



Agenda: Board of Trustees
November 6, 2025, at 4 pm
Community Room, Ladd Library

Access, Connection, & Service

Library Board President – Monica Challenger

- A. Call to Order
- B. Consent Agenda – **Action**
 - Minutes: October 2, 2025
- C. Public Comments and Communications
- D. Foundation Report – Charity Tyler
- E. Friends of the Library Report – Libby Slappey
- F. Board Education: State of Homeless Services in Linn County – J’Nae Peterman, Homeless Systems Manager, Housing Fund for Linn County
- 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:** Approval of Line Item Transfer of \$176,776.17 from Acct 511100 to Acct 522101 for digital services
 - **Action:** Janitorial Contract
 - Personnel and Policy Committee – Susie McDermott, Committee Chair
 - No Action
- H. Library Director’s Report
- I. Old Business
- J. New Business
- K. Adjournment

The next Board of Trustees meeting is **December 4, 2025 at 4 pm**, in the Conference Room, Downtown Library.

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

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

Board members in attendance: [President] Monica Challenger, Chris Casey, Ana McClain, Susie McDermott, Jade Hart (in person)

Board members unable to attend: [Vice President] Jeremy Elges, Elisabeth Hepworth, Rafael Jacobo, Hassan Selim

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

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

- A. Call to Order
 - Ms. Challenger called the meeting to order at 4:02 pm
- B. Consent Agenda – **Action**
 - Minutes: September 4, 2025

Ms. Casey moved to accept the consent agenda. Ms. Hart 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 is very excited to start sharing more about the Busse Branch, following the capital campaign's closure announcement. Staff are shifting away from using "Westside Library" and adopting the Busse Branch name. Ms. Tyler noted the new library is intentionally named Busse Branch to differentiate it from Mt. Mercy's Busse Library. She is grateful for the family's support and the transformational capstone gift.
 - The Foundation is now working on donor stewardship and finding the new normal now that the campaign has closed. Ms. Tyler wants to focus on how the Foundation can support the library's strategic initiatives and ensuring that donors who gave several years ago don't feel forgotten. She is planning private donor events between now and grand opening in a year. Part of this is an update on the project in the Friends and Foundation's semi-annual newsletter, which will be mailed soon.
 - Ms. Casey asked what it means for donors now that the campaign has closed. At this time, the Foundation is still accepting gifts but will stop in time – that date is to be determined. Similar to the downtown library, the goal is to grow a capital improvement fund for the Busse Branch. The Foundation Board will have to vote to establish that fund but it has been in discussion. Ms. Challenger expressed her thanks and appreciation to Ms. Tyler for all her work. Ms. Tyler also thanked her hardworking campaign co-chairs – Libby Slappy and Lois Buntz – for their invaluable help as well.
- E. Friends of the Library Report – Libby Slappey
 - Ms. Slappey reported. The Friends made a substantial contribution to the Busse Branch campaign, which has been a motivator to sell books. This summer was incredible for Farmer's Market sales. Typically, as the summer goes on, sales taper off. Even at the last sale, and moving to the drive-up lane due to the Urban Plaza construction, the Friends had a successful sale.
 - The big Fall sale is coming up at the end of this month. Shoppers can come to the downtown library on Friday, Oct. 31, Saturday, Nov. 1, and Sunday, Nov. 2. This year, Friends added a preview night for Friends' members on Thursday. Membership is only

\$10 and open to anyone to participate in the preview. Dealers are also welcome to come in and use their scanner at no additional cost; some Friends groups will charge extra for dealers and scanners.

- Ms. McClain asked if the Friends feel like they have too many books? Ms. Slappey said the Friends keep pushing the limits of available storage, maximize available storage space, and move books out with their sales opportunities.

F. Board Education: Celebrate Freedom to Read – Amber McNamara

- Community Relations Manager Amber McNamara presented. It's that time of year where we are approaching Banned Books Week, which runs Oct. 5-11. This week is an opportunity to focus on the freedom to read and what that means. Ms. McNamara discussed how we'll approach it this year.
- This year's goals are: celebrate the freedom to read and highlight the importance of intellectual freedom; encourage engagement with the library; and raise awareness of challenged books without focusing on conflicts. This year, we'll do a large social media campaign and also incorporate graphics into our digital displays. The graphics include a generic header to identify the campaign's content; Ms. McNamara also showed a sample promotional piece, which came from questions to staff, trustees, foundation board and others to share why the freedom to read matters. The Freedom to Read timeline, which has been displayed in the buildings, has been updated with recent impacts to our community for an online presence only. Every year, the American Library Association (ALA) released challenged book data. While it appears there has been a drop in challenges from 2023 to 2024, the challenges are different. Instead of individual complaints, threats to freedom to read come from organized groups and through legislative action.
- Ms. McClain asked how a parent of a young child can be informed of a book's content. Ms. McNamara noted that library staff can help with recommending books and content. Staff can point to online resources, which summarizes the content and highlights general topic areas to be aware of. Materials Manager Erin Horst also shared that the library's catalogue will note major subject and themes of most books in the respective book's record as well as reader levels.

G. Library Board Committee Reports

- Advocacy Committee – Elisabeth Hepworth, Committee Chair
 - The committee did not meet this month; however, Ms. McNamara shared an update for Ms. Hepworth. Last week, the FCC ended e-rate support for school and public library hotspot lending programs, and school bus WiFis. While this doesn't directly impact our library but it could affect our school districts. ALA will continue to advocate for expanded broadband access. Schools have been filing the gaps for students who need access but Ms. McNamara is unsure how this change will impact schools and students.
- Building Committee – Jade Hart, Committee Chair
 - September's weather gave contractors another great month to complete work around the Busse Branch. Paving around the site is almost done: main parking lot, northeast parking lot, book return/pick-up window lane, and staff access lane and south parking lot. This month, contractors plan to complete the public trail along 20th Ave and sidewalks from the street up to and around the library building. They also plan to add topsoil and spread grass seed to the library's land as well as the future park lawn. Trees, which can be planted in the fall, will be planted soon; any trees that need planting in the spring will wait. Inside the building, contractors continue to prepare the space: electrical, interior framing, and mechanical ducting. Soon, areas can be drywalled. The glass, which will make up the curtain wall, will be on-site in early October for installation. Once it's all in, the majority of the building will be enclosed. Behind the scenes, library and

Foundation staff are reviewing the signage package for accuracy. Library staff and trustees will review final selections for furniture as well.

- At the Downtown Library, work has been steady on the Urban Plaza. All of the pavers, concrete, and knee walls have been removed from the site. The crew is preparing the plaza to first form and pour the walls around the sculpture, and then the accessible paths to the building. Once these areas are verified as ADA compliant, they will pour the remainder of the plaza. Work remains on track.
- The RFQ for a new café vendor closes on Monday, Oct. 6. The selection committee will meet on Wednesday, Oct. 8 to review submissions. Following this meeting, we should have a good idea of next steps. Roasters Coffeehouse has officially moved out of the space as of September 30.
- Finance Committee – Chris Casey, Committee Chair
 - Ms. Casey reported. We're two months into the new fiscal year and there is not a lot to report on financials at this time. Ms. Casey highlighted several areas on the finance memo. The Café RFQ, the process of which is being handled by the Building Committee, was written broadly to attract a variety of café vendors. An RFP was released for the janitorial contract, which asks for current service levels and an addition of the Busse Branch. The new library has been designed to use the same janitorial supplies – such as paper towels and toilet paper – that we currently get from the City's Facilities team. Ms. Casey highlighted the \$200,000 deficit in the Materials budget due to a new opinion from the City's bond attorney on using bonds for digital materials. This change impacted FY25 funds, which the board approved an amendment, but still remains a discussion point for the current fiscal year. The committee anticipates changing around funding in various line items to cover the deficit. Ms. Casey stressed that everything is on the table and that the committee is looking at all options. That also includes looking at staffing needs for the Busse Branch and downtown library. She noted it's a large amount of money and may require coming from multiple places. While changing around line items does not require a formal board vote, Ms. Casey plans to keep the full board informed of the final decision. She expects it to occur by the end of November to coincide with the FY27 budget planning process.
- Personnel and Policy Committee – Susie McDermott, Committee Chair
 - **Action:** Policy 6.02 – Human Resources Authority. The committee is suggesting one change to this policy. The intention behind the change is to make it clearer that the listed examples are not inclusive. The board's responsibilities, outlined in City code, does not include day-to-day human resources oversight for library staff.

The motion to accept the revised policy as in the packet passed with unanimous approval.

H. Library Director's Report

- Ms. McNamara reported for Ms. Schmidt, who is co-presenting with OPN about the new library branch at the Iowa Library Association (ILA) annual conference in Sioux City. We have received a lot of positive response about the Busse Branch. Ms. McNamara added her thanks and appreciation to Ms. Tyler and the Foundation. The announcement garnered great news coverage, bringing more awareness to the project.
- A patron favorite event, the Tiny Art Show, opens today at the library. We are hosting two opening events at both the downtown and Ladd libraries. Artwork will be displayed at our libraries, as well as Marion, Hiawatha, and North Liberty, through Oct. 26 before moving to the Cedar Rapids Museum of Art. This is a great collaboration project. There has been a lot of excitement around this year's event.
- The inaugural Cedar Rapids Storytelling Festival started last night with a program called Stories from the Stump. Storytellers read live in the Commons and the Mayor was present to make a proclamation. This is part of TellersBridge, a local non-profit organization, who worked with us to organize the event. Events will continue through Oct. 4.

I. Old Business

- There being no old business, the meeting continued.

J. New Business

- The FY25 Annual Report was debuted at the board meeting. Ms. McNamara walked through some of the highlights and articles to showcase work that has been done throughout the year.
 - A Spot at the Table focuses on the Dungeons & Dragons Club that started by Programming Specialist John Zbanek-Hill. It started in 2022 with a small group and has grown into an average of over 27 players a week. They have multiple tables for on-going games as well as a table for new players to learn the game.
 - Growing a Love of Reading outlines all the ways we support the library's goal of early literacy with the Growing Readers program, 1,000 Books Before Kindergarten, and Dolly Parton's Imagination Library.
 - A Different Kind of Story Time delves into the Books by Delivery program – how it works and the immense impact it has on the participating patrons.
 - Library Services Bring Big Value details how the library supports small businesses and entrepreneurs. In the article, we discuss the Urban Libraries Council (ULC) Business Value Calculator, a tool that allows libraries to calculate their impacts on businesses using their statistics. When you don't charge a fee for things, there is a perception that there is no value to it. The tool allows us to show we provided nearly \$2.5 million in value to entrepreneurs and businesses in FY25.
 - Looking at data, we have crossed the one million mark for materials circulation for first time since 2019. Ms. McNamara noted that while the number is fantastic and we may wish to say we're back to pre-pandemic figures, the way people are using materials is very different. The number of digital items circulated is different than physical items circulated. Now, more than 50% of our circulation is driven by digital content. She also noted the database uses statistic also includes pay-per-use items such as Freegal and hoopla, which are also digital. The data shows that people are consuming content differently with a heavier focus on digital and instant access. It's important to consider this as digital content is still paid for out of our Materials budget, which has not increased since 2019, and digital items are much more expensive. We have the \$200,000 gap as discussed earlier in the meeting due to digital materials and demand is only increasing. We will have one more normal year of statistics before the Busse Branch opens, which will distort statistics again. Ms. McClain asked if trustees' hours are calculated in the volunteer hours. Yes, they are included in the counts. Ms. McNamara noted that the value calculation is an industry standard but also certain types of volunteer roles have a different value based on the work provided.

K. Adjournment

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

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



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A ‘shocking loss’ for Iowa libraries



Patron Services Specialist Elysha Holley racks books on a cart in the sorting room Tuesday at the Cedar Rapids Public Library’s Ladd Library in southwest Cedar Rapids. The library, like many nationwide, expects to see impacts from the closure of Baker & Taylor, a major materials distributor to U.S. libraries.

Many in a bind after major book supplier closes

By Grace Nieland, The Gazette

IOWA CITY — Well over 100 people piled into the Iowa City Public Library on Saturday to hear from Pulitzer Prize-winning journalist and Iowa author Art Cullen. The room was packed with readers of all ages and backgrounds — lured in by the promise of Cullen’s reflections on the transformation of rural America and its evolving, yet urgent, environmental challenges. At the end of his talk, attendees were urged to learn more by reading Cullen’s new book, “Dear Marty, We Crapped in Our Nest: Notes from the Edge of the World.” The library, however, had zero copies to loan out to interested readers. “We had Art Cullen here, but we didn’t have his book,” Iowa City Public Library Director Anne Mangano said. “It’s not because we didn’t have it on order — we ordered it months ago. It just wasn’t here.” Mangano said the issue was one of a growing number the library has

experienced with Baker & Taylor, the wholesale book distributor from whom the Iowa City library gets the majority of its physical materials. The Iowa City Public Library has partnered with Baker & Taylor for decades, and for much of that time the relationship was a positive one. But more recently, Mangano said staff began seeing issues with delivery delays and lagging communication. Then last week, the other shoe dropped. After nearly 200 years, Baker & Taylor — the largest single supplier of content to American libraries — would be ceasing operations. The news quickly ricocheted through literary circles in Iowa and beyond, leaving many wondering what’s next for libraries. “Baker & Taylor supply well over 5,000 libraries with materials. It is the No. 1 distributor for public libraries in the country,” Mangano said. “It’s a shocking loss for the library community.”

► LIBRARIES, PAGE 8A



A children’s book comes off a conveyor and into a bin in the sorting room Tuesday at the Cedar Rapids Public Library’s Ladd Library in southwest Cedar Rapids. (Jim Slosiarek photos/The Gazette)

Study: Iowa added more than 900 clean energy jobs in 2024

Report warns of setbacks if incentives are rolled back

By Olivia Cohen, The Gazette

The number of clean energy jobs in Iowa reached a record high in 2024, with more than 33,000 Iowans holding jobs in the clean energy space, surpassing the state’s previous record of 31,910 jobs in 2019. Clean Jobs Midwest on Wednesday released its annual report, which tracks clean energy workforce growth across the Midwest and breaks down each state by county. According to the report, clean energy jobs in Iowa grew six times faster than the state’s overall economy in 2024, resulting in a 2.8 percent jump — an increase of 917 workers statewide — in clean energy jobs compared to 2023. “Clean energy’s economic role in the region is vital: the industry added jobs almost six times faster than Iowa’s overall economy, and nearly six times as many Iowans work in clean energy than the number of lawyers, web developers and real estate agents combined,” the report states. The report also states that

► JOBS, PAGE 8A

Fairfax tables talk of new power plant

Alliant says it’s seeking other sites, but debate still lingers in Linn County town

By Olivia Cohen, The Gazette

FAIRFAX — Despite Alliant Energy’s announcement that it is “deprioritizing” a site in Fairfax that had been proposed for construction of a new gas-fired power plant — and will seek an alternative location — city officials and residents in the small Linn County town haven’t stopped debating the issue. The Fairfax City Council voted 4-1 Tuesday to table the second reading of an ordinance that would create an exception to the city’s industrial zoning code to allow construction of a power plant within city limits. The first reading was approved in September. “I, personally, with this ordinance — until Alliant comes back to us saying that they do want to reconsider Fairfax as a possible location, I feel it would probably be in our best interest to table this for now,” council member Michael Daly said. Tabling the second reading means the council would

► PLANT, PAGE 10A

Federal workers endure financial strain in shutdown



The U.S. Capitol is seen under gray skies Monday in Washington, D.C., as the government shutdown continues. (Associated Press)

Promised layoffs add a new layer of uncertainty

Associated Press

With every passing day of the government shutdown, hundreds of thousands of federal employees furloughed or working without pay face mounting financial strain. And now they are confronting new uncertainty with the Trump administration’s promised layoffs.

Little progress has been made to end the shutdown as it enters its third week, with Republicans and Democrats digging in and convinced their messaging is resonating with voters. The fate of the federal workers is among several pressure points that could eventually push the sides to agree to resolve the

stalemate. “Luckily I was able to pay rent this month,” said Peter Farruggia, a furloughed federal worker. “But for sure I am going to have bills that are going to go unpaid this month, and I really don’t have many options.” The shutdown has a familiar feel for many federal employees who endured past stalemates — including during

► SHUTDOWN, PAGE 8A

Libraries/Baker & Taylor began in 1828

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FINANCIAL WOES

Baker & Taylor began in 1828 as a bookbinding and publishing business that soon expanded to distributing books via horse-drawn carriage. Over the years, the company grew into a literary giant with thousands of customers around the globe.

Many of those customers were public libraries that turned to Baker & Taylor to save money on wholesale book orders and other essential processing services.

Sam Helmick, president of the American Library Association, described the North Carolina-based company as a longtime staple within the broader library community and a seasoned partner to lending institutions nationwide.

“They’ve been instrumental for decades,” said Helmick, who also is an Iowa City-based librarian. “There’s no one-to-one replacement.”

But in more recent years, the company has



Sam Helmick, community and access services coordinator for the Iowa City Public Library, poses for a portrait on March 15, 2023, in Iowa City. Helmick is the 2025-26 president of the American Library Association. (The Gazette)

faced mounting financial struggles that eventually led to a proposed acquisition deal between Baker & Taylor and Reader-Link, an Illinois-based wholesaler.

That deal fell apart late last month, however, and per Publishers Weekly, Baker & Taylor CEO Aman Kochar told employees last week that he no longer sees a sustainable path to stay in business.

According to that report, the company is

expected to wind down its operations in the coming months — leaving many of its partner libraries reeling and questioning when and where they can acquire new materials.

IMPACT ON LIBRARIES

The impact of the Baker & Taylor closure will be felt throughout the library community, although Helmick said impacts will vary depending on a given library’s size, budget and overall reliance on Baker

& Taylor.

Libraries with smaller budgets — including many in rural areas — could be hit harder, Helmick said, given that libraries could see cost increases from moving to new suppliers. Baker & Taylor often offered the best discounts in the industry, making them a favorite when it came to getting the most bang for your buck.

The impact also will vary depending on how large the percentage of a given library’s books were coming from Baker & Taylor and which ancillary services were included in that agreement.

In an emailed statement, library director Dara Schmidt said that Baker & Taylor has been a longtime supplier for the Cedar Rapids Public Library and that the closure is expected to have “a direct impact on services.”

In particular, the closure will affect the processing of new materials previously handled by Baker & Taylor. That

work will now need to be done in house, “which means more work for staff and may increase wait times for some materials.”

But given recent tumult at the company, Schmidt said the library “has been working with alternate vendors over the past several months to ensure there are efficient pathways forward. Even though it may take a little longer, we are confident our patrons will have continued access to new titles.”

Mangano also stressed the importance of alternative partnerships, stating that the Iowa City Public Library had already begun to increase its orders through secondary vendors in recent months.

Still, it’s a large lift. Last year, 84 percent of the Iowa City library’s new materials came from Baker & Taylor. In addition, the library had six months worth of orders into Baker & Taylor when the closure was suddenly announced.

“They sent an email

(on Monday) explaining that they’ll try to fulfill the orders that they can, ... but we ended up canceling all those and just ordering them (from a different supplier)” to better ensure delivery, Mangano said.

Libraries across the country are left in similar positions as they rush to alternate suppliers to acquire new materials. There’s only so many wholesale suppliers out there, however, meaning some delays are likely as the market adjusts.

Already, libraries across Iowa — including those in North Liberty, McGregor and Clarence — have taken to blog posts and social media explainers asking patrons for understanding and patience.

Libraries “are telling communities what they know and they’re telling communities what they’re still trying to figure out,” Helmick said. “All we can do is hope for and appreciate (patrons’) patience.”

Comments: grace.nieland@thegazette.com

Shutdown/‘This isn’t about one party or the other’

► FROM PAGE 1A

President Donald Trump’s first term — but this time, the stakes are higher. The Republican White House is leveraging federal workers’ jobs to pressure Democrats to soften their demands. A federal judge on Wednesday temporarily blocked the administration from firing workers during the shutdown, saying the human cost “cannot be tolerated.”

The shutdown began on Oct. 1 after Democrats rejected a short-term funding fix and demanded that the bill include an extension of federal subsidies for health insurance under the Affordable Care Act. Trump and other Republican leaders have said the government must reopen before they will negotiate with Democrats on the health subsidies.

WAVE OF LAYOFFS

Farruggia is the executive committee chair of the American Federation of Government Employees Local 2883, representing employees at the Centers for Disease Control and Prevention, an agency that faced a wave of layoffs over the weekend. Like 8,000 other CDC employees who

have been furloughed from the agency, he was already living paycheck to paycheck, and the partial pay that arrived Friday was his last until the government comes back online.

With the agency’s leadership in turmoil and still rattled from a shooting, the shutdown and new firings mean “people are scared, nervous, anxious, but also really just exasperated,” Farruggia said.

After Russ Vought, the director of the Office of Management and Budget, said last week on social media that the “RIFs have begun,” referring to reduction-in-force plans aimed at reducing the size of the federal government, Vice President JD Vance doubled down on the threat Sunday, saying “the longer this goes on, the deeper the cuts are going to be.”

The layoffs have begun across federal agencies. Labor unions have already filed a lawsuit to stop the move by Trump’s budget office.

In a court filing on Friday, the Office of Management and Budget said well over 4,000 federal employees from eight departments and agencies would be fired in conjunction with the

shutdown.

Jessica Sweet, an Albany, N.Y., Social Security claims specialist who is a union steward of AFGE Local 3343 in New York, said, “I, myself, have a backup plan” in case she is fired during the shutdown, “but I know most people don’t.”

She says the Social Security Administration is already so short-staffed from layoffs earlier this year brought on by the Department of Government Efficiency, she doesn’t fear a massive layoff during the shutdown.

“The one thing this administration has taught me is that nothing is ever for certain, even if it’s codified into law,” she said.

Having received a partial payment in her last paycheck, Sweet has begun reaching out to her local power companies to request that she not get charged late fees, since “my bills won’t wait for me to eventually get paid.”

FRUSTRATION GROWS

For some federal workers, this isn’t their first shutdown — the last one, during Trump’s first term in 2019, stretched a record 34 days. But this time, federal employees are being used more di-

rectly as leverage in the political fight over government funding.

The Republican administration last week warned that there would be no guaranteed back pay for federal workers during a shutdown — a reversal of long-standing policy affecting roughly 750,000 furloughed employees, according to a White House memo. The move, which Trump later backtracked on, was widely seen as a strong-arm tactic.

Adam Pelletier, a National Labor Relations Board field examiner whose agency furloughed nearly all of its workforce on Oct. 1, going from roughly 1,100 workers to fewer than a dozen people, said he wouldn’t mind if the shutdown continued if it meant meaningful progress toward gaining health care protections for Americans across the country — a key demand by Democrats for ending the stalemate.

Pelletier, a union leader for NLRB local 3, said “right now, nothing is being investigated at the NLRB. There’s no elections for unions or elections for decertifications. Basically nothing is happening.”

As for the financial

strain on workers, he said workers can’t even find alternate employment to weather the shutdown because “the ethics office that would approve of those requests is not staffed now.”

‘POLITICAL PAWNS’

National Treasury Employees Union President Doreen Greenwald, which represents workers across dozens of federal agencies, said several of the union’s members had been laid off as of Friday. The Treasury Department would lose 1,446 workers, according to the filing.

Greenwald said it was unfortunate that the Trump administration was using “federal employees as political pawns by furloughing and proposing to fire them all to try to cause pressure in a political game of chicken.”

“This isn’t about one party or the other. It’s about real people,” said Everett Kelley, president of the American Federation of Government Employees.

“The correction officer worrying about his next paycheck. The TSA officer who still shows up to work because he or she loves their country, even though they’re not

getting paid. No American should ever have to choose between serving their country and feeding their family,” Kelley said.

Kelley and other major federal worker union leaders gathered blocks from the Capitol last week, urging congressional leaders to find a solution and put “people over politics.” The event grew emotional at times, with union heads outlining the difficulties facing their members and the stakes growing daily.

Randy Erwin, president of the National Federation of Federal Employees, which represents 110,000 workers nationwide, called on both sides of Congress to find a resolution. He said Trump appeared to aim to “degrade, frighten, antagonize hardworking federal employees.”

Chris Bartley, political program coordinator for the International Association of Fire Fighters, said thousands of firefighters were showing up for work without pay out of a sense of devotion but stressed that could have broader consequences.

“Families go without income,” Bartley said. “Morale and retention suffer. Public safety is compromised.”

Jobs/Growth in clean energy jobs slowed between 2023-24

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clean energy job growth is expected to “surge” in 2025 by about 3.6 percent.

This prediction comes as some federal clean energy programs and tax incentives — mainly created by the Biden-era Inflation Reduction Act — have been repealed under the Trump administration.

“If federal clean energy and clean vehicle incentives are rolled back, the job growth and resurgence of clean energy manufacturing could be at risk,” the report states.

Of the 12 Midwest states examined in the report, Micaela Preskill, director of state advocacy for E2 — a national nonprofit organization that advocate for smart energy policies — said all states saw clean energy

job growth that outpaced each state’s economy.

However, Preskill noted that clean energy job growth did slow between 2023 and 2024. From 2022 to 2023, clean energy jobs in Iowa grew by 4.5 percent.

Preskill said some of that slowdown likely was anticipation of federal changes.

“Our survey looks at jobs up until the end of 2024, and I think a lot of industries were starting to pause and adjust as we got closer to more and more federal uncertainty, and that definitely impacted the industry,” Preskill said.

The Midwest region as a whole saw a 3.9 percent increase in clean energy jobs in 2023 as well.

Of the states examined in the study — which include Iowa, Minnesota, North Dakota, South

Dakota, Nebraska, Kansas, Missouri, Illinois, Indiana, Wisconsin, Michigan and Ohio — Iowa is in the middle of the pack for the number of clean energy workers per state.

Of the 12 Midwest states, North Dakota has the smallest clean energy workforce, with about 9,513 workers in 2024. Illinois has the largest, with about 132,239 clean energy workers employed statewide.

Percentage-wise, Kansas had the smallest clean energy jobs workforce, at 1.9 percent of its total workforce employed in clean energy jobs. Michigan had the largest percentage at 2.9 percent of its workforce in clean energy jobs. In Iowa, 2.2 percent of the workforce holds a clean energy job.

In presenting the in-

formation Wednesday, Preskill noted that the numbers in the report reflect the number of clean energy jobs per state before federal rollbacks to clean energy funding and the approval of the Trump administration’s One Big, Beautiful Bill.

She said the report is “both a snapshot of success and a warning of what’s at stake” in regard to the clean energy industry.

BREAKING DOWN THE NUMBERS

The report from Clean Jobs Midwest found that energy efficiency work made up “well over half” of Iowa’s clean energy jobs.

Researchers found that 20,153 Iowans make up the energy efficiency workforce in Iowa, completing work such as manufacturing ENERGY

STAR-rated appliances, installing efficient lighting, connecting heat pumps and other highly efficient heating, ventilation and air conditioning systems.

The clean vehicle energy sector — including EVs and hybrid EVs — added about 331 new jobs for 4,135 workers across Iowa in 2024. Electric vehicle jobs experienced the steepest growth rate at about 9.8 percent.

Renewable energy job growth in solar also rose by about 13 percent, and wind energy jobs grew by 1.1 percent.

In Iowa, construction work made up about 51.6 percent of clean energy jobs, while the manufacturing sector made up about 17.9 percent.

And in 2024, about 10.1 percent of Iowa’s clean energy workforce was made up of veterans.

The report breaks down clean energy jobs by county. Polk County’s 7,082 clean energy workers is the most of any county in Iowa, and ranks 18 among the counties in all 12 Midwest states.

Linn County is in second place statewide and 52nd across the Midwest with 2,778 clean energy jobs, while Scott County’s 1,886 clean energy jobs earns it the rank of 72nd across the Midwest.

Olivia Cohen covers energy and environment for The Gazette and is a corps member with Report for America, a national service program that places journalists in local newsrooms to report on under-covered issues. She is also a contributing writer for the Ag and Water Desk, an independent journalism collaborative focusing on the Mississippi River Basin.

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Comments: olivia.cohen@thegazette.com



TASTE OF NEW ORLEANS

Cafe Beignets brings Southern flavors to Cedar Rapids

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Wednesday, October 29, 2025

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\$2.50

Pressure builds on Congress to end shutdown

Vance: Troops will be paid at the end of week

Associated Press

WASHINGTON — Vice President JD Vance said Tuesday he believes U.S. military members will be paid at the end of the week, though he did not specify how the

Trump administration will reconfigure funding as pain from the second-longest shutdown spreads nationwide. The funding fight in Washington gained new urgency this week as millions of Americans face the prospect of losing food assistance, more federal workers miss their first full paycheck and re-

curring delays at airports snarl travel plans. “We do think that we can continue paying the troops, at least for now,” Vance told reporters after lunch with Senate Republicans at the Capitol. “We’ve got food stamp benefits that are set to run out in a week. We’re trying to keep as much open as possible. We just

need the Democrats to actually help us out.” The vice president reaffirmed Republicans’ strategy of trying to pick off a handful of Senate Democrats to vote for stopgap funding to reopen the government. But nearly a month into the shutdown, it hasn’t worked. Just before Vance’s visit, a Senate

vote on legislation to reopen the government failed for the 13th time. **EMPLOYEE UNION CALLS FOR END TO SHUTDOWN** The strain is building on Democratic lawmakers to end the impasse. That was magnified by the nation’s largest federal employee union,

which on Monday called on Congress to immediately pass a funding bill and ensure workers receive full pay. Everett Kelley, president of the American Federation of Government Employees, said the two political parties have made their point. **► SHUTDOWN, PAGE 10A**

Gift is one for the books



Book shelfer Loraine Bennett returns books to the correct locations on April 4 at the Cedar Rapids Public Library in southeast Cedar Rapids. The library is one of several in Iowa to receive a \$10,000 donation from the Carnegie Corporation of New York. (Jim Slosiarek/The Gazette)

Cedar Rapids, I.C. among Carnegie libraries to get \$10K to use as they see fit

By Grace Nieland, The Gazette

On a state-run forum for Iowa librarians, library staff from across the state regularly swap tips, tricks and anecdotes about the trade.

Late last week, a new question popped up: “Did anyone else get an email from the Carnegie Corporation yesterday? I’m wondering if it’s legit.” For dozens of libraries across the state, the answer was yes.

And while unexpected, the email — and the news it carried — was real: The Carnegie Corporation of New York will

soon issue \$10,000 each to all standing libraries previously funded by titular philanthropist and longtime library supporter Andrew Carnegie. The money is being offered to more than 1,200 libraries nationwide as part of a larger \$20 million initiative to mark the upcoming 250th anniversary of the Declaration of Independence. Checks will be sent in January, and libraries are free to use the funds however they see fit. “Our founder, Andrew Carnegie, ... **► LIBRARIES, PAGE 7A**



The Cedar Rapids Public Library is shown shortly after it opened in 1905 at the corner of Third Avenue and Fifth Street SE. The Carnegie building, in use from 1905 to 1985, is now part of the Cedar Rapids Museum of Art. (The History Center)

Feenstra launches campaign for Iowa governor

4th District congressman touts his ties to Trump and conservative record

By Tom Barton, Gazette Des Moines Bureau

Iowa Republican U.S. Rep. Randy Feenstra on Tuesday laid out his vision for “taking Iowa to new heights” as he

officially launched his campaign for governor, pledging to make the state the nation’s most business- and agriculture-friendly by cutting and freezing property taxes. In an interview with The Gazette, Feenstra said his platform centers on four goals:

- Lowering and freezing property taxes to attract in-

vestment.

- Ensuring world-class education from preschool through college.
- Expanding career and trade opportunities to keep young Iowans in the state.
- Improving access to affordable, high-quality health care — particularly maternity care in rural areas. “We want to make sure

women have the ability to have maternity care that’s less than 20 minutes away,” Feenstra said. “And these are all things that we can do, and that’s why, in that ‘Big Beautiful Bill,’ we created \$50 billion to take care of rural Iowa.” Feenstra defended his **► FEENSTRA, PAGE 7A**

Regents seek firm to manage UI legislative relations

Board will continue using state relations officers for Iowa State, UNI

By Vanessa Miller, The Gazette

IOWA CITY — Iowa’s Board of Regents for the first time is seeking a firm, rather than a single person, to serve as its legislative liaison and state relations representative for the University of Iowa’s dealings with the Legislature and executive branch. This new strategy deviates from the traditional “state relations officer” approach the board has taken on behalf of the university for decades and comes amid heightened legislative oversight of the nearly 179-year-old Iowa City campus. In the most recent legislative session, for example, Gov. Kim Reynolds signed into law House File 437, requiring creation of a new UI Center for Intellectual Freedom that will, among other things, provide scholarship on the “principles, ideals, and institutions of the American constitutional order” and “expand the intellectual diversity of the university’s academic community.” The center’s inaugural advisory council — for which Reynolds suggested appointees — includes 26 members, only half of whom live in Iowa. The vast majority — all but two — are men; 11 are Republicans, three are Democrats, and 12 are independents — although most in that independent group have expressed conservative ideology on social media or otherwise. The university also is being investigated by Attorney General Brenna Bird after an undercover video aired July 29 on Fox News showing a UI employee admitting to skirting laws banning diversity, equity and inclusion-related spending, staffing and training. Although the board is trying a new state relations-firm approach for UI, it’s sticking with its traditional state relations officers for Iowa State University, University of Northern Iowa and UI Health Care, according to board spokesman Josh Lehman. **► REGENTS, PAGE 10A**



Feenstra/‘Workhorse’ touts small-town values

► FROM PAGE 1A

support for Republicans’ sweeping tax-cut-and-spending bill, saying it included \$50 billion to strengthen rural health care, and misleadingly accused Democrats of trying to strip those funds during the federal government shutdown. Dubbed the “One Big Beautiful Bill Act,” the law made deep cuts to federal health care programs, including Medicaid. Republicans created a \$50 billion fund to help rural hospitals cope with the reductions. But health policy experts and rural advocates say that fund falls far short of offsetting Medicaid cuts expected to hit rural providers. Democrats argue they sought to reverse those reductions and restore more sustainable funding.

Feenstra, 56, represents Iowa’s 4th Congressional District, covering the state’s conservative western counties. A fourth-generation Iowan from Hull, he said his campaign will focus on small-town values and opportunity. “For me, it’s all about going across Iowa and telling people how we’re going to create the American dream right here,” he said, adding he plans to campaign “from the west coast to the east coast of the state, and from north to south.”

TRUMP TIES AND CONSERVATIVE RECORD

Feenstra formally launched his campaign by framing himself as a “workhorse” conservative who will bring his small-town values and alliance with Trump to the governor’s office. “I’m excited to officially launch our campaign to take Iowa to new heights,” he said in a statement. “In Congress, I worked with President Trump to deliver the largest tax cut in U.S. history, keep men out of women’s sports and bathrooms, and stop China from buying Iowa farmland. As governor, I will work with President Trump to advance the America First agenda in Iowa.” Feenstra has made



Republican Randy Feenstra makes his acceptance speech surrounded by family after winning Iowa’s 4th Congressional District race on Nov. 3, 2020, at the Hull Public Library. (Jesse Brothers/Sioux City Journal via AP)

his work on the One Big Beautiful Bill Act central to his campaign message, calling it “the largest tax cut for Iowa families, farmers, workers, seniors and small businesses in American history.”

As a member of the powerful House Ways and Means and Agriculture committees, Feenstra helped craft and advance provisions that increased the federal estate-tax exemption for farmers, raised standard deductions, expanded the child tax credit and created a permanent 23 percent deduction for qualified small-business income. He also supported investments in biofuels, rural manufacturing and export market development for U.S. farm goods.

Democrats have criticized the measure’s deep spending cuts — including an estimated \$187 billion reduction to the Supplemental Nutrition Assistance Program, or SNAP, over the next decade.

Despite pushback, Feenstra has continued to tout the law as proof of his record of cutting taxes and promoting Iowa’s economic interests.

He enters the Republican primary with a financial advantage over his rivals. Feenstra can transfer money from his federal campaign accounts to a state race and ended the most recent quarter with about \$1.3 million in cash on hand. His exploratory committee reported raising \$3.2 million shortly after its formation. Candidates for governor are not required to file state campaign finance disclosures until early next year.

FROM PIZZA RANCH TO POLITICS

Feenstra grew up in Hull, where he met his wife, Lynette, while working at a local Pizza Ranch. The couple has been married 32 years and raised four children. His campaign biography highlights a work ethic shaped by early mornings on a paper route and shifts at a local bakery, followed by working in sales for a large candy company, teaching business at Dordt University and overseeing insurance operations for Iowa State Bank branches in northwest Iowa.

Before his election to Congress in 2020, Feen-

stra served as Hull city administrator and Sioux County treasurer, and served in the Iowa Senate for 12 years.

CROWDED FIELD FOR OPEN GOVERNOR’S SEAT

Gov. Kim Reynolds’ decision not to seek reelection has opened Iowa’s 2026 gubernatorial race — the first without an incumbent since 2006.

Republicans state Rep. Eddie Andrews, of Johnston; Williamsburg pastor Brad Sherman; and former state administrative services director Adam Steen have entered the race, while state Sen. Mike Boussett, of Ankeny, is exploring a campaign.

On the Democratic side, state auditor Rob Sand and political consultant Julie Stauch are running for the office.

Paul Dahl announced his candidacy for governor in November 2024 but does not appear to be actively campaigning.

VIDEO ATTACKS SAND AS ‘RADICAL LIBERAL’

Feenstra’s launch video frames his campaign as a choice between conservative leadership and what he called Sand’s

“radical liberal” agenda.

Over images of cornfields and small-town life, a narrator declares, “In Iowa, the crops grow tall and strong. Randy Feenstra is no different.”

The video portrays Sand as a career politician motivated by ambition rather than service, calling him “a liberal liar” who “pretends to be one of us.”

On the campaign trail, Sand has continued to cast himself as an independent, saying he registered as a Democrat to participate in Iowa’s primary elections. Sand has said he chose to register as a Democrat because his faith “teaches me to be for the little guy,” adding, “I think the Democratic Party is the party for the little guy.”

SAND CAMPAIGN FIRES BACK

The Sand campaign quickly fired back following Feenstra’s announcement, accusing him of launching a campaign “built on attacks instead of ideas.”

“Randy Feenstra just spent half his launch video misleading Iowans about Rob Sand, failing to mention a single way he

himself will improve Iowans’ lives or the state’s poor rankings,” said Emma O’Brien, Sand’s communications director.

She said Feenstra and other “insiders who have driven Iowa into the ground over the last 10 years of one-party rule” are threatened by Sand’s bipartisan appeal. O’Brien pointed to Sand’s town hall tour, where he answered questions and outlined his vision for an Iowa that rises above partisanship.

“Feenstra hid from Iowans during his time in Congress, failed to pass a Farm Bill and now wants to double down on failed policies,” O’Brien said. “Iowans are fed up and ready for a new direction.”

DEMOCRATS DENOUNCE LAUNCH AMID GOVERNMENT SHUTDOWN

Democrats were quick to criticize the timing of Feenstra’s campaign launch, arguing it underscored misplaced priorities amid the ongoing federal government shutdown, which has furloughed or left unpaid thousands of federal workers in the state.

“Iowans are ready for change — not more of the same status quo,” Iowa Democratic Party chair Rita Hart said.

Hart accused Feenstra of prioritizing special interests and wealthy donors over working families, pointing to what she called Iowa’s sluggish economic growth, declining personal income and underfunded schools under Republican leadership. She blasted Feenstra’s record on taxes and spending, arguing that his support for the GOP tax law will raise costs for families, reduce health care access for tens of thousands of Iowan, and put rural hospitals at risk of closure.

“Iowans want a leader who will put them first, not special interests, political parties or the millionaires and billionaires that any of the Republican candidates for governor would prioritize,” Hart said.

Comments: (319) 398-8499; tom.barton@thegazette.com

Libraries/‘Cradles of democracy’ were highly valued by Carnegie

► FROM PAGE 1A

described libraries as ‘cradles of democracy’ that ‘strengthen the democratic idea, the equality of the citizen and the royalty of man,’” Carnegie president Dame Louise Richardson said in a written statement. “We still believe this and are delighted to celebrate our connection to the libraries he founded.”

Carnegie was a Scottish immigrant and philanthropist who helped fund the construction of 1,681 free public libraries in the U.S. between 1886 and 1917. Of those, more than 1,200 still operate — approximately 750 of which are within their original Carnegie buildings.

The \$10,000 gift is available to libraries even if they’re not in their original building, however, including those in Cedar Rapids and Iowa City.

The Cedar Rapids Public Library opened in 1897 in a single room of a downtown office building. When it became clear more space was needed, the library board sent a letter to Carnegie asking for philanthropic support.

Already an estab-

IOWA LIBRARIES BY THE NUMBERS

Iowa has more libraries per capita than any other state. The state has 544 public libraries that combined own more than 85.3 million physical and digital items.

In fiscal 2024 — the most recent data available — Iowa public library cardholders totaled 1,749,934 and library visits statewide totaled more than 12.6 million.

Carnegie grants helped construct roughly 101 libraries in Iowa. To see a map of those locations and learn more about the gifts that helped start them, visit carnegie-libraries.carnegie.org/map/.

lished philanthropist, Carnegie sent the board \$75,000 to support the construction of a new library building that eventually opened in 1905 at the corner of Third Avenue and Fifth Street SE, where today it is part of the Cedar Rapids Museum of Art. The library has since operated out of multiple locations to accommodate the city’s growing population — and as a result of damage from

the 2008 flood — and today operates its downtown location at 450 Fifth Ave. SE, across Greene Square from the old Carnegie building.

“This was unexpected, but we couldn’t be more grateful to the Carnegie Corporation of New York,” Cedar Rapids Public Library community relations manager Amber McNamara said of the recent gift. “What an honor it is to uphold the legacy of the original Carnegie gift by continuing to provide access to books, materials and programs for our community.”

The Monticello Public Library also received notice of the funding last week, according to director Faith Brehm. Using a \$10,500 Carnegie gift, the Jones County library was constructed in 1903 at 116 E. Grand St.

It relocated to a nearby building at 205 E. Grand St. in 2006 to allow for more material storage and increased accessibility.

Brehm at first thought the move would disqualify the library from future Carnegie gifts, which was refuted by foundation staff earlier this summer when they called to confirm details



Patron services specialist Tricia Semple adjusts the placement of a book in the children’s section in August 2022 at the Cedar Rapids Public Library, 450 Fifth Ave. SE. (Jim Slosiarek/The Gazette)

of the library’s whereabouts.

All three of the library’s staff members were working when the email came in about the Carnegie gift, and Brehm said the trio knew it represented a chance to do something special.

“Obviously, there’s a lot of little things that we would love to do, but this was a large donation so we wanted to think more about our big-picture items,” she said. “So

the three of us walked around the library and looked for” those kinds of projects.

Ultimately, Brehm said staff decided to put the funds toward a refresh of the library’s teen section and plan to purchase new furniture for the area and one or two additional computers with gaming capabilities for teens to use in their free time.

Any additional funds will be used to update

library furniture more generally since most of what’s currently found in the facility was purchased secondhand.

“We’re incredibly grateful,” she said of the staff’s reaction overall. “To have a donation like this to put toward improving the building we have now and keeping it up to date ... is just fantastic.”

Comments: grace.nieland@thegazette.com

To: Chris Casey, Finance Committee Chair
 From: Dara Schmidt
 Date: 10/23/2025
 Subject: October Committee Meeting Financial Report

FY26 Budget

Materials Budget

The City Finance Department, Finance Committee and Library Director reviewed and implemented the restructuring plan below to recoup the needed funds to maintain digital services for FY26.

		FY 2026 Calculation	FY 2027 PS Costs						
Review:		\$ (176,776.17)		reallocate to Software 522101 to cover non city owned subscriptions from acct 511100					
	Annual Savings	Nov - June Savings			\$ (23,223.83)	additional savings needed to reach target of \$200K (acct			
Eliminate 2877 & increase .7 to 1 FTE for both 1024 & 2815	\$ (16,491.50)	\$ (10,994.33)	processing forms in Oct - pending HR		25,000	removal of CloudLibrary			
Eliminate 39	(59,133.00)	\$ (39,422.00)			\$ 1,776.17	over need			
Eliminate 478	(65,567.00)	\$ (43,711.33)							
Eliminate 551	(63,863.00)	\$ (42,575.33)							
Eliminate 2873	(59,133.00)	\$ (39,422.00)							
Eliminate 2889	(63,589.00)	\$ (42,392.67)							
Eliminate 2688	(49,897.00)	\$ (33,264.67)							
	Annual Cost	May - June Costs	Oct - June Costs						
Hire New Programming Specialist	81,824.91	13,637.48							
New Patron Services Specialist	81,824.91		61,368.68						
				Overall					
Add New Positions in FY27			403,478.54	\$ 25,805.04	coverage from lease expense reallocation in FY27				
1 PSS									
3 PSA									
4 Shelves									

Action Item: Approve line item transfer of \$176,776.17 from Acct 511100 to Acct 522101 for digital services

Janitorial Contract

Our current vendor, FBG Service Corporation was the low bid for the janitorial contract. The proposed rates for the new contract are below.

Description	QTY	UOM	Unit	Extended
CURRENT NEED				
Janitorial Services - Downtown Library	12	Month	\$9,689.00	\$116,268.00
Day Porter - Downtown Library	12	Month	\$2,194.00	\$26,328.00
Janitorial Services - Ladd Library	12	Month	\$2,741.00	\$32,892.00
				\$175,488.00
FUTURE NEED				
Janitorial Services - Busse Branch	12	Month	\$4,749.00	\$56,988.00
Day Porter - Busse Branch	12	Month	\$2,194.00	\$26,328.00
				\$83,316.00
UPON REQUEST - AS NEEDED				
Carpet Cleaning - Downtown Library	1	Occurrence	\$500.00	\$500.00
Carpet Cleaning - Ladd Library	1	Occurrence	\$300.00	\$300.00

Our current costs are:

- Downtown: \$12,568 a month (includes day porter) or \$150,816 a year
- Ladd: \$2,705 a month or \$32,460 a year
- Total: \$15,273 a month or \$183,276 a year
- Carpet cleaning is \$1,050 at downtown or \$350 at Ladd per occurrence

Before the Busse Branch is open, the annual cost will decrease from \$183,276 to \$175,488. The annual cost will increase from \$175,488 to \$225,912 once the Busse Branch is open. This \$50,424 will be reallocated from the current Ladd rent for no overall budget increase.

Action Item: Accept Bid from FBG and sign contract when complete.

Café Contract

There were no bids for the Café Contract. The Library Building committee met to explore other options and have chosen to start with partner organizations. More will be reported as the process moves forward.

September Financials

There are no significant concerns at 25% of the way through the fiscal year.

- Revenues are trending slightly below budget at 18% or \$150K received of \$842K budgeted.
 - Will catch up. Foundation billings are one month behind and State/Local is not received monthly or at 1/12'
- Expenditures (less transfers) are trending above budget at 28% or \$2.34M spent of budgeted \$8.44M.
 - Mainly due to Library Software spending of 94% or \$208K of budgeted \$222K. – will amend to add \$175K of budget once transfer is approved
 - Ladd Library was billed/posted thru June 2026 so rental of land & building is at 90% spent or \$224K of \$249K. (this line also records parking costs monthly)

FY27 Budget

The first draft of the FY27 budget has been presented to the Finance Committee. This draft includes the FY26 restructure and allows the Library to add 3 FTE for the opening of the Busse Branch at no additional cost. The FY27 budget will be presented to the Board for approval

Library 2025-09-30		Library Operations Summary						
		Current FY 2026	Current FY	Favorable	Percent of	Current Month	Current FY	
		Adjusted Budget	2026 Actual	(Unfavorable) Variance	Budget Received/ Spent	FY 2026 Actual	2026 Adopted Budget	Budget Change
Account								
Revenues								
Taxes								
Licenses & Permits		-	-	-	0%	-	-	-
Intergovernmental Revenue		-	-	-	0%	-	-	-
422001	State Operating	115,000.00	30,341.72	(84,658.28)	26%	30,341.72	115,000.00	-
423000	Local Govt Grants and Reimb	300,000.00	47,330.91	(252,669.09)	16%	-	300,000.00	-
Charges for Services		415,000.00	77,672.63	(337,327.37)	19%	30,341.72	415,000.00	-
431006	Printing & Duplicating of Form	25,000.00	9,505.22	(15,494.78)	38%	3,157.28	25,000.00	-
431012	Dept Charges-External to City	272,367.00	45,801.87	(226,565.13)	17%	31,996.19	272,367.00	-
431201	Library User Fees - Not Fines	10,600.00	8,249.21	(2,350.79)	78%	840.13	10,600.00	-
Fines & Forfeits		307,967.00	63,556.30	(244,410.70)	21%	35,993.60	307,967.00	-
Proceeds of Long Term Liabilities		-	-	-	0%	-	-	-
Other Revenue		-	-	-	0%	-	-	-
461001	Building Rental	43,455.00	8,757.15	(34,697.85)	20%	2,699.70	43,455.00	-
471002	Contributions & Donations	70,000.00	-	(70,000.00)	0%	-	70,000.00	-
471003	Sale of Inventory	2,000.00	266.52	(1,733.48)	13%	95.73	2,000.00	-
471005	Other Miscellaneous Revenue	3,500.00	-	(3,500.00)	0%	-	3,500.00	-
471007	Cash Over (Under)	-	10.80	10.80	0%	7.85	-	-
Transfers In		118,955.00	9,034.47	(109,920.53)	8%	2,803.28	118,955.00	-
Total Revenues		-	-	-	0%	-	-	-
Expenditures		841,922.00	150,263.40	(691,658.60)	18%	69,138.60	841,922.00	-
Personal Services								
511100	Regular Employees	4,570,526.00	1,182,522.72	3,388,003.28	26%	376,685.85	4,570,526.00	-
511200	Temporary/Seasonal Employees	43,368.40	14,295.75	29,072.65	33%	-	43,368.40	-
511300	Overtime	114,773.40	13,647.51	101,125.89	12%	4,506.85	114,773.40	-
511400	Other Special Pays	13,180.00	4,066.12	9,113.88	31%	-	13,180.00	-
512100	Group Insurance	889,723.00	202,393.57	687,329.43	23%	66,250.43	889,723.00	-
512200	Social Security Contributions	361,272.00	94,680.58	266,591.42	26%	26,116.43	361,272.00	-
512300	Retirement Contribution	446,664.00	118,692.09	327,971.91	27%	33,591.26	446,664.00	-
512400	Unemployment Compensation	-	(5,155.37)	5,155.37	0%	-	-	-
512500	Workers' Compensation	147,525.00	41,072.27	106,452.73	28%	11,381.82	147,525.00	-
512600	Other Employee Benefits	3,658.00	1,244.66	2,413.34	34%	284.24	3,658.00	-
		6,590,689.80	1,667,459.90	4,923,229.90	25.3%	518,816.88	6,590,689.80	-

Discretionary Expenses

521100	Advertising & Marketing	5,000.00	380.62	4,619.38	8%	30.62	5,000.00	-
521104	Consulting & Technical Service	10,000.00	-	10,000.00	0%	-	10,000.00	-
521105	External Contracted Labor	52,274.00	11,443.08	40,830.92	22%	5,718.08	52,274.00	-
521107	Legal Services	-	280.00	(280.00)	0%	280.00	-	-
521108	Other Professional Services	9,523.63	20.07	9,503.56	0%	-	9,523.63	-
521109	External Banking/Financial Fee	20,700.00	4,338.97	16,361.03	21%	3,875.16	20,700.00	-
521110	Security Services	-	-	-	0%	-	-	-
522100	Computer Hardware	40,000.00	26,949.58	13,050.42	67%	-	40,000.00	-
522101	Computer Software	222,220.00	208,269.27	13,950.73	94%	46,779.55	222,220.00	-
522102	IT Services - External	40,000.00	13,193.77	26,806.23	33%	651.72	40,000.00	-
522104	Building & Grounds Services	25,000.00	1,370.14	23,629.86	5%	525.00	25,000.00	-
522105	Equip/Furniture/Fixtures Serv	15,000.00	3,057.50	11,942.50	20%	477.50	15,000.00	-
523107	Phone Services	32,950.00	7,974.99	24,975.01	24%	2,493.14	32,950.00	-
524101	Rental of Equip & Vehicles	500.00	-	500.00	0%	-	500.00	-
525102	Printing, Binding, & Duplicate	16,950.00	684.89	16,265.11	4%	684.89	16,950.00	-
531102	Awards & Recognition	250.00	-	250.00	0%	-	250.00	-
531103	Books & Subscriptions	127,171.80	24,508.07	102,663.73	19%	11,554.03	127,171.80	-
531105	Cleaning & Janitorial Supplies	1,250.00	115.55	1,134.45	9%	-	1,250.00	-
531106	Computer Supplies	5,000.00	1,122.60	3,877.40	22%	656.64	5,000.00	-
531109	Equipment/Furniture/Fixtures	17,800.00	1,643.77	16,156.23	9%	79.00	17,800.00	-
531116	Office Supplies	15,320.00	1,844.33	13,475.67	12%	731.09	15,320.00	-
531117	Paint Supplies	-	300.82	(300.82)	0%	300.82	-	-
531118	Program Supplies	37,000.00	6,966.82	30,033.18	19%	2,309.64	37,000.00	-
531119	Shop Supplies	250.00	1,295.82	(1,045.82)	518%	113.83	250.00	-
531120	Sign & Signal Supplies	-	113.06	(113.06)	0%	90.72	-	-
531123	Uniforms	1,694.00	-	1,694.00	0%	-	1,694.00	-
531124	Personal Protective Gear	-	295.40	(295.40)	0%	123.42	-	-
533100	Building & Grounds Supplies	20,741.28	223.36	20,517.92	1%	209.70	20,741.28	-
533101	Equip/Furniture/Fixtures Parts	-	329.48	(329.48)	0%	257.64	-	-
542102	Conferences, Training, Travel	23,200.00	3,153.79	20,046.21	14%	1,760.42	23,200.00	-
542103	Dues & Memberships	10,000.00	5,543.04	4,456.96	55%	693.04	10,000.00	-
542106	Licensing Fees	-	30.00	(30.00)	0%	-	-	-
542108	Postage & Freight	13,500.00	1,432.84	12,067.16	11%	833.26	13,500.00	-
542111	Mileage Reimbursement	3,000.00	612.36	2,387.64	20%	142.87	3,000.00	-
		766,294.71	327,493.99	438,800.72	43%	81,371.78	766,294.71	-

Other Expenses

521106	Health Services	-	59.00	(59.00)	0%	59.00	-	-
522107	Routine City Facility Charges	349,135.23	8,083.33	341,051.90	2%	7,377.45	349,135.23	-
522108	Routine City Fleet Charges	899.00	142.79	756.21	16%	142.79	899.00	-
523100	Electricity	243,800.00	56,420.53	187,379.47	23%	27,910.38	243,800.00	-
523103	Natural Gas	4,500.00	59.33	4,440.67	1%	35.15	4,500.00	-
524100	Rental of Land & Buildings	249,000.00	224,305.79	24,694.21	90%	3,350.00	249,000.00	-
525104	Liability Insurance	63,422.00	16,812.73	46,609.27	27%	5,285.17	63,422.00	-
525107	Property Insurance	171,950.00	42,987.51	128,962.49	25%	14,329.17	171,950.00	-
525108	Vehicle Insurance	1,500.00	375.00	1,125.00	25%	125.00	1,500.00	-
532101	Gasoline Fuel	498.58	97.90	400.68	20%	39.62	498.58	-
		1,084,704.81	349,343.91	735,360.90	32%	58,653.73	1,084,704.81	-

Capital Outlay

Debt Service		-	-	-	0%	-	-	-
Transfers Out		-	-	-	0%	-	-	-
571100	Transfer Out-Inter	20,000.00	20,000.00	-	100%	-	20,000.00	-
		20,000.00	20,000.00	-	100%	-	20,000.00	-
Total Expenditures		8,461,689.32	2,364,297.80	6,097,391.52	28%	658,842.39	8,461,689.32	-
Net Revenues Over / (Under) Expenditures		(7,619,767.32)	(2,214,034.40)	5,405,732.92		(589,703.79)	(7,619,767.32)	-



Contract Cover Sheet

<u>CONTRACT INFORMATION</u>	
Requesting/Managing Department	Cedar Rapids Public Library
Preparing Department	Purchasing Services
Contract Name	Janitorial Services for Library Facilities
Contractor Name	FBG Service Corporation
Estimated Amount	\$642,057
Funding Source(s)	522104-081-081530
Contract Number/RFP/RFB/RFQ Number	PUR0825-061
City Council Resolution Number	n/a
CIP / DID Number (On Base # - City Clerk)	PUR0825-061
Term of Contract	November 13, 2025 through November 12, 2027
Type	Firm fixed pricing
Summary	Contract for daily janitorial service at Library facilities for a firm-fixed monthly fee
<u>CONTRACT PERSONNEL</u>	
Requestor's Name	Jessica Musil
Contract Administrator	Rebecca Johnson
Project Manager	Justin Linn
Department Director	Dara Schmidt
AP Specialist Assigned	Amanda Bolton



CONTRACT FOR JANITORIAL SERVICES FOR LIBRARY FACILITIES

BETWEEN
THE CITY OF CEDAR RAPIDS
AND
FBG SERVICE CORPORATION

CONTRACT NUMBER
PUR0825-061

Prepared by
City of Cedar Rapids
Finance Department - Purchasing Services Division

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ATTACHMENTS:

- A SCOPE OF SERVICES
- B CONTRACTOR INSURANCE REQUIREMENTS AND DOCUMENTS
- C TASK SCHEDULES AND SAMPLE CHECKLISTS

JANITORIAL SERVICES FOR LIBRARY FACILITIES
Contract #PUR0825-061

This agreement, hereinafter referred to as "Contract", is by and between FBG Service Corporation, hereinafter called "Contractor" and the City of Cedar Rapids, Iowa, hereinafter called "City" and is to be effective on the date it is executed by the City as shown herein below. Both Parties may be referred individually as "Party" and jointly as "Parties".

The Contractor and the City, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

1.0 GENERAL CONTRACT

1.1 In accordance with the provisions and conditions of this Contract, Contractor hereby freely enters into this Contract for the purpose of providing Work to the City and to be compensated for the Work. Execution of this Contract by the Contractor and the City constitutes written authorization to the Contractor to proceed with the Scope of Services contained herein.

1.2 Special terms and conditions specific to this Contract are found in Attachment A, SCOPE OF SERVICES.

2.0 DEFINITIONS

2.1 "Project" shall be the City description of the essence of what is being accomplished through the performance of this Contract. Project shall be the same as what is used in the RFB, RFP, or RFQ documents for this Contract.

2.2 "Work" shall mean all necessary labor, transportation, equipment, materials, apparatus, information, data and other items necessary to accomplish the Scope of Services as defined in this Contract in Section 4.0 and Attachment A, SCOPE OF SERVICES.

2.3 "Documents" shall mean drawings, design plans, specifications, photos, reports, information, observations, calculations, notes, electronic media, survey notes, special studies, personnel information, and any other records or reports, accounting records, data or information, in any form, prepared, collected, or received by Contractor, or its Subcontractors, if any, in connection with any or all of the Work associated with this Contract.

2.4 "Subcontractor" shall mean any person or entity retained by the Contractor as an independent Contractor to provide a portion of the core Work required for completion of the Work specified in this Contract.

2.5 "Contract Number" shall be a unique number used by the City as reference for this Contract.

3.0 TERM OF CONTRACT

3.1 The initial term of the Contract shall be for two (2) years anticipated to be November 13, 2025 through November 12, 2027.

3.2 The City and the Contractor may renew the original Contract for two (2) additional two-year time periods by mutual agreement. A minimum of thirty (30) days' notice must be given to renew the contract for additional increments.

4.0 SCOPE OF SERVICES

4.1 The Contractor shall, at its sole cost and expense, provide, perform and complete all Work in full compliance with and as required by or pursuant to this Contract and as defined in Attachment A, SCOPE OF SERVICES, which is attached and made a part hereof.

4.2 The Contractor shall not commence or perform any Work outside the Scope of Services or change the Scope of Services until authorized in writing by the City Manager, as documented in Section 28.0 of this Contract. No changes to the Scope of Services shall be valid unless made in writing and agreed to by both the City and the Contractor and documented as an amendment to this Contract.

4.3 The City reserves the right to make changes to the Scope of Services to be provided which are within the Project.

5.0 CITY'S RESPONSIBILITIES

City's responsibilities for this Project are included in Attachment A, SCOPE OF SERVICES.

6.0 COMPENSATION FOR WORK

6.1 The City shall compensate the Contractor for the Scope of Services performed under this contract as described in Attachment A. Total compensation for the three-year contract period shall not exceed \$642,057. Unit pricing and annual breakdown by location are provided in Attachment A.

6.2 Only allocable expenses and Work performed on or after the execution date of this Contract shall be eligible for compensation.

- 6.3 Actual travel time to and from the work location is not reimbursable under this contract.
- 6.4 Surcharges (i.e. fuel surcharges, restocking) shall NOT be allowed to be added to invoices as an additional line item.
- 6.5 No price escalation will be allowed during the initial term of this Contract. If it is mutually decided to renew beyond the initial period and the Contractor requests a price increase, the Contractor shall provide sufficient written certification and documentation to substantiate the request. Documentation shall include, but not be limited to; actual materials invoices, copies of commercial price lists, provision of appropriate indices, etc. which reflect said increases. The City reserves the right to accept or reject price increases, to negotiate more favorable terms or to terminate without cost, the future performance of the Contract.

7.0 INVOICE PROCEDURE AND PAYMENT TERMS

7.1 Invoice Procedure

- 7.1.1 Invoices should be submitted within thirty (30) days after the Service is provided.
- 7.1.2 All invoices and supporting documentation shall be submitted at the intervals as agreed upon in a PDF format via e-mail to: accountspayable@cedar-rapids.org
- 7.1.3 As a minimum, Contractor invoices shall include the following information:
- Contractor name and address
 - Dates of monthly billing period
 - City PO number
 - Description and location of Services
 - The total amount being invoiced
 - The Project Number / Contract Number (#PUR0825-061)
- 7.1.4 The City of Cedar Rapids is exempt from sales tax and certain other use taxes. Any charges for taxes from which the City is exempt will be deducted from invoices before payment is made. The Cedar Rapids Tax ID number is 42-6004336.

7.2 Payment Terms

- 7.2.1 Payment terms for Work authorized under this Contract shall be net forty-five (45) days, less any applicable retainage, upon receipt of an acceptable original invoice, as noted in Section 7.1.2, and after Work is provided and accepted and all required invoice support documentation is received in a format acceptable to the City.
- 7.2.2 All payments due hereunder shall be paid in U.S. Dollars.
- 7.2.3 The City may withhold payment per Section 12.0 of this Contract.

8.0 TREATMENT OF DOCUMENTS

8.1 Ownership

All documents and other materials prepared by the Contractor in connection with this project are the City's sole property in which the Contractor has no proprietary or other rights or interests. All reports, documents, information, and any materials or equipment furnished to the Contractor by the City shall remain the sole property of the City. Nothing written in this paragraph, however, will be interpreted to forbid the Contractor from retaining a single copy of information for its files.

8.2 Confidentiality

Any individual subcontracted or employed by the Contractor with authorized access to personnel information documents, if any, is given access to use any personnel information in the documents solely for the purpose of performing the Work of the Contract and must not divulge this information to anyone without a need to know. Confidentiality of personnel information contained in the documents shall survive the completion or termination of the Contract subject to applicable state statutes.

8.3 Disposal

If at any time during the performance of the Contract or following completion or termination of the Contract, Contractor and/or its subcontractors chooses to dispose of documents, disposal of documents shall:

- a) comply with any retention requirements of the agreement, and
- b) be in a manner such that documents or information in the documents is unable to be read, interpreted, reproduced, copied or duplicated in any fashion.

8.4 Access/Retention

During the term of the Contract or following completion or termination of the Contract the Contractor and its Subcontractors, if any, shall maintain all accounting records and other documentation generated in performing the Work under the Contract.

The City or any duly authorized representative of the City shall have access to all such information for the purpose of inspection, audit and copying during normal business hours. All such information shall be retained for five (5) years from the date of final payment and after all other pending matters under the Contract are closed.

This access shall be made available to the City or duly authorized agent and shall be considered incidental to the Scope of Services contained herein. As such, there shall be no additional compensation allowed the Contractor for maintaining this information and allowing the herein described access.

9.0 **AUDITS**

9.1 The City shall be allowed to audit the Contractor's records prior to considering an amendment to the Contract, Schedule, or Scope of Services.

9.2 If Project is funded in any way utilizing Federal Funds the Contractor acknowledges that it may be required to submit to an audit of funds paid through this Contract and as may be conducted in accordance with provisions of the Office of Management and Budget Circular A-133 (Audit of States, Local Government and Non-Profit Organizations).

10.0 **INDEPENDENT CONTRACTOR**

Both Parties hereto, in the performance of this Contract, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one Party shall not be deemed or construed to be the employees or agents of the other Party for any purposes whatsoever.

11.0 **TERMINATION**

11.1 Termination of Award for Convenience

The City may terminate the Contract at any time by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) calendar days before the effective date of such termination. In that event, all finished or unfinished Work, reports, materials(s) prepared or furnished by the Contractor under this Contract shall, at the option of the City, become its property. If the Contract is terminated by the City as provided herein, the Contractor shall be paid for all Work which has been authorized, provided, and approved up to the effective date of termination. The City will not be subject to any termination fees from the Contractor.

11.2 Default and Termination for Cause

If through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations or if the Contractor shall violate any of the terms or conditions of this Contract, the City shall thereupon have the right to terminate the Contract by giving written notice to the Contractor of such termination and specifying the effective date of termination. In that event, and as of the time notice is given by the City, all completed Work, documents, and delivered materials shall, at the option of the City, become its property, and the Contractor shall be entitled to receive compensation for any satisfactory Work completed, and delivered Materials. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damage sustained by the City by virtue of breach of the Contract by the Contractor and the City may withhold any payments to the Contractor for the purpose of set off until such time as the exact amount of damages due the City are determined.

11.3 Termination Notices

Termination notices sent hereunder shall be sent via mail that requires receipt acknowledgment, or by email or facsimile with first-class mail backup to Contractor and to City at their respective addresses and to the primary city contact listed Section 32.0 of this Contract or to such other address/person as the Parties shall provide.

12.0 **CITY'S RIGHT TO WITHHOLD**

12.1 Notwithstanding any other provision of this Contract and without prejudice to any of City's other rights or remedies, the City shall have the right at any time or times, whether before or after approval of any pay request, to deduct and withhold from any payment that may be or become due under this Contract such amount as may reasonably appear necessary to compensate City for any actual or prospective loss due to:

- a) Work that is defective, inaccurate, flawed, unsuitable, nonconforming or incomplete due to negligence of the Contractor;

- b) Damage for which Contractor is liable under this Contract;
- c) Valid liens or claims of lien;
- d) Valid claims of Subcontractors or other persons;
- e) Delay in the progress or completion of the Work;
- f) Inability of Contractor to complete the Work;
- g) Failure of Contractor to properly complete or document any pay request or invoice;
- h) Any other failure of Contractor to perform any of its obligations under this Contract; or
- i) The cost to City, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of City's remedies set forth in this Contract.

12.2 The City shall be entitled to retain any and all amounts withheld until the Contractor shall have either performed the obligations in question or furnished security for such performance satisfactory to the City. The City shall be entitled to apply any money withheld or any other money due Contractor under this Contract to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by the City and chargeable to the Contractor under this Contract.

13.0 INSURANCE

13.1 Prior to the start of the Work, and at all times during the term of the Work and this Contract, and any extensions thereof, the Contractor shall purchase, at its own expense, and maintain insurance with companies in good standing and acceptable to the City. Such insurance will protect the Contractor from liability and claims for injuries and damages which may arise out of or result from the Contractor's operations under this Contract and for which the Contractor may be liable, whether such operations are by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

13.2 For the protection of the Contractor and the City, but without restricting or waiving any obligations of the Contractor herein contained, the Contractor shall insure the risks associated with the Work and this Contract with minimum coverages and limits as set forth in Attachment B, INSURANCE REQUIREMENTS AND DOCUMENTS.

14.0 CONTROLLING LAW

This Contract shall be governed, interpreted and enforced in accordance with all applicable federal, State of Iowa, and local laws, ordinances, licenses and regulations of a governmental body having jurisdiction and shall apply to the Contract throughout, as the case may be. The Contractor certifies that in performing this Contract they will comply with all applicable provisions of the federal, state, and local laws, regulations, rules, and orders.

15.0 REGULATORY AGENCY COMPLIANCE

Compliance with laws and regulations set forth by regulatory agencies is required. These agencies include, but are not limited to, OSHA – Occupational Safety & Health Agency, EPA – Environmental Protection Agency, ICC – Interstate Commerce Commission, DNR – Department of Natural Resources, and DOT – Department of Transportation. The City of Cedar Rapids expects that Contractors will offer expertise on conformance of regulations applying to the products they sell and the work they perform.

16.0 FORCE MAJEURE

Force majeure shall be any of the following events: acts of God or the public enemy; compliance with any order, rule, regulation, decree, or request of any governmental authority or agency or person purporting to act therefore; acts of war, public disorder, rebellion, terrorism, or sabotage; floods, hurricanes, or other storms; strikes or labor disputes; or any other cause, whether or not of the class or kind specifically named or referred to herein, not within the reasonable control of the Party affected. A delay in or failure of performance of either Party shall not constitute a default hereunder nor be the basis for, or give rise to, any claim for damages, if and to the extent such delay or failure is caused by force majeure. The Party who is prevented from performing by force majeure shall be obligated, within a period not to exceed fourteen (14) days after the occurrence or detection of any such event, to give notice to the other Party setting forth in reasonable detail the nature thereof and the anticipated extent of the delay, and shall remedy such cause as soon as reasonably possible, as mutually agreed between the Parties.

17.0 DISPUTES

17.1 Should any disputes arise with respect to this Contract, the Parties agree to act immediately to resolve such disputes. Time is of the essence in the resolution of disputes.

17.2 The Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under this Contract that are not affected by the dispute and the City shall continue to make

payment for all Work properly performed. Should the Contractor fail to continue to perform its responsibilities regarding all non-disputed Work, without delay, any additional costs incurred by the City or the Contractor as a result of such failure to proceed shall be borne by the Contractor.

- 17.3 The unintentional delayed payment by the City to the Contractor of one or more invoices not in dispute in accordance with the terms of this Contract will not be cause for Contractor to stop or delay Work according to Attachment A, SCOPE OF SERVICES.

18.0 INDEMNIFICATION

The Contractor shall, and hereby agrees to, protect, defend, indemnify and hold harmless the City of Cedar Rapids, its officers and employees from any and all claims, settlements, judgments, and damages of every kind and nature made, to include all costs associated with the investigation and defense of any claim, rendered or incurred by or on behalf of the City, its officers, and employees, that may arise, occur, or grow out of any errors, omissions, or acts, done by the Contractor, its employees, Subcontractors or any independent Contractors working under the direction of either the Contractor or Subcontractor in the performance of this Contract.

19.0 WARRANTIES

19.1 Warranties - Work

- 19.1.1 The Contractor shall perform Work for the City pertaining to the Project as set forth in this Contract.
- 19.1.2 Contractor represents that the Work and all of its components shall be free of defects; shall be performed in a manner consistent with other Contractors in a similar industry and application; and shall conform to the requirements of this Contract.
- 19.1.3 Contractor shall be responsible for the quality, technical accuracy, completeness and coordination of all Work done under this Contract. Contractor shall, promptly and without charge, provide all corrective Work necessary as a result of Contractor's acts, errors, or omissions with respect to the quality and accuracy of the Work.
- 19.1.4 Contractor shall be responsible for any and all damages to property or persons as a result of Contractor's acts, errors, or omissions, and for any losses or costs to repair or remedy any Work undertaken by City based upon the Work as a result of any such acts, errors, or omissions.
- 19.1.5 Contractor's obligations shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of City or Contractor.

19.2 Warranties – Intellectual Property

Contractor represents and warrants that all the materials, goods and services produced, or provided to the City pursuant to the terms of this Contract shall be wholly original with the Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such materials, goods and services. The Contractor represents and warrants that the materials, goods and services, and the City's use of same, and the exercise by the City of the rights granted by the Contract shall not infringe upon any other work or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm, or corporation. Contractor further represents and warrants that the materials and work do not infringe upon the copyright, trademark, trade name, trade dress patent, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and Work contemplated by this Contract.

20.0 GENERAL TERMS

- 20.1 For projects equal to or greater than \$100,000 Section 4.03 of the Cedar Rapids Municipal Code requires that no Contract shall be deemed to be created or exist unless and until the City Council has adopted a resolution to award the project and to authorize the City Manager to sign the Contract.
- 20.2 The Contractor hereby certifies, pursuant to 2 CFR pt. 180 and 2 CFR pt. 3000, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Contract by any federal agency. The Contractor further certifies that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contracts with the City of Cedar Rapids or the State of Iowa.
- 20.3 All Attachments referred to in this Contract are hereby incorporated herein by this reference.
- 20.4 The invalidity or unenforceability of any particular provision(s) of this Contract shall not affect the other provisions hereof, and this Contract shall be construed in all respects as if such invalid or unenforceable provision was omitted, and this Contract shall remain in full force and effect.

21.0 ENTIRE CONTRACT

This Contract and its Attachments contain the entire agreement and understanding by and between the parties with respect to the subject matter hereof, and no representations, promises, agreements, or understandings, written or oral, not herein contained shall be of any force or effect. No change or modification hereof shall be valid or binding unless the same is in writing and signed by the Party against whom such waiver is sought to be enforced.

22.0 ASSIGNMENT

22.1 The City and the Contractor each is hereby bound and the partners, successors, executors, administrators and legal representatives of the City and the Contractor are hereby bound to the other Party to this Contract and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other Party, in respect of all covenants, agreements and obligations of this Contract.

22.2 Any assignment or attempt at assignment made without prior written consent of the City shall be void.

23.0 SUBCONTRACTING

23.1 The Work relating to this Contract, or any portion thereof, unless documented in this Contract, may not be subcontracted without the prior written approval by the City Manager in the form of a Contract amendment, as documented in Section 28.0 of this Contract.

23.2 Requests to add Subcontractors shall be in writing and shall name the Work to be performed, the organization which will perform the Work, and the value of the Work to be performed and shall only be added by written amendment to this Contract.

23.3 Subcontractors which are shown as part of this Contract shall be deemed to be approved when this Contract is executed.

23.4 Subcontractors shall meet and be held to all of the terms and conditions of this Contract by the Contractor.

24.0 NON-DISCRIMINATION AND EQUAL OPPORTUNITY

All Contractors, Subcontractors and Vendors that engage in contracts with the City of Cedar Rapids, Iowa agree as follows:

24.1 The Contractors, Subcontractors and Vendors will not discriminate against any employee or applicant for employment because of race, sex, color, creed, ancestry, national origin, marital status, families with children, religion, age, disability, sexual orientation, gender identity, genetic information, status with regard to public assistance, status as a veteran or any classification protected by federal, state, or local law, (Protected Classes) except where age and sex are essential bona fide occupational requirements, or where disability is a bona fide occupational disqualification. Such action shall include, but not be limited to the following; (a) Employment, (b) Upgrading, (c) Demotion or transfer, (d) Recruitment and advertising, (e) Layoff or termination, (f) Rate of pay or other forms of compensation, and (g) Selection for training, including apprenticeship.

24.2 The Contractor, Subcontractor and Vendor further assures that managers and employees comply with both the spirit and intent of federal, state, and local legislation, government regulation, and executive orders in providing affirmative action as well as equal opportunity without regard to the protected classes, as stated above.

24.3 The Contractor, Subcontractor and Vendor will include, or incorporate by reference, the provisions of the nondiscrimination clause in every contract or subcontract unless exempt by the rules, regulations or orders of the City's Affirmative Action Program and will provide in every contract or subcontract that said provision will be binding upon each Contractor, Subcontractor and Vendor.

25.0 ADA COMPLIANCE

25.1. The Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101 et seq.) and applicable Federal regulations under the Act
<https://www.law.cornell.edu/uscode/text/42/12101>.

25.2. Bids for design, construction, programs, policies and concessions of any type shall comply with the 2010 Standards for Accessible Design, the ADA title II regulation -
<https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm>, Section 504 of the 1973 Rehabilitation Act <https://www.ada.gov/cguide.htm#anchor65610>, and similar statutes and regulations prohibiting discrimination on the basis of disability.

- 25.3. The Contractor shall ensure that its websites and all online services, including those websites or online services provided by third parties upon which Cedar Rapids relies to provide services or content, comply with, at minimum, Web Content Accessibility Guidelines - WCAG 2.0 AA.
- 25.4. It is the responsibility of the Contractor to understand and implement the Accessible Design specifications indicated above (Article 26.1 and 26.2) into all applicable construction projects, including being aware of and making considerations for expected field or manufacturing tolerances, as stated in article 104.1.1 of the 2010 ADA Standards for Accessible Design. Further, the Contractor shall be responsible to make the construction workers aware of the specifications and tolerances in projects that involve ADA design items. Any subsequent inspection of installations of facilities or construction that results in failure to meet the Accessible Design parameters, these items shall be removed and replaced at the expense of the Contractor.
- 25.5. Required Adherence to 2010 ADA Standards for Accessible Design:

All work completed on any City of Cedar Rapids project will require strict adherence to the 2010 ADA Standards for Accessible Design. All aspects of the ADA codes for accessibility compliance will be monitored, audited and will require acceptance from the City of Cedar Rapids' ADA Accessibility Team via field audit, verification and documentation prior to any work being accepted or eligible for payment. Notice should be provided to the ADA Accessibility Team no less than two weeks prior to expected substantial completion so field audits can be scheduled and performed in a timely fashion. Failure to schedule these audits by the Contractor may result in delays in verifications and payment for completed work. Requests for audits should be directed to ADA-Audit-Request@cedar-rapids.org. After the audit is completed, the Contractor shall receive written notification of any failures requiring correction or a letter stating that the project is acceptable, whichever may apply. All ADA compliance work will be audited using a 2' (2 foot long) electronic inclinometer (2' electronic level) only. No other instrument will be an acceptable tool for measurement of slope on a City of Cedar Rapids Construction Project. ADA compliance requirements provide no construction tolerance whatsoever outside of that which is contained within the specification's allowable tolerances. (i.e.: For cross slope in an accessible route, the maximum slope allowed is 2.083% slope. The tolerance in this example is 0-2.083% and nothing more. 2.1% would constitute failure in this scenario.)

26.0 NON-COLLUSION STATEMENT

- 26.1 Neither the Contractor, nor anyone in the employment of the Contractor, has employed any person to solicit or procure this Contract nor will the Contractor make any payment or agreement for payment of any compensation in connection with this Contract.
- 26.2 There is no contract, agreement or arrangement, either oral or written, expressed or implied, contemplating any division of compensation for Work rendered under this Contract, or participation therein, directly or indirectly, by any other person, firm or corporation, except as documented in this Contract.
- 26.3 Neither the Contractor, nor anyone in the employment of the Contractor, has either directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive procurement in connection with this Contract.

27.0 CONFLICT OF INTEREST

Contractor represents, warrants, and covenants that no relationship exists or will exist during the Contract period between the Contractor and the City that is a conflict of interest. No employee, officer or agent of the Contractor or sub-contractor shall participate in the selection or in the award or administration of a subcontract if a conflict of interest, real or apparent, exists. The provisions of Iowa Code ch. 68B shall apply to this Contract. If a conflict of interest is proven to the City, the City may terminate the Contract, and Contractor shall be liable for any excess costs to the City as a result of the conflict of interest. The Contractor shall establish safeguards to prevent employees, consultants, or members of governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by the desire for private gain for themselves or others with whom they have family, business, or other ties. The Contractor shall report any potential, real, or apparent conflict of interest to the City.

28.0 CONTRACT AMENDMENTS

- 28.1 No alteration, change, or modification of the Scope of Services, Schedule, or any of the terms or conditions of this Contract shall be valid unless made by written amendment.
- 28.2 This Contract may only be amended, supplemented or modified by a written document executed in the same manner as this Contract and signed by the City Manager.

- 28.3 The Contractor shall not commence any Work not included in the Scope of Services or change the schedule until authorized in writing by the City Manager in the form of a Contract amendment.
- 28.4 The Contractor shall not exceed the maximum fees, as noted in Section 6.0, without a prior written request to the City Purchasing Agent and authorization by written amendment to this Contract, including a change to the Scope of Services. The written request shall include documentation and justification for such request including a detailed cost and schedule impact to the Project.
- 28.5 Contractor shall make no claim for additional compensation in the absence of a written contract amendment to this Contract.

29.0 CLOSEOUT OF AGREEMENT

Upon completion of the Work included in this Contract, the Contractor shall submit the following:

- All documents requested by the City
- A final invoice

30.0 SURVIVAL

All express representations and indemnifications made in or given in this Contract will survive the completion of all Work of the Contractor under this Contract or the termination of this Contract for any reason subject to applicable state statutes.

31.0 SEVERABILITY

Any provision or part of this Contract held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the City and the Contractor, who agree that the Contract shall be amended to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

32.0 PRIMARY CONTACTS

City – Contract Administrator:		Contractor – Contract Administrator	
Rebecca Johnson, Purchasing Agent		Tom Montgomery, District Manager	
City of Cedar Rapids, Iowa		FBG Service Corporation	
101 First Street SE		238 ½ Blairs Ferry Rd. NE	
Cedar Rapids, Iowa 52401		Cedar Rapids, IA 52402	
Phone	(319) 286-5062	Phone	(319) 377-0120
E-Mail	r.johnson2@cedar-rapids.org	E-Mail	tmontgomery@fbgservices.com
City – Project Manager:		Contractor – Project Manager:	
Justin Linn, Facilities Services Supervisor		Diego Villalpando	
City of Cedar Rapids, Iowa		FBG Service Corporation	
500 15 th Ave. SW		238 ½ Blairs Ferry Rd. NE	
Cedar Rapids, IA 52404		Cedar Rapids, IA 52402	
Phone	(319) 286-5863 / (319) 640-9983	Phone	(319) 377-0120 / (319) 210-0370
E-Mail	j.linn@cedar-rapids.org	E-Mail	dvillalpando@fbgservices.com

33.0 EXECUTION BY COUNTERPARTS AND ELECTRONIC SIGNATURES

This Agreement 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 Agreement 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.

IN WITNESS WHEREOF, the Parties have caused this Contract 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 duly authorized by all necessary and appropriate corporate action to execute this Contract.

CITY OF CEDAR RAPIDS, IOWA

By: Jeffrey A. Pomeranz, City Manager Date

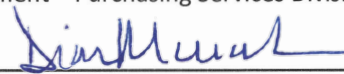
Attested by: Alissa Van Sloten, City Clerk Date

FBG SERVICE CORPORATION


Authorized Signature Date 11/03/2025
Tom Montgomery

This Contract has been reviewed by the Finance Department – Purchasing Services Division of the City of Cedar Rapids and is approved for further processing.

FOR INTERNAL USE ONLY


By: Diane Muench, CPPB, Purchasing Services Manager Date 11/04/25

ATTACHMENT A – SCOPE OF SERVICES, SPECIFICATIONS

Whenever used in this Contract the following terms shall have the meaning given as follows: City shall mean the City of Cedar Rapids, Iowa. Contractor shall mean FBG Service Corporation. The City's Project Manager shall mean Justin Linn, Facilities Services Supervisor, who is the designated coordinator and administrator for the Work under this project.

The Contractor shall, at its sole cost and expense, provide, perform and complete in the manner described and specified in this Contract all necessary work, labor, services, transportation, equipment, materials, apparatus, information, data and other items necessary to accomplish the Project as defined below, in accordance with the Scope of Services (hereinafter "Services"). The Work will also include procuring and furnishing all approvals and authorizations, permits, and certificates and policies of insurance as specified herein necessary to complete the Services under this Contract.

1. Scope of Services

The Contractor shall provide all labor, equipment, materials, and other components necessary, except as specified herein, to provide janitorial services as specified in the attached task schedules for the following Cedar Rapids Public Library locations:

- Main Downtown Library – 450 5th Avenue SE, Cedar Rapids, Iowa 52403
- Ladd Library – 3750 Williams Blvd. SW, Cedar Rapids, Iowa 52404 (closing in Fall 2026)
- Busse Branch Library – 1845 Sandberg Lane SW, Cedar Rapids, Iowa 52404 (opening in Fall 2026)

It is understood and agreed that the Contractor will perform other similar duties not specifically listed in the task schedules that may be required to ensure that the facilities are adequately cleaned in accordance with the City requirements and acceptable professional standards.

2. Schedule, Staffing and Supervision

2.1 The Contractor shall provide services after closing of the Library location and conclude by 7:00 a.m. CDT/CST, Monday through Sunday, except for designated holidays. Any deviation from this schedule must be approved by the City's Facilities Services Supervisor, Library representative, or designee, prior to the change.

2.2 Day Person

The Contractor shall provide a day person to respond to miscellaneous janitorial requests and to correct any deficiencies resulting from the previous night's janitorial work at all locations. Preferred on site hours at all locations are 8:30 a.m. to 10:30 a.m.

2.3 Daytime Porter for Downtown Library (upon start of contract) and new Busse Branch (opening in 2026).

The Contractor shall provide a day porter for the hours of 1:00 p.m. to 5:00 p.m., Monday through Saturday, to perform the following duties:

Both facilities:

- Refresh restrooms (including staff restrooms) – to be done at beginning of shift. Return to any occupied single use restroom as needed, leaving to night crew if necessary.
- Walk around outside of building picking up trash daily as needed (weather permitting).
- Empty trash in conference rooms daily as needed, unless occupied.
- Empty outdoor trash cans daily as needed.
- Sweep entrances (inside & out) daily as needed.
- In wet/winter weather, regularly monitor/mop wet areas in heavy traffic areas.
- Refresh conference and study rooms daily as needed. Return to any occupied room as needed, leaving to night crew if necessary.
- Provide weekly supply list to Library Administrative Clerk on Mondays.

Downtown Library

- Clean Main Staircase daily as needed (seasonal).
- Spot clean glass in atrium and North/South entrance doors daily as needed.
- Clean glass and railing on 2nd Floor.
- Pick up trash on roof daily as needed (seasonal).

- Spot clean and remove trash from the Living Learning Roof and Reading Terrace daily as needed (seasonal – closed in winter).

Note: Café staff are responsible for emptying their own trash and cleaning of tables. The floor will be done by the Contractor each night as stated in the attached task schedule.

Westside Library (opening in 2026)

- Spot clean glass in alcoves and West/East entrance doors daily as needed.
- Spot clean and remove trash from courtyards and patios daily as needed (weather permitting).

2.4 Staffing Levels

The Contractor shall maintain staffing levels for both locations that are appropriate to maintain optimum conditions of cleanliness. If the level of cleaning at any time is considered to be unacceptable by the City, the Contractor will be required to take any measures necessary to return to and maintain optimum conditions of cleanliness.

2.5 Monthly Duties

All monthly janitorial duties will be logged and dated the same day on which that duty was performed. City representatives will inspect the work the following day. A city representative must ok and sign off before any invoices are paid for that month.

Examples of monthly duties are indicated on the sample checklists provided in Task Schedules & Sample Checklists attachment.

2.6 Contractor's Project Supervisor

The Contractor shall provide the City with the name of the Contractor's project supervisor who is responsible for the competent performance of the work at each location. The project supervisor shall have full authority to act on behalf of the Contractor at all times during the term of the contract. The project supervisor shall be an individual other than those performing the work, who shall be on site daily for the sole responsibility of inspecting the work and supervising personnel.

2.7 Contractor's Personnel

The Contractor shall employ only personnel who are skilled in performing the services required in the Scope of Services. The Contractor shall provide all employment taxes, benefits, safety equipment, etc., that are required for their employees.

The Contractor shall provide the City with the names of all employees who will perform work on City property under the contract. Such notification shall be provided prior to the performance of work by said employee. The Contractor shall notify the City within 24 hours of any employee change. The Contractor shall arrange for the City's Project Manager to meet with each permanent employee performing work under the contract. This meeting will include a site inspection by the Contractor including the employee(s) that will be performing the work. Any employee of the Contractor who is deemed by the City to be failing to maintain acceptable performance standards shall be immediately replaced by the Contractor.

Contractor shall be responsible to perform a background check on any employee working on City property. Contractor shall provide the results of the background check and a photo ID of the employee to the City before the employee performs any work on City property.

3. Service, Equipment and Facility Access

3.1 Contractor's Equipment

Storage closets for supplies and routinely used equipment will be provided at each location. The closets shall be kept neat, clean, and orderly. The City representative will have access to the closets.

The Contractor's equipment shall be for commercial use and suitable for the intended purpose. Equipment considered by the City's Representative to be improper or inadequate for the purpose shall be removed from the job and replaced with satisfactory equipment.

3.2 Access/Damage to City Facilities

Only authorized employees of the Contractor will be allowed on the premises during the performance of the work. Neither the Contractor, nor its employees, are authorized to use City equipment.

Unauthorized use of City equipment and/or facilities will subject the Contractor to immediate termination of the contract without penalty to the City.

Any damage caused by the Contractor's activities will be repaired or replaced, by the City, at the Contractor's expense to a condition not less than that existing prior to the damage. The cost of such repair or replacement will be deducted from the Contractor's payment.

3.3 Keys/Badges

The Contractor will establish an adequate method of ensuring that no keys/badges issued to the Contractor are lost, stolen or duplicated. The Contractor will report any need for additional keys to the City. Any lost or stolen badges will be reported immediately and replaced at Contractor's expense.

3.4 Supplies

The Contractor will furnish the City's Representative with a copy of the Safety Data Sheet (SDS) for any cleaning agent or other products left or stored on City premises. The SDS will be furnished for a product prior to its use or storage on City premises.

The Contractor will dispose of empty containers from cleaning agents, rags, towels, and/or other products used in the performance of the work.

3.5 Interior & Exterior Window Washing

The Contractor shall be responsible for daily interior and exterior window washing of all entrances.

3.6 Items Furnished by the City

The City will furnish garbage can liners, hand soap, urinal deodorant blocks, towels, and toilet tissue for the restrooms. The Contractor will notify the City's Representative when stock of City-furnished items need to be replenished at either location. Trash dumpster and recycle bins are also provided by the City.

4. Monitoring Performance and Correcting Deficiencies

4.1 Inspections and Checklist

The City's Representative will perform periodic inspections of the areas covered by the contract. The Contractor will meet with the City's Representative if so requested to discuss the work.

The Contractor will be available to meet with the City's Representative during normal City office hours to discuss the work. The City will provide the Contractor with a checklist for each location indicating the major non-routine tasks to be performed. The checklists will be left on-site in the Contractor's storage area at each location.

The Contractor will complete the checklists during the month as work is performed, indicating completion of the tasks as shown.

On the last working day of each month, the completed checklists will be submitted to the City's Representative. The City may withhold payment if the checklist does not indicate all tasks were satisfactorily performed at both locations.

4.2 Notification and Correction of Deficiencies

The Contractor will be notified no later than 10:00 a.m. if services provided on the previous work day were not acceptable. Those items not performed satisfactorily shall be corrected prior to the close of the regular City work day that follows notification of the unacceptable work. Correction of deficiencies will not wait until the next regularly scheduled service. Depending on the deficiency, the City's Representative may waive this requirement. The City's Representative will note when the deficiency is corrected in the log.

Should the Contractor not respond by 11:00 am, Facility Maintenance personnel will correct the deficiencies at a rate of \$60.00 per hour. The per hour cost will be deducted from payment of the next invoice. (NO EXCEPTIONS)

5. Carpet Cleaning

Contractor shall perform carpet cleaning if requested by the City's Project Manager or designee. Carpet cleaning shall be billed separately, per occurrence.

6. Pricing

Total Contract Period

Description	QTY	UOM	Unit	Extended
SERVICES STARTING NOVEMBER 2025				
Janitorial Services - Downtown Library	36	Month	\$9,689.00	\$348,804
Day Porter - Downtown Library	36	Month	\$2,194.00	\$78,984
Janitorial Services - Ladd Library (estimated qty)	11	Month	\$2,741.00	\$30,151
				\$457,939
SERVICES STARTING SEPTEMBER 2026				
Janitorial Services - Busse Branch (estimated qty)	26	Month	\$4,749.00	\$123,474
Day Porter - Busse Branch (estimated qty)	26	Month	\$2,194.00	\$57,044
				\$180,518
UPON REQUEST – AS NEEDED				
Carpet Cleaning - Downtown Library (2 per year)	6	Occurrence	\$500.00	\$3,000.00
Carpet Cleaning - Ladd Library (2 per year)	2	Occurrence	\$300.00	\$600.00
Carpet Cleaning – Busse Branch	TBD		TBD	
Total Contract Amount:				\$642,057

Annual Breakdown by Location

Facility	Year 1	Year 2	Year 3	Total Contract Amount
Downtown Library	\$143,596	\$143,596	\$143,596	\$430,788
Ladd Library	\$30,751	\$0	\$0	\$30,751
Busse Branch*	\$13,886	\$83,316	\$83,316	180,518
Total for All Locations	\$188,233	\$226,912	\$226,912	\$642,057

*does not include carpet cleaning

ATTACHMENT B – INSURANCE REQUIREMENTS AND DOCUMENTS

Section I – Basic Insurance Requirements

Contractor, at its own expense, shall procure and maintain during the life of this Contract, the following insurance so as to cover all risk which shall arise directly or indirectly from Contractor's obligations and activities.

General Liability Insurance Contractor shall carry the most recently approved ISO Commercial General Liability Insurance policy, or its equivalent, written on an occurrence-basis, with limits not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for Bodily Injury and Property Damage, including the following coverages:

- Premises and Operations Coverage
- Contractual Liability
- Products and Completed Operations Coverage
- Broad Form Property Damage Liability
- Personal Injury Liability

Automobile Liability Insurance with a combined single limit of at least \$1,000,000 per occurrence for bodily injury and property damage. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Contractor or its employees.

Workers Compensation and Employers Liability Insurance meeting the relevant Workers Compensation Statutes.

REQUIRED THREE (3) ENDORSEMENTS are to be added to the General Liability Policy. Copies of the endorsements are to be produced with the certificate.

1. Additional Insured Endorsement:

Except for Workers' Compensation and Professional Liability, the policies shall include the City Additional Insured Endorsement of: The City of Cedar Rapids, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers, are included as additional insureds with respect to liability arising out of the Insured's work and/or services performed for the City of Cedar Rapids, Iowa. This coverage shall be primary to the additional insureds, and not contributing with any other insurance or similar protection available to the additional insureds, whether available coverage be primary, contributing, or excess.

2. Non-Waiver of Governmental Immunities Endorsement (Iowa):

- Non-waiver of Government Immunity** The insurance carrier expressly agrees and states that the purchase of this policy and the including of the City of Cedar Rapids, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Cedar Rapids, Iowa under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.
- Claims Coverage** The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as may be amended from time to time.
- Assertion of Government Immunity** The City of Cedar Rapids, Iowa shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the City of Cedar Rapids, Iowa.
- Non-Denial of Coverage** The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the City of Cedar Rapids, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Cedar Rapids, Iowa.
- No Other Change in Policy** The insurance carrier and the City of Cedar Rapids, Iowa agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

3. Cancellation and Material Changes Endorsement

Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction in insurance coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to:

City of Cedar Rapids
Finance Department – Purchasing Services Division
101 First Street SE
Cedar Rapids IA 52401

(Please note that the City does accept a signed letter on the agent's letterhead, from the insured's insurance agent, confirming that the agent will provide notice as indicated above.)

Section II – Conditions of Contract

The Contractor is required to purchase and maintain insurance coverage to protect the Contractor and City of Cedar Rapids throughout the duration of this Contract as enumerated above in the minimum limits above written and the requirement shall be a part of the Contract. Failure on the part of the Contractor to maintain this insurance in full effect will be treated as a failure on the part of the Contractor to comply with these requirements and be considered sufficient cause to suspend the work, withhold payment(s), and/or be disqualified in the future.

The insurance policies shall be issued by insurers authorized to do business in the State of Iowa and currently having an A.M. Best Rating of "B+" or better. All policies shall be occurrence form. If Professional Liability coverage is written on a claims made policy form, the certificate of insurance must clearly state coverage is claims made and coverage must remain in effect for at least two years after final payment with the Contractor continuing to furnish the CITY certificates of insurance.

The Contractor shall be responsible for deductibles and self-insured retentions in the Contractor's insurance policies.

The Contractor is required to give the City notice of any change in coverage, specifically, any reduction in coverage and cancellation of coverage no less than thirty (30) days prior to the effective date of any non-renewal or cancellation of any policies required by the Contract.

The City intends to be an Additional Insured with coverage being primary and not contributing with any other insurance or similar protection available to the City whether any other coverage is primary, contributing or excess.

In the case of any work sublet, the Contractor shall require subcontractors and independent contractors working under the direction of either the Contractor or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Contractor.

Section III – Contract Approval

A Certificate of Insurance is required evidencing all required insurance coverage as provided above with any required endorsements attached so as to evidence their inclusion in the coverage. The Certificate of Insurance is due before the Contract can be approved. The following format is required:

List Janitorial Service for Library Facilities, RFB #PUR0825-061, as the Scope of Work the certificate covers in the Description of Operations section.

The following address must appear in the Certificate Holder section:

City of Cedar Rapids
Finance Department – Purchasing Services Division
101 First Street SE
Cedar Rapids IA 52401

The Producer's contact person's name, phone number and e-mail address is required.

Certificates shall be sent by e-mail to insurance@cedar-rapids.org.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER HUB International Great Plains LLC 11516 Miracle Hills Drive Suite 100 Omaha NE 68154 License#: 17808	CONTACT NAME: PHONE (A/C, No, Ext): 402-964-5400 FAX (A/C, No): E-MAIL ADDRESS: jenna.gentry@hubinternational.com														
INSURED FBG Service Corporation 407 S. 27th Avenue Omaha NE 68131	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Travelers Property Casualty Company of America</td><td>25674</td></tr><tr><td>INSURER B : Travelers Commercial Insurance</td><td>36137</td></tr><tr><td>INSURER C : The Phoenix Insurance Company</td><td>25623</td></tr><tr><td>INSURER D : Sentry Casualty Company</td><td>28460</td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Property Casualty Company of America	25674	INSURER B : Travelers Commercial Insurance	36137	INSURER C : The Phoenix Insurance Company	25623	INSURER D : Sentry Casualty Company	28460	INSURER E :		INSURER F :	
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INSURER C : The Phoenix Insurance Company	25623														
INSURER D : Sentry Casualty Company	28460														
INSURER E :															
INSURER F :															

COVERAGES**CERTIFICATE NUMBER:** 1991233138**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

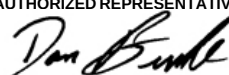
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER:	Y		P630925J6344COF25	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			8102L6489842543G	4/1/2025	4/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ \$0			CUP9H3563842543	4/1/2025	4/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
D	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	A0275723002	4/1/2025	4/1/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Cedar Rapids, Iowa, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers are Additional Insured on a primary and non-contributory basis with respects to General Liability as required by written contract. Waiver of Subrogation in favor of the additional insured applies as required by written contract. 30 days' Notice of Cancellation provided as required by written contract.

PO# PUR0825-061

CERTIFICATE HOLDER**CANCELLATION**

City of Cedar Rapids Finance Department – Purchasing Services Division 101 First Street SE Cedar Rapids IA 52401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  LB 11/4/25
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED

(Includes Products-Completed Operations If Required By Contract)

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

PROVISIONS

The following is added to **SECTION II – WHO IS AN INSURED**:

Any person or organization that you agree in a written contract or agreement to include as an additional insured on this Coverage Part is an insured, but only:

- a. With respect to liability for "bodily injury" or "property damage" that occurs, or for "personal injury" caused by an offense that is committed, subsequent to the signing of that contract or agreement and while that part of the contract or agreement is in effect; and
- b. If, and only to the extent that, such injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the written contract or agreement applies. Such person or organization does not qualify as an additional insured with respect to the independent acts or omissions of such person or organization.

The insurance provided to such additional insured is subject to the following provisions:

- a. If the Limits of Insurance of this Coverage Part shown in the Declarations exceed the minimum limits required by the written contract or agreement, the insurance provided to the additional insured will be limited to such minimum required limits. For the purposes of determining whether this limitation applies, the minimum limits required by the written contract or agreement will be considered to include the minimum limits of any Umbrella or Excess liability coverage required for the additional insured by that written contract or agreement. This provision will not increase the limits of insurance described in Section III – Limits Of Insurance.
- b. The insurance provided to such additional insured does not apply to:

- (1) Any "bodily injury", "property damage" or "personal injury" arising out of the providing, or failure to provide, any professional architectural, engineering or surveying services, including:

- (a) The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders or change orders, or the preparing, approving, or failing to prepare or approve, drawings and specifications; and

- (b) Supervisory, inspection, architectural or engineering activities.

- (2) Any "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the written contract or agreement specifically requires you to provide such coverage for that additional insured during the policy period.

- c. The additional insured must comply with the following duties:

- (1) Give us written notice as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, such notice should include:

- (a) How, when and where the "occurrence" or offense took place;

- (b) The names and addresses of any injured persons and witnesses; and

- (c) The nature and location of any injury or damage arising out of the "occurrence" or offense.

- (2) If a claim is made or "suit" is brought against the additional insured:

COMMERCIAL GENERAL LIABILITY

- (a) Immediately record the specifics of the claim or "suit" and the date received; and
 - (b) Notify us as soon as practicable and see to it that we receive written notice of the claim or "suit" as soon as practicable.
- (3) Immediately send us copies of all legal papers received in connection with the claim or "suit", cooperate with us in the investigation or settlement of the claim or defense against the "suit", and otherwise comply with all policy conditions.
- (4) Tender the defense and indemnity of any claim or "suit" to any provider of other insurance which would cover such additional insured for a loss we cover. However, this condition does not affect whether the insurance provided to such additional insured is primary to other insurance available to such additional insured which covers that person or organization as a named insured as described in Paragraph 4., Other Insurance, of Section IV – Commercial General Liability Conditions.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRESERVATION OF GOVERNMENTAL IMMUNITY – IOWA

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY THAT PROVIDE LIABILITY COVERAGE

PROVISIONS

1. The following is added to each Section that provides liability coverage:

This insurance applies to the tort liability of any insured only to the extent that such tort liability is not subject to any defense of governmental immunity under Iowa law. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

2. The following is added to the **CONDITIONS** Section:

Preservation Of Governmental Immunity

Your purchase of this policy is not a waiver, under Iowa Code Section 670.7 or any amendments to that section, of any governmental immunity that would be available to any insured had you not purchased this policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION:

Number of Days Notice:

30

**PERSON OR
ORGANIZATION:**

ANY PERSON OR ORGANIZATION TO WHOM
(CONTINUED ON IL T8 03)

ADDRESS:

(CONTINUED ON IL T8 03)

OMAHA
NE
68131

PROVISIONS

If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

ATTACHMENT C – TASK SCHEDULES AND SAMPLE CHECKLISTS

TASK SCHEDULE & SAMPLE CHECKLIST FOR DOWNTOWN LIBRARY

Frequency Key

DR = Daily, required

DA = Daily, as needed

W = Weekly (day specified below, unless holiday then day before or after)

BW = Bi-Weekly (1st and 3rd week of each month)

M = Monthly (4th week of each month)

Q = Quarterly (March, June, September, December)

SA = Semi-Annually (April and October)

<u>Restrooms & Mothers Room</u>	<u>Frequency</u>
Wet mop and disinfect floors	DR
Empty trash containers	DR
Clean and disinfect wash basins	DR
Clean and disinfect partition doors	DR
Spot clean partitions	DR
Clean and disinfect toilets and urinals	DR
Spot clean entrance doors	DR
Spot clean walls	DR
Clean and polish mirrors	DR
Replenish paper and soap products	DR
Replenish roll towels, if applicable	DR
Clean hand dryers and surrounding wall/floor	DR
Clean and disinfect partitions	BW
Wash entrance doors and walls	M

<u>Hallways/Main Library</u>	<u>Frequency</u>
Clean floor mats	DR
Damp mop/auto scrub floors	DR
Dust mop floors	DR
Clean and disinfect water fountains	DR
Vacuum carpets and mats	DR
Spot clean carpet	DA
Clean entry glass	DR
Elevators – Vacuum/clean Stainless	DR
Elevators – Clean Door Tracks	DA
Wipe/Disinfect tables and chairs	DA
Clean/Disinfect Service Station	DA
Sweep/wet mop stairwell from 1 st to 2 nd floor	DR
Vacuum entrances	DR

<u>Offices</u>	<u>Frequency</u>
Clean door glass & wall glass	DA
Dust window ledges	DA
Dust baseboards	DA
Dust file cabinets	DA
Dust furniture	DA
Dust heat registers	DA
Spot clean carpets	DA
Clean, disinfect and sanitize all telephones	M
Vacuum carpets	W (once per week)
Empty trash containers (communal only)	DR
Empty recyclable containers (communal only)	DR

<u>Lunch Rooms</u>	<u>Frequency</u>
Spot clean walls and cabinets	DA
Damp mop floors	DR

<u>Lunch Rooms, cont.</u>	<u>Frequency</u>
Clean and disinfect sink	DR
Clean and disinfect counters	DR
Clean and disinfect furniture/tables	DR
Wash walls	Q
<u>Conference Rooms/Study Rooms</u>	<u>Frequency</u>
Vacuum floors	DR
Damp mop floors in Un-Conference Room	DR
Clean tables and chairs	DR
Clean glass	DA
Set rooms to default set-up	DR
Clean light fixtures	SA
<u>Auditorium</u>	<u>Frequency</u>
Dust mop floor	DR
Wet mop floor	DR
Vacuum steps and 3 rd floor sitting area	DA
Sweep/wet mop Auditorium seating area	DA
Disinfect handrail	DA
Clean glass rail	DA
Spot clean chairs	DA
Dust window ledges	DA
Restroom (see restroom guidelines above)	DA
<u>Computer Areas</u>	<u>Frequency</u>
Clean and disinfect tables/chairs	DR
Vacuum	DR
<u>Sorter Room</u>	<u>Frequency</u>
Dust mop	W
Empty trash/recycling	DR
Desk tops: clean work area	DR
<u>Entrances</u>	<u>Frequency</u>
Vacuum	DR
Clean glass	DR
Sweep debris outside entrance	DR
Remove debris around entrance/glass	DA
<u>Hallway to Skywalk</u>	<u>Frequency</u>
Vacuum	DR
Clean ledges and glass on display cases	DA
<u>Skywalk</u>	<u>Frequency</u>
Clean door glass on both ends	DR
Vacuum	DR
Wipe/dust window ledges	DA
<u>Roof/Reading Terrace</u>	<u>Frequency</u>
Clean tables/chairs (seasonal)	DR
Pick up trash	DR
Clean/Sweep Pavers (terrace only)	DA
Remove debris around entrance/glass	DA
<u>Garage</u>	<u>Frequency</u>
Sweep	W
Sweep and straighten up Trash/recycle room	W

Also required for downtown library:

Daytime Porter Duties (hours from 1:00 pm to 5:00 pm Monday through Saturday)

- Refresh restrooms (including staff restrooms) to be done at beginning of shift. Return to any occupied single-use restroom as needed, leaving to night crew if necessary.
- Clean Main Staircase daily as needed (seasonal).
- Walk around outside of building picking up trash daily as needed (weather permitting).
- Spot clean glass in atrium and North/South entrance doors daily as needed.
- Clean glass and railing on 2nd Floor daily as needed.
- Empty trash in conference rooms daily as needed, unless occupied.
- Empty outdoor trash can (5th Avenue side only) daily as needed.
- Sweep entrances (inside & out) daily as needed.
- In wet/winter weather, regularly monitor/mop wet areas in heavy traffic areas.
- Refresh conference and study rooms daily as needed. Return to any occupied room as needed, leaving to night crew if necessary.
- Pick up trash on roof daily as needed (seasonal).
- Spot clean and remove trash from the LivingLearning Roof and Reading Terrace daily as needed (seasonal - closed in winter).
- Provide weekly supply list to Library Administrative Clerk on Mondays.

Note: Café is responsible for emptying their own trash and cleaning tables. Floor will be done by Contractor at night.

Sample Checklist for Downtown Library

REPORT FOR MONTH OF ____/____

SCHEDULE OF NON-DAILY ACTIVITIES

Area	Activity	Frequency	Dates Completed		Approved
Restrooms	Clean/disinfect partitions	BW			
Restrooms	Wash entrance doors and walls	M			
Restrooms	Clean light fixtures	SA			
Restrooms	Scrub/disinfect tile walls & floors	M			
Hallways	Clean light fixtures	SA			
All carpet	Shampoo carpeting	SA			
Offices	Clean light fixtures	SA			
Lunch rooms	Wash walls	Q			
Lunch rooms	Clean light fixtures	SA			
Conference rooms	Clean light fixtures	SA			

City Representative’s general comments for this month:

Signature of City Representative: _____

Signature of Contractor: _____

TASK SCHEDULE & SAMPLE CHECKLIST FOR LADD LIBRARY

Frequency Key

DR = Daily, required

DA = Daily, as needed

W = Weekly (day specified below, unless holiday then day before or after)

BW = Bi-Weekly (1st and 3rd week of each month)

M = Monthly (4th week of each month)

Q = Quarterly (March, June, September, December)

SA = Semi-Annually (April and October)

Restrooms

Frequency

Wet mop and disinfect floors	DR
Empty trash containers	DR
Clean and disinfect wash basins	DR
Clean and disinfect partition doors	DR
Spot clean partitions	DR
Clean and disinfect toilets and urinals	DR
Spot clean entrance doors	DR
Spot clean walls	DR
Clean and polish mirrors	DR
Replenish paper and soap products	DR
Replenish roll towels, if applicable	DR
Clean hand dryers and surrounding wall/floor	DR
Clean and disinfect partitions	BW
Wash entrance doors and walls	M
Clean light fixtures	SA

Conference Rooms/Study Rooms

Frequency

Vacuum floors	DR
Clean tables and chairs	DR
Clean light fixtures	DR
Dust window sills	DA
Clean glass	DA
Set rooms to default set-up	DA

Lunch Rooms

Frequency

Spot clean walls and cabinets	DA
Damp mop floors	DR
Dust mop floors	DR
Clean, disinfect and sanitize water fountains	DR
Clean and disinfect sink	DR
Clean and disinfect counters	DR
Clean and disinfect tables	DR
Wash walls	Q

Computer Areas

Frequency

Clean and disinfect tables/chairs	DR
Vacuum	DR

Offices

Frequency

Clean door glass	DA
Dust window ledges	DA
Dust baseboards	DA
Dust file cabinets	DA
Dust furniture	DA
Dust heat registers	DA

<u>Offices, cont.</u>	<u>Frequency</u>
Spot clean carpets	DA
Dust mop tile floors	DA
Clean, disinfect and sanitize all telephones	M
Vacuum carpets	W (once per week)
Empty trash containers	DR
Empty recyclable containers	DR

<u>Hallways/Main Library Area</u>	<u>Frequency</u>
Clean floor mats	DR
Clean and disinfect water fountains	DR
Empty trash/recycling	DR
Vacuum carpets and mats	DR
Spot clean carpet	DA
Clean entry glass	DR
Clean/disinfect tables and chairs	DR
Clean/disinfect service stations	DR

<u>Entrance</u>	<u>Frequency</u>
Vacuum	DR
Clean glass	DR
Sweep debris outside entrance	DR
Clean/remove debris on entrance/glass	DA
Disinfect book return	DR

Sample Checklist for Ladd Library

REPORT FOR MONTH OF ____/____

SCHEDULE OF NON-DAILY ACTIVITIES

Area	Activity	Frequency	Dates Completed		Approved
Restrooms	Clean/disinfect partitions	BW			
Restrooms	Wash entrance doors and walls	M			
Restrooms	Clean light fixtures	SA			
Restrooms	Scrub/disinfect tile walls & floors	M			
Hallways	Clean light fixtures	SA			
All carpet	Shampoo carpeting	SA			
Offices	Clean light fixtures	SA			
Lunch room	Wash walls	Q			
Lunch room	Clean light fixtures	SA			
Conference rooms	Clean light fixtures	SA			

City Representative's general comments for this month:

Signature of City Representative: _____

Signature of Contractor: _____

TASK SCHEDULE & SAMPLE CHECKLIST FOR WESTSIDE LIBRARY (opening in 2026)

Frequency Key

DR = Daily, required

DA = Daily, as needed

W = Weekly (day specified below, unless holiday then day before or after)

BW = Bi-Weekly (1st and 3rd week of each month)

M = Monthly (4th week of each month)

Q = Quarterly (March, June, September, December)

SA = Semi-Annually (April and October)

<u>Restrooms, Mothers Room & Comfort Room</u>	<u>Frequency</u>
Wet mop and disinfect floors	DR
Empty trash containers	DR
Clean and disinfect wash basins	DR
Clean and disinfect partition doors	DR
Spot clean partitions	DR
Clean and disinfect toilets and urinals	DR
Spot clean entrance doors	DR
Spot clean walls	DR
Clean and polish mirrors	DR
Replenish paper and soap products	DR
Replenish roll towels, if applicable	DR
Clean hand dryers and surrounding wall/floor	DR
Clean and disinfect partitions	BW
Wash entrance doors and walls	M

<u>Hallways/Main Library</u>	<u>Frequency</u>
Clean floor mats	DR
Damp mop/auto scrub floors	DR
Dust mop floors	DR
Clean and disinfect water fountains	DR
Vacuum carpets and mats	DR
Spot clean carpet	DA
Clean entry glass	DR
Elevators – Vacuum/clean Stainless	DR
Elevators – Clean Door Tracks	DA
Wipe/Disinfect tables and chairs	DA
Clean/Disinfect Service Station	DA
Vacuum entrances	DR

<u>Offices</u>	<u>Frequency</u>
Clean door glass & wall glass	DA
Dust window ledges	DA
Dust baseboards	DA
Dust file cabinets	DA
Dust furniture	DA
Dust heat registers	DA
Spot clean carpets	DA
Clean, disinfect and sanitize all telephones	M
Vacuum carpets	W (once per week)
Empty trash containers (communal only)	DR
Empty recyclable containers (communal only)	DR

<u>Lunch Rooms</u>	<u>Frequency</u>
Spot clean walls and cabinets	DA
Damp mop floors	DR
Clean and disinfect sink	DR

<u>Lunch Rooms, cont.</u>	<u>Frequency</u>
Clean and disinfect counters	DR
Clean and disinfect furniture/tables	DR
Wash walls	Q

<u>Conference Rooms/Study Rooms</u>	<u>Frequency</u>
Vacuum floors	DR
Clean tables and chairs	DR
Clean glass	DA
Set rooms to default set-up	DR
Clean light fixtures	SA

<u>Computer Areas</u>	<u>Frequency</u>
Clean and disinfect tables/chairs	DR
Vacuum	DR

<u>Sorter Room</u>	<u>Frequency</u>
Dust mop	W
Empty trash/recycling	DR
Desk tops: clean work area	DR

<u>Entrances</u>	<u>Frequency</u>
Vacuum	DR
Clean glass	DR
Sweep debris outside entrance	DR
Remove debris around entrance/glass	DA

<u>Courtyards & Patios</u>	<u>Frequency</u>
Clean tables/chairs (seasonal)	DR
Pick up trash	DR
Clean/Sweep Pavers	DA
Remove debris around entrance/glass	DA

<u>Garage</u>	<u>Frequency</u>
Sweep	W
Sweep and straighten up Trash/recycle room	W

Also required for Westside Library (opening in 2026):

Daytime Porter Duties (hours anticipated to be from 1:00 pm to 5:00 pm Monday through Saturday)

- Refresh restrooms (including staff restrooms) to be done at beginning of shift. Return to any occupied single-use restroom as needed, leaving to night crew if necessary.
- Walk around outside of building picking up trash daily as needed (weather permitting)
- Spot clean glass in alcoves and West/East entrance doors daily as needed
- Empty trash in conference rooms daily as needed, unless occupied
- Empty outdoor trash can(s) daily as needed
- Sweep entrances (inside & out) daily as needed
- In wet/winter weather, regularly monitor/mop wet areas in heavy traffic areas.
- Refresh conference and study rooms daily as needed. Return to any occupied room as needed, leaving to night crew if necessary.
- Spot clean and remove trash from courtyards and patios daily as needed (weather permitting)
- Provide weekly supply list to Library Administrative Clerk on Mondays

Sample Checklist for Westside Library (opening in 2026)

REPORT FOR MONTH OF ____/____

SCHEDULE OF NON-DAILY ACTIVITIES

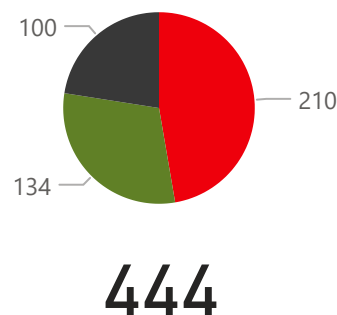
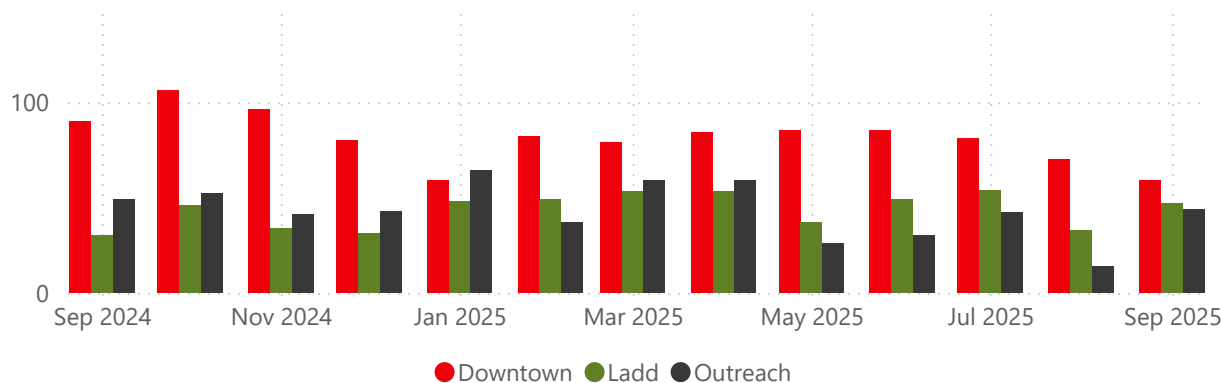
Area	Activity	Frequency	Dates Completed		Approved
Restrooms	Clean/disinfect partitions	BW			
Restrooms	Wash entrance doors and walls	M			
Restrooms	Clean light fixtures	SA			
Restrooms	Scrub/disinfect tile walls & floors	M			
Hallways	Clean light fixtures	SA			
All carpet	Shampoo carpeting	SA			
Offices	Clean light fixtures	SA			
Lunch rooms	Wash walls	Q			
Lunch rooms	Clean light fixtures	SA			
Conference rooms	Clean light fixtures	SA			

City Representative’s general comments for this month:

Signature of City Representative: _____

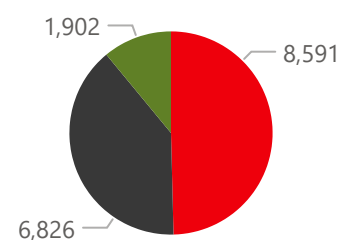
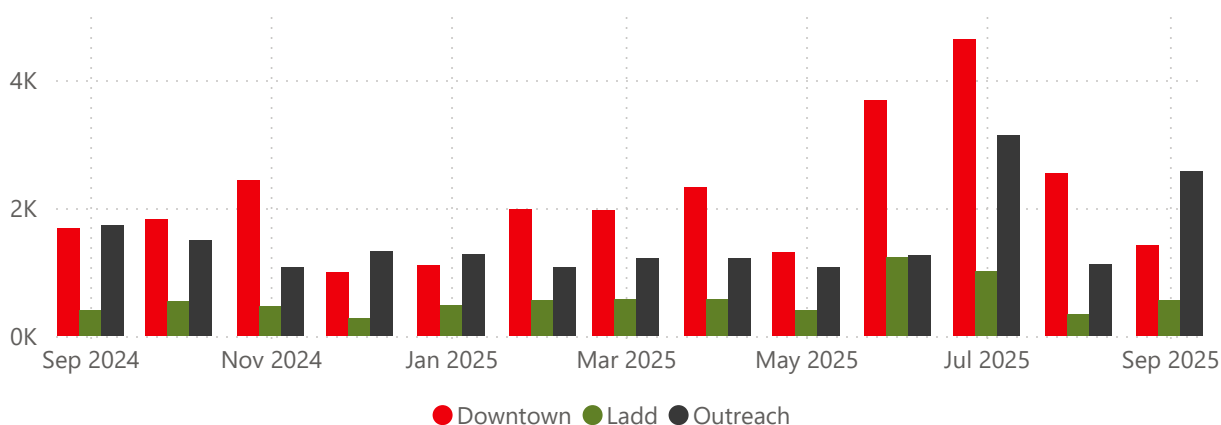
Signature of Contractor: _____

Programs



444

of Programs



17,319

of Attendees

Programming started off the month with a bang, hosting The Cedar Rapids Storytelling Festival, country-music artist Forrest McCurrin, and the opening of the Tiny Art Gallery, all in the first four days! The rest of the month was filled with school outreach, early learning programs, Maker Spaces appointments, interactive movies, Opportunity Center workshops, and so many more of the programs our patrons have come to rely on.

A young woman came in to print her wedding announcements. She was wanting to use her own card stock to print on. She sent the job to the printer but the system didn't seem to want to accept the print job and/or the system was down. Two staff tried a print override from two different staff stations as well as staff override at the print kiosk itself and nothing seemed to work, having to move the stack of card stock each time we tried a different printer. After having spent a fair amount of time on this, Wes decided that we would print from his office computer. The patron sent the file and printing was disabled on what she had sent. She sent it again as an attachment and we were able to print from the shared staff printer. The print job looked great and she left only having spent \$26 on the wedding announcements. - Wes Shirley, Branch Supervisor

This story comes from Maria, one of our RIVA AmeriCorps members, who also works part time for a bank in Cedar Rapids.

This weekend she had a customer come in that recognized her from the Opportunity Center. He was very excited to talk to her, thank her for helping him with a resume and job application. He told her that he was there that day to deposit his first check for the new job he recently started after she helped him with completing the job application.

Maria was excited to share this with me and about how it made her feel really good about the support she is able to offer community members in the library. She said after this customer left, many of her coworkers commented on how what she is doing here is so important and meaningful, and she answered questions they had about the Opportunity Center. - Erin Norwood, Program Coordinator

Borrowing & Collections

70,138

Databases

51,671

Digital

125,055

Physical

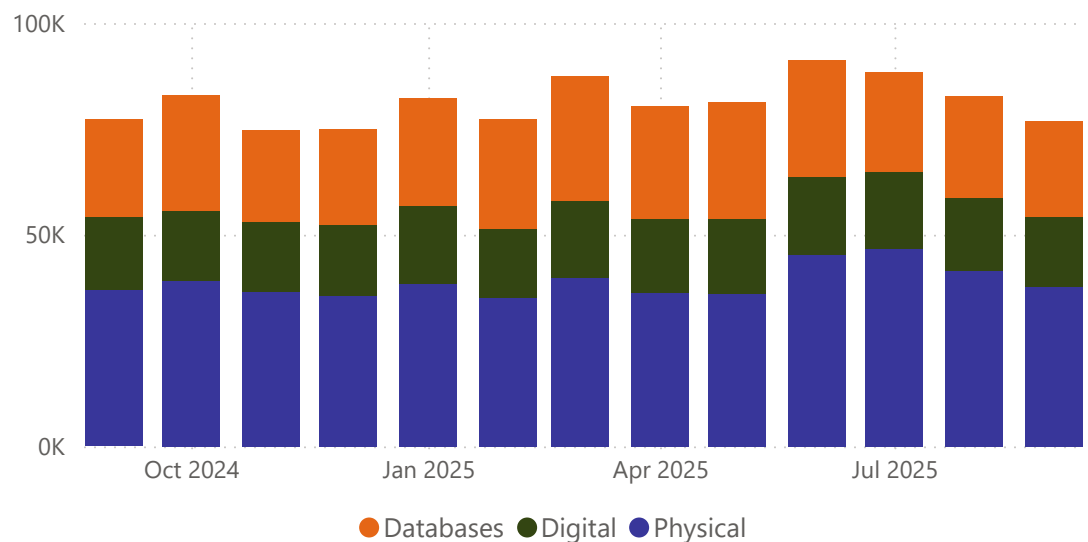
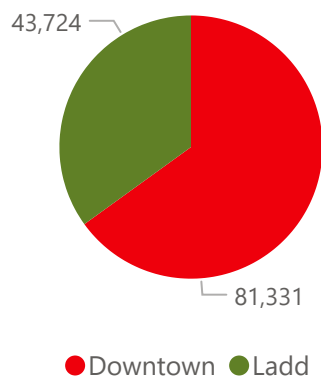
918

Technology

247,782

Total

Physical Circulation, by Location

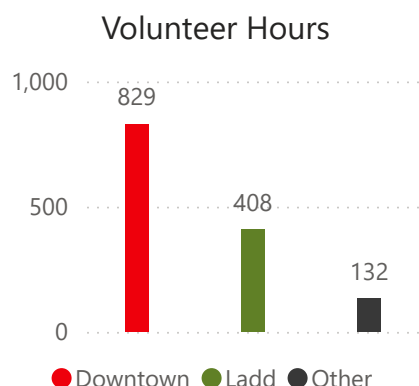


The Materials Department is working through more vendor changes. In October, Baker and Taylor announced they would be ceasing operation this calendar year. Baker and Taylor is one of the largest book suppliers for libraries in the country and has been one of our primary vendors for many years. We diversified when the company was struggling several months ago, so we are able to acquire materials elsewhere but are expecting delays as alternate vendors are taking on considerable new business. While we're in this transition, we'll need to physically process materials in-house. This involves things like book jackets, property stamps, barcodes, spine labels, etc. Patrons may see some delay in new materials getting to the shelf but the team will minimize that as much as possible.

Volunteers

1,369

Total Hours



We recently reviewed our New Volunteer Onboarding survey and received several wonderful comments about our library staff from our newest volunteers. See comments in this report.

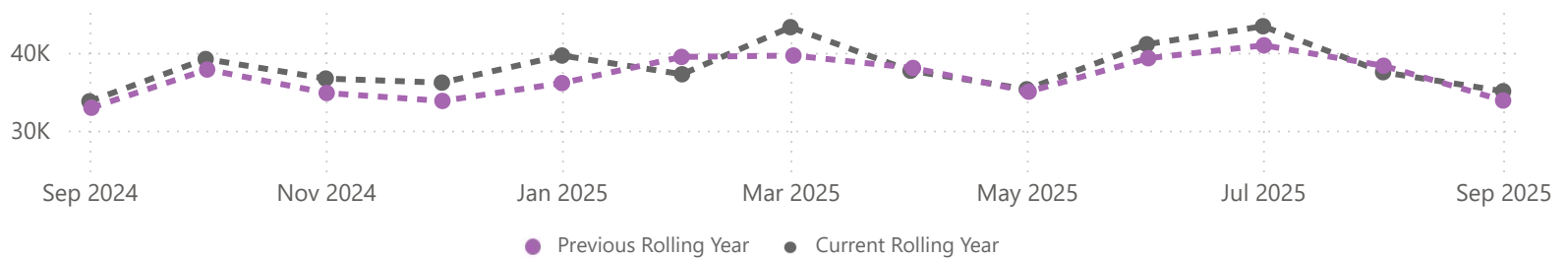
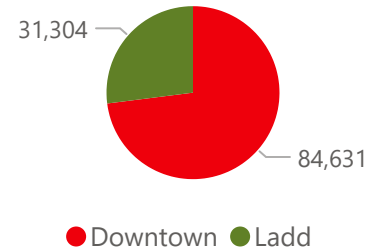
What I so deeply appreciate about these volunteer comments is that they speak to the larger picture – the kind of space we are creating where people feel welcome, feel like they can get the help they need as patrons and volunteers, and truly see the impact staff makes as dedicated, compassionate library professionals in our community.

Volunteer Hours in September 2025: 444

Visits

115,935

Physical Visits

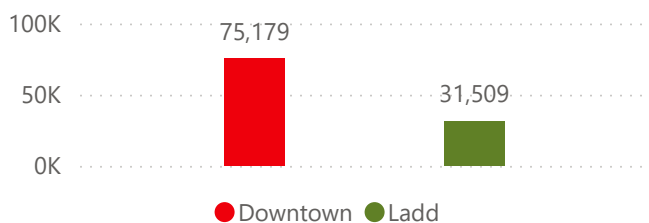


The Public Service Department is getting ready for our winter season. During this season, we traditionally see an increase of usage from vulnerable populations. Some of the things our team has done to prepare include: refresh of trainings for issues we experience during the season, working with community partners to ensure we have up-to-date information of services and resources available, and focus on building relationships with new individuals coming into the library. Additionally, the library was contacted by the Parks and Recreation Department for the city to partner for the Tree Lighting Ceremony on Saturday, December 6. For Public Service's part, we will have a few staff keep the 1st floor open for community members who want to attend the event to have a space to stay warm and/or access restroom facilities. The library did this last year and the small gesture on our part was very appreciated by many. When a request was made for staff volunteers - several staff immediately volunteered within 15 minutes of the request - showing how great of a team we have!

A patron in a wheelchair was very appreciative of the new plaza. She said the old one required her to take multiple breaks to get here and she made it up to the front door without needing to stop this time. - Jessica Duffy, Patron Services Specialist

Technology Access

PC Uses



296,143

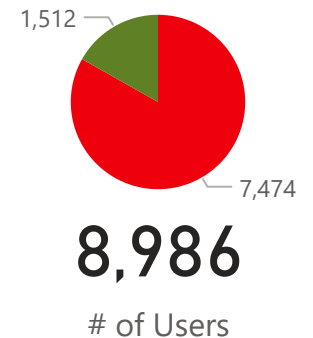
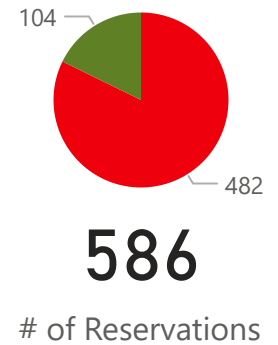
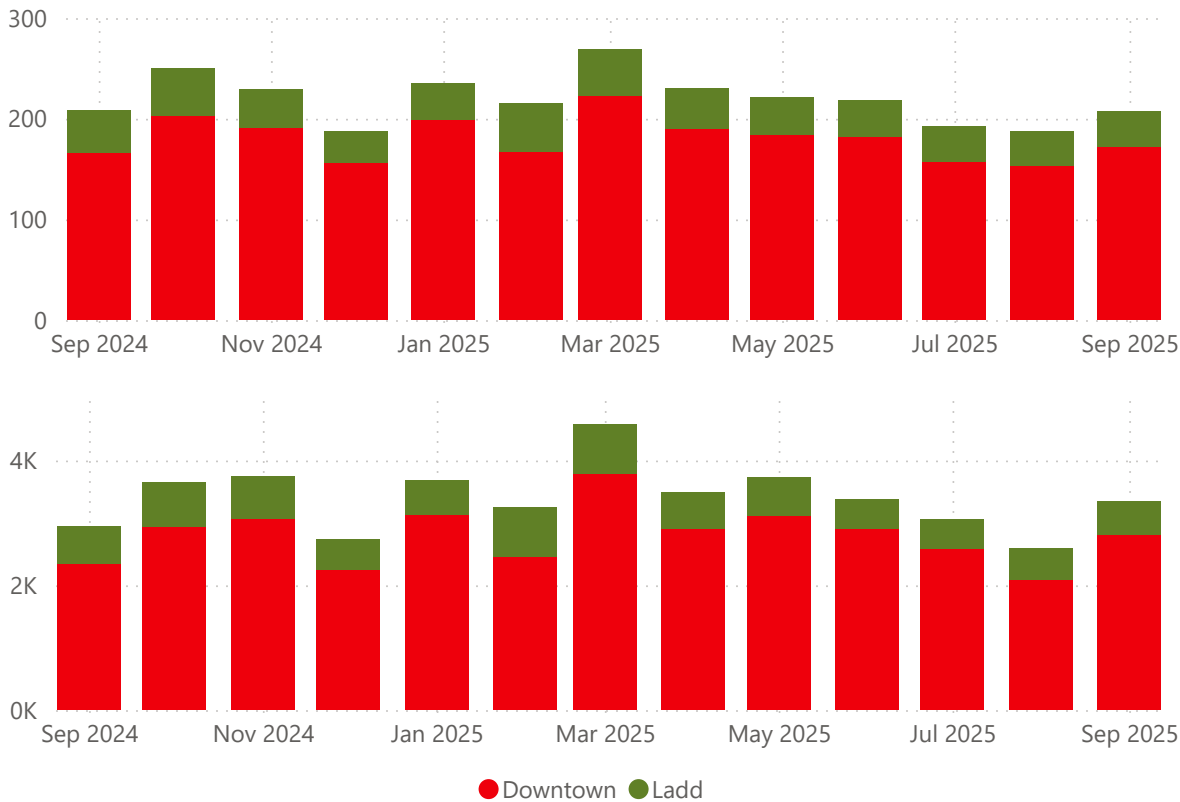
Virtual Visits

140,483

WiFi Sessions

The Technology Solutions team has continued to be busy planning for the Busse Branch. Some technology is supplied or installed by the contractor and some is supplied by the library. The team is reviewing technology placement throughout the library from meeting spaces to public computers to staff spaces. This work takes detailed planning and is a group effort with the rest of the library and architects.

Meeting Room Use



The month of September brought an uptick in reservations as summer gave way to fall. There were more large-scale events and reservations at both locations, bringing approximately 3,340 patrons to the library with 207 reservations.

Among some of the events to note are larger, multi-day programs or series that support patrons such as NCRC Testing through Kirkwood and IowaWORKS; St. Vincent DePaul's Back2Work series for returning citizens; Farmer State Bank's Small Business Seminar Series; Citizenship tutoring by private individuals; Vocational Rehab client meetings; City of Cedar Rapids' Family Self Sufficiency monthly meeting, and the Right of Way Fall meeting.

Community Relations is working on the upcoming winter issue of *OPEN+* magazine. We are having fun looking through the many fun programs being offered by the programming team this winter and preparing them for publication. Alison has gathered some great stories, as usual, and Eric is working on the design and layout. We look for untold stories to share each season, especially highlighting the unique offerings of the library.

We are gearing up for the Winter Reading Challenge, which will be upon us before we realize it. We have also added new swag to our outreach team resources. We are continuing to make plans for work needed for the new Busse Branch, including trying to anticipate signage needs that will be provided by our team. We are also working on a department project to identify new project management resources, something we hope to have in place in the next fiscal year.

Comments from volunteers:

"I would also like to take a moment to just say thank you to everyone involved. Also, a thank you to everyone who's made me feel so welcomed at the library. This has truly been the most meaningful experience I've had in my life. I look forward to it each and every time I come in. It provides me with a sense of peace and comfort that is hard to duplicate. I appreciate you all very greatly."

"Staff members are very welcoming and helpful to the volunteers."

"Meeting all the staff was a great experience because it showed me that the people I was asking for help when I needed it were really nice and ready to help any time."

Calendar of Initiatives: FY26-27 Plan Year One									
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