



Agenda: Board of Trustees
November 7, 2024, at 4 pm
Conference Room, Downtown Library

Literacy, Access, & Inclusion

Library Board President – Monica Challenger

- A. Call to Order
- B. Consent Agenda – **Action**
 - Minutes: October 3, 2024
 - Special Event Application
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: Collections Move Report – Erin Horst
- G. Library Board Committee Reports
 - Advocacy Committee – Elisabeth Hepworth, Committee Chair
 - No Action
 - Building Committee – Jade Hart, Committee Chair
 - No Action
 - Finance Committee – Chris Casey, Committee Chair
 - **Action:** Contract Amendment No. 3: OPN Architects for Westside Library Project (original contract amount was \$1,272,100; total contract amount with this amendment is \$1,331,300)
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy 1.01 ByLaws
 - **Action:** Policy 4.06 Use of Security Cameras
 - **Action:** Policy 5.00 Foundation and Friends of the Cedar Rapids Public Library
- H. Library Director's Report
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **December 5, 2024 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
October 3, 2024

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

Board members unable to attend: Ana McClain

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

Others: Charity Tyler, Executive Director, Cedar Rapids Public Library Foundation (in person)

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

Ms. Hart moved to accept the consent agenda. Ms. Casey 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 Foundation continues to be active with the capital campaign. The final proof of the semi-annual Friends and Foundation joint newsletter was completed and will be mailed by end of next week. Foundation staff are also preparing for two appeals: Giving Tuesday, which focuses on the capital campaign; and the annual year-end appeal for Dolly Parton’s Imagination Library.
 - In a collaboration with Lion Bridge Brewery, they have a new Library Lager to promote awareness of Westside library. A launch party is scheduled for April 9. In addition, the Foundation has released new items to library swag store for purchase including totes and notebooks.
 - Ms. McDermott shared that the Van Vechten Society brunch was a great event. Ms. Tyler agreed and the Foundation have received two estate gifts in the last week, which will be recognized at next year’s event. She is honored and humbled by those who choose to include the library in estate plans.
- E. Friends of the Library Report – Libby Slappey
 - Ms. Tyler reported for Ms. Slappey. The Friends have been busy with their big fall sale, which again will be held at the downtown library. The event is Friday, Nov. 1 through Sunday, Nov. 3. The Sunday book sale is the fill a box and pay \$10. Friends will also participate in Very Cherry Open House on Saturday, Dec. 7.
- F. Board Education: Banned Books Week – Amber McNamara
 - This year for Banned Books Week, the library chose to focus on the freedom to read. Ms. McNamara shared that we celebrate this week annually. Last year, we setup a timeline of the Freedom to Read movement for our country and community. This year, the display was also at Ladd Library and on our website.
 - This year, Banned Book Week took place from September 22 to 28. It started in 1982, though the idea of freedom to read started in 1939 with the American Library Association’s (ALA) Bill of Rights to counter censorship. In 1954, the Freedom to Read document laid out duties to protect Americans’ freedom to read. In 1967, the Office for

Intellectual Freedom was established to raise awareness of the Library Bill of Rights and the principles of Freedom to Read.

- Locally, our library received its first complaint to remove a book from the collection in 1975 as schools were also starting to pull several books by Judy Blume. Another book challenge came in 1985 at the Cedar Rapids Public Library.
- A Supreme Court ruling came down in 1982 that removing books from school libraries violates students' First Amendment Rights. Following this landmark case and a surge in book suppression, Banned Books Week was launched. More lawsuits about materials would be dismissed in 1996.
- In the state of Iowa, there have been some events attempting to suppress materials including the Orange City book burning in 2018; Pella City Council tried to take over the control of their public library in response to a book issue in 2022; and also the temporary closure of Vinton Public Library after staff resigned due to community reactions to the library's materials. In 2023, Iowa Legislature passed SF 496 requiring public schools to remove books with "depictions or visual depictions of a sex act" among other things. This law is still in effect, even after an injunction was overturned. The case has been sent back to the district court for further proceedings.
- ALA tracks the number of unique titles challenged each year, which has continued to climb since 2020. In 2022, 2,571 challenges were recorded with a jump to 4,240 in 2023. In September, ALA released preliminary data for the first eight months of the year: 414 censor and 1,128 unique title challenges. So far, it appears to be trending downward but still much higher than 2020. ALA has noted soft censorship – items are pre-emptively not included or purchased to avoid a challenge.
- Our library continues to monitor the data and information on censorship and book challenges. We have policies in place in the event of a challenge here. Otherwise, we continue to have a collection based on what the community asks for, representing various viewpoints.

G. Library Board Committee Reports

- Advocacy Committee – Elisabeth Hepworth, Committee Chair
 - Ms. Hepworth presented. She reminded trustees that we will host the Westside Library groundbreaking event on Oct. 18. Garling Construction will clear the site for the event including parking. More information will be communicated. Both locations will offer satellite voting opportunities and serve as precincts on Election Day. Staff are connecting patrons on how to participate in the voting process as well as collaboration with partners to make information accessible for unhoused individuals.
- Building Committee – Jade Hart, Committee Chair
 - The committee has not met recently but has an upcoming meeting to review responses to the Request for Qualifications (RFQ) to refresh the the downtown library's Urban Plaza.
- Finance Committee – Chris Casey, Committee Chair
 - Ms. Casey reported on the August Financial memo. We are two months into the fiscal year. It appears that and some discretionary expenses are overspent; however, some high expenses are paid at the beginning of the fiscal year and finances will even out in time. Ms. Casey noted that the Foundation is contributing \$125,000 for the Urban Plaza refresh and the library will pay for the design work. The downtown library roof repair project will be taken care of by the City. We are contributing \$20,000 toward the City FMS department for increased staff support as project manager for the Westside Library. The FY26 budget work will start soon.

- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy 4.01 Meeting Rooms. This policy sets basic guidelines for meeting room use. The committee is recommending two changes: first, allowing food in the Technology Classroom as it has been converted into a maker space, and also noting that the Commons can be used for events. Ms. Casey asked if food is generally allowed in the Maker Rooms. Yes, those spaces generally supervised unless the patron is certified and is at low risk for issues.
 - **Action:** Policy 4.02 Public Display Art. The committee did not recommend any changes to this policy.
 - **Action:** Policy 4.07 Philanthropic Naming and Recognition. The policy was originally written with very finite stipulations for naming and recognition opportunities. It is also are very different from what most libraries nationwide are doing. As the campaign has proceeded, questions have come up to question the policy; and following research, the committee wanted to review it more thoroughly. Every project is unique and this policy in its previous form did not allow us to work through unique projects. The updates allow for freedom in working through projects’ needs but also protect the library’s best interest. The suggested edits add flexibility to operate within clear boundaries. Ms. Hepworth agreed – she likes the changes to be responsive to the respective project and the donor.

The committee recommendation to approve the reviewed policies as presented in the packet carried with unanimous approval.

- **Action:** Westside Library Recognition Opportunities. This recognition list – including both selected and available opportunities – has been updated. Ms. Schmidt noted that the library approves the final signage and the Library Foundation denotes areas for recognition. The Foundation keeps the Gift Agreements, which are signed by library director, Foundation, and donor. Ms. Hepworth is excited to see this list, which offers a peek at the amenities coming to the new library.

H. Library Director’s Report

- Ms. Schmidt reported on the FY24 Annual Report, which has articles and data to highlight the previous year. Generally, it’s used in advocacy conversations with local leaders and key stakeholders. Ms. Schmidt highlighted the following topics:
 - Most people don’t realize that planning and conversation around the Westside Library Project started in 2020. The article and timeline is exciting to see how far we’ve come with groundbreaking next week. Ms. Tyler was happy to notify Nadine Sandberg’s attorney that the library will be on Sandberg Lane.
 - The Opportunity Center at Ladd Library’s article highlighted the impact on those looking for workforce development and other support resources. Ms. Dermott is glad to see the article, which is another great advocacy piece as most people probably have no idea of the services. Ms. Tyler noted that two families have donated to sponsor the Center at the Westside Library based on the work it provides.
 - The success of summer reading was also highlighted. It can take time to see change but the data shows a significant impact after one summer.
 - End of year data shows how close we were hitting one million in circulation, which feels hopeful to break that in this fiscal year. Physical circulation has increased. It can be a difficult balance maintaining both digital and physical collections with a stagnant materials budget as digital content becomes more expensive. Total programs and attendees are also up. Those numbers, along with meeting room uses, are great ways to get people into the library to visit, positively impacting our visits count.

- Ms. Schmidt cautioned that the financials may change as the City completes their annual audit. In general though, the year ended well in that regard.
- I. Old Business
 - There being no old business, the meeting continued.
- J. New Business
 - There being no new business, the meeting continued.
- K. Adjournment
 - There being no further business, the meeting adjourned at 5:07 pm.

The next Board of Trustees meeting will be held on Thursday, November 7, 2024, at 4 pm in the Conference Room, Downtown Library



Special Event Application

This application must be submitted for special events requiring alcohol at least **60 days** prior to the date of the event. An approved certificate of liability (including additional documentation if required) must be received 30 days prior to the event date. Events requesting alcohol are subject to Board of Trustees approval and guidelines in the Board Policy 3.08 – Special Event Alcohol Use. Board meetings are held the first Thursday of each month at 4 p.m.

Please return the completed application to: Cedar Rapids Public Library, 450 Fifth Avenue SE, Cedar Rapids, Iowa 52401; email events@crlibrary.org.

Name of Contact Person: Jess Netolicky

Name of Organization: Cedar Rapids Public Library Foundation

Address: 450 5th Ave SE, Cedar Rapids, IA 52401

Phone: 319-739-0443

Email: NetolickyJ@crlibrary.org

Name of Event: Literary Vines

Date of Event: 4/18/25

Location of Event: Beems Auditorium

Time of event start: 6pm

End: 8:30pm

Setup start: 4pm

Cleanup end: 10pm

What type of audience is this intended for: Library supporters

Number of attendees/participants: 125

Will there be a fee to attend? Yes

Will you serve alcohol at the event? Yes

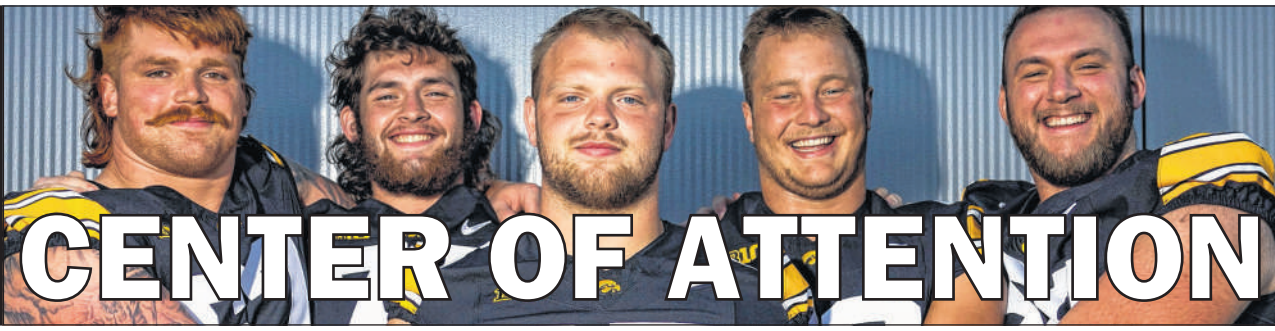
If selling alcohol, who holds the liquor license for your event? CRPL Foundation

Who holds all necessary special event insurance for the event? CRPL Foundation

Applicants Signature: **Jess Netolicky** Digitally signed by Jess Netolicky
Date: 2024.10.14 11:14:59 -05'00' Date: 10/14/2024

Applicants Printed Name
and Title/Organization:

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Spartans
tonight in
Big Ten
clash, 1B



CENTER OF ATTENTION

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Living, 10A

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Report shows Perry school shooter sought fame

Teen planned for weeks, tried to livestream attack

Associated Press

DES MOINES — The teenage shooter in a deadly attack at a small-town Iowa high school in January sought to

gain fame with the shooting, tried to livestream his actions and had planned for weeks, according to investigators.

The town of Perry, located about 30 miles northwest of Des Moines, was rocked when 17-year-old Perry High School student Dylan Butler opened fire on students and staff be-

fore the start of classes on Jan. 4, the first day back after the winter break. Butler took his own life with a single gunshot minutes after shooting at others.

The shooting occurred in the school's commons area, where about 50 students and staff had gathered for break-

fast before classes. According to a new report summarizing the investigation, Butler arrived at the school at 7:12 a.m. with a shotgun, revolver, knife and homemade explosive device concealed on him and immediately went to a bathroom near the commons area. While in the restroom, Butler posted

on social media and began livestreaming, the report said.

The livestream was active on Instagram for a "very, very short period of time" before parent company Meta took it down, Iowa Department of Public Safety Commissioner

► SHOOTING, PAGE 9A

C.R. breaks ground on new Westside Library and park



Cedar Rapids Public Library Director Dara Schmidt speaks Friday during a groundbreaking ceremony for the new Westside Library in southwest Cedar Rapids. The Cedar Rapids Parks and Recreation Department will build a city park adjacent to the library, creating a new library and park campus. The land will include a new road, which will be named Sandberg Lane in honor of the late Nadine E. Sandberg, whose estate gift of nearly \$2 million to the Cedar Rapids Public Library Foundation in 2020 was used to buy the land. (Jim Slosiarek/The Gazette)

A future 'cornerstone in our community' will expand services on west side of city

By Grace King, The Gazette

CEDAR RAPIDS — Community leaders broke ground Friday morning on the new Westside Library, celebrating the ways it will promote learning, literacy and exploration for future generations.

The library, which will be built near the corner of Edgewood Road and 20th Avenue SW, in Cedar Rapids, also will feature a city park built by the Cedar Rapids Park and Recreation Department. It is anticipated to open in late fall 2026.

Monica Challenger, president of the Cedar Rapids Public Library board of trustees, said the library will be a "cornerstone in our community."

"Libraries are gateways to adventures where every book opens a new world," Challenger said to a crowd ahead of the groundbreaking. "This new branch will bring those worlds closer

► LIBRARY, PAGE 9A



This rendering shows the design of the Westside Cedar Rapids Public Library, which will be located near Edgewood Road and 20th Avenue SW in Cedar Rapids. The library, which is to cost less than \$25 million, is expected to open in late fall 2026. (OPN Architects)

Coding errors misdirect \$26.5M in court fees

Programming glitches popped up after changes to state law

By Erin Murphy, Gazette Des Moines Bureau

DES MOINES — More than \$26.5 million in court fees over five years were distributed to the wrong sources, a result of coding errors in the courts' distribution system, the Iowa Judicial Branch said Friday.

In Iowa, funds paid to the courts in the form of fines, fees and penalties in criminal cases are distributed to various sources, including state funds for victim compensation, emergency services, road infrastructure, as well as county attorneys and the state's general fund.

Under the state's distribution system, clerks of courts enter court fees into a coding program that is supposed to channel those funds to the proper source. But in a statement and corresponding reports and documentation published Friday by the Iowa Judicial Branch, the courts said programming errors sent over \$26.5 million in fees since 2020 to the wrong sources.

Of that total, \$22.7 million went to the incorrect state funds, and \$3.8 million erroneously went to non-state funds, according to the courts.

The Judicial Branch's documentation published Friday does not include a more detailed breakdown of which funding sources erroneously received funds and which were shorted.

"The judicial branch is committed to correcting these issues. It is working with all stakeholders to fix its case management system and remedy previous misdistributions," an Iowa Judicial

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Rendering of the proposed natural water play feature looking west at the new Westside Cedar Rapids Public Library city park, presented in December 2023. (City of Cedar Rapids)



Monica Challenger, president of the Cedar Rapids Library board of trustees and a member of the library's foundation board, speaks Friday during a groundbreaking ceremony for the new Westside Library in southwest Cedar Rapids. (Jim Slosiarek/The Gazette)

Library/‘Welcoming space’ for west side

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to enrich the lives of our west side community. It will be a beacon of knowledge, creativity and resources where imaginations soar and adventures come to life.”

The library will replace the Ladd Library at 3750 Williams Blvd. SW, which is a leased space that opened in 2013.

The land will include a new road, which will be named Sandberg Lane in honor of the late Nadine E. Sandberg, whose estate gift of nearly \$2 million to the Cedar Rapids Public Library Foundation in 2020 was used to buy the land where the new library is being built.

The library project will cost less than \$25 million. The city of Cedar Rapids has allocated \$6 million in federal American Rescue Plan Act funds to the project, and the Linn County Board of Supervisors has allocated \$4 million in ARPA funds.

Additional funds have come from private and corporate gifts and grants to the Cedar Rapids Public Library Foundation's ongoing Inspiring Big Dreams campaign,



Cedar Rapids Mayor Tiffany O'Donnell applauds during a groundbreaking ceremony for the new Westside Library in southwest Cedar Rapids on Friday. The city of Cedar Rapids allocated \$6 million in American Rescue Plan Act funds to the \$25 million library project. (Jim Slosiarek/The Gazette)

which seeks to raise \$10 million.

Since the Ladd Library opened, there has been an “astonishing utilization of services,” said Dara Schmidt, director of the Cedar Rapids Public Library.

More than 2.7 million items have been checked out, and more than 2 million people have visited, which is over 100,000 people a year since

2013, Schmidt said.

About 76,000 people have used the single meeting room available at the Ladd Library, and almost 50,000 people have attended educational programs.

“This project is so much bigger than any of us individually. It is something that will leave a legacy for our community,” Schmidt said.

Schmidt said one of the

happiest moments of her career was when she brought the idea of creating a park surrounding the new westside library to Cedar Rapids City Manager Jeff Pomeranz, and he said “sure.”

Pomeranz “pledged” the park built around the library will be something the community is “extremely proud of.”

The new library and park will have a “transformational” impact on the west side of Cedar Rapids, he said.

“It will promote learning, exploration and discovery,” Pomeranz said.

Some of the amenities planned for the park include multiuse sport courts, a rentable pavilion, playground and water features rooted in the natural landscape.

Plans also call for dedicated seating for outdoor reading, as well as community gardens.

Linn County Supervisor Ben Rogers asked those in attendance at the groundbreaking to “time travel back to the libraries of our childhood.”

“When I got my library card for the first time, it was my first sense of responsibility,” Rogers said. “It also meant that I needed a wallet, prefer-

ably with Velcro.

“I want to bring it back to the present and think about what this building will mean for the future of Cedar Rapids.”

“Whether they're born here, whether they come here, the different languages they speak, they will have a 21st century, modern, aesthetically gorgeous building designed by OPN (Architects) that connects people with people, and people to knowledge and information and to their environment.”

Cedar Rapids Mayor Tiffany O'Donnell said the library was a “glimmer of an idea” that is finally coming true.

She thanked city, county and library leaders and staff over the years who have made the library a reality.

“As we break ground on this project today, we're not just building a library. We are building a welcoming space.”

“... It is our goal that it will exemplify our inclusivity, our community building and our vision for the future here by creating unique spaces where all can come together to learn, to have fun and to connect with friends and neighbors,” O'Donnell said.

Comments: (319) 398-8411; grace.king@thegazette.com

Shooting/Livestream of event taken down almost immediately

► FROM PAGE 1A

Stephan Bayens said Friday during a news conference. Butler had a limited following on the platform, so it is unlikely many people saw the livestream, which Meta later provided to investigators, Bayens said.

Evidence gathered suggested Butler showed signs of an obsession with violence and school shootings at least a year earlier and had begun planning the shooting six or more weeks beforehand, Bayens added.

Bayens noted there was no evidence to substantiate claims that Butler was acting on a grievance or because he was bullied, as some who knew him had suggested.

Based on Butler's writings, “he desired to be famous, he desired to commit suicide, he desired to take others with him,” Bayens said.

The Iowa Division of Criminal Investigation conducted an exhaustive investigation, Bayens said Friday. Based on that investigation, Dallas County Attorney Jeanine Ritchie released a report Thursday summarizing the findings and her office's assessment of criminality. They concluded Butler acted alone, and the investigation found no evidence that anyone had specific knowledge of Butler's plans or helped him in the shooting.

Butler emerged from the bathroom 23 minutes after arriving at the school, wielding the



Police respond to a shooting Jan. 4 at Perry High School in Perry. (Associated Press)

shotgun, and began firing. Within the first 24 seconds, Butler fatally shot 11-year-old sixth-grader Ahmir Jolliff and wounded four other students and Perry High School Principal Dan Marburger, the report said.



Dan Marburger Killed in Perry school shooting

Bayens and Ritchie both highlighted the heroic actions of Marburger and others to intervene, detailing how the principal and Assistant Principal Brad Snowgren moved toward the source of the gunfire when it began.

Snowgren triggered an alarm informing first responders of an active shooting at the school 10 seconds after the first shot was fired and 25 seconds before the first 911 call, the report said. The first police officer entered the school less than two minutes after that alert, much sooner than

the “less than seven minutes” initially reported.

The report says Marburger had a chance to escape the building but remained inside and pleaded with Butler to stop shooting. Bayens said Marburger “saved lives that day” by distracting Butler, calling out his name repeatedly to allow others time to escape.

Investigators could not determine how or where Butler retrieved the shotgun he used, but Bayens said it was probably resold in a private sale and “likely came from a large gun collection within the extended family ... and was likely taken without the owner's knowledge.”

The handgun Butler carried into the school was not used in the shooting and had been taken from an unsecured place in his parents' home, investigators determined. Regardless, Ritchie wrote that Butler's parents were unaware of his plans,

and evidence in the case “does not support charges at the state level against anyone.”

School staff frequently interacted with Butler, according to the report, but they had no reports regarding Butler's intentions on the day of the shooting. Butler also was not the subject of any prior law enforcement investigations or threat assessments, the report said.

However, investigators found Butler had shared an obsession with school shootings with people in the community and online chat rooms, and he had years of behavioral and mental health concerns that were known by people in his life.

“I can say that others were aware of the shooter's general interest in school shootings. Others were aware of his fascination with violence. Others were aware of his concerning behaviors,” he said. “Those concerns, along with a number of other warning signs, were unreported or were otherwise unrecognized.”

Bayens said some people interviewed indicated their regret for not reporting concerns and implored people to speak up.

“School safety strategy has to be holistic,” he said. “We need parents, we need teachers, we need friends. We need those partnerships if we're going to prevent this.”

Court fees/Change to laws contributed to computer errors

► FROM PAGE 1A

Branch's statement said.

In its statement, the Iowa Judicial Branch said after judicial branch officials became aware of programming errors in its distribution system, two reviews were conducted: one by the National Center for State Courts, and another based on the recommendations from that group by the Iowa Judicial Branch's State Court Administration.

The programming issues arose in the 2021 state budget year after lawmakers made changes to the court fees distribution system during the 2020 and 2021 legislative sessions. The new laws in consecutive years both required programming changes to the distribution system.

According to the National Center for State Court's report, the state law changes created confusion in implementing the new coding.

“The Iowa Courts have a complex financial obligation distribution structure set forth in the Iowa Code. While such complicated structures are not unique to Iowa, recent 2020 and 2021 legislative changes and difficulty implementing updates to account for these changes to the software that manages this distribution have created concern about proper

distributions,” the report said.

“Although the programming is functioning as intended, the system and financial codes metadata and coding were implemented incorrectly due to complicated, retroactive, and sometimes conflicting legislation and misinterpretation of the statutes,” the report added. “In addition, distributions were frequently changed multiple times throughout the years making it difficult to apply the correct logic for old versus new changes.”

The report included 13 recommendations for both immediate and long-term fixes in the Iowa Judicial Branch's court fees distribution system, including recommendations for more legislative cooperation, technology upgrades and further legal review.

The Iowa Judicial Branch's information technology staff has been working to implement changes recommended in the reports, and completion is anticipated this fall, the courts said.

Over the course of the four state budget years that the programming errors was an issue, nearly \$588 million in court debt was collected, according to Iowa Judicial Branch data.

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

\$25 million Cedar Rapids Public Library breaks ground at new Westside location



CEDAR RAPIDS, Iowa — Community leaders broke ground on Friday for the long-awaited Westside Library, a 40,000-square-foot facility that will replace the Ladd Library and expand services to the Cedar Rapids' west side.

The new library will be built near the corner of Wiley Boulevard SW and 20th Avenue SW and is expected to open in late fall 2026. A city park will also be developed adjacent to the library as part of the project.

The Westside Library will offer increased space and services, with twice the usable space compared to Ladd Library, which has been in operation since 2013.

Cedar Rapids Public Library Director Dara Schmidt highlighted the overwhelming demand for services at Ladd Library, noting that more than 2.7 million items have been checked out and 50,000 people have attended public programs since it opened.

The small meeting room at Ladd, which has been used by over 76,000 people, has further underscored the need for more community space.

“These numbers tell us that not only is the library needed, it is very well utilized and loved by our Westside community,” Schmidt said.

The new facility, set to replace the leased space at Ladd, was made possible in part by a \$2 million estate gift from Nadine Sandberg in 2020, who left the money to the library as part of her will. Schmidt explained that Sandberg, who passed away just shy of her 103rd birthday, chose the library because she wanted her estate to go to "someplace that she knew was going to do good things with it."

The library trustees, along with the Windfall Committee, a group of board members responsible for deciding how to use large gifts, unanimously chose to build a permanent Westside facility.

While Sandberg's \$2 million gift provided a significant starting point, it wasn't enough to cover the full project. The City of Cedar Rapids allocated \$6 million from the American Rescue Plan Act (ARPA), and Linn County contributed another \$4 million in ARPA funds, bringing the total to \$12 million before plans were even finalized.

“The funds were supposed to be for one-time-use projects for organizations or entities that were really affected by the pandemic,” Schmidt said. “Of course, public libraries all across the country did that.”

With \$12 million in place, the Cedar Rapids Public Library Foundation purchased a 27-acre piece of land, half of which will be used for the library and the adjacent park. The remaining portion of the land will be sold, with proceeds going back to support the library project, according to Schmidt.

She also said the board was committed to ensuring the new facility stayed within walking distance of Ladd Library to maintain accessibility for the surrounding community, which includes residents of multi-tenant housing and mobile homes.

Schmidt said the new library will feature nearly 50% more collection space than Ladd and more meeting rooms and community spaces. Schmidt said that the larger facility will better serve the growing demand in the area, offering programs that are currently constrained by the limitations of the Ladd facility and providing services not just for now but for years to come.

The library will also house the Opportunity Center, a workforce development hub that provides job placement services and skills training for residents seeking family-sustaining wages, according to Schmidt. The center is currently located at Ladd Library but will have a larger, dedicated space in the new facility. Additionally, the new building will include a welcome center geared towards new immigrants, offering resources like citizenship workshops and help with paperwork for green cards.

"When you go from urban farmland to a government-open building and a brand-new city park around it, it is absolutely going to change the shape of not just that neighborhood, but the entire Westside," Schmidt said.

Monica Challenger, president of the Cedar Rapids Public Library Board of Trustees, called the new library a "future cornerstone" for the Westside community.

"It will provide so many resources that will make our community better in so many different realms," Challenger said. "This library will be a hub of innovation, of learning, and resources, and literally literacy for our Westside community."

Challenger said that the new library will provide an expanded range of books, materials, and programming for residents of the Westside.

"They show that what they are doing with that library... that footprint is being used to the fullest," Challenger said. "So, let's give them something where resources and space, more material, more books can be housed there to serve that community and beyond."

The adjacent park, which will include multiuse sports courts, a rentable pavilion, a playground, water features, and dedicated outdoor reading areas, is intended complement the library, according to Schmidt. She said that the community expressed a strong desire for more green space in early surveys about the project, and the partnership between the library and Cedar Rapids Parks and Recreation will reduce overall costs by sharing resources.

"For families to come to a story time and then be able to go run outside and play in the park right afterwards... those two things are going to complement each other so incredibly well," Schmidt said.

Schmidt and Challenger both stressed that this public-private partnership is critical for ensuring the library and park meet the community's long-term needs. The Cedar Rapids Public Library Foundation has launched an Inspiring Big Dreams campaign, which seeks to raise the remaining \$10 million needed for the project.

"Public support, private donor support — to have this public-private partnership to really enhance things and take that to the next level is what makes this project so special," Schmidt said.

The Westside Library and park are expected to open in late 2026.

You can watch the ceremony below and [read more about the project here](#).

Leaders praise 'transformational' new Westside Library at groundbreaking ceremony

40,000-square-foot facility, adjoining park set to open in late 2026



Cedar Rapids Public Library director Dara Schmidt speaks Oct. 18 at a groundbreaking ceremony for the new westside library in southwest Cedar Rapids. CREDIT RICHARD PRATT

As hundreds of community leaders and library officials gathered Oct. 18 for a groundbreaking ceremony for the long-planned new Westside Library building and adjoining city park on the west side of Cedar Rapids, speakers stressed the new facility will provide much more than a larger, more modern book repository.

“As we break ground on this project today, we’re not just building a library, we are building a welcoming space for all here,” said Cedar Rapids Mayor Tiffany O’Donnell. “It’s our goal that it will exemplify our inclusivity, our community building and our vision for the future here, creating unique spaces where all can come together to learn, to have fun and to simply connect with our friends and neighbors.”

The new library, [slated to open in late 2026](#), will replace the current 28,000-square-foot Ladd Library branch, which opened in February 2013 in a leased portion of a former Target store at 3750 Williams Boulevard SW. It will be located near the intersection of 20th Avenue and Wiley Boulevard SW, within walking distance of the current Ladd Library.



An overview of the planned new westside Cedar Rapids Public Library. CREDIT OPN ARCHITECTS

The new library will include:

- A square footage increase from 28,405 square feet at Ladd Library to nearly 40,000 square feet.
- Increased space for children’s learning, with zones for creative play, technology use, and motor skill development.
- Ten study rooms, a large conference room, and a conference center, all available for public use.
- Outdoor reading courtyards and a library lawn for gathering and programs.
- Additional and better designed space for the Opportunity Center and library partners to provide services.
- Increased accessibility for ease of use, as well as connections to walking trails and sidewalks for pedestrian traffic.

The library has an estimated cost of just under \$25 million, according to city council documents.

The project will also include a new six-acre city park, making it a destination for the entire community, a point stressed by city administrator Jeff Pomeranz.

“This vision, as all of you know, has gone way beyond a state-of-the-art library to a brand new city park that we’re so excited about,” Mr. Pomeranz said. “Our pledge to the community is we’re going to make sure that this park is something we’re all extremely proud of and is a true benefit to the entire community of Cedar Rapids, and in particular this area of Cedar Rapids, which is so important to us.”



The design of the new westside Cedar Rapids Public Library location will feature an open, airy feel. CREDIT OPN ARCHITECTS

Cedar Rapids Public Library director Dara Schmidt summarized the new library's planning process, which began in 2018 with a realization that the library needed a more permanent home.

She noted that in the past ten years, the library's west side locations in Westdale Mall and the Ladd Library site have had 2.7 million items checked out and seen more than two million visitors.

"Each year it's been open, 76,000 people have used the single meeting room, and almost 50,000 people have attended educational programs," she said. "But back in 2018, we decided it was a future problem."

Through community input sessions, stakeholder visioning meetings, and design and planning meetings over the past four years, a vision for the new westside library began to emerge, Ms. Schmidt said.

"This project is so much bigger than any of us individually, and it is something that will leave a legacy for our community," she said. "It takes a community to build a community, and that is why we are able to put these shovels in the ground today."

Funding for the project includes American Rescue Plan Act (ARPA) allocations of \$6 million from the city of Cedar Rapids and \$4 million from Linn County, [an ongoing "Inspiring Big Dreams" fundraising campaign](#) by the Cedar Rapids Public Library Foundation, and a \$2 million donation in 2020 from the estate of Cedar Rapids resident Nadine Sandberg, which served as the launching point for the fundraising campaign.

Linn County supervisor Ben Rogers said the new library and park will serve as a foundational project for the west side of Cedar Rapids, and recounted his own experiences with libraries, which he said he recently extended by helping his young daughter get her own library card.

"I want us ... to think about what this building will mean for future Cedar Rapidians," Mr. Rogers said. "Whether they were born here, whether they come here, the different languages they speak, their different life perspectives, they will have a 21st-century modern, aesthetically gorgeous building designed by OPN that connects people with people, and people to knowledge and information and

people to their environment. It is my hope in the future that there is a leader from Cedar Rapids who uses this library, who's talking to another group of leaders about how important this library was to their well-being and their childhood."



This map shows the area designated for the new Westside Library and Park in Cedar Rapids. CREDIT CITY OF CEDAR RAPIDS

Charity Tyler, executive director of the [Cedar Rapids Public Library Foundation](#), echoed Mr. Rogers' sentiments, noting that the groundbreaking was taking place on America Reads Day, an annual celebration of the importance of books and reading.

"My children are being taken on a journey," she said, "whether it's in their imagination or across the country or around the world, and that's what this library is going to do for our community for generations to come."

"This new library will be a beacon of knowledge, creativity and resources, where lives – and our workforce – will be transformed," added Monica Challenger, president of the Cedar Rapids Public Library board of trustees. "It will offer everyone the opportunity to embark on their own adventure right here in Cedar Rapids, where imaginations soar and adventures come to life for all ages ... This is our city's testament to its commitment of enriching lives through the power of reading and resources. Let us take a moment to celebrate not just the physical construction of the library, but also the countless adventures and opportunities it will bring to our community."

Groundbreaking today: Westside Library in Cedar Rapids

After six years of planning construction is officially beginning on the Westside Library in Cedar Rapids. The project is expected to be complete in 2026.

CEDAR RAPIDS, Iowa (KCRG) - Friday morning ground is being broken on the new Westside Library in Cedar Rapids, marking the start of construction for the new facility. The ceremony will be at 10 a.m.

It's taken six years to get to this point. Not only will there be a new library, but there is also be a new public park coming along with it.

"It feels like we've been working on it forever," Cedar Rapids Public Library Director Dara Schmidt said. "The pace is picking up and in half the time that we've already been working on it, it's going to be done."

The 15 acre lot at 20th Avenue and Wiley Boulevard SW will be transformed into a new community space. In all, the project is expected to cost up to \$25 million.

The library is going to be replacing the Ladd Library on the southwest side with double the space at 40,000 square feet, the goal is to accommodate as many people as possible, including nonprofits.

"The Public Library really is a unique government entity that is for everyone," Schmidt said. "It doesn't matter how old you are, what you're your background is, what your beliefs are, you are welcome in our spaces and we have something for you that hopefully helps you feel like you belong here."

There's been a big effort to honor the millions of tax dollars going into this project.

"It takes long because government projects take a long time," Schmidt said. "You want to be absolutely sure that you're doing the right thing, that you've done your research, that you've checked all those boxes as you move forward."

Funding for the project began after library fan Nadine Sandberg died in 2020, leaving her entire \$2 million estate the library, support from the city followed soon after.

"So before we even really got into the detailed planning, we had \$12 million to work with," Schmidt said. "We were incredibly fortunate to receive \$6 million in ARPA funding from the city and \$4 million in ARPA funding from the county to go with that original \$2,000,000 gift."

The library is expected to be open in two years, the park will not be completed until sometime in 2027.

To: Chris Casey, Finance Committee Chair
From: Dara Schmidt
Date: 10/24/2024
Subject: November Meeting Financial Report

I have reviewed the September 2024 financial information for Library. The budget serves as the City's financial and spending plan for the year. Regardless of how much money is available by fund there must be expense budget to spend. When reviewing budget to actual, we assume:

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

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

Operations – 151XXX:

- **Total revenues (excluding transfers in) are above budget at \$267K or 32% of the \$829K budget.**
- **Total expenditures (excluding transfers out) are \$2.3M or 28% of the \$8.1M budget.**
 - Personal Services are on target with budget at \$1.5M or 24.9% of the \$6.2M budget (the budget includes reduction of \$141K for refresh).
 - Total discretionary expenses are high at \$399K or 47% of the \$852K budget.
 - Other expenses are high at \$362K or 35% of the \$1.04M budget.
 - Full fiscal year of Ladd Library rent has posted to 524100.
 - Facilities Maintenance Services has posted thru August for \$41.5K.
 - Energy Management has been billed thru September for \$1,600.80.

Special Revenue – 7010XX:

- Total revenues are below target at \$20K or 10% of the \$200K budget.
- Total expenditures (excluding transfers out) are \$62.8K or 11% of the \$560K budget.
 - Personal Services is currently on track with budget at 16% or \$26K of budgeted \$169K.

CIP – 316XXX:

- Total expenditures (excluding transfers out) are \$2.24M or 21% of the \$10.6M budget.

Westside Library:

- The first construction billing of \$432,874.20 out of the \$15,544,762.45 is included for transparency this month. The contract is approved, so no additional direct approvals apply to payments for services contained within the contract. The City of Cedar Rapids processes all payments after Council approval in consent agendas. The board can expect to see these invoices monthly throughout the construction process. Any change orders exceeding \$50,000 will come back to the board for approval.
- Due to the cost of construction, the library is able to add back in portions of the project that had previously value engineered out. This includes additional landscaping work around the perimeter of the new building and parking lot that needs to start with design. Included in the packet is a contract amendment from OPN for \$47,3000 for approval.

City of Cedar Rapids
 151 General Fund - Library
 2024-09-30

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	Current Month 2025 Actuals
Revenue							
Taxes							
Total Taxes		-	-	-	-	0%	-
Intergovernmental Revenue							
State Operating	422001	31,207.43	115,000.00	-	(115,000.00)	0%	-
Local Govt Grants and Reimb	423000	195,740.44	300,000.00	191,240.44	(108,759.56)	64%	-
Total Intergovernmental Revenue		226,947.87	415,000.00	191,240.44	(223,759.56)	46%	-
Other Revenue							
Printing & Duplicating of Form	431006	7,968.34	25,000.00	11,757.00	(13,243.00)	47%	6,489.60
Dept Charges-External to City	431012	29,175.40	259,792.00	42,530.34	(217,261.66)	16%	29,914.62
Library User Fees - Not Fines	431201	8,756.14	10,600.00	9,894.57	(705.43)	93%	7,358.27
Building Rental	461001	10,472.60	43,455.00	11,074.60	(32,380.40)	25%	3,082.20
Postage / Handling	471001	7.00	-	-	-	0%	-
Contributions & Donations	471002	4,987.00	70,000.00	-	(70,000.00)	0%	-
Sale of Inventory	471003	85.00	2,000.00	157.30	(1,842.70)	8%	51.80
Damage Recoveries	471004	25.00	-	-	-	0%	-
Other Miscellaneous Revenue	471005	25.00	3,500.00	-	(3,500.00)	0%	-
Cash Over (Under)	471007	(19.24)	-	5.14	5.14	0%	3.39
Total Other Revenue		61,482.24	414,347.00	75,418.95	(338,928.05)	18%	46,899.88
Proceeds of Long Term Liabilities							
Total Proceeds of Long Term Liabilities		-	-	-	-	0%	-
Transfers In							
Total Transfers In		-	-	-	-	0%	-
Total Revenue		288,430.11	829,347.00	266,659.39	(562,687.61)	32%	46,899.88
Expenditures							
Personal Services							
Regular Employees	511100	1,038,035.29	4,379,864.00	1,112,770.76	3,267,093.24	25%	355,221.77
Temporary/Seasonal Employees	511200	7,759.50	43,368.40	9,828.00	33,540.40	23%	-
Overtime	511300	19,424.54	114,773.40	17,720.30	97,053.10	15%	5,594.86
Other Special Pays	511400	3,093.04	17,158.00	-	17,158.00	0%	-
Group Insurance	512100	158,880.25	818,207.00	189,681.21	628,525.79	23%	62,894.60
Social Security Contributions	512200	84,203.87	348,485.00	88,373.27	260,111.73	25%	24,796.08
Retirement Contribution	512300	105,687.82	431,057.00	111,129.53	319,927.47	26%	31,747.15
Workers' Compensation	512500	19,233.02	61,747.00	15,573.60	46,173.40	25%	4,361.69
Other Employee Benefits	512600	2,104.30	3,162.00	723.34	2,438.66	23%	220.37
Total Personal Services		1,438,421.63	6,217,821.80	1,545,800.01	4,672,021.79	24.9%	484,836.52
Discretionary Expenses							
Advertising & Marketing	521100	1,730.63	5,000.00	2,982.79	2,017.21	60%	39.68
Consulting & Technical Service	521104	-	10,000.00	-	10,000.00	0%	-
External Contracted Labor	521105	84,533.61	125,466.00	10,259.46	115,206.54	8%	5,559.97
Health Services	521106	100.30	-	79.65	(79.65)	0%	-
Legal Services	521107	6,449.18	-	4,615.13	(4,615.13)	0%	4,615.13
Other Professional Services	521108	536.00	9,523.63	49.38	9,474.25	1%	-
External Banking/Financial Fee	521109	3,241.63	20,700.00	2,693.47	18,006.53	13%	1,238.51
Security Services	521110	-	5,000.00	348.77	4,651.23	7%	-
Computer Hardware	522100	35,594.95	35,000.00	30,088.44	4,911.56	86%	262.32
Computer Software Maintenance	522101	168,066.19	222,220.00	193,115.62	29,104.38	87%	29,909.02
IT Services - External	522102	7,088.82	75,500.00	16,889.11	58,610.89	22%	13,373.22
Building & Grounds Services	522104	-	15,000.00	1,886.40	13,113.60	13%	-
Equip/Furniture/Fixtures Serv	522105	-	9,000.00	2,980.00	6,020.00	33%	-
Phone Services	523107	7,455.96	35,950.00	8,081.37	27,868.63	22%	2,493.14
Rental of Equip & Vehicles	524101	947.20	500.00	-	500.00	0%	-
Printing, Binding, & Duplicate	525102	2,768.41	15,950.00	333.30	15,616.70	2%	139.00
Awards & Recognition	531102	-	250.00	-	250.00	0%	-
Books & Subscriptions	531103	92,229.50	109,171.80	84,427.61	24,744.19	77%	41,278.74
Cleaning & Janitorial Supplies	531105	-	1,250.00	117.66	1,132.34	9%	70.77
Computer Supplies	531106	584.41	5,000.00	501.63	4,498.37	10%	425.26
Equipment/Furniture/Fixtures	531109	1,739.20	11,500.00	9,788.43	1,711.57	85%	9,067.26
Photography Supplies	531110	-	300.00	-	300.00	0%	-
Miscellaneous Supplies	531114	-	2,000.00	-	2,000.00	0%	-
Office Supplies	531116	2,483.77	15,320.00	3,990.23	11,329.77	26%	1,076.71
Paint Supplies	531117	-	-	35.35	(35.35)	0%	13.63
Program Supplies	531118	9,907.81	37,000.00	12,157.72	24,842.28	33%	3,305.75
Shop Supplies	531119	7.99	250.00	84.63	165.37	34%	-
Sign & Signal Supplies	531120	113.78	-	-	-	0%	-
Uniforms	531123	-	1,694.00	-	1,694.00	0%	-
Personal Protective Gear	531124	70.23	-	230.16	(230.16)	0%	147.64
Building & Grounds Supplies	533100	5,159.84	34,241.28	633.08	33,608.20	2%	-
Equip/Furniture/Fixtures Parts	533101	-	-	1,717.78	(1,717.78)	0%	833.69

City of Cedar Rapids
 151 General Fund - Library
 2024-09-30

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	Current Month 2025 Actuals
Conferences, Training, Travel	542102	6,071.76	23,200.00	7,983.52	15,216.48	34%	7,906.52
Dues & Memberships	542103	781.00	10,000.00	475.00	9,525.00	5%	475.00
Licensing Fees	542106	-	-	-	-	0%	(2,249.00)
Postage & Freight	542108	1,536.34	13,500.00	1,962.45	11,537.55	15%	1,017.91
Mileage Reimbursement	542111	338.54	3,000.00	610.56	2,389.44	20%	155.64
Total Discretionary Expenses		439,537.05	852,486.71	399,118.70	453,368.01	47%	121,155.51
Other Expenses							
City Accounting Services	521113	21,375.00	-	-	-	0%	-
Administrative Area Charges	521114	125.00	-	-	-	0%	-
Routine City Facility Charges	522107	1,653.60	325,603.18	43,089.90	282,513.28	13%	20,134.13
Routine City Fleet Charges	522108	431.81	1,150.00	1,935.56	(785.56)	168%	232.18
City Information Tech Services	522109	1,543.05	-	-	-	0%	-
Electricity	523100	46,916.66	243,800.00	39,302.68	204,497.32	16%	22,886.14
Natural Gas	523103	59.50	4,500.00	118.55	4,381.45	3%	48.08
Rental of Land & Buildings	524100	223,066.29	249,000.00	223,922.04	25,077.96	90%	3,258.75
Liability Insurance	525104	12,240.51	46,866.00	12,673.72	34,192.28	27%	3,905.50
Property Insurance	525107	33,981.99	162,212.00	40,553.01	121,658.99	25%	13,517.67
Vehicle Insurance	525108	324.99	1,500.00	375.00	1,125.00	25%	125.00
Gasoline Fuel	532101	-	498.58	170.85	327.73	34%	84.37
Total Other Expenses		341,718.40	1,035,129.76	362,141.31	672,988.45	35%	64,191.82
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		2,219,677.08	8,125,438.27	2,307,060.02	5,818,378.25	28%	670,183.85
Net Revenues over/(under) Expenditures		(1,931,246.97)	(7,296,091.27)	(2,040,400.63)	5,255,690.64		(623,283.97)



**AMENDMENT NO. 3 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 \$47,300 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
Total	\$1,331,300	Not to exceed, except by written amendment

3. Except for the matters otherwise contained herein, the Contract will remain unaffected by this Amendment No. 3 and will remain in full force and effect.

4. This Amendment is to be effective on the 7th day of November, 2024.

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

Authorized Signature

Date

Printed Name

Title

OPN ARCHITECTS

Toby Olsen

Authorized Signature

11/4/24

Date

Toby Olsen

Printed Name

Associate Principal

Title

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: 01
INVOICE NO: 003317
PROJECT NO: 54256
ARCHITECT PROJECT NO: PUR0624-324
OWNER PO NO: 54256

FROM: Dale F DeMeulenaere
(CONTRACTOR) 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: 10/1/2024
TO: 10/31/2024

CONTRACT FOR: General Construction

Distribution to:
 OWNER
 ARCHITECT
 LENDOR
 GENERAL CONTRACTOR
 CONSTRUCTION MANAGER
 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			
Approved this Month			
Number	Date Approved		
0001	10/30/2024	\$19,762.45	
TOTALS		\$19,762.45	
Net change by Change Orders			\$19,762.45

1. ORIGINAL CONTRACT SUM	\$15,525,000.00
2. Net change by Change Orders	\$19,762.45
3. CONTRACT SUM TO DATE (Line 1 +- 2)	\$15,544,762.45
4. TOTAL COMPLETED & STORED TO DATE	\$455,657.05
(Column I on G703)	
5. RETAINAGE:	
a. <u>5.00%</u> of Completed Work	\$22,782.85
(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)	\$22,782.85
6. TOTAL EARNED LESS RETAINAGE	\$432,874.20
(Line 4 less Line 5 Total)	

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: Tony D DATE: 10-30-24

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate).....

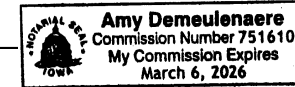
8. CURRENT PAYMENT DUE	\$432,874.20
9. BALANCE TO FINISH, PLUS RETAINAGE	\$15,111,888.25
(Line 3 less Line 6)	

State of: IA

Subscribed and sworn to before me this 30th day of October, 2024

Notary Public:

Amy DeMeulenaere



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	\$ 432,874.20
Four Hundred Thirty Two Thousand Eight Hundred Seventy Four Dollars and Twenty Cents	

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

ARCHITECT:

By: Katie Hous

Date: 11/01/2024

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.

AIA Document G702, **APPLICATION AND CERTIFICATE FOR PAYMENT**, containing
 Contractor's signed Certification is attached. CONTRACT DATE: 9/11/2024 APPLICATION NO: 01
 In tabulations below, amounts are stated to the nearest doll: FROM: 10/1/2024 INVOICE NO: 003317
 Use **Column L** on Contracts where variable retainage for line TO: 10/31/2024 PROJECT NO: 54256
 ARCHITECT PROJECT NO: PUR0624-324

A ITEM NO	B DESCRIPTION OF WORK	C BILLING CODES	D	E		G			J		L	
			SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH	
			AMOUNT	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	BALANCE	RETAINAGE
1	GENERAL REQUIREMENTS											
2	Bonds/Permits/Builders risk		198,540.00			180,000.00		91%	180,000.00	91%	18,540.00	9,000.00
3	PM/Supv/Admin		485,625.00			30,000.00		6%	30,000.00	6%	455,625.00	1,500.00
4	Temp enclosures/Temp fence/Temp P		158,900.00			250.00		0%	250.00	0%	158,650.00	12.50
5	Dumpsters/Cleaning		125,000.00								125,000.00	
6	Mobilization/Equipment		41,312.00			9,000.00		22%	9,000.00	22%	32,312.00	450.00
7	Submittal Exchange		20,000.00								20,000.00	
8	SITWORK/DEMO											
9	Staking		22,580.00								22,580.00	
10	Landscaping		124,995.00								124,995.00	
11	Mobil/demo		57,000.00			32,000.00		56%	32,000.00	56%	25,000.00	1,600.00
12	Erosion control		93,078.00			7,500.00		8%	7,500.00	8%	85,578.00	375.00
13	Removals		9,800.00			9,800.00		100%	9,800.00	100%		490.00
14	Strip site		73,000.00			48,000.00		66%	48,000.00	66%	25,000.00	2,400.00
15	Mass grading		90,750.00			80,000.00		88%	80,000.00	88%	10,750.00	4,000.00
16	Building excavation and backfill		204,000.00								204,000.00	
17	Building and paving subgrade		156,234.00			20,000.00		13%	20,000.00	13%	136,234.00	1,000.00
18	Topsoil		35,000.00								35,000.00	
19	Storm		276,000.00			18,000.00		7%	18,000.00	7%	258,000.00	900.00
20	Water		196,418.00								196,418.00	
21	Sanitary		34,423.00								34,423.00	
22	Paving		761,262.00								761,262.00	
23	Pavement markings		8,643.00								8,643.00	
24	Over excavating		7,500.00								7,500.00	
25	CONCRETE											
26	Building concrete materials		473,210.00								473,210.00	
27	Building concrete labor		397,265.00								397,265.00	
28	Precase hollow core engineering		6,037.00								6,037.00	
29	Precast hollow core material		79,430.00								79,430.00	
30	Precast hollow core grouting		4,000.00								4,000.00	
31	MASONRY											
32	Mobilization		5,000.00								5,000.00	
33	CMU around foundation		195,227.00								195,227.00	
34	CMU first floor		220,147.00								220,147.00	
35	Exterior brick		219,150.00								219,150.00	
	PAGE TOTALS		\$4,779,526.00			\$434,550.00		9%	\$434,550.00	9%	\$4,344,976.00	\$21,727.50
	REGULAR ITEM TOTALS		\$15,525,000.00			\$439,536.00		3%	\$439,536.00	3%	\$15,085,464.00	\$21,976.80
	CHANGE ORDERS		\$19,762.45			\$16,121.05		82%	\$16,121.05	82%	\$3,641.40	\$806.05
	GRAND TOTALS		\$15,544,762.45			\$455,657.05		3%	\$455,657.05	3%	\$15,089,105.40	\$22,782.85

AIA Document G702, **APPLICATION AND CERTIFICATE FOR PAYMENT**, containing
 Contractor's signed Certification is attached. CONTRACT DATE: 9/11/2024 APPLICATION NO: 01
 In tabulations below, amounts are stated to the nearest doll: FROM: 10/1/2024 INVOICE NO: 003317
 Use **Column L** on Contracts where variable retainage for line TO: 10/31/2024 PROJECT NO: 54256
 ARCHITECT PROJECT NO: PUR0624-324

A ITEM NO	B DESCRIPTION OF WORK	C BILLING CODES	D	E		G			J		L		
			SCHEDULED VALUE AMOUNT	PREVIOUS APPLICATION AMOUNT	F PERCENT COMPLETE	COMPLETED THIS MONTH WORK IN PLACE		H STORED MATERIALS	I PERCENT COMPLETE	TOTAL COMPLETE AND STORED TO DATE AMOUNT COMPLETE		BALANCE BALANCE	M RETAINAGE
36	Cast stone sills		27,326.00									27,326.00	
37	Shelting		14,100.00									14,100.00	
38	METALS												
39	Structural Steel		463,822.00									463,822.00	
40	Structural detailing		32,752.00									32,752.00	
41	Misc Material		24,123.00									24,123.00	
42	Joist & decking		212,234.00									212,234.00	
43	Grating		76,596.00									76,596.00	
44	Structural Steel Labor		341,250.00									341,250.00	
45	Cold formed metal framing material		68,078.00									68,078.00	
46	Cold formed metal framing labor		81,706.00									81,706.00	
47	WOODS & PLASTICS												
48	Rough Carp material		36,500.00									36,500.00	
49	Rough Carp labor		55,500.00									55,500.00	
50	Arch Wood Case material		30,733.00									30,733.00	
51	Arch Wood Case labor		4,988.00									4,988.00	
52	Wood paneling material		77,000.00									77,000.00	
53	Wood paneling labor		22,040.00									22,040.00	
54	THERMAL & MOISTURE												
55	Weather Barriers		117,000.00									117,000.00	
56	Roofing		395,713.00									395,713.00	
57	Aluminum wall panels		361,564.00									361,564.00	
58	Joint sealants and expansion covers		15,300.00									15,300.00	
59	Foamed in place/Mineral wool insulat		30,000.00									30,000.00	
60	Thermal insulation		28,104.00									28,104.00	
61	DOORS & WINDOWS												
62	HM Frames/Doors/Hardware- materia		191,368.00									191,368.00	
63	HM Frames/Doors- labor		83,424.00									83,424.00	
64	Sectional doors		15,765.00									15,765.00	
65	Aluminum storefronts		1,080,165.00									1,080,165.00	
66	FINISHES												
67	Gyp Brd Assemblies		133,271.00									133,271.00	
68	Drywall		159,542.00									159,542.00	
69	Tile		76,612.00									76,612.00	
70	ACT		279,900.00									279,900.00	
PAGE TOTALS			\$4,536,476.00									\$4,536,476.00	
REGULAR ITEM TOTALS			\$15,525,000.00			\$439,536.00		3%	\$439,536.00	3%		\$15,085,464.00	\$21,976.80
CHANGE ORDERS			\$19,762.45			\$16,121.05		82%	\$16,121.05	82%		\$3,641.40	\$806.05
GRAND TOTALS			\$15,544,762.45			\$455,657.05		3%	\$455,657.05	3%		\$15,089,105.40	\$22,782.85

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

AIA Document G702, **APPLICATION AND CERTIFICATE FOR PAYMENT**, containing
 Contractor's signed Certification is attached. CONTRACT DATE: 9/11/2024 APPLICATION NO: 01
 In tabulations below, amounts are stated to the nearest doll: FROM: 10/1/2024 INVOICE NO: 003317
 Use **Column L** on Contracts where variable retainage for line TO: 10/31/2024 PROJECT NO: 54256
 ARCHITECT PROJECT NO: PUR0624-324

A ITEM NO	B DESCRIPTION OF WORK	C BILLING CODES	D	E		G			J		L		
			SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH		
			AMOUNT	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	BALANCE	RETAINAGE	
71	Painting		99,954.00									99,954.00	
72	Tile carpeting		184,271.00									184,271.00	
73	Access flooring		303,415.00									303,415.00	
74	SPECIALTIES												
75	Wall protection		26,314.00									26,314.00	
76	Signage		15,575.00									15,575.00	
77	RR Specialties		16,816.00									16,816.00	
78	Lockers		8,583.00									8,583.00	
79	Toilet partitions		13,430.00									13,430.00	
80	Folding partitions		56,450.00									56,450.00	
81	Flagpole		5,916.00									5,916.00	
82	Wire mesh partitions		3,646.00									3,646.00	
83	Fire protection		3,849.00			1,805.00		47%	1,805.00	47%	2,044.00	90.25	
84	Utility shelving		2,080.00									2,080.00	
85	EQUIPMENT												
86	Book depositories		2,956.00									2,956.00	
87	FURNISHINGS												
88	Window shades		73,991.00									73,991.00	
89	Countertops		3,770.00									3,770.00	
90	Art display track		2,290.00									2,290.00	
91	Bike racks		12,792.00									12,792.00	
92	MECHANICAL												
93	DMS Insurance/Submittals		80,000.00									80,000.00	
94	DMS Plumbing		305,304.00									305,304.00	
95	DMS Mechanical		525,500.00									525,500.00	
96	DMS Fixtures/Equipment		562,000.00									562,000.00	
97	DMS Closeout		8,000.00									8,000.00	
98	Prull Submittals		17,600.00									17,600.00	
99	Prull Material/Duct		148,300.00									148,300.00	
100	Prull Shop Labor		80,580.00									80,580.00	
101	Prull Equipment		471,690.00									471,690.00	
102	Prull Install Labor		161,830.00									161,830.00	
103	MIS Insulation Material		83,151.00									83,151.00	
104	MIS Insulation Labor		70,832.00									70,832.00	
105	SMB Test & Balance		62,560.00									62,560.00	
PAGE TOTALS			\$3,413,445.00			\$1,805.00		0%	\$1,805.00	0%	\$3,411,640.00	\$90.25	
REGULAR ITEM TOTALS			\$15,525,000.00			\$439,536.00		3%	\$439,536.00	3%	\$15,085,464.00	\$21,976.80	
CHANGE ORDERS			\$19,762.45			\$16,121.05		82%	\$16,121.05	82%	\$3,641.40	\$806.05	
GRAND TOTALS			\$15,544,762.45			\$455,657.05		3%	\$455,657.05	3%	\$15,089,105.40	\$22,782.85	

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

AIA Document G702, **APPLICATION AND CERTIFICATE FOR PAYMENT**, containing
 Contractor's signed Certification is attached. CONTRACT DATE: 9/11/2024 APPLICATION NO: 01
 In tabulations below, amounts are stated to the nearest doll: FROM: 10/1/2024 INVOICE NO: 003317
 Use **Column L** on Contracts where variable retainage for line TO: 10/31/2024 PROJECT NO: 54256
ARCHITECT PROJECT NO: PUR0624-324

A ITEM NO	B DESCRIPTION OF WORK	C BILLING CODES	D	E		G			J		L		
			SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH		
			AMOUNT	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	BALANCE	RETAINAGE	
106	AONE Geothermal		346,550.00									346,550.00	
107	Baker Controls		248,803.00									248,803.00	
108	Fire Protection Engineering		14,217.00									14,217.00	
109	Fire Protection- M		71,440.00									71,440.00	
110	Fire Protection- L		101,043.00									101,043.00	
111	Fire Protection automation		18,000.00									18,000.00	
112	ELECTRICAL												
113	General Conditions		51,509.00			1,209.00		2%	1,209.00	2%		50,300.00	60.45
114	Site Labor		72,272.00			1,972.00		3%	1,972.00	3%		70,300.00	98.60
115	Site Materials		97,014.00									97,014.00	
116	Service Labor		48,353.00									48,353.00	
117	Service Materials		241,699.00									241,699.00	
118	Lighting Labor		106,703.00									106,703.00	
119	Lighting Materials		448,460.00									448,460.00	
120	General Power Labor		104,714.00									104,714.00	
121	General Power Materials		76,498.00									76,498.00	
122	Fire Alarm Labor		16,043.00									16,043.00	
123	Fire Alarm Materials		31,659.00									31,659.00	
124	Div 27 Labor		34,661.00									34,661.00	
125	Div 27 Materials		20,095.00									20,095.00	
126	Div 27 Sub Contractor		506,117.00									506,117.00	
127	Div 28 labor		13,752.00									13,752.00	
128	Div 28 Materials		3,741.00									3,741.00	
129	Div 28 Sub Contractor		109,010.00									109,010.00	
130	DAS system		13,200.00									13,200.00	
131													
132													
133													
134													
135													
136													
137													
138													
139													
140													
PAGE TOTALS			\$2,795,553.00			\$3,181.00		0%	\$3,181.00	0%		\$2,792,372.00	\$159.05
REGULAR ITEM TOTALS			\$15,525,000.00			\$439,536.00		3%	\$439,536.00	3%		\$15,085,464.00	\$21,976.80
CHANGE ORDERS			\$19,762.45			\$16,121.05		82%	\$16,121.05	82%		\$3,641.40	\$806.05
GRAND TOTALS			\$15,544,762.45			\$455,657.05		3%	\$455,657.05	3%		\$15,089,105.40	\$22,782.85

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

CONTRACT DATE: 9/11/2024
 FROM: 10/1/2024
 TO: 10/31/2024

APPLICATION NO:

INVOICE NO:

PROJECT NO:

ARCHITECT PROJECT NO:

In tabulations below, amounts are stated to the nearest dollar.

Use Column L on Contracts where variable retainage for line items may a

A ITEM NO	B DESCRIPTION OF WORK	C CHANGE ORDER NUMBER	D BILLING CODES	E	F		G			H			I		J		K		L		M		N	
				SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND TO DATE		BALANCE TO FINISH												
				AMOUNT	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	STORED TO DATE		BALANCE	RETAINAGE											
1	CO 1 COR 1 & 2	0001		19,762.45				16,121.05		82%	16,121.05	82%	3,641.40	806.05										
2																								
3																								
4																								
5																								
6																								
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31																								
32																								
33																								
34																								
35																								
PAGE TOTALS				\$19,762.45				\$16,121.05		82%	\$16,121.05	82%	\$3,641.40	\$806.05										
CHANGE ORDER TOTAL				\$19,762.45				\$16,121.05		82%	\$16,121.05	82%	\$3,641.40	\$806.05										
REGULAR ITEMS TOTALS				\$15,525,000.00				\$439,536.00		3%	\$439,536.00	3%	\$15,085,464.00	\$21,976.80										
GRAND TOTALS				\$15,544,762.45				\$455,657.05		3%	\$455,657.05	3%	\$15,089,105.40	\$22,782.85										



**Board of Trustees
Bylaws**

Article I - Name

This organization shall be called "The Board of Trustees of the Cedar Rapids Public Library" existing by virtue of Section 6.02 of Chapter 6 of the Municipal Code, City of Cedar Rapids, Iowa, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Article II - Officers

Section 1. The officers shall be a president and a vice president, elected from among the appointed Trustees at the July meeting of the board. The Library Director is an ex officio member of the board without the right to vote.

Section 2. Officers shall serve a term of one year from the meeting at which they are elected or until their successors are duly elected. Officers may succeed themselves in office, provided that none serves more than three terms in the same office.

Section 3. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, be the public spokesperson for the full board, serve as an ex officio voting member of any committees established by the board, and generally perform all duties associated with that office.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president, until the president resumes those duties or in the case of vacancy in the office until an election at the July meeting.

Section 5. If neither the president nor the vice president is available to preside at a regularly scheduled meeting of the Board of Trustees, a chairperson of one of the board committees may preside.

Section 6. The president, vice president, and one other trustee appointed by the president shall serve on the Foundation Board until the term of their library board office expires or the president appoints another trustee.

Section 7. The library administrative assistant shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that position. In the absence or inability of the library administrative assistant, all secretarial duties shall be performed by a designated staff member.

Section 8. The auditor for the City of Cedar Rapids shall be the disbursing agent of the board. All expenditures shall be approved according to the purchasing policies set by the Board of Trustees. The Library Director shall approve sign all bills before payment is issued by the auditor.

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Article III - Meetings

Section 1. Regular meetings shall be held monthly, date and hour to be determined by the board.

Section 2. The order of business for regular meetings shall include, but not be limited to, the following items:

- Call to Order
- Consent agenda including disposition of minutes of previous regular meeting and any intervening special meeting(s)
- Communications and public comment
- Friends and Foundation reports
- Committee reports
- Director's report
- Old business
- New business
- Adjournment

Section 3. Each regular meeting of the board shall include an opportunity for public comment. The time for public comment is not a time for discussion between the public and the board but as an opportunity for the public to offer comments for board's consideration at the appropriate time.

Anyone wishing to speak shall sign up to do so before the meeting starts by writing their name on the sign-up sheet provided as well as writing a brief description of the matter upon which they wish to speak. Upon review of the sign-up sheet, the chairperson shall announce the total time during which public comments will be taken, which in any event shall not typically exceed 30 minutes. The chairperson shall also announce the time to be given to each speaker, which shall not exceed 5 minutes per speaker. In order to run an efficient meeting the chairperson may group related comments and may change the portion of the meeting during which public comment shall be received.

Public comments must be germane to the operation of the Library. The chairperson shall rule on the germaneness of public comments. Behavior that is abusive, personal, impertinent, irrelevant, slanderous or profane remarks shall not be allowed. Loud, threatening, personal or abusive language shall not be allowed.

The Cedar Rapids Library Board of Trustees will not allow or entertain public comment or discussion of personal matters or other matters under consideration by the Civil Service Commission or subject to the Iowa Public Employees Relation Act.

Section 4. Special meetings may be called by the Library Director at the direction of the president, or at the request of three members, for the transaction of business as stated in the call for the meeting.

Section 5. A quorum at any meeting shall consist of a majority of the members of the board. If it is impracticable for a board member to participate in a meeting in person, he or she may participate electronically by any real-time means of communication.

Section 6. Proceedings of all meetings shall be governed by the latest edition of *Robert's Rules of Order*.

Article IV - Library Director

Section 1. The board shall appoint a qualified Library Director who shall be the executive and

administrative officer of the library on behalf of the board and under its review and direction.

Section 2. In accordance with policies as adopted by the board, the director's duties and responsibilities shall be:

- To provide effective, professional leadership, positioning the library to meet the community's current and future informational needs.
- To develop a planning process and annual objectives to fulfil the library's mission.
- To suggest proposed policies and policy changes for the board's consideration.
- To secure resources for the support of normal and enhanced library operations.
- To ensure all library facilities and equipment are maintained and improved as necessary to complete the library's mission.
- To direct the hiring, placement, development, supervision, and evaluation of qualified staff.
- To formulate a balanced annual budget and administer it in a fiscally responsible, cost-effective manner.
- To inform the board about the finances, public services, physical plant, personnel, collection, and other developments, changes, and problems of the library.

Section 3. The Library Director or, in cases of emergency, a designee shall be in attendance at all meetings of the board.

Article V - Committees

Section 1. The president shall appoint ~~a nominating committee and all other~~ committees, each for such purposes as the business of the board may require.

Section 2. No committee will have other than advisory powers unless it is granted specific power to act by suitable action of the board.

Article VI - General

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve any action before the board. In some circumstances, a larger affirmative vote may be necessary in accordance with the laws of the state of Iowa and/or City of Cedar Rapids. The president, unless required by law, may not vote on a proposal before the board except in those cases where the president's vote is necessary to break a tie vote by other members. In such cases of a tie vote, the president must cast the deciding vote.

Section 2. The bylaws may be amended by the majority vote of all members of the board provided a written notice of the proposed amendment shall have been mailed or emailed to all members at least five days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension to be valid may be taken only at a meeting at which two-thirds of the members of the board shall be present and two-thirds of those present shall approve.

Section 4. Any member of the board may resign at any time by giving written notice to the chairperson, the Library Director, or the full board, and the notice will be forwarded to the City Council. Such resignation will take effect at the time specified or, if no time is specified, at the time the resignation is received.

Section 5. The position of any trustee shall be vacant if he/she moves permanently from the city; or if he/she is absent from 6 consecutive regular meetings of the board, except in the case of sickness or temporary absence from the city. Vacancies in the board shall be filled by appointment of the Mayor, with the approval of the Council, and the new trustee shall fill out the unexpired term for which the appointment is made.

Article VII - Indemnification

The Cedar Rapids Public Library shall defend, indemnify and save harmless its Board of Trustees and officers from and against all costs and expenses imposed upon or incurred by any such person in connection with or resulting from any claim, demand, action, suit, prosecution, investigation and/or proceeding in which any such person may be involved by reason of current or former service as a member of the Board of Trustees of the Cedar Rapids Public Library. Such indemnification shall be provided (i) even if such person is no longer serving in such capacity and (ii) to the estate, executor, administrator, and personal representatives of any such person who is deceased. "Costs and expenses" shall include, but not be limited to, attorney fees and expenses, costs of investigation and preparation, settlements, judgments, awards, decrees, fines and/or penalties. Advances for such costs and expenses may be made by the Board of Trustees upon approval by resolution of the board. The indemnification provided hereunder shall be provided to the fullest extent allowed by law.

The Cedar Rapids Public Library shall indemnify and save harmless its employees to the extent provided in any applicable (i) bargaining unit contract, (ii) employee handbook or policy or (iii) as otherwise determined by the Board of Trustees.

(See Section 670.8, Iowa Code (2006))

Adopted: 02/22/90

Revised: 01/27/94, 05/02/96, 01/06/00, 08/04/05, 11/02/06, 04/05/07, 02/07/08, 08/26/13, 10/1/15, 11/2/17, 12/05/2021, 10/6/2022, [11/7/2024](#)

Reviewed: 08/06/2015, 3/7/2019

The Use of Security Cameras Policy

At the Cedar Rapids Public Library we value the health and safety of our patrons. We also strive toward effective and efficient library products and services. We balance these needs with our patron's right to privacy.

Security cameras will be used only for specific purposes:

1. To monitor the safety and security of staff and patrons,
2. To gather information about the effective use of our services and products,
3. To prevent, mitigate, or take action on property damage from vandalism, theft, or other illegal activities.

It is the intent of the Board of Trustees of the Cedar Rapids Public Library to empower the Library Director or designee, as the lawful custodian of library records, to release surveillance information that is otherwise confidential, if the purpose of that release is in accordance with the provisions of this policy.

Requests for the release of confidential patron information must be submitted in writing and accompanied by an order from the court as outlined in Chapter 22.7 of the Iowa Code.

The release of exterior footage not considered to be confidential or reveal information about a patron's use of the library or library services may be released by the Library Director or designee after a written request is provided.

Adopted: 2/2011

Revised: 11/2015, 01/02/2020

Reviewed: 2013, 12/1/2022, 11/7/2024

Foundation and Friends of the Cedar Rapids Public Library

The Board of Trustees recognizes the Cedar Rapids Public Library Foundation and the Friends of the Cedar Rapids Public Library as vital sources of support. The Board wishes to maintain close, cooperative, and harmonious relationships with the board of directors of each supporting entity.

Cooperative projects for the benefit of the library are encouraged, provided no such project compromises the Board of Trustees' statutory responsibility for library policy and management.

Such cooperative projects should be selected by the Library Director, in consultation with the Foundation and Friends' boards of directors and/or authorized representatives. Projects will be selected for their appropriateness in meeting current need, practicality, and conformance to policies of the Board of Trustees.

The Library Director or designee is to serve as the principal liaison between the Board of Trustees and the boards of directors of the Foundation and Friends. Trustees may be invited to sit as acting members of supporting boards in accordance with those entities' bylaws. Meetings should be held at least annually to plan and define projects which would be most beneficial to the library's purposes.

The board's policy regarding the Foundation and Friends organizations is not intended to limit or prohibit working relationships with other non-profit organizations that provide assistance to the library, or with other individuals who seek to offer contributions and/or volunteer assistance to the library.

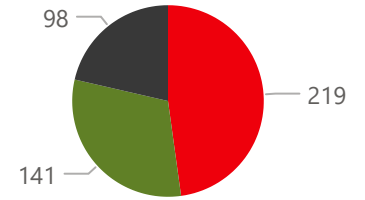
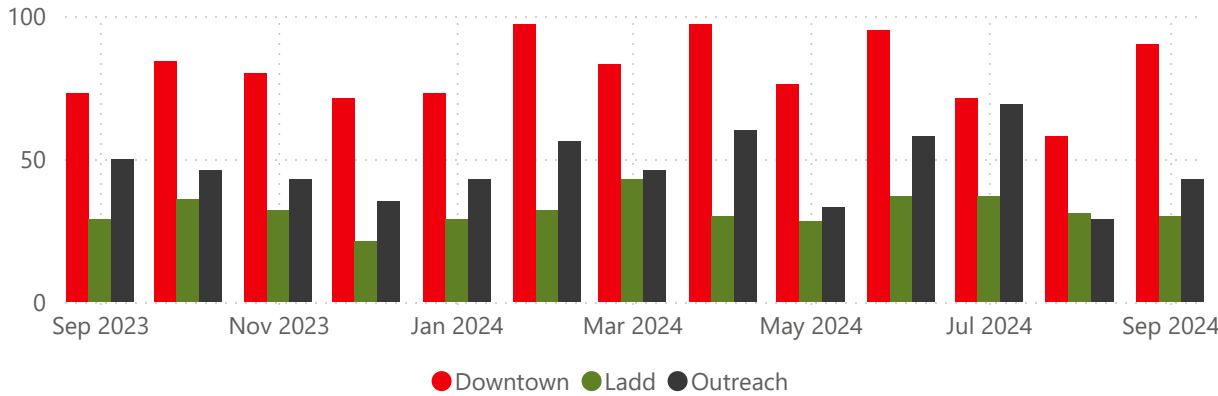
The trustees and library employees alike are encouraged to lend active support to the work of the Foundation and Friends through support and participation in activities.

Adopted: 02/28/86

Revised: 10/29/92, 12/05, 11/07/19

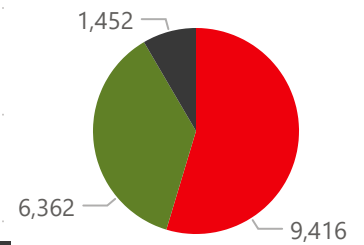
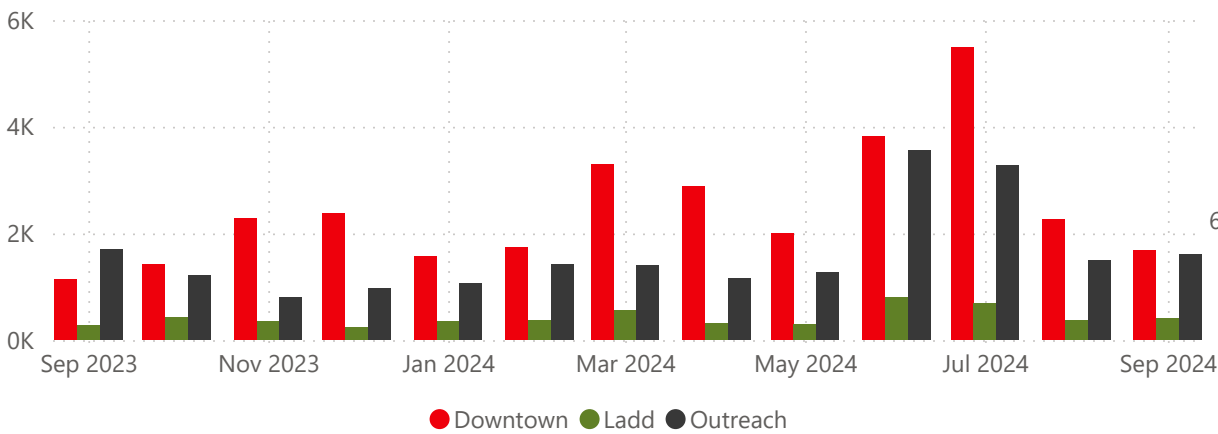
Review: 2013, 02/04/16, 1/5/2023, 11/7/2024

Programs



458

of Programs



17,230

of Attendees

Programming is fully engaged with fall programs and events - visiting schools and other organizations, presenting dozens of weekly programs to serve a broad and diverse group of patrons, and finding new and innovative ways to surprise and delight our community. Patrons continue to engage with daily early learning opportunities, and enjoy creative ways to connect with other adults for education and entertainment. Programming has wrapped up planning for the winter months, and is excited to continue exploring ways to draw people to the library. The 2025 Winter Reading Challenge will kick off on January 1, 2025, encouraging patrons to read consistently even when it isn't summer! The Maker Spaces continue to grow in use and popularity, with an average of more than one appointment per day over the past two months. The Opportunity Center is seeing immediate results from the addition of the two RIVA AmeriCorp members, with new clients coming in every day, many of whom are now able to be helped using their preferred spoken language.

I recently had a shift in the Teen section downtown, and a coworker and I got to chatting with a couple of teen patrons. It's really admirable how open these young people are to share about their lives, what they are learning, and the changes they want to see in our society. We talked about art, voting, the housing crisis in our city, and personal dreams for the future. The teens involved in the conversation had very different backgrounds and experiences from one another, so it was especially interesting to hear from both of them, and have all of our perspectives grow by learning from each other. Because the library is a safe space to just "hang out," we get to build these connections! - Alyssa Telecky, PSS

A few other reference librarians and I have been helping a patron who has been trying to find work for a few weeks. She has been applying for just about everything, usually 4 or 5 a day. On Thursday, she needed help doing the online on-boarding for her new job! - Rebecca Vernon, PS Librarian

Borrowing & Collections

62,606

Databases

54,826

Digital

127,619

Physical

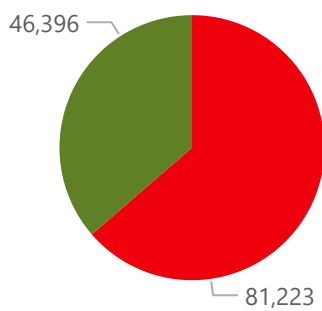
1,013

Technology

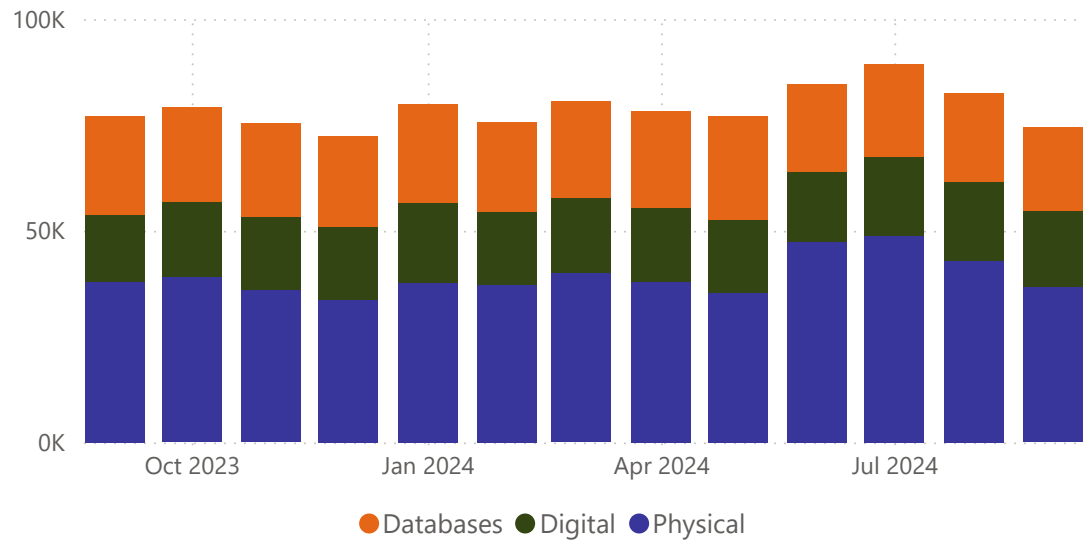
246,064

Total

Physical Circulation, by Location



● Downtown ● Ladd



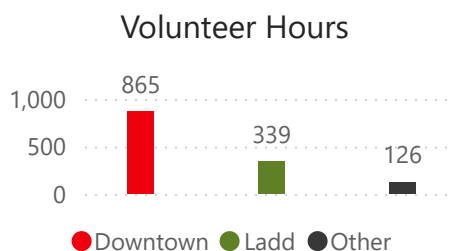
The Materials Department has continued to be busy with new releases. We typically start replacing holiday themed titles for adults and children around this time each year to make sure we have materials in good shape when demand for them peaks. Our Tonie Boxes and characters continue to circulate well and we've added several holiday titles to that collection as well. As we start the last year of our contract with Polaris, we're starting the Request for Proposal (RFP) process for ILS products. The ILS is our library database software that contains all of our library patron and material records, and tracks circulation. Doing a regular proposal process helps us control costs and make sure we have updated product releases. A team of staff from MLN libraries will evaluate products and select one based on multiple factors. This major contract will come to the library board for approval.

A lady approached me by the holds shelf and said, "Every time I come here you guys always have a book in the new section that I need to check out!"
- Gavin Lewis, Public Service Associate

Volunteers

1,330

Total Hours

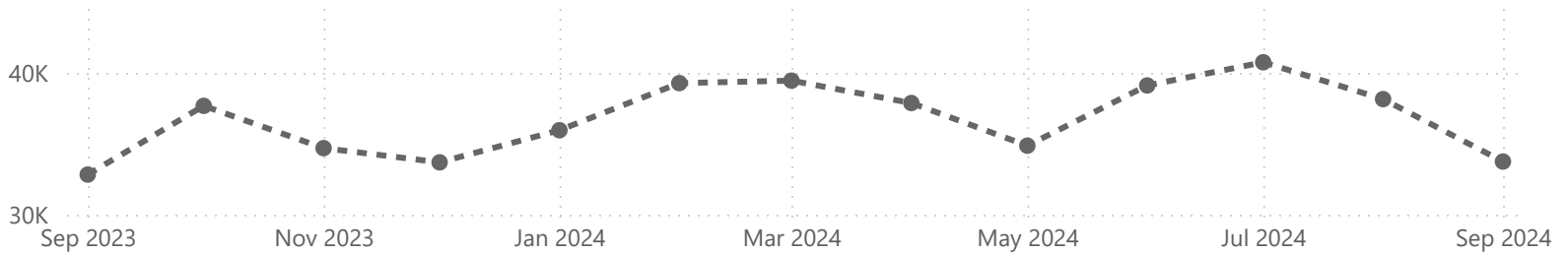
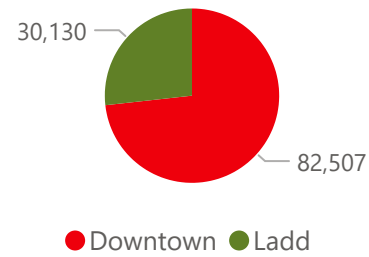


● Downtown ● Ladd ● Other

October was a month of training for Volunteer Services. Between attending and leading City-wide trainings, training new volunteers, orienting new RIVA AmeriCorps members at the Opportunity Center at Ladd Library, speaking about advocacy at the Iowa Nonprofit Summit, and attending national volunteer management training hosted at the GCRCF, we were rich with opportunities to both learn and share. Volunteer hours in September: 419

Visits

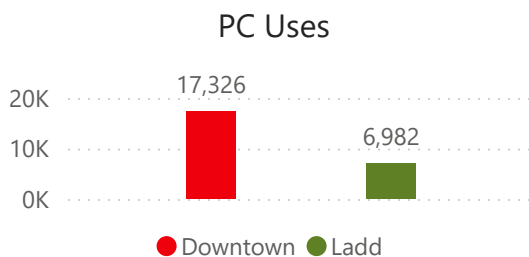
112,637
Physical Visits



The Public Service team is thrilled to announce Lawrence Parrott as a new supervisor in the department. He comes to the library with an extensive background in the Human Service field and will be a great addition to the department. This position also helps us as we prepare for the Westside opening in allowing us to have a dedicated supervisor position at the location. In addition, we were able to promote three 28-hour staff to 40-hour positions. The ability to do this now sets us up to have adequate staffing levels for the opening of the Westside location. We had an exceptional pool of talent from internal and external candidates. It was great to see such enthusiasm for the work the library does!

D. had been coming into the library regularly, and had shared that she was unhoused. At first she was pretty friendly and willing to engage in conversation. But over the course of a couple of months she became more withdrawn and despondent. We had set up a time for Carol, an Abbe Center outreach worker, to start using the partner office on Monday afternoons. One Monday afternoon, I asked D. if she'd be interested in talking with someone from the Abbe Center. She said yes, so I took her back to meet Carol. They set up a plan to meet every week, and D.'s demeanor completely changed. She got her Social Security reinstated, and started looking for housing while working with Waypoint. She began coming to the weekly Change Group on Thursdays as well. She is actively seeking housing, while also seeming to have a new energy that she didn't seem to have before. - Wes Shirley, Branch Supervisor

Technology Access

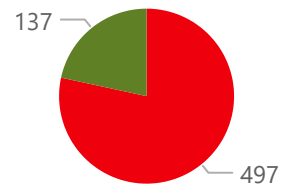
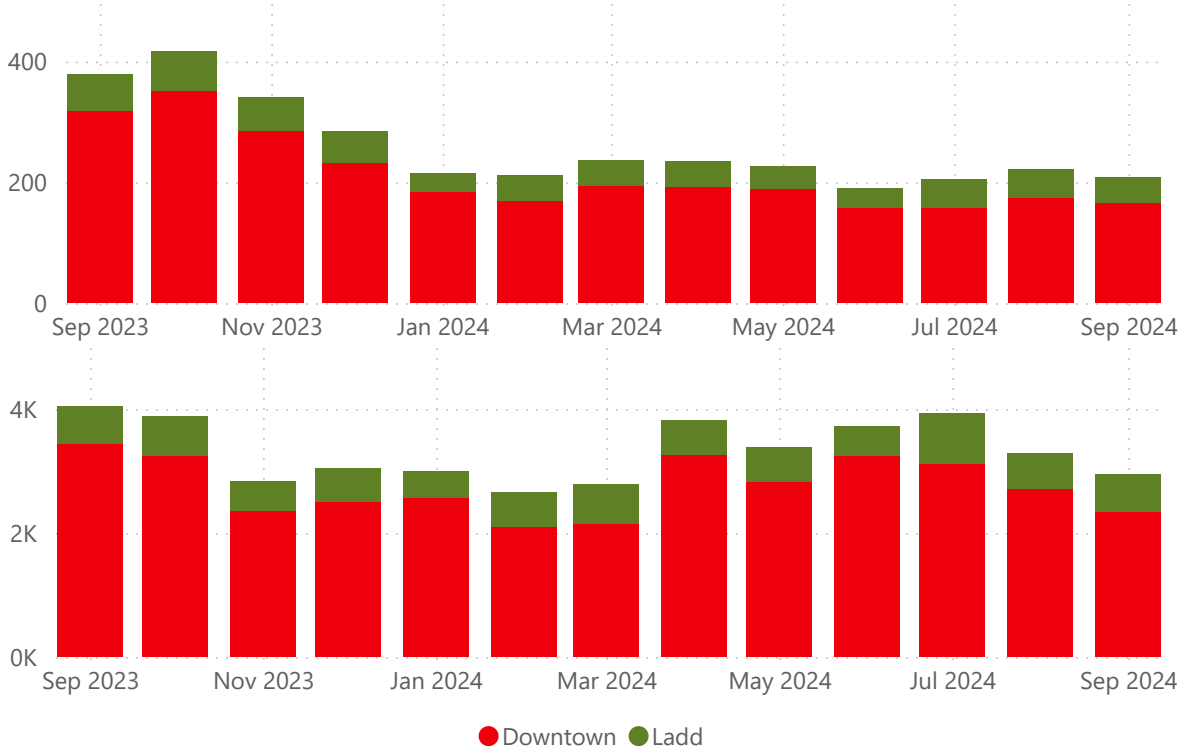


55,717
Virtual Visits

28,940
WiFi Sessions

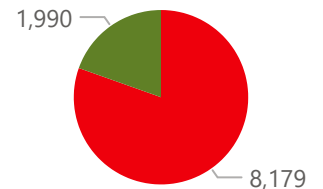
The Technology Solutions team has been busy updating public computers to Windows 11. This can be a lengthy process as there are roughly 100 computers to update. The team does this gradually to make sure computers are always available for patrons and it allows time to do any troubleshooting that may come up. Staff computers were recently updated and the process has gone smoothly. The team continues to coordinate with City of Cedar Rapids IT on training and is exploring options for further security and virus protection trainings.

Meeting Room Use



634

of Reservations



10,169

of Users

Approximately 3,064 patrons used the library’s meeting rooms, with over 208 reservations. The library hosted two weddings this month. Our spaces served as satellite voting locations. Leadership Five Seasons brought the Youth Leadership History Day to the library and IowaBIG hosted their Pitch-a-Palooza, both in Whipple Auditorium. Candence String Quartet hosted a concert. Iowa State Extension had Buy. Eat. Live Healthy sessions at the Opportunity Center. Ladd also hosted several non-profits for events to support parents as well as a donor appreciation event and trainings.

Community Relations is gearing up for winter despite the wonderful weather we’re experiencing. The team is hard at work with the winter edition of the OPEN+ magazine, which will be available mid-November. We are also getting excited about the Winter Reading Challenge, our next major reading program, which takes place in January. We’ll make some changes to the program in response to the positive changes over the summer, so we hope to see participation rates increase over past years. We continue to build on communication plans for the Westside Library Project now that groundbreaking has happened. We were thrilled with the response from the community and will be working hard to keep everyone connected to the project throughout construction.

I was at the Downtown Library on Tuesday and Wednesday this week helping set up for the Mayor’s Youth Conference and I just wanted to reach out and let you know that you have some amazing staff at that Downtown Library. Specifically, Meredith Crawford and Andres). They were so helpful and a pleasure to be around. They were a huge reason as to why the event went smoothly and was successful. - Sam Kiburz, Senior Administrative Assistant, City Manager’s Office

Hey, keep up the good work re: "book banning." My late wife and my sons, now 49 and 50, never censored any books that they read - in school, on their own, or from the library. BTW, I do wonder if the state law re: books might be unconstitutional by exempting the Bible (not sure if exempts other religious texts, e.g., Quran, Torah (and the prophets and the writings), Bhagavad Gita, Epic of Gilgamesh, the sayings of the Buddha and Confucius, etc.). Dara, you're doing well!! - Lyle Kleman, resident

