting continued
- D. Foundation Report – Charity Tyler
 - Ms. Tyler reported. The year-end fundraising appeal was sent to over 900 households and at this point, the fundraising goal has been exceeded. In addition, the Foundation received a number of Big Dreams appeal cards, which were also returned by the end of the year. Co-chairs, Libby Slappey and Lois Buntz, sent an appeal to the Wise Women Circle, which received approximately \$210,000 from ten donors alone. Ms. Tyler expressed appreciation for the co-chairs' leadership.
 - The hope is to close-out the capital campaign by the end of this fiscal year and move to donor stewardship. One way that Ms. Tyler is celebrating with donors is to 'ring the gong' at businesses and organizations. Ms. Tyler started a tradition of ringing the gong for staff to announce large gifts. Donors heard about this and requested to join the celebrate. Ms. Tyler and Ms. Schmidt are scheduling visits; in addition, they will host a lunch and learn at the library with donors and corporate leaders for updates as well. The Wise Women Circle is planning a spring gathering.
 - Conversations have started to design the donor wall in the new Westside Library.
 - The Brewmaster for a Day opportunity sold for \$2,000 in an online bid; proceeds will benefit the capital campaign. In the next few weeks, the Foundation will make a splash about the winner and the brewmaster date at Lion Bridge Brewing.
- E. Friends of the Library Report – Libby Slappey
 - Ms. Slappey reported. At this time, the Friends do not have an impending sale to plan except a special children's book sale at the Dolly Parton's birthday party event at the library on January 18.
 - Amazon sales continue to be strong for the Friends. December was a record month for sales, earning almost \$2,000 in used books' sales; the year total was just under \$10,000. A small team of volunteers sort through books and identify those that could sell on Amazon. Online sales started several years ago with a small selection online at a time; now, they have approximately 3,000 books for sale.
 - Ms. Casey asked about fees to pay Amazon in order to sell online. Ms. Slappey reported that there are several fees, such as a marketplace tax, transaction fee, and selling fee.

Mr. Selim joined the meeting via Zoom at 4:17 pm

- Ms. Casey asked if the Friends share with donors about how their donated books turned into successful sales for the Friends. It's difficult to do that in most cases as a majority of the books are donated anonymously. Ms. McClain thought it might be fun to highlight Amazon sales and its impact on the Friends' earnings through social media.

F. Library Board Committee Reports

- Advocacy Committee – Elisabeth Hepworth, Committee Chair
 - Ms. Hepworth reported. At this time, there is nothing new to report other than a reminder that the committee will follow the legislative session and ways to advocate for libraries during that time.
- Building Committee – Jade Hart, Committee Chair
 - Ms. Hart reported. The committee is looking forward to a design meeting with Fehr Graham for initial concepts for the downtown library's Urban Plaza refresh project next week.
 - Ms. Schmidt reported on that morning's Owner/Architect/Contractor meeting for the Westside Library. The contractors are working around temperature fluctuations to provide frost protection for the poured basements. In addition, structural steel beams are on-site and hope to be erected in the basement. With the anticipated cold, however, they don't think much work will occur in the next week. The team continue to work through multi-step processes to discuss and study project drawings and potentially modify them to produce the best option.
- Finance Committee – Chris Casey, Committee Chair
 - Ms. Casey reported. The Finance committee did not meet in December. Finances so far in the fiscal year appear to be normal and on track as expected. Ms. Casey shared appreciation for the oversight by City Finance to pay and manage bills for the Westside Library project.
 - Ms. Schmidt noted that the formula for tax rollbacks was released last month and it was enough of a concern that each City department was asked to reduce discretionary spending by 3%. The library does have the ability to move money between line items so it will be a combination of reductions in multiple lines, which Ms. Schmidt will share with the Finance Committee. The expectation is that the 3% reduction will be permanent for all departments. At this time, this will be the first step of reductions without understanding full impacts of tax changes. In addition, the City is significantly reducing CIP funds. Ms. Schmidt is advocating to keep book funds, which are CIP paid as designated by the City, as is. The industry standard is to spend 10% of budget on materials. Ms. Schmidt hopes to slowly increase the book budget but is cognizant of budget constraints for the City.
 - The Library's Union through CWA will open for wages negotiations at the end of January. The Library, as with other departments, will be told the maximum increase amount we can negotiate.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - Ms. Schmidt reported for Ms. McDermott. The committee did not meet in December as well. However, they have been aggressive in covering the accreditation review for policies and are still comfortable to meet accreditation deadlines.

G. Library Director's Report

- Ms. Schmidt reported. At this time, libraries are preparing for potential discussion and action regarding public libraries at the federal legislative level. With the Iowa legislative session, it is suspected we'll see more public library-related bills as well.
- In April, Ms. Schmidt will participate in an American Library Association (ALA) advocacy event, meeting with national leaders to advocate for libraries. Travel expenses are paid for

by ALA. Ms. Challenger gave Ms. Schmidt permission to miss the April board meeting, Ms. McNamara will cover the meeting in her absence.

- The Library is meeting with most of the staff in small strategic planning sessions, which should end by early February. Ms. Schmidt would like to conduct strategic sessions with the board as well. Her plan is to take time in committee meetings to go through the exercise in January and February. She will follow-up with any individuals who were unable to attend committee meetings in those months.
- Ms. Schmidt thanked the board and her team for support in the past month.

H. Old Business

- There being no old business, the meeting continued.

I. New Business

- There being no new business, the meeting continued.

J. Adjournment

- There being no further business, the meeting adjourned at 4:41 pm.

The next Board of Trustees meeting will be held on Thursday, February 6, 2025, at 4 pm in the Conference Room, Downtown Library

To: Chris Casey, Finance Committee Chair
From: Dara Schmidt
Date: 1/23/2025
Subject: January Meeting Financial Report

December Financials:

151 – Operations

At 50% of the way through the year, revenue is 57% collected. Expenses are slightly over at 51% due to annual cost contract spread. There are no specific concerns at this time.

316 – Westside Library

OPN is requesting a contract amendment to increase their fee by \$129,500 for additional services due to increased scope of the project. Positive funding projections and lower than expected construction bids have lead to items returning to the project that had previously been removed for cost savings. With these additions, OPN's workload has increased and this request is within the scope of current budget.

The pay applications for December and January are included in the packet for transparency.

Linn County Contract

The annual Linn County contract is included for approval in the packet for \$79,161.50.

FY26 Budget

151 – Operations

- Revenues increased by \$12,575 to \$841,922. The increase is for additional billings to Foundation to cover actual costs.
- Expenditure budget increased a total of \$336K, with most of the increase from Personal Services budget. This includes a 3.5% increase for bargaining staff.
 - Personal services budget is already reduced by refresh of \$206,700, \$20K was reallocated to transfer out to cover the final year of FMS project management of new Westside Library.
 - Discretionary reduction of \$86,192 is offset by increases in Other Expenses for routine charges for Fleet, Facility and Insurance.
- No funding increases were approved.
- All City Departments reduced discretionary expenses by 3%. Library both increased revenues and decreased expenses. Marked as "Includes Budget Option" on spreadsheet
- Things to continue to watch throughout FY26
 - 422001 – State Operating – a bill has been proposed that may change this funding. Currently budgeted at \$115K. Library would have to make up any shortfall
 - 423000 – Local Govt – MLN is currently in an RFP process. Revenue will change based on that contract in January of 2026, halfway through the fiscal year
 - 511100 – Regular Employees – continuing to examine each open position to set us up for success going into Westside as we will likely maintain relatively flat budgets for the next few years

7010 – Special Revenue

- Total expense budget of \$579K includes personal services budget of \$188K and discretionary budget of \$391K.
 - There is enough fund balance by project to cover the expenditures above revenues.

316 – CIP

- Includes \$500K general obligation bonds for circulation material for project 316750 & the budget for Westside Library.

City of Cedar Rapids
 151 Library
 2024-12-31

Account Name	Account	Prior Fiscal Year 2024 YTD Actuals	Current Fiscal Year 2025 Adjusted Budget	Current Fiscal Year 2025 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Revenue						
Taxes						
Total Taxes		-	-	-	-	0%
Intergovernmental Grants						
State Operating	422001	101,472.58	115,000.00	96,778.19	(18,221.81)	84%
Local Govt Grants and Reimb	423000	197,570.95	300,000.00	191,240.44	(108,759.56)	64%
Total Intergovernmental Grants		299,043.53	415,000.00	288,018.63	(126,981.37)	69%
Other Revenues						
Printing & Duplicating of Form	431006	15,036.03	25,000.00	15,744.47	(9,255.53)	63%
Dept Charges-External to City	431012	96,986.27	259,792.00	107,207.83	(152,584.17)	41%
Library User Fees - Not Fines	431201	11,004.71	10,600.00	19,078.08	8,478.08	180%
Building Rental	461001	20,095.20	43,455.00	22,306.20	(21,148.80)	51%
Postage / Handling	471001	7.00	-	-	-	0%
Contributions & Donations	471002	22,085.82	70,000.00	17,137.75	(52,862.25)	24%
Sale of Inventory	471003	181.33	2,000.00	390.05	(1,609.95)	20%
Damage Recoveries	471004	25.00	-	-	-	0%
Other Miscellaneous Revenue	471005	75.00	3,500.00	-	(3,500.00)	0%
Cash Over (Under)	471007	(10.46)	-	(4.71)	(4.71)	0%
Total Other Revenues		165,485.90	414,347.00	181,859.67	(232,487.33)	44%
Proceeds of LT Liabilities						
Total Proceeds of LT Liabilities		-	-	-	-	0%
Transfers In						
Total Transfers In		-	-	-	-	0%
Total Revenue		464,529.43	829,347.00	469,878.30	(359,468.70)	57%
Expenditures						
Personal Services						
Regular Employees	511100	2,075,806.29	4,432,751.77	2,225,935.61	2,206,816.16	50%
Temporary/Seasonal Employees	511200	7,759.50	43,368.40	17,828.00	25,540.40	41%
Overtime	511300	39,609.63	114,773.40	40,523.71	74,249.69	35%
Other Special Pays	511400	15,085.84	17,158.00	16,177.88	980.12	94%
Group Insurance	512100	316,072.57	818,207.00	375,737.72	442,469.28	46%
Social Security Contributions	512200	156,517.59	348,485.00	165,914.08	182,570.92	48%
Retirement Contribution	512300	197,623.74	431,057.00	209,268.64	221,788.36	49%
Workers' Compensation	512500	35,595.15	61,747.00	28,888.49	32,858.51	47%
Other Employee Benefits	512600	2,689.33	3,162.00	2,626.77	535.23	83%
Total Personal Services		2,846,759.64	6,270,709.57	3,082,900.90	3,187,808.67	49%
Discretionary Expenses						
Advertising & Marketing	521100	8,380.87	5,000.00	5,936.12	(936.12)	119%
Consulting & Technical Service	521104	-	10,000.00	-	10,000.00	0%
External Contracted Labor	521105	97,869.82	72,578.23	23,140.95	49,437.28	32%
Legal Services	521107	9,177.18	-	15,060.29	(15,060.29)	-100%
Other Professional Services	521108	572.00	9,523.63	1,516.52	8,007.11	16%
External Banking/Financial Fee	521109	7,760.40	20,700.00	7,895.78	12,804.22	38%
Security Services	521110	-	5,000.00	348.77	4,651.23	7%
Other Inter Department Charges	521115	-	-	975.00	(975.00)	-100%
Computer Hardware	522100	36,905.88	35,000.00	31,238.44	3,761.56	89%
Computer Software Maintenance	522101	170,282.11	222,220.00	194,032.43	28,187.57	87%
IT Services - External	522102	17,789.58	75,500.00	26,165.58	49,334.42	35%
Building & Grounds Services	522104	1,846.97	15,000.00	4,756.68	10,243.32	32%
Equip/Furniture/Fixtures Serv	522105	495.00	9,000.00	13,615.79	(4,615.79)	151%
Phone Services	523107	14,955.79	35,950.00	13,067.75	22,882.25	36%
Rental of Equip & Vehicles	524101	947.20	500.00	-	500.00	0%
Printing, Binding, & Duplicate	525102	6,792.11	15,950.00	9,192.86	6,757.14	58%
Awards & Recognition	531102	-	250.00	-	250.00	0%
Books & Subscriptions	531103	130,983.52	109,171.80	114,524.26	(5,352.46)	105%
Cleaning & Janitorial Supplies	531105	34.95	1,250.00	914.35	335.65	73%
Computer Supplies	531106	1,253.47	5,000.00	887.69	4,112.31	18%

City of Cedar Rapids
 151 Library
 2024-12-31

Account Name	Account	Prior Fiscal Year 2024 YTD Actuals	Current Fiscal Year 2025 Adjusted Budget	Current Fiscal Year 2025 YTD Actuals	Favorable (Unfavorable) Variance	Percent of Budget Received Spent
Equipment/Furniture/Fixtures	531109	3,317.80	11,500.00	12,936.69	(1,436.69)	112%
Photography Supplies	531110	-	300.00	-	300.00	0%
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%
Office Supplies	531116	7,167.98	15,320.00	5,666.12	9,653.88	37%
Paint Supplies	531117	-	-	1,547.28	(1,547.28)	-100%
Program Supplies	531118	18,013.18	37,000.00	21,396.35	15,603.65	58%
Shop Supplies	531119	7.99	250.00	780.54	(530.54)	312%
Sign & Signal Supplies	531120	113.78	-	149.02	(149.02)	-100%
Uniforms	531123	-	1,694.00	-	1,694.00	0%
Personal Protective Gear	531124	229.37	-	1,064.04	(1,064.04)	-100%
LP Gas	532103	-	-	33.54	(33.54)	-100%
Building & Grounds Supplies	533100	11,877.64	34,241.28	1,213.81	33,027.47	4%
Equip/Furniture/Fixtures Parts	533101	-	-	2,398.28	(2,398.28)	-100%
Conferences, Training, Travel	542102	11,586.46	23,200.00	14,465.21	8,734.79	62%
Dues & Memberships	542103	1,303.50	10,000.00	877.50	9,122.50	9%
Licensing Fees	542106	30.00	-	-	-	0%
Postage & Freight	542108	3,024.77	13,500.00	4,220.83	9,279.17	31%
Mileage Reimbursement	542111	793.37	3,000.00	1,124.79	1,875.21	37%
Total Discretionary Expenses		563,512.69	799,598.94	531,143.26	268,455.68	66%
Other Expenses						
Health Services	521106	250.75	-	392.35	(392.35)	-100%
City Accounting Services	521113	42,750.00	-	-	-	0%
Administrative Area Charges	521114	225.00	-	-	-	0%
Routine City Facility Charges	522107	65,930.56	325,603.18	94,713.66	230,889.52	29%
Routine City Fleet Charges	522108	431.81	1,150.00	1,935.56	(785.56)	168%
City Information Tech Services	522109	3,086.10	-	-	-	0%
Electricity	523100	105,367.06	243,800.00	116,168.71	127,631.29	48%
Natural Gas	523103	333.78	4,500.00	892.56	3,607.44	20%
Rental of Land & Buildings	524100	233,109.54	249,000.00	234,077.67	14,922.33	94%
Liability Insurance	525104	24,987.34	46,866.00	25,931.54	20,934.46	55%
Property Insurance	525107	67,963.98	162,212.00	81,106.02	81,105.98	50%
Vehicle Insurance	525108	649.98	1,500.00	750.00	750.00	50%
Gasoline Fuel	532101	112.50	498.58	212.72	285.86	43%
Total Other Expenses		545,198.40	1,035,129.76	556,180.79	478,948.97	54%
Capital Outlay						
Total Capital Outlay		-	-	-	-	0%
Debt Service						
Total Debt Service		-	-	-	-	0%
Transfers Out						
Transfer Out-Inter	571100	-	20,000.00	-	20,000.00	0%
Total Transfers Out		-	20,000.00	-	20,000.00	0%
Total Expenditures		3,955,470.73	8,125,438.27	4,170,224.95	3,955,213.32	51%
Net Revenues over/(under) Expenditures		(3,490,941.30)	(7,296,091.27)	(3,700,346.65)	3,595,744.62	

APPLICATION AND CERTIFICATE FOR PAYMENT
AIA DOCUMENT G702

TO (OWNER): CITY OF CEDAR RAPIDS 101 1ST STREET SE CEDAR RAPIDS, IA 52401	PROJECT: Westside Library 3700 20th Ave SW Cedar Rapids, IA 52404	APPLICATION NO: 04 INVOICE NO: 003388 PROJECT NO: 54256 ARCHITECT PROJECT NO: PUR0624-324 OWNER PO NO: 54256
FROM: (CONTRACTOR) Dale F DeMeulenaere Garling Construction, Inc. 1120 11th Street Belle Plaine, IA 52208	ARCHITECT: OPN ARCHITECTS 200 5TH AVE SE 201 CEDAR RAPIDS, IA 52401	CONTRACT DATE: 9/11/2024 FROM: 1/1/2025 TO: 1/31/2025
CONTRACT FOR: General Construction		

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	LENDOR
<input type="checkbox"/>	GENERAL CONTRACTOR
<input type="checkbox"/>	CONSTRUCTION MANAGER
<input type="checkbox"/>	OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

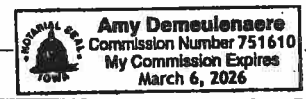
Change Orders approved in previous months by Owner	APPROVED	DEDUCTIONS
Total	\$19,762.45	
Approved this Month		
Number	Date Approved	
0002	01/21/2025	\$109,533.86
TOTALS		\$109,533.86
Net change by Change Orders		\$129,296.31

1. ORIGINAL CONTRACT SUM	\$15,525,000.00	
2. Net change by Change Orders	\$129,296.31	
3. CONTRACT SUM TO DATE (Line 1 +- 2)	\$15,654,296.31	
4. TOTAL COMPLETED & STORED TO DATE	\$1,931,293.75	
(Column I on G703)		
5. RETAINAGE:		
a. 5.00% of Completed Work	\$96,564.69	
(Column F + G on G703)		
b. _____ of Stored Material	_____	
(Column H on G703)		
Total Retainage (Line 5a + 5b or Total in Column L of G703)		\$96,564.69
6. TOTAL EARNED LESS RETAINAGE	\$1,834,729.06	
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT		
(Line 6 from prior Certificate).....	\$1,513,882.71	
8. CURRENT PAYMENT DUE	\$320,846.35	
9. BALANCE TO FINISH, PLUS RETAINAGE	\$13,819,567.25	
(Line 3 less Line 6)		

The undersigned contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Garling Construction Inc
 BY: *Tom* DATE: 1-27-25

State of: IA
 Subscribed and sworn to before me this 27th day of Jan, 2025
 Notary Public: *Amy Demulenaere*
 My Commission Expires: 3-6-26



ARCHITECTS CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the **AMOUNT CERTIFIED**.

AMOUNT CERTIFIED \$ 320,846.35
Three Hundred Twenty Thousand Eight Hundred Forty Six Dollars and Thirty Five Cents

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: *Katie*
 By: _____ Date: 01/29/2025

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Approved
Dasha



**AMENDMENT NO. 4 TO CONTRACT FOR ARCHITECTURAL SERVICES FOR WESTSIDE LIBRARY FACILITY
CONTRACT NO. PUR0622-362**

WHEREAS, the City of Cedar Rapids, Iowa (“the CITY”) and OPN Architects (“OPN”) are parties to a Contract, whereby OPN provides Architectural Services for the Westside Library Facility for the CITY; and

WHEREAS, the CITY and OPN are desirous of amending the Contract, signed by the Library Board of Trustees President on October 26, 2022.

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

1. Due to an increase in the volume of Services provided by OPN, an additional \$129,500 is being added to the Contract.

2. Summary of Contract to Date:

	Price	Description
Original Contract	\$1,272,100	Signed by Library 10/26/2022
Amendment No. 1	\$10,700	Volume of Services increased
Amendment No. 2	\$1,200	Add radon mitigation system consulting
Amendment No. 3	\$47,300	Design and construction administration for discovery park
Amendment No. 4	\$129,500	Additional services for scope changes
Total	\$1,460,800	Not to exceed, except by written amendment

3. Except for the matters otherwise contained herein, the Contract will remain unaffected by this Amendment No. 4 and will remain in full force and effect.
4. This Amendment is to be effective on the 6th day of February, 2025.

City – Primary Contact:		Contractor – Primary Contact:	
Dara Schmidt, Library Director		Toby Olsen, AIA, Principal-in-Charge	
Cedar Rapids Public Library		OPN Architects	
450 5 th Avenue SE		200 Fifth Avenue SE Ste. 201	
Cedar Rapids, IA 52403		Cedar Rapids, IA 52401	
Phone	(319) 739-0401	Phone	(319) 730-2916 / (319) 270-0771
E-Mail	schmidtd@crlibrary.org	E-Mail	tolsen@opnarchitects.com

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

OPN ARCHITECTS

Authorized Signature

Date



Authorized Signature

01/30/25

Date

Printed Name

Toby Olsen

Printed Name

Title

Associate Principal

Title

LIBRARY SERVICES CONTRACT

THIS AGREEMENT is entered into by and between Linn County, Iowa ("County") and the Cedar Rapids Public Library Board of Trustees ("Library") under the following terms and conditions hereby mutually agreed upon by the parties:

1. This Agreement is made pursuant to Iowa Code Chapter 336.
2. Library agrees to provide library services to all Linn County residents living outside of incorporated cities on the same terms and conditions, including fees, as it provides library services to residents living within the corporate boundaries of Cedar Rapids, Iowa.
3. County agrees to contribute an amount not to exceed \$79,161.50 to Library for library services.
4. Library shall not use the County's contribution to reduce the Library's funding level from the City of Cedar Rapids, nor shall the contribution by the County, or any portion thereof, be used to provide services or purchase materials or equipment to be accessed solely by residents living within the corporate boundaries of Cedar Rapids, Iowa. A violation of this paragraph will be considered cause for termination of this Agreement.
5. The contribution by County for library services as set out in Paragraph 3 shall not exceed one-half of the amount contributed by the City of Cedar Rapids for the same period. County may require Library to provide a report of its annual budget, purchases, and expenditures as well as a summary of services provided before disbursement by County of any installment. Noncompliance with the terms of this paragraph may affect the amount of the contribution set out in paragraph 3 and may be considered cause for termination of this Agreement.
6. Pursuant to Iowa Code Section 336.19, this Agreement may be terminated at any time by mutual consent of the contracting parties or in any other manner provided by law.
7. Each party to this Agreement represents and warrants to the other that:
 - a. It has the right, power, and authority to enter into and perform its obligations under this Agreement.
 - b. It has taken all requisite action (corporate, statutory, or otherwise) to approve the execution, delivery, and performance of the terms and conditions of this Agreement, and this Agreement constitutes a legal, valid, and binding obligation upon itself and in accordance with its terms and conditions.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures.

LINN COUNTY
BOARD OF SUPERVISORS

CEDAR RAPIDS PUBLIC LIBRARY
BOARD OF TRUSTEES

By:  _____
Chairperson

By: _____
President

Date: 1.21.2025 _____

Date: _____

151
General Fund - Library

2026

Account	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adjusted Budget	FY 2026 Budget	Change From FY 2025 Incr / (Decr)	Comments
Revenues							
Taxes							
Licenses & Permits	-	-	-	-	-	-	0%
Intergovernmental Revenue	-	-	-	-	-	-	0%
421001 Federal Operating	22,644.27	10,800.86	-	-	-	-	0%
421003 Federal Capital	5,000.00	-	-	-	-	-	0%
422001 State Operating	112,069.27	101,964.62	101,472.58	115,000.00	115,000.00	-	0%
423000 Local Govt Grants and Reimb	120,454.08	316,198.63	283,107.41	300,000.00	300,000.00	-	0%
	260,167.62	428,964.11	384,579.99	415,000.00	415,000.00	-	0%
Charges for Services							
431006 Printing & Duplicating of Form	5,301.75	16,178.75	31,308.05	25,000.00	25,000.00	-	0%
431012 Dept Charges-External to City	362,935.69	241,420.59	246,241.47	259,792.00	272,367.00	12,575.00	5%
431201 Library User Fees - Not Fines	10,442.52	10,243.04	33,751.53	10,600.00	10,600.00	-	0%
431301 Vending Sales	62.49	33.29	-	-	-	-	0%
	378,742.45	267,875.67	311,301.05	295,392.00	307,967.00	12,575.00	4%
Fines & Forfeits							
Proceeds of Long Term Liabilities	-	-	-	-	-	-	0%
Transfers In							
483001 Operating Transfer In - Inter	14,000.00	40,134.08	14,718.96	-	-	-	0%
	14,000.00	40,134.08	14,718.96	-	-	-	0%
Other Revenue							
461001 Building Rental	35,588.50	35,044.10	36,968.40	43,455.00	43,455.00	-	0%
471002 Contributions & Donations	35,675.00	78,445.22	49,784.63	70,000.00	70,000.00	-	0%
471003 Sale of Inventory	1,666.45	843.10	298.33	2,000.00	2,000.00	-	0%
471004 Damage Recoveries	-	-	6,774.69	-	-	-	0%
471005 Other Miscellaneous Revenue	0.01	1,241.01	100.00	3,500.00	3,500.00	-	0%
471007 Cash Over (Under)	-	8.37	(17.16)	-	-	-	0%
	72,929.96	115,581.80	93,908.89	118,955.00	118,955.00	-	0%
Total Revenues	725,840.03	852,555.66	804,508.89	829,347.00	841,922.00	12,575.00	2%
Expenditures							
Personal Services							
511100 Regular Employees	3,712,461.94	3,884,701.40	4,116,824.07	4,379,864.00	4,570,526.00	190,662.00	4%
511200 Temporary/Seasonal Employees	4,620.00	11,790.00	16,870.50	43,368.40	43,368.40	-	0%
511300 Overtime	82,473.35	72,093.77	79,349.02	114,773.40	114,773.40	-	0%
511400 Other Special Pays	51,609.38	40,588.02	21,885.84	17,158.00	13,180.00	(3,978.00)	-23%
511500 Leave Accrual	(44,755.92)	(8,041.67)	27,695.56	-	-	-	0%
512100 Group Insurance	454,598.64	566,576.15	682,010.06	818,207.00	889,723.00	71,516.00	9%
512200 Social Security Contributions	284,113.81	295,839.02	312,648.87	348,485.00	361,272.00	12,787.00	4%
512300 Retirement Contribution	357,432.71	372,864.17	395,828.97	431,057.00	446,664.00	15,607.00	4%
512400 Unemployment Compensation	-	13,246.61	-	-	-	-	0%
512500 Workers' Compensation	132,176.60	138,555.61	71,241.99	61,747.00	147,525.00	85,778.00	139%
512600 Other Employee Benefits	58,432.08	20,340.14	(19,252.83)	3,162.00	3,658.00	496.00	16%
	5,093,162.59	5,408,553.22	5,705,102.05	6,217,821.80	6,590,689.80	372,868.00	6%
Discretionary Expenses							
521100 Advertising & Marketing	23,985.55	10,317.41	12,046.59	5,000.00	5,000.00	-	0%
521101 Architectural Services	525.00	-	-	-	-	-	0%
521102 Auditing & Accounting Services	-	372.00	-	-	-	-	0%
521104 Consulting & Technical Service	53,124.93	-	7,550.00	10,000.00	10,000.00	-	0%
521105 External Contracted Labor	92,595.52	128,538.69	127,979.04	125,466.00	52,274.00	(73,192.00)	-58%
521106 Health Services	415.95	516.25	767.00	-	-	-	0%
521107 Legal Services	-	-	27,577.95	-	-	-	0%
521108 Other Professional Services	3,418.22	9,619.77	2,525.38	9,523.63	9,523.63	-	0%
521109 External Banking/Financial Fee	13,178.37	20,705.38	18,079.03	20,700.00	20,700.00	-	0%
521110 Security Services	-	-	31.23	5,000.00	-	(5,000.00)	-100%
522100 Computer Hardware	41,051.36	68,120.63	38,013.66	35,000.00	40,000.00	5,000.00	14%
522101 Computer Software Maintenance	216,418.46	180,492.58	195,862.72	222,220.00	222,220.00	-	0%
522102 IT Services - External	78,606.46	60,389.38	37,973.74	75,500.00	40,000.00	(35,500.00)	-47%
522104 Building & Grounds Services	12,464.11	29,265.20	24,648.60	15,000.00	25,000.00	10,000.00	67%
522105 Equip/Furniture/Fixtures Serv	-	1,504.62	13,728.72	9,000.00	15,000.00	6,000.00	67%
522106 Vehicles & Rolling Equip Serv	70.00	29.95	-	-	-	-	0%
523107 Phone Services	30,381.02	30,089.69	29,326.44	35,950.00	32,950.00	(3,000.00)	-8%
524101 Rental of Equip & Vehicles	834.00	10,182.42	947.20	500.00	500.00	-	0%
525102 Printing, Binding, & Duplicate	10,992.06	22,752.46	16,376.03	15,950.00	16,950.00	1,000.00	6%
531102 Awards & Recognition	47.35	8.50	-	250.00	250.00	-	0%
531103 Books & Subscriptions	132,981.58	167,426.81	183,802.88	109,171.80	127,171.80	18,000.00	16%
531105 Cleaning & Janitorial Supplies	545.44	-	285.22	1,250.00	1,250.00	-	0%
531106 Computer Supplies	8,232.00	3,375.27	2,771.63	5,000.00	5,000.00	-	0%
531109 Equipment/Furniture/Fixtures	48,979.07	18,051.57	18,798.67	11,500.00	17,800.00	6,300.00	55%

Personal Services entered to 151000 (will allocate out in July 2025 amendment)
reducing by \$20K in FY25 to cover transfer out to FMS & reallocation of Navigator Positions at Willis Dady to Personal services to cover position 3011 - FY26 is \$25,000

FY25 reduction/reallocation Navigator Positions at Willis Dady to Personal services to cover position 3011 - FY26 is \$25K

one time costs/don't need to adjust budget

now includes City cell phones for staff

includes refresh reduction of \$206,700

General Fund - Library

Account	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adjusted Budget	FY 2026 Budget	Change From FY 2025 Incr / (Decr)	Comments
531110 Photography Supplies	-	-	-	300.00	-	(300.00)	-100%
531114 Miscellaneous Supplies	685.09	-	-	2,000.00	-	(2,000.00)	-100%
531116 Office Supplies	24,395.15	12,517.31	15,761.42	15,320.00	15,320.00	-	0%
531117 Paint Supplies	106.56	-	975.09	-	-	-	0%
531118 Program Supplies	34,799.68	31,585.21	37,486.60	37,000.00	37,000.00	-	0%
531119 Shop Supplies	78.84	-	1,312.66	250.00	250.00	-	0%
531120 Sign & Signal Supplies	235.13	1,984.91	113.78	-	-	-	0%
531123 Uniforms	949.49	1,196.98	-	1,694.00	1,694.00	-	0%
531124 Personal Protective Gear	7,099.53	2,040.45	778.48	-	-	-	0%
533100 Building & Grounds Supplies	20,042.14	16,104.56	13,646.28	34,241.28	20,741.28	(13,500.00)	-39%
533101 Equip/Furniture/Fixtures Parts	488.77	570.00	2,591.00	-	-	-	0%
542101 Closure/PostClosure Ldfill Exp	(28.00)	-	-	-	-	-	0%
542102 Conferences, Training, Travel	31,460.70	45,896.47	30,816.08	23,200.00	23,200.00	-	0%
542103 Dues & Memberships	9,414.55	11,740.50	4,060.54	10,000.00	10,000.00	-	0%
542106 Licensing Fees	128.92	60.00	60.00	-	-	-	0%
542108 Postage & Freight	7,676.69	11,474.64	11,448.09	13,500.00	13,500.00	-	0%
542111 Mileage Reimbursement	535.08	1,415.22	1,879.92	3,000.00	3,000.00	-	0%
	906,914.77	898,344.83	880,021.67	852,486.71	766,294.71	(86,192.00)	-10%
Other Expenses							
521113 City Accounting Services	75,000.00	77,500.00	85,500.00	-	-	-	0%
521114 Administrative Area Charges	-	225.00	225.00	-	-	-	0%
522107 Routine City Facility Charges	274,508.07	302,279.58	330,296.02	325,603.18	349,135.23	23,532.05	7%
522108 Routine City Fleet Charges	309.60	456.69	948.41	1,150.00	899.00	(251.00)	-22%
522109 City Information Tech Services	9,242.64	5,878.33	6,172.25	-	-	-	0%
523100 Electricity	199,771.29	226,860.33	237,481.70	243,800.00	243,800.00	-	0%
523103 Natural Gas	6,466.64	4,433.82	2,633.76	4,500.00	4,500.00	-	0%
524100 Rental of Land & Buildings	234,331.28	346,324.55	253,672.81	249,000.00	249,000.00	-	0%
525104 Liability Insurance	33,500.45	43,955.52	47,398.32	46,866.00	63,422.00	16,556.00	35%
525107 Property Insurance	88,821.00	100,110.00	135,928.00	162,212.00	171,950.00	9,738.00	6%
525108 Vehicle Insurance	1,746.00	1,200.00	1,300.00	1,500.00	1,500.00	-	0%
532101 Gasoline Fuel	216.36	199.77	184.79	498.58	498.58	-	0%
542114 Bad Debt Expense	-	-	7,357.89	-	-	-	0%
	923,913.33	1,109,423.59	1,109,098.95	1,035,129.76	1,084,704.81	49,575.05	5%
Capital Outlay							
554000 Vehicles, Equipment, Software	109,862.44	1,661.99	58,420.69	-	-	-	0%
	109,862.44	1,661.99	58,420.69	-	-	-	0%
Debt Service							
	-	-	-	-	-	-	0%
Transfers Out							
571100 Interfund Transfer out	-	-	-	20,000.00	20,000.00	-	0%
Total Expenditures	7,033,853.13	7,417,983.63	7,752,643.36	8,125,438.27	8,461,689.32	336,251.05	4%
Net Revenues Over / (Under) Expenditures	(6,308,013.10)	(6,565,427.97)	(6,948,134.47)	(7,296,091.27)	(7,619,767.32)	(323,676.05)	

Transfer to FMS Ops 081 - Construction Management of Westside Library (FY25 & FY26 only)

7010 Public Library Grants

Account	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025		Change	
				Adopted Budget	FY 2026 Budget	From FY 2025 Incr / (Decr)	
Revenues							
Taxes							
	-	-	-	-	-	-	0%
Licenses & Permits							
	-	-	-	-	-	-	0%
Intergovernmental Revenue							
421001 Federal Operating	30,553.89	5,969.98	-	-	-	-	0%
422001 State Operating	20,000.00	19,191.71	12,775.58	-	-	-	0%
423000 Local Govt Grants and Reimb	250.00	-	13,233.43	-	-	-	0%
	50,803.89	25,161.69	26,009.01	-	-	-	0%
Charges for Services							
431007 Internal Charges-City Mgr Dept	-	3,333.33	-	-	-	-	0%
431012 Dept Charges-External to City	68,695.84	17,173.96	23,333.33	20,000.00	20,000.00	-	0%
	68,695.84	20,507.29	23,333.33	20,000.00	20,000.00	-	0%
Fines & Forfeits							
	-	-	-	-	-	-	0%
Proceeds of Long Term Liabilities							
	-	-	-	-	-	-	0%
Transfers In							
483001 Operating Transfer In - Inter	-	7,993.53	-	-	-	-	0%
483002 Operating Transfer In - Intra	10,000.00	89,604.53	-	-	-	-	0%
	10,000.00	97,598.06	-	-	-	-	0%
Other Revenue							
451000 Interest/Div - Nonproprietary	2,911.99	18,692.83	29,983.55	-	-	-	0%
471002 Contributions & Donations	74,259.97	320,706.85	54,663.02	180,000.00	180,000.00	-	0%
	77,171.96	339,399.68	84,646.57	180,000.00	180,000.00	-	0%
Total Revenues	206,671.69	482,666.72	133,988.91	200,000.00	200,000.00	-	0%
Expenditures							
Personal Services							
511100 Regular Employees	38,836.80	63,788.40	118,481.76	124,677.00	128,296.00	3,619.00	3%
511500 Leave Accrual	(484.84)	1,861.66	(348.57)	-	-	-	0%
512100 Group Insurance	5,225.64	6,136.38	17,670.90	21,709.00	34,078.00	12,369.00	57%
512200 Social Security Contributions	2,913.08	4,585.99	8,809.19	9,538.00	9,814.00	276.00	3%
512300 Retirement Contribution	3,652.22	5,725.81	11,172.14	11,769.00	12,111.00	342.00	3%
512500 Workers' Compensation	1,354.08	2,166.20	2,012.58	1,733.00	4,106.00	2,373.00	137%
512600 Other Employee Benefits	526.11	(1,306.97)	407.69	34.00	34.00	-	0%
	52,023.09	82,957.47	158,205.69	169,460.00	188,439.00	18,979.00	11%
Discretionary Expenses							
521100 Advertising & Marketing	-	427.48	2,828.98	35,000.00	35,000.00	-	0%
521104 Consulting & Technical Service	-	-	-	20,000.00	20,000.00	-	0%
521105 External Contracted Labor	-	-	-	40,000.00	40,000.00	-	0%
521106 Health Services	-	-	32.45	-	-	-	0%
521108 Other Professional Services	-	-	3,217.28	-	-	-	0%
522100 Computer Hardware	-	-	2,925.00	25,000.00	25,000.00	-	0%
522101 Computer Software Maintenance	-	-	15,561.00	-	-	-	0%
522102 IT Services - External	-	-	9,000.00	-	-	-	0%
522104 Building & Grounds Services	-	-	-	10,000.00	10,000.00	-	0%
525102 Printing, Binding, & Duplicate	2,339.77	12,237.10	3,839.51	4,000.00	4,000.00	-	0%
531102 Awards & Recognition	-	-	-	2,000.00	2,000.00	-	0%
531103 Books & Subscriptions	28,923.52	25,716.70	80,878.70	105,000.00	105,000.00	-	0%
531106 Computer Supplies	1,925.00	-	-	-	-	-	0%
531109 Equipment/Furniture/Fixtures	27,890.50	129,427.25	6,405.64	100,000.00	100,000.00	-	0%
531118 Program Supplies	32,294.33	63,138.97	48,546.81	40,000.00	40,000.00	-	0%
531120 Sign & Signal Supplies	-	86.40	-	-	-	-	0%
531124 Personal Protective Gear	1,459.56	9.30	-	-	-	-	0%
541106 Grants & Contributions	-	2,500.00	-	-	-	-	0%
542102 Conferences, Training, Travel	-	1,287.06	1,536.10	10,000.00	10,000.00	-	0%
542111 Mileage Reimbursement	-	75.72	327.80	-	-	-	0%
	94,832.68	234,905.98	175,099.27	391,000.00	391,000.00	-	0%
Other Expenses							
	-	-	-	-	-	-	0%
Capital Outlay							
554000 Vehicles, Equipment, Software	-	-	12,727.81	-	-	-	0%
	-	-	12,727.81	-	-	-	0%
Debt Service							
	-	-	-	-	-	-	0%
Transfers Out							
571100 Transfer Out-Inter	-	29,134.08	64,718.96	-	-	-	0%
571200 Transfer Out-Intra	10,000.00	89,604.53	-	-	-	-	0%

7010 Public Library Grants

Account	FY 2025					Change	
	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	Adopted Budget	FY 2026 Budget	From FY 2025 Incr / (Decr)	
	10,000.00	118,738.61	64,718.96	-	-	-	0%
Total Expenditures	156,855.77	436,602.06	410,751.73	560,460.00	579,439.00	18,979.00	3%
Net Revenues Over / (Under) Expenditures	49,815.92	46,064.66	(276,762.82)	(360,460.00)	(379,439.00)	(18,979.00)	

Improvements - Public Library

Account	FY 2022 Actual	FY 2023 Actual	FY 2024 Actual	FY 2025 Adopted Budget	FY 2026 Budget	Change From FY 2025 Incr / (Decr)	Comments
Revenues							
Taxes							
	-	-	-	-	-	-	0%
Licenses & Permits							
	-	-	-	-	-	-	0%
Intergovernmental Revenue							
421003 Federal Capital	-	250,357.14	618,937.99	-	-	-	0%
422001 State Operating	58,878.82	-	-	-	-	-	0%
	58,878.82	250,357.14	618,937.99	-	-	-	0%
Charges for Services							
	-	-	-	-	-	-	0%
Fines & Forfeits							
	-	-	-	-	-	-	0%
Proceeds of Long Term Liabilities							
485001 GO Bond Proceeds	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00	-	0%
	500,000.00	500,000.00	500,000.00	500,000.00	500,000.00	-	0%
Transfers In							
483001 Operating Transfer In - Inter	-	-	145,695.00	3,000,000.00	2,304,025.00	(695,975.00)	-23%
483002 Operating Transfer In - Intra	-	-	41,433.86	-	-	-	0%
	-	-	187,128.86	3,000,000.00	2,304,025.00	(695,975.00)	-23%
Other Revenue							
471005 Miscellaneous Revenue	-	-	-	-	1,000,000.00	1,000,000.00	100%
471002 Contributions & Donations	-	100,000.00	-	5,926,680.00	1,500,000.00	(4,426,680.00)	-75%
	-	100,000.00	-	5,926,680.00	2,500,000.00	(3,426,680.00)	-58%
Total Revenues	558,878.82	850,357.14	1,306,066.85	9,426,680.00	5,304,025.00	(4,122,655.00)	-44%
Expenditures							
Personal Services							
	-	-	-	-	-	-	0%
Discretionary Expenses							
521104 Consulting & Technical Service	-	30,842.48	-	-	-	-	0%
521108 Other Professional Services	-	-	450.00	-	-	-	0%
531103 Books & Subscriptions	500,000.00	545,156.83	550,000.00	404,305.00	500,000.00	95,695.00	24%
531116 Office Supplies	-	49.08	-	-	-	-	0%
	500,000.00	576,048.39	550,450.00	404,305.00	500,000.00	95,695.00	24%
Other Expenses							
	-	-	-	-	-	-	0%
Capital Outlay							
552000 Buildings	-	419,753.52	556,159.88	9,922,375.00	9,830,830.00	(91,545.00)	-1%
553000 Improvements Other than Bldgs	-	-	-	100,000.00	-	(100,000.00)	-100%
554000 Vehicles, Equipment, Software	-	99,671.64	-	-	-	-	0%
	-	519,425.16	556,159.88	10,022,375.00	9,830,830.00	(191,545.00)	-2%
Debt Service							
	-	-	-	-	-	-	0%
Transfers Out							
571200 Transfer Out-Intra	-	-	328.36	-	-	-	0%
	-	-	328.36	-	-	-	0%
Total Expenditures	500,000.00	1,095,473.55	1,106,938.24	10,426,680.00	10,330,830.00	(95,850.00)	-1%
Net Revenues Over / (Under) Expenditures	58,878.82	(245,116.41)	199,128.61	(1,000,000.00)	(5,026,805.00)	(4,026,805.00)	

Five Year Capital Project Plan By Fund

Tuesday, January 14, 2025 9:39 AM

Project Number	Project Name	Project Quadrant	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	Scope of Work
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316200	Westside Library Construction	SW	Expenses	9,830,830	2,500,000	500,000	0	0	The acquisition conveyance, design and construction of a new Westside library.
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GO Bonds	0	0	0	0	0	0	0	0
TIF Bonds	0	0	0	0	0	0	0	0
Revenue Bonds	0	0	0	0	0	0	0	0
SRF Loan	0	0	0	0	0	0	0	0
Federal Grants	0	0	0	0	0	0	0	0
State Grants	0	0	164,716	0	0	0	0	0
Local Grants	0	0	0	0	0	0	0	0
IFM Transfer	0	0	0	0	0	0	0	0
Streets LOST Transfer	0	0	0	0	0	0	0	0
RUT Transfer	0	0	0	0	0	0	0	0
TIF Transfer	0	0	0	0	0	0	0	0
Operations Transfer	0	0	0	0	0	0	0	0
Other Transfer	2,304,025	0	0	0	0	0	0	0
Other Revenue	2,500,000	2,500,000	3,000,000	3,500,000	0	0	0	0
Cash on Hand	0	0	0	0	0	0	0	0
Transfer Out	0	0	0	0	0	0	0	0
Total Revenue	4,804,025	2,500,000	3,164,716	3,500,000	0	0	0	0
Net	-5,026,805	0	2,664,716	3,500,000	0	0	0	0



Internet and Computer Usage

The mission of the Cedar Rapids Public Library is to connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive. We do that by providing the public with timely access to information through a wide variety of materials, appropriate technology, and a well-trained staff. A goal of the CRPL is to enhance its existing collection in size and depth and provide opportunities for any citizen who wishes to explore the Internet at the library.

The Internet is an unregulated medium. It offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also allows access to some material that may be offensive, disturbing and/or illegal.

The library cannot control or monitor the vast amount of material accessible from computers and the Internet. As with printed material, not all sources provide accurate, complete or current information. It is the responsibility of individual users to evaluate the validity of all information found.

The Cedar Rapids Public Library assumes no responsibility for information accessed while using the public computers. Library staff will not control or endorse specific information found on the public computers. Staff cannot control the availability, accuracy, or currency of information links that may change rapidly and unpredictably. Library users accept the risk that websites may include explicit or otherwise offensive material. It is the user's responsibility (or that of the parent or guardian) to determine what is appropriate. Library staff respect the privacy and intellectual freedom of all patrons in accordance with our guiding principles, and will only intervene if content is believed to be illegal or violate Library or City policy.

The library affirms the right and responsibility of parents or guardians to guide, determine, and monitor their children's use of library materials and resources. Parents or guardians, not the library or its staff, are responsible for the information selected and/or accessed by their children.

The library will manage the use of the Internet in a manner consistent with all the library's policies, including Behavior and Unattended Children, which are available to view at any time through the library's website. Failure to use the Internet appropriately and responsibly, as defined in the Computer Usage Rules and Regulations agreed to at sign-on will result in suspension of computer use privileges and possibly library privileges.

Adopted: 11/07/96

Revised: 06/06/03, 07/05/07, 11/2015, 10/03/2019

Reviewed: 2013, 11/2022, 2/6/2025



Library Access for Sex Offenders Convicted of Sex Offenses Against Minors

See also related policy 3.04, Behavior Policy.

It is the purpose of this policy to ensure that the Library is in compliance with Iowa State law (692A.113).

Before granting access to the real property of the library in accordance with the law, the library director will consult with the Board President or member of the Board's leadership team if the president is unavailable.

If not granted access, registered sex offenders convicted of sex offenses against minors may be eligible for library service, depending on their residence address. They may register for a card directly with the Branch Manager, Public Service Manager or designee via telephone or email. At the time of registration, the applicant may make arrangements for a person of their choosing to select, check out, and return materials using that card. They may also receive information via telephone reference services or by use of the library's web site and online databases from home.

Violations of this policy will be immediately reported to law enforcement and violators will lose all library privileges.

A copy of that law is attached to this Policy for reference.

Adopted: 08/06/2009

Revised: 10/04/11, 11/2015, 09/2019, 10/6/2022

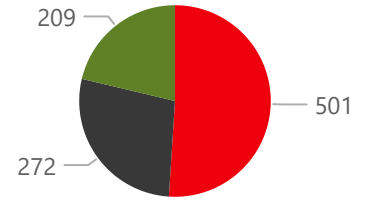
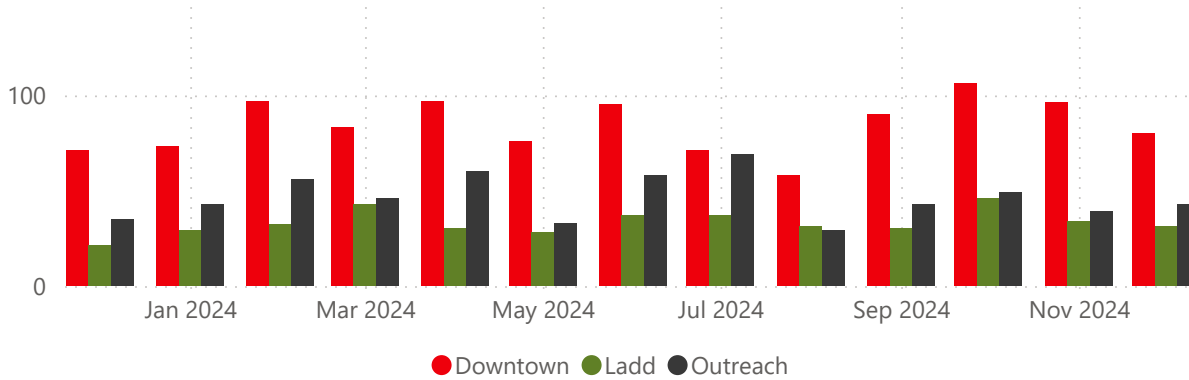
Reviewed: 2013, 2/6/2025

Iowa Code 692A.113

EXCLUSION ZONES AND PROHIBITION OF CERTAIN EMPLOYMENT-RELATED ACTIVITIES.

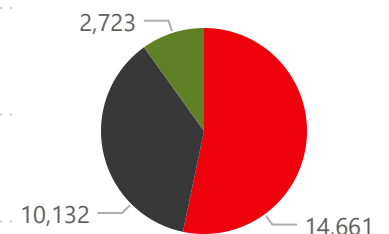
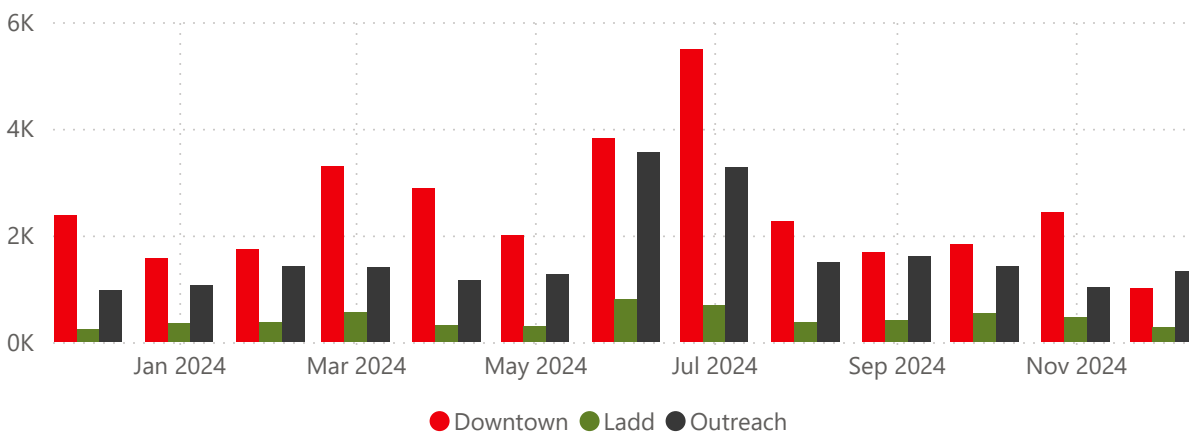
1. A sex offender who has been convicted of a sex offense against a minor shall not do any of the following:
 - a. Be present upon the real property of a public or nonpublic elementary or secondary school with out the written permission of the school administrator or school administrator's designee, unless enrolled as a student at the school.
 - b. Loiter within three hundred feet of the real property boundary of a public or nonpublic elementary or secondary school, unless enrolled as a student at the school.
 - c. Be present on or in any vehicle or other conveyance owned, leased, or contracted by a public or nonpublic elementary or secondary school without the written permission of the school administrator or school administrator's designee when the vehicle is in use to transport students to or from a school or school-related activities, unless enrolled as a student at the school or unless the vehicle is simultaneously made available to the public as a form of public transportation.
 - d. Be present upon the real property of a child care facility without the written permission of the child care facility administrator.
 - e. Loiter within three hundred feet of the real property boundary of a child care facility.
 - f. **Be present upon the real property of a public library without the written permission of the library administrator.**
 - g. **Loiter within three hundred feet of the real property boundary of a public library.**
 - h. Loiter on or within three hundred feet of the premises of any place intended primarily for the use of minors including but not limited to a playground available to the public, a children's play area available to the public, recreational or sport-related activity area when in use by a minor, a swimming or wading pool available to the public when in use by a minor, or a beach available to the public when in use by a minor.
2. A sex offender who has been convicted of a sex offense against a minor:
 - a. Who resides in a dwelling located within three hundred feet of the real property boundary of public or nonpublic elementary or secondary school, child care facility, public library, or place intended primarily for the use of minors as specified in subsection 1, paragraph "h", shall not be in violation of subsection 1 for having an established residence within the exclusion zone.
 - b. Who is the parent or legal guardian of a minor shall not be in violation of subsection 1 solely during the period of time reasonably necessary to transport the offender's own minor child or ward to or from a place specified in subsection 1.
 - c. Who is legally entitled to vote shall not be in violation of subsection 1 solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a place specified in subsection 1.
3. A sex offender who has been convicted of a sex offense against a minor shall not do any of the following:
 - a. Operate, manage, be employed by, or act as a contractor or volunteer at any municipal, county, or state fair or carnival when a minor is present on the premises.
 - b. Operate, manage, be employed by, or act as a contractor or volunteer on the premises of any children's arcade, an amusement center having coin or token operated devices for entertainment, or facilities providing programs or services intended primarily for minors, when a minor is present.
 - c. **Operate, manage, be employed by, or act as a contractor or volunteer at a public or nonpublic elementary or secondary school, child care facility, or public library.**
 - d. Operate, manage, be employed by, or act as a contractor or volunteer at any place intended primarily for use by minors including but not limited to a playground, a children's play area, recreational or sport-related activity area, a swimming or wading pool, or a beach.

Programs



982

of Programs



27,516

of Attendees

Programming returned to its "normal" program schedule in January, after last month's quirks of no school and bad weather. Traditional library programs such as Early Learning Story Times continue to attract enthusiastic audiences. Some special events made their way onto the calendar as well – we welcomed University of Iowa Football player (and Cedar Rapids native) Ethan Hurkett for a special Saturday Story Time, and celebrated Dolly Patron's Birthday with the Library Foundation and 250 of our closest friends!

The Winter Reading Challenge was a huge hit, with record numbers of participants, completions, and minutes read (nearly half a million minutes in just 31 days!) The Opportunity Center continues to expand the great work that is happening, with an expansion of the Conversation Classes and once again hosting VITA tax assistance multiple days and times each week for all of tax season.

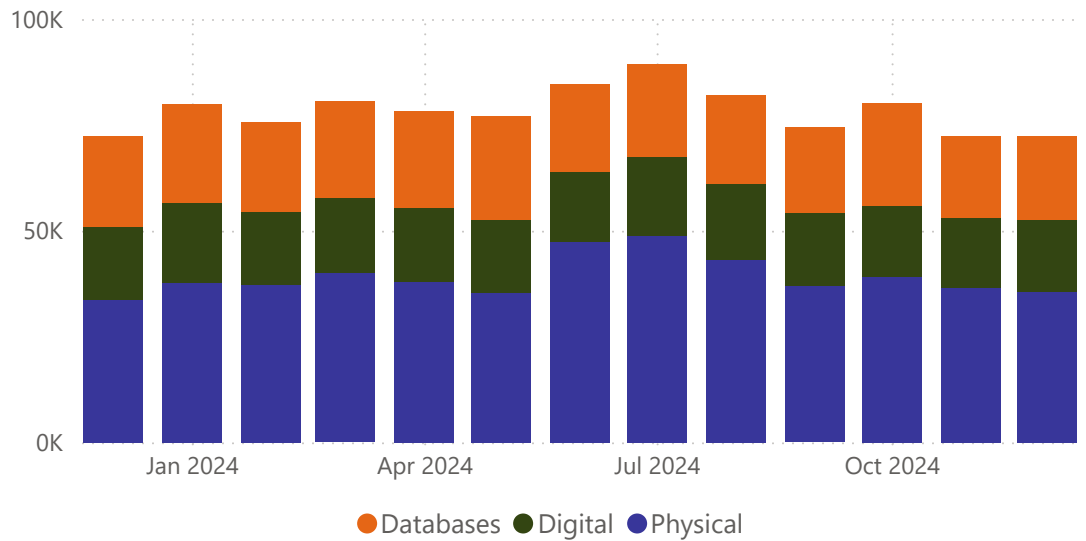
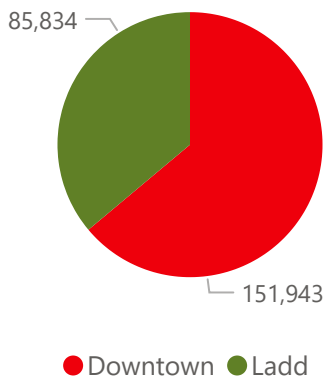
I was doing a roving loop through fiction greeting patrons when one of them called after me and asked if I was good at math. I stopped, turned around and said yes I am! I walked back to the table where she was obviously doing homework and she proceeded to tell me that she is working on completing the final class she needs to complete her GED. She was mad at herself for waiting so long as math had always been tough for her. I commended her for working toward completion and asked to look over the problems she was struggling with. Together we read through the assignment, I explained areas of confusion and supported her as she completed the work. She was so happy to share her struggles and story with me and so appreciative for the help. We high-fived and she promised to let me know when she gets her GED
- Kara McCoy, Patron Services Specialist

While I was shelving in the children's section, a young patron asked me if I could help her find a book. She didn't know the title, but she knew that the book had a pink cover with a doughnut on it. When she started describing the plot, I knew she was talking about the picture book "Arnie the Doughnut", which I was familiar with from the elementary school I work at. When I said the name of the book, the patron recognized it instantly, and after solving the mystery, we put it on hold for her. - Elizabeth Gardner, Public Service Associate

Borrowing & Collections

126,277 Databases 104,481 Digital 237,777 Physical 2,066 Technology 470,601 Total

Physical Circulation, by Location

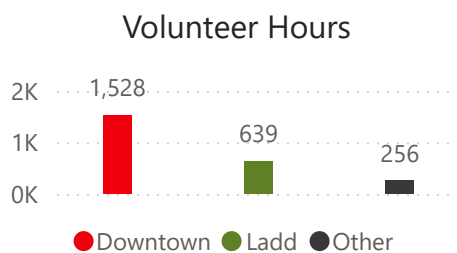


The Materials Department is shifting into acquisitions for Spring and Summer. Our Materials Librarians, who handle selection, will typically order materials several months ahead of their release to make sure our copies are reserved with our distributors. Depending on the anticipated popularity of the author or title, some materials may be ordered up to six months ahead of time. We add bibliographic records to our catalog when the materials are ordered so that patrons can start placing holds as soon as possible. Many of our patrons follow their favorite authors on social media and know when their next release is expected so they love being able to get their place in line early. Our bid process for the Integrated Library System continues and the committee should be able to have a decision in the next two months. Our current software contract is ending in December 2025, so we have plenty of time to make the decision.

While I was shelving Holds I said hello to a patron who was picking up a big stack of books that were being held for her. She said to me: "Thank you for this (holds) service, it's so helpful, I really appreciate having it. I'm a preschool teacher and I choose books each week for my curriculum, place holds for them, and then stop in to pick them up. You make it so easy and convenient. Thank you." I thanked her for sharing that with me and told her I was very glad she was able to take advantage of the Holds service. - Jo-Ann Cook, Public Service Associate

Volunteers

2,423
Total Hours



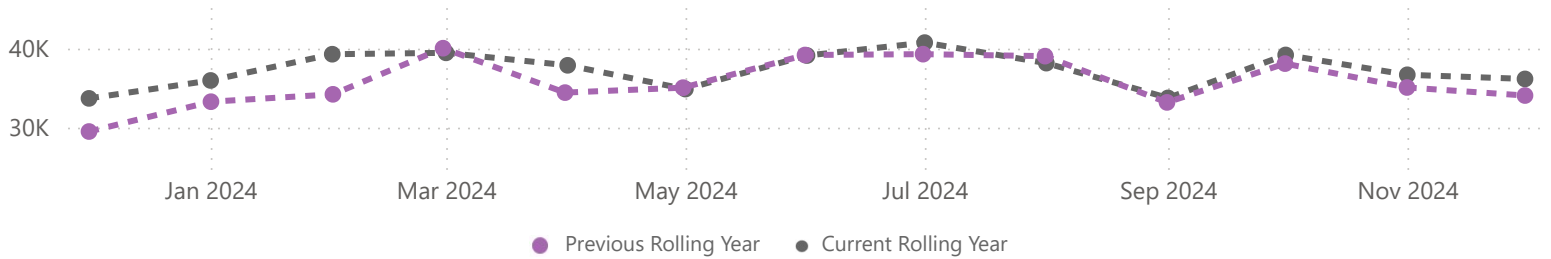
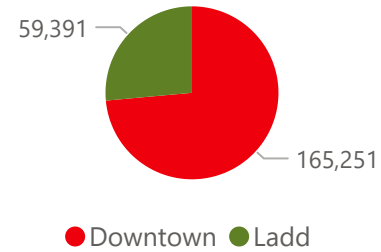
A year in the making, we launched the online New Volunteer Orientation process, which will allow volunteers to complete the bulk of their orientation process via Niche Academy with videos, handouts, knowledge checks, and open-ended questions. In January our first set of volunteers completed the orientation and then attend an in-person session. We are excited for the opportunity to streamline this part of the onboarding process for our volunteer and for our staff.

Volunteer Hours in December 2024: 386

Visits

224,642

Physical Visits



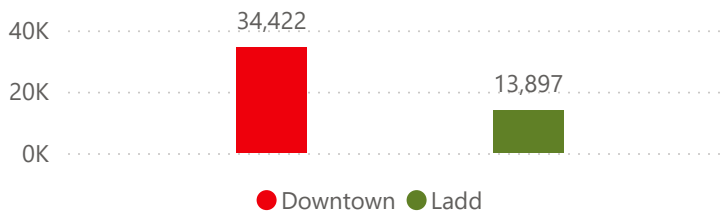
Starting in January, Public Service has seen an increase in patron assistance for tax information and other government forms that need recertification this month. Staff do an amazing job in helping patrons during these times and we have received patron compliments regarding the assistance staff provide with life changing services. Additionally, the Public Service Leadership team is actively reviewing 2024 Behavior Data looking for patterns and trends. We will use this information to ensure staff have adequate tools and abilities to handle common situations we see in the library using our KERA Framework.

We have a 7-year old patron who comes in several times a week with her teen siblings. She spends a lot of time tagging after the older kids or sitting in the teen room where she is too young to sign into a computer. Recently the public service staff made an effort to connect with her and see what Library services we could provide, that she can take advantage of while being supervised by her older siblings. We told her about the Winter Reading Challenge and provided her with the coloring page sign-up sheet and some crayons that she can use while in the library. We found books on topics she is interested in and brought those over to the teen area.

When she completed her Winter Reading Challenge she was excited to show us how she colored her page and she was so excited about her mug. She said she had hot cocoa at home and was going to use her mug for hot cocoa. We told her what a great job she did coloring her page and we helped her check out some books to take home. She drew a picture as a present to staff to thank us for the Winter Reading prize. - Lisa Miles, Public Services Specialist

Technology Access

PC Uses



110,540

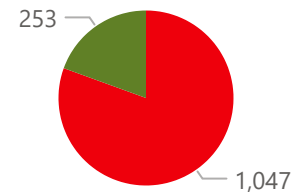
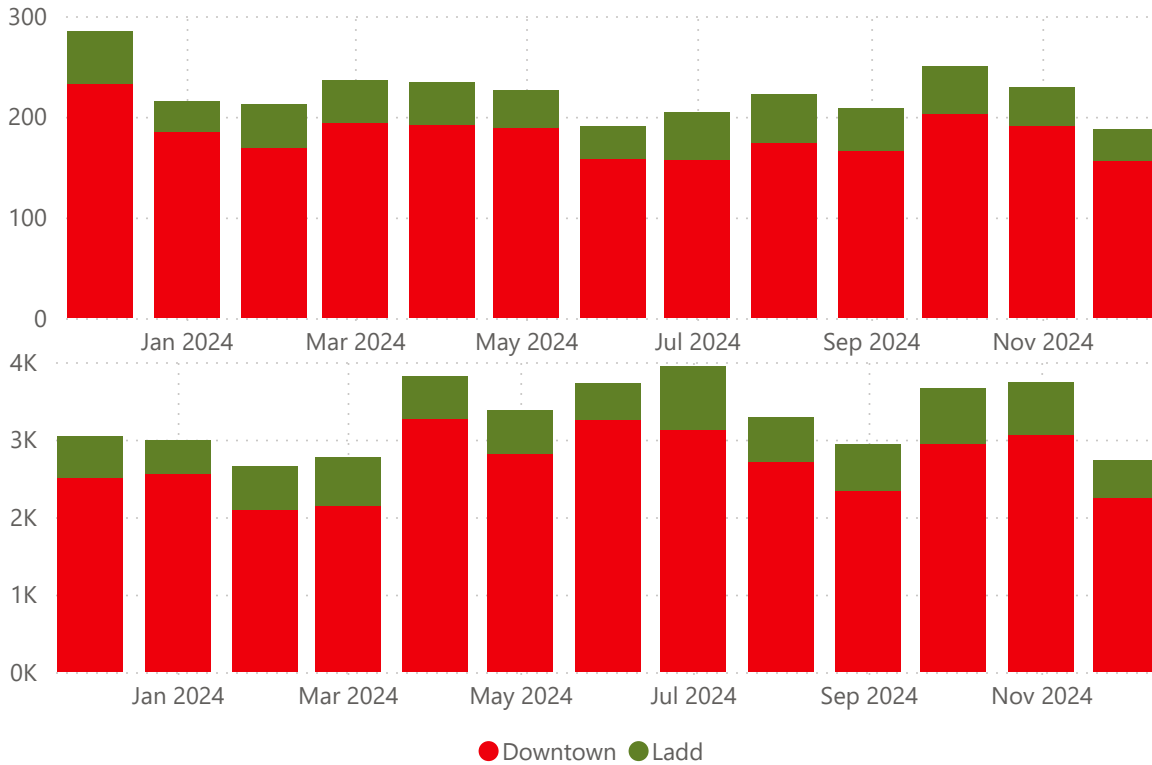
Virtual Visits

56,252

WiFi Sessions

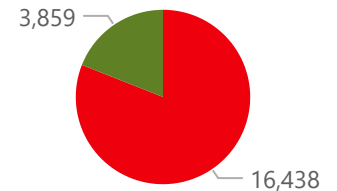
The Technology solutions team has been working with the Programming and Community Relations teams on the new meeting room and calendar software. This will mean changes for the technology showing meeting room schedules and digital displays. Patrons and staff use these daily for their directional needs and keeping the reservations moving. The library participated in our first City wide Alertus testing in January. Alertus is an emergency system intended to notify staff and law enforcement of a mass casualty event in city facilities. The testing went smoothly and there were no issues to report.

Meeting Room Use



1,300

of Reservations



20,297

of Users

Certainly, the holidays and weather had an impact on reservations - both in terms of closures and also for people using the library for special events, specifically for holiday making and socializing. Over the month, we hosted approximately 2,690 patrons through 178 reservations.

Notably, The ARC of East Central Iowa had a large-scale transition fair for youth transitioning to adulthood and steady employment opportunities. A family that lives in the neighborhood has created a karaoke program that they wouldn't be able to do anywhere else. We hosted a gallery opening for our Third Floor Gallery artist, Jack Hayes; an Indian classical dance performance; and two holiday concerts hosted by groups that use Whipple Auditorium.

Community Relations is excited to have the Spring issue of *OPEN+* at the printer for the season. Spring is a very busy season at the library with a lot of big events and opportunities for celebration. We are looking forward to some additional support collateral for the summer reading challenge, so we're starting work on that soon. We are also working on the transition to our new meeting room and calendar software in a supporting role. It's exciting to see how this new event calendar will be received by the public, and we're looking forward to continuing to improve it.

On a Friday afternoon, I was at the Elevator desk when a group of regular teen patrons stopped by. I greeted them and got a typically half-hearted chorus of "hey" in reply. Most went upstairs to get on the public computers, but one lingered at my desk. He needed his card number. "How was your day, J?" I asked.

He shrugged. "It was okay. Glad school is over."

I nodded as I scribbled his card number. "You like the weekend?"

He rewarded my question with a wide, sincere smile. In terms of adolescent emotional expression, this is the same to me as winning the lottery. "Of course I do. It means I get to come to the Library." I returned the smile. "That's awesome, man. Good to see you."

He nodded, burying his smile again under standard-issue teenage dourness. Then he slouched up the stairs, back to being cool. Not too cool for the Library, though. - Tait Larson, Patron Services Specialist

**TENTATIVE AGREEMENT
CEDAR RAPIDS PUBLIC LIBRARY BOARD
AND
COMMUNICATIONS WORKERS OF AMERICA LOCAL 7101
For Wages July 1, 2025 through June 30, 2027
Submitted January 31, 2025**

Effective July 1, 2025 – 3.5% ATB increase

Effective July 1, 2026 – 3.5% ATB increase

Calendar of Initiatives - FY23-25 Plan Year Three												
Initiative	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<i>Literacy</i>												
Where we become a city of literacy.												
Investigate and potentially implement adult literacy programs												
Promote the library through community literacy and engagement												
<i>Access</i>												
Where we embrace big dreams in our community through investment in a permanent westside facility												
Break ground for new westside library												
<i>Inclusion</i>												
Where we become a hub for civic engagement												
Ensure basic understanding of government and community infrastructure												
Create infrastructure to welcome new community members and provide access to community resources												
Build cultural literacy and understanding												