

Hiawatha Public Library
150 W. Willman St.
Hiawatha, IA 52233

Board Meeting Agenda
Hiawatha Public Library Board of Trustees

February 11, 2020
7:00 p.m.
Glenn Schminke Community Room
Hiawatha Public Library

Library Board President: Brenda Powers

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Consent Agenda
 - 1. Approval of bills
 - 2. Minutes: January 14, 2020
 - 3. Library Director's Report
 - 4. Monthly Report
- D. New Business
 - 1. Hiawatha Public Library Expansion and Renovation Project
 - a. Consider Resolution 20-02 approving Partial Pay Estimate #8
 - b. Consider Resolution 20-03 approving Partial Pay Estimate #9
 - c. Consider Resolution 20-04 approving Change Order #12
 - d. Consider Resolution 20-05 approving Change Order #13
 - e. Consider Resolution 20-06 approving 2019-2020 Library Renovation and Expansion Project Furniture Bid
 - f. Consider Resolution 20-07 approving Entering into a Vehicle Rental Agreement with Dave Wright Subaru
 - 2. Consider Resolution 20-08 approving FY2020 Linn County Contract for City Library Services
- E. Old Business
 - 1. Building project update
- F. Trustee Training-State Funding
- G. President's Report
- H. Adjournment

The next regularly scheduled board meeting is set for Tuesday, March 10, 2020 at 7:00 p.m. in the Glenn Schminke Community Room, Hiawatha Public Library.

Register Report

1/15/2020 through 2/10/2020

2/10/2020

Page 1

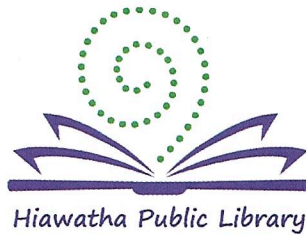
Date	Account	Num	Description	Memo	Category	T	Amount
EXPENSES							
001-410-6230 Education							
Mileage							
2/5/2020	FY20		Alicia Mangin	1/1/2020	001-410-6230 Education: Mile...		-4,852.88
							-23.27
							-23.27
001-410-6502 Library Materials							
Adult Audio							
2/5/2020	FY20	S	Recorded Books	76606617	001-410-6502 Library Materi...		-3,679.26
				76601565	001-410-6502 Library Materi...		-189.98
				76604420	001-410-6502 Library Materi...		-59.98
							-40.00
							-90.00
							-126.92
Adult Music							
2/5/2020	FY20	S	Midwest Tape	98565199	001-410-6502 Library Materi...		-126.92
							-3,150.15
Children's-YA Books							
2/5/2020	FY20		Baker & Taylor	L4276832	001-410-6502 Library Materi...		-3,150.15
							-113.45
							-90.96
DVD							
Adult DVD							
2/5/2020	FY20	S	Midwest Tape	98565198	001-410-6502 Library Materi...		-60.96
2/5/2020	FY20		Kanopy	182768-PPU	001-410-6502 Library Materi...		-30.00
							-22.49
Juvenile DVD							
2/5/2020	FY20	S	Midwest Tape	98565197	001-410-6502 Library Materi...		-22.49
							-98.76
Large Print							
2/10/2020	FY20		Cengage Learning	69789743	001-410-6502 Library Materi...		-98.76
							-697.48
001-410-6505 Programming							
Adult							
2/5/2020	FY20	S	Walmart		001-410-6505 Programming...		-35.50
							-9.53
2/5/2020	FY20	S	Michael's	1/14/20	001-410-6505 Programming...		-25.97
							-661.98
Children's							
2/5/2020	FY20	S	Walmart		001-410-6505 Programming...		-184.55
							-33.56
2/5/2020	FY20		Swank Movie Licensing	1643090	001-410-6505 Programming...		-408.00
2/5/2020	FY20		Little Caesar's		001-410-6505 Programming...		-15.97
2/5/2020	FY20		Harbor Freight Tools		001-410-6505 Programming...		-19.90
001-410-6506 Office Supplies							
2/5/2020	FY20	S	Michael's	1/16/20	001-410-6506 Office Supplies		-29.61
				1/20/20	001-410-6506 Office Supplies		-9.49
							-5.69
2/10/2020	FY20	S	JP Gasway		001-410-6506 Office Supplies		-14.43
							-115.56
2/10/2020	FY20	S	JP Gasway		001-410-6507 Operating Sup...		-115.56

2/10/2020

Register Report

1/15/2020 through 2/10/2020

Date	Account	Num	Description	Memo	Category	T	Amount
	001-410-6508 Postage						-11.64
2/5/2020	FY20		Hiawatha Post Office		001-410-6508 Postage		-11.64
	320-410-6506 Children's Program Trust						-296.06
2/5/2020	FY20		Great Dragon Buffet		320-410-6506 Children's Pro...		-15.90
2/5/2020	FY20		Casey's General Store		320-410-6506 Children's Pro...		-39.98
2/10/2020	FY20		Bankers Advertising Company 762167 sum...		320-410-6506 Children's Pro...		-240.18
			OVERALL TO...				-4,852.88



Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: January 14, 2020

Call to Order: 7:02 pm

A. Call to Order – Roll Call Present: Anna Ronnebaum, April Neuendorf, Brenda Powers, Sue Halter, Matt Dunbar, and Karlene Nesslage. Also present: Jeaneal Weeks – HPL Director, Claire Broyles – HPL Operations Manager, Kim Downs – City Administrator, Rob Archibald – City Council member, Mary Fliehler – Hiawatha resident.

B. Approval of Agenda

The Agenda was reviewed, Karlene Nesslage made a motion to approve the agenda, Sue Halter seconded and the motion carried.

C. Approval of Consent Agenda

1. Approval of bills
2. Minutes: December 10, 2019
3. Library Director's Report
4. Monthly Report

The bills removed from the consent agenda because several items had been added. A motion was made to approve the consent agenda by Brenda Powers, April Neuendorf seconded and the motion carried.

The bills were reviewed. Sue Halter made a motion to approve the bills, April Neuendorf seconded and the motion carried.

D. New Business -

1. Introduction – Mary Fliehler, new member of the Board of Trustees

Mary will be appointed by the City Council and then sworn in.

2. Hiawatha Public Library Expansion and Renovation Project

- a. Consider Resolution 20-01 Amending the Professional Services Agreement for Geotechnical Services of the Hiawatha Public Library Renovation and Expansion Project

Motion to approve Resolution 20-01 was made by Brenda Powers, seconded by Anna Ronnebaum.

Resolution 20-01 was approved by a roll call vote:

Ayes: Ronnebaum, Nesslage, Dunbar, Powers, Halter, Neuendorf

Nays: none

Absent: none

E. Old Business-

- a. Building Project update –

- The drive up drop off receptacle has been ordered.
- Schedule is projecting completion this summer.
- More concrete has been poured as the weather has allowed. Progress continues to be made.

- b. General Discussion – Committee schedule

- Brenda will send the committee assignments out via email.
- The committees will decide when they will be meeting.

F. Trustee Training - Library Bill of Rights

Claire provided training on the Library Bill of Rights from the American Library Association.

G. President's Report –

Brenda reported that the Personnel committee will be meeting to work on the Library Director's annual review.

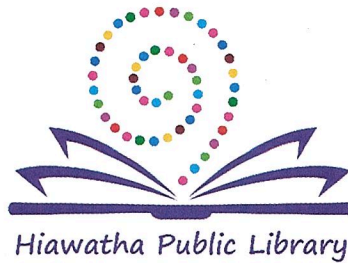
H. Adjournment – April Neuendorf made a motion to adjourn the meeting, Anna

Ronnebaum seconded and the motion carried. The meeting adjourned at 7:46 pm.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



February 2020

Director's Report: Jeaneal Weeks

The west wall of the library has come down. We can't see it, but we can feel it and hear it. The building shook and dust flew in the youth services area as the construction crew broke through the temporary wall behind one of the staff desks in the children's office. The cold is blowing in. Ms. Alicia has tried to poke through to get a view to no avail. Patience, Ms. Alicia.

As we predicted, the construction schedule has changed. Plans are to move into the addition in May with project completion in August. We are brainstorming how to provide service during the move and throughout the summer. We plan to offer our summer reading program, but we will need to be imaginative and flexible in how we deliver our services. Please bear with us.

We are ordering our furniture this week after much deliberation and efforts to reduce costs as much as possible. Shelving is on order and will be installed in the expanded area sometime in late April.

Jeaneal Weeks is working with Carol Johnson and Cindy Petersen from the Hiawatha History Committee to contribute details of the history of the Hiawatha Public Library. We have invited Rosemary Earl, former director, to join us. She was instrumental in building the current library building and has been an invaluable asset in providing personal history and details of former employees and directors.

Kim Downs and Jeaneal Weeks visited Dave Wright of Dave Wright Subaru to discuss renting a car for library use. We plan to use it for outreach, delivery to care centers, and festivals and fairs. We also plan to implement some form of "bookmobile" outreach with the possibility of "pop-up" libraries throughout the city. Thank you to Dave Wright for this generous offer!

Jeaneal Weeks, Alicia Mangin, and Claire Broyles met with Norah Hammond of the Marion Public Library to discuss the Dolly Parton Imagination Library. Both CRPL and MPL now offer this program. HPL is eager to participate, but we have more work to do on obtaining funding.

Operations Manager Report: Claire Broyles

This month Claire participated in ILOC 2020, Innovative Libraries Online Conference which had a theme of "Winning with Project Management." She attended sessions about preparing for a long term absence, planning for programs, and organization skills. She received Continuing Education credits for this which will go toward her state certification.

Claire attended an additional webinar presented by Envisionware which explained possible upgrades to our print/copy/fax services. These upgrades would allow the library to move in the direction of simpler self-service and offer patrons more mobile options. She plans to discuss these upgrades more during an in person chat with HPLs representatives while she attends the Public Library Association Annual Conference at the end of February.

Claire has become more active with the MLN system, attending meetings related to the Fine Free changes as well as a collaborative group dedicated to marketing. During the most recent marketing meeting all of the libraries in the area learned of a partnership offered by the Cedar Rapids Gazette in which we will collectively receive dedicated story spotlights and program advertisements.

Claire has also signed up to be a part of the Greater Cedar Rapids Community Foundation's Manager Peer Group and Marketing Peer Group. These groups offer monthly meetings to network and discuss relevant topics. She is scheduled to go to her first Managers' Peer Group meeting on February 12.

Many staff members participated in CPR Training at the end of January. Additionally, Claire was certified in Adult and Child CPR and trained in using the AED machine.

Claire has been working on acquiring and maintaining digital resources. This month she worked with a representative from Freegal music to evaluate patron usage and the value added to our collection. We have renewed our contract with Freegal. Claire developed a relationship with a new database company, World Trade Press which offers a variety of resources. We have since signed a contract to provide AtoZ World Travel which offers up-to-date travel information on over 200 desired destinations throughout the world. In addition, this offer includes an additional resource, LingoLite.

Claire has learned of resources offered by the State Library and has set up WhoFi for HPL. WhoFi tracks WiFi usage.

Claire continues monthly one-on-one meetings with staff members. These meetings have led to strong working relationships and open and honest communication. Though Claire has only been in her position for three months, she was able to use her knowledge of the staff to provide information to assist the director to perform staff evaluations.

Youth Services Report: Alicia Mangin

After a brief hiatus, Alpha-Bits returned to the monthly programming rotation. Alpha-Bits invites tots to explore the alphabet, one letter at a time, through stories, songs and crafts. The January 17th gathering featured the letter R. Friends Virginia, Sami and Skylar from Crazy Critters Rabbitry brought Starbuck, Nutter Butter, Orange Cream and Brownie, their prize rabbits. Kids practiced their rolling r sound while petting friendly, soft rabbits.

On a scheduled day off for Cedar Rapids Schools, kids enjoyed creating their own fossils. Using air dry clay and plastic dinosaurs and bugs, Library Programming Assistant Kira Brennan took children on an indoor excavating art journey. The results would impress any junior archaeologist.

Kids celebrated the Chinese New Year with a special story time on January 25th. They learned 2020 is the Year of the Rat and also discovered under which animal they were born according to the Chinese Lunar Calendar. In addition to stories, the children learned the Chinese words for many colors, designed Chinese lanterns and sampled Chinese donuts and fortune cookies.

After hours on January 31st the library was an indoor campground as Youth Services presented Family Fort Night. Participants enjoyed pizza, s'mores and sugar cookies and then set to building their reading forts using blankets, pillows, PVC piping and any other supplies they brought. Families then cuddled up in their reading forts and shared stories. Finally, kids and caregivers were encouraged to go on a Family Fort Night Book Hunt. It was a wonderful evening.

Adult Programming Report: Marta Petermann

We are hosting Young Parents Network again this season. Young Parents Network (YPN) was founded in 1985 by community leaders who recognized that there was a lack of support for young families in Cedar Rapids. Since that time YPN has taken on a leadership role in East Central Iowa as the provider of ongoing comprehensive year round programs that meet the most critical needs of thousands of families within our community. They will be leading a 6 week class entitled: Love and Logic on Tuesday nights January 21st through February 25th. This program covers topics such as setting and enforcing limits with love, practical strategies for reducing behavior problems, empowering children to make their own decisions, and allowing children to experience affordable consequences.

Blind Date with a book will begin on February 1st. This popular display encourages patrons to pick a book based off of a few descriptive words or sentences. They can't see the cover of the book since the book is wrapped. This can be fun or slightly scary (like going on a blind date), but it is also exciting when they discover a new author or book that they would might not have encountered. This display will be up for the entire month of February.

Every month we deliver books and audiobooks to our neighboring care centers. Last summer, we were able to set up outreach to these facilities and have our Americorps colleagues lead and teach a fun assortment of crafts to many residents. Starting at the end of January I am beginning a bi-monthly reading program with some of these residents. Our hope is to keep these residents in touch with their library, even if they aren't able to physically get here.

Programs coming up in February:

February 13th: Adult Craft Night-Heartbreaker Valentines. Create a valentine filled with candy to keep or give as a gift.

February 28th: Unconditional Surrender-A visit with Ulysses S. Grant. Ulysses S. Grant comes to life in this informative, humorous, and touching portrayal. Meet the victorious General whose strategy and tenacity won the Civil War, the President who struggled to rebuild his country after the war, and the husband and father whose final efforts were devoted to the financial support of his wife and family.

February 29th: Escape the winter blues by attending our Art in the Afternoon class with local artist Russ Fagle. Russ will be your guide in creating our own masterpiece using watercolor. Spots are limited. Register for this event through our website.

Collection Development Report: Debra Tobias

Recently Library Journal published a reader's advisory article that addressed an interesting concept for today's "Gen Z" (users aged 16-23). When this demographic was surveyed it was discovered that this age group loves hardcover books as much as previous generations, and they get a significant chunk of their reading material from their library. The survey also revealed that what they don't get from the

library – or purchase-comes from online outlets that are not part of the library purchasing plan. Some of these outlets are Wattpad, Scribd, and other fanfiction sites, all free and unarchived materials libraries may not have access to. What to do?

Libraries can and have responded to this in a variety of ways. Here at Hiawatha our size and budget limit our response abilities, but the fact that we provide free Wi-Fi in and around the building goes a long way towards meeting those non-book preferences. The State Library has begun a free service called WhoFi that tracks our patron's usage of our Wi-Fi service. Our consortium plan with Overdrive, Kanopy, Freegal and RBDigital magazines and audiobooks allow these readers another opportunity to access online, subscription materials. The future will hold many changes, (as the past ten years have proven) and we here at Hiawatha are aware and meeting those challenges in collection development where and whenever possible.

Soundbites: (Good news)

Something magical happened at my outreach visit this afternoon. After being greeted with multiple hugs I took my seat at the front of the class to share stories. A little girl came up to me and whispered in my ear, "Muffins with Mom is coming up and I am working on it." I commented out loud that this was going to be so much fun. Next, a little boy walked up and whispered in my ear, "Donuts with Dad will happen soon." Again, I commented out loud that this would be tasty and special. I asked, "When will you have "Ham with Hogs?" which inspired more than laughter, Suddenly, kids were walking up to me one by one, whispering their alliterative ideas...Peanut Butter and Jelly with Jellyfish, Spaghetti with Spiders, Cookies with Cats, Hot Dogs with Hens. It was a gift for this guest reader.

--Alicia Mangin

Davis, a bright inquisitive preschooler was hanging out in the Glenn Schminke Community Room waiting for Doodlebugs to begin. He commented that there was "a bad smell" when he walked into the library. He spent the next ten minutes speculating as to what the smell might be and from where it emanated. Doodlebugs then began at 10:30 and Davis and the rest of the kids and caregivers settled in for a story about Renoir. About 15 minutes into the story, Davis commented, "I am so interested in the story, I forgot about the smell."

--Alicia Mangin

Monthly Report January 2019

MATERIAL CIRCULATION		
Adult	4,291	21%
Juvenile	5,753	27%
Young Adult	612	3%
Periodicals	166	1%
DVD Adult	5,199	25%
DVD Juvenile	1,208	6%
Other Materials	33	0%
Kits	32	0.15%
Adult Audio	473	2%
Adult Music	326	2%
Juvenile Audio	89	0.43%
Children's Music	114	0.54%
Young Adult Audio	34	0.16%
Overdrive Audio	572	2.73%
One-Click Audio	111	0.53%
Overdrive E-Books	688	3.29%
3M Cloud Library	125	0.60%
3M Cloud Library Pay Per Use	183	0.87%
Zinio Magazines	164	0.78%
Freegal Music	752	3.59%
Total Circulation	20,925	
Last Year's Circulation	20,527	
Change	398	

SELF-CHECK	7,809	42.60%
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DAYS OPEN	30
Ave. Daily Circulation	698

INCOME	
Fines	\$814.44
Copier	\$191.35
Postage	\$0.55
FAX	\$44.00
Lost/damaged Books	\$4.44
Lost Cards	\$4.00
ILLs	\$19.00
Room Rental	\$0.00
Merchandise	\$0.00
Total	\$1,077.78

UNIQUE MANAGEMENT		
	Month	Y-T-D
Dollars received	\$51.96	\$1,242.07
Material returned	\$191.12	\$1,526.76

OPEN ACCESS CIRCULATION	
Open Access	14,187
Hiawatha	2,159
Linn County	1,396
Cedar Rapids	9,698
Marion	1,753
Robins	588
Total Circulation	18,330

LIBRARY VISITS	
2020	9,899
Daily Average	330
2019	9,498
Change	401

INTERLIBRARY LOANS	
ILLs Sent	32
ILLs Received	7

NOTARY	Month	YTD
	7	28

PROCTOR	Month	YTD
	2	42

PROGRAMMING		
	people programs	
Youth	501	22
Outreach	792	18
Young Adult	2	2
Youth Total	1,295	42
Family	83	3
Adult	262	24
Outreach	50	4
Adult Total	395	31

LIBRARY USERS	
Registered Borrowers	9,249
New this Month	68
Withdrawn	77

MEETING ROOM	143
McKenzie	67
Schminke	76
Public	15
Library	61

COLLECTION								
	Adult	Juvenile	Youth	Audio	Video	Periodicals	Music	Total
Items Added	198	223	39	10	118	31	10	629
Items Withdrawn	19	127	5	3	55	100	3	312

Online Resources

	Month	Y-T-D
WEBSITE USERS	2,941	12,866

	Log Ins	Y-T-D
PRONUNCIATOR	2	13

	Month	Y-T-D
FREEGAL		
Download patrons/song	20/209	164/1577
Streaming patrons/song	17/543	120/2746

	Month	Y-T-D
BRAINFUSE	0	28

	Month	Y-T-D
NICHE ACADEMY		
Views	3	158

COMPUTER USE		Ave./Day	Last Month	Change
Patrons	1119	37.30	1116	3
Hours	835	27.83	963	-128

	Month	Y-T-D
REFERENCE USA		
Logins	2	41

EBSCOHOST		
	Sessions	Y-T-D
Image collection	1	14
Core collection	0	58
MasterFILE	2	25
Other	1	33
Novelist	0	0
Total	4	130

	Month	Y-T-D
LYNDA		
User Logins	60	302

	Month	Y-T-D
KANOPY		
Plays	23	127

RESOLUTION NO. 20-02

Library Board of Trustees

**RESOLUTION APPROVING PARTIAL PAY ESTIMATE #8
HIAWATHA PUBLIC LIBRARY EXPANSION
AND RENOVATION PROJECT**

WHEREAS, the Hiawatha Board of Trustees of the City of Hiawatha, Iowa, contracted for the Hiawatha Public Library Expansion and Renovation Project with Garling Construction of Belle Plaine, and

WHEREAS, application for Partial Pay Estimate #8 (eight) in the amount of \$182,327.80 has been received in the Clerk's Office, and

WHEREAS, the Hiawatha Board of Trustees has received recommendation from the Fusion Architect and city staff to make payment, and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA to approve application for Partial Pay Estimate #8 for the Hiawatha Public Library Expansion and Renovation Project, and directs the City of Hiawatha to make payment to Garling Construction, in the amount of \$182,327.80.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 11th day of February, 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary

RESOLUTION NO. 20-03

Library Board of Trustees

**RESOLUTION APPROVING PARTIAL PAY ESTIMATE #9
HIAWATHA PUBLIC LIBRARY EXPANSION
AND RENOVATION PROJECT**

WHEREAS, the Hiawatha Board of Trustees of the City of Hiawatha, Iowa, contracted for the Hiawatha Public Library Expansion and Renovation Project with Garling Construction of Belle Plaine, and

WHEREAS, application for Partial Pay Estimate #9 (nine) in the amount of \$184,122.35 has been received in the Clerk's Office, and

WHEREAS, the Hiawatha Board of Trustees has received recommendation from the Fusion Architect and city staff to make payment, and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA to approve application for Partial Pay Estimate #9 for the Hiawatha Public Library Expansion and Renovation Project, and directs the City of Hiawatha to make payment to Garling Construction, in the amount of \$184,122.35.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 11th day of February, 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary

RESOLUTION NO. 20-04

Library Board of Trustees

RESOLUTION APPROVING CHANGE ORDER #12

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #12 for adjustment to mitigate unsuitable soils, expansion of footings and the need to over excavate to correct soil issues with an increase of \$160,064.34, and

WHEREAS, the Hiawatha City Council authorized additional funding for such purpose in the amount of \$84,652.70 (Resolution #19-174) to correct soil issues. Contractor's began work to provide a base to pour footings which required more work than originally estimated with an addition funding request in the amount of \$21,411.64, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #12 for the Hiawatha Public Library Renovation and Expansion Project with a total increase of \$106,064.34; pervious amount authorized by the city council in the amount of \$84,652.70 and request additional funding in the amount of \$21,411.64. Total project contract amount of \$4,041,158.98.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 11th day of February, 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary

RESOLUTION NO. 20-05

Library Board of Trustees

RESOLUTION APPROVING CHANGE ORDER #13

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, has contracted for the Hiawatha Public Library Renovation and Expansion Project with Garling Construction Inc. of Belle Plaine, Iowa, and

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #13 to include a revised drain piping under the lower level floor slab and is to be terminated at the new cleanout structure at the southwest corner of the project with an increase of \$5,321.31, and

WHEREAS, the Library Board of Trustees respectfully request the city council of the City of Hiawatha authorize additional funding for said project, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #13 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$5,321.31. The Library Board of Trustees additionally request additional funding for said project above the original approve authorized by the city council. Total project contract amount of \$4,046,480.29.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 11th day of February 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary

RESOLUTION NO. 20-06
Hiawatha Public Library Board of Trustees

CITY OF HIAWATHA IOWA
LIBRARY RENOVATION AND EXPANSION PROJECT
2019-2020-Furniture Bid

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, acknowledges the library renovation and expansion project is now at the stage where it is time to purchase furniture for both Phase I and Phase II of the project while captivating on 2019 prices, and

WHEREAS, the city staff has utilized state bid through Storey Kenworthy, and

WHEREAS, Storey Kenworthy of Hiawatha, Iowa is the acceptable state bid providing furniture layout, project management, storage and installation for both Phase I and Phase II of the facility project, and

WHEREAS, Storey Kenworthy of Hiawatha, Iowa bid includes tearing down and moving the existing workstation from the existing building to the lower level for the staff work room, and

WHEREAS, Storey Kenworthy is the preferred state bid vendor with an amount not to exceed \$82,410.40, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves the Hiawatha Public Library Renovation and Expansion furniture project utilizing the state bid not to exceed \$82,410.40 with Storey Kenworthy of Hiawatha, IA and authorize city staff to sign contract agreement.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 11th day of February, 2020

Brenda Powers, President Board of Trustees

ATTEST:

Karlene Nesslage, Secretary

Memo:

February 11, 2020

To: Hiawatha Public Library Board of Trustees

From: Jeaneal Weeks, Library Director

Re: Vehicle Rental Agreement with Dave Wright Subaru

Library outreach services have grown. HPL delivers materials and programming to care centers. In addition, youth services continues to grow outreach to daycares, preschools, schools, festivals, and fairs. We anticipate further growth in outreach services as we increase efforts to connect and collaborate with community agencies and to take advantage of partnership opportunities. Staff have been using personal vehicles to travel for programs and for materials delivery.

Library staff have been discussing the possibility of providing library service through a bookmobile, and the topic was discussed at recent strategic planning session.

Hiawatha's Parks and Recreation department has regularly entered into an agreement with Dave Wright Subaru to lease a vehicle for summer work. Dave Wright has offered a similar agreement to provide a library vehicle to use for existing delivery and outreach. In addition, library staff have plans to increase outreach by using a bookmobile model of delivery to reach the community outside library walls to bring our services to patrons where they are. This service may resemble "pop-up" libraries that staff can set up as temporary library locations for programming, library card registration events, and materials delivery.

Resolution 20-07 approves the vehicle rental agreement with Dave Wright Subaru.

RESOLUTION NO. 20-07

Library Board of Trustees

**RESOLUTION TO APPROVE ENTERING INTO
A VEHICLE RENTAL AGREEMENT WITH DAVE WRIGHT
SUBARU FOR THE PURPOSE OF A LIBRARY MOBILE
AND DESIGNATE TWO STAFF AS DRIVERS**

BE IT RESOLVED, by the Hiawatha Public Library Board of Trustees to authorize staff to enter into a vehicle rental agreement with Dave Wright Subaru in the amount of \$1.00 for the use of creating a library mobile, and during the time the vehicle is being utilized by two authorized Library staff as designated by the board, the Hiawatha Public Library/City will be responsible for basic maintenance on the vehicle, gas expenses and adding the vehicle to the ICAP insurance policy, and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, the Hiawatha Public Library Board of Trustees authorizes the president of the board to sign the Vehicle Rental Agreement as shown in Exhibit "A" and Exhibit "A1" and further authorizes the library staff to sign other necessary documents now and in the future to complete the transaction between Dave Wright Subaru and the Hiawatha Public Library/City of Hiawatha for the use of a library mobile.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 11th day of February, 2020.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary

EXHIBIT 'A'

VEHICLE RENTAL AGREEMENT with Dave Wright Subaru for the PURPOSE of a LIBRARY MOBILE

THIS VEHICLE RENTAL AGREEMENT (the "Agreement") is entered into this 11th day of February, 2020, by and between Dave Wright Subaru and the City of Hiawatha/Hiawatha Library, an Iowa Municipal Corporation, ("Hiawatha"). Dave Wright Subaru and Hiawatha may hereinafter be referred to collectively as the "Parties."

RECITALS

WHEREAS, DAVE WRIGHT SUBARU is in the business of selling and buying/leasing automobiles.

WHEREAS, DAVE WRIGHT SUBARU is located at 999 Boyson Road in Hiawatha, Iowa.

WHEREAS, DAVE WRIGHT SUBARU desires to provide a rental vehicle for the use of a library mobile with the Hiawatha Public Library.

WHEREAS, DAVE WRIGHT SUBARU holds legal title to leased vehicles such as a 2019 Subaru Outback. The agreement provides for a new loaner/rental vehicle for the use of a library mobile. Every 4-6 months the vehicle will be switched out to be compliant with Iowa Law.

WHEREAS, Hiawatha Public Library and certain designated staff will be listed as the main driver(s) that will consist of two staff members designated by the Hiawatha Public Library Board of Trustees or designee.

WHEREAS, each time the vehicle is switched out the identification number (VIN) the City of Hiawatha will notify their insurance company.

NOW THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Parties enter into this Agreement and mutually agree as follows:

1. RENTAL. DAVE WRIGHT SUBARU agrees to rent a vehicle to the Hiawatha Public Library for One Dollar (\$1.00) and other valuable consideration.
2. MAINTENANCE. During the Term of Ownership, Hiawatha shall be responsible for all regular maintenance on the vehicle. All maintenance shall be performed by DAVE WRIGHT SUBARU. Regular maintenance shall include oil changes and maintaining all other vehicle fluids. Hiawatha shall not be responsible for any maintenance, service, or repair, including parts and labor, costing more than \$100.00 on the vehicle during the Term of Ownership. DAVE WRIGHT SUBARU agrees that it will be responsible for any maintenance, service, or repair, including parts and labor, costing \$100.01 or more on the vehicle during the Term of Ownership. Hiawatha shall be responsible for all fuel costs during the Term of Ownership and providing insurance for the vehicle through the City's ICAP policy.

EXHIBIT 'A'

3. NORMAL WEAR AND TEAR. The Parties agree that Hiawatha shall return the Tacoma in approximately the same condition, less any normal wear and tear and accumulated miles during the Term of Ownership.

4. INSURANCE. Hiawatha agrees to maintain insurance on the vehicle for liability and collision during the Term of Ownership.

5. LICENSE. Dave Wright Subaru shall be responsible for providing the appropriate licensing for the vehicle.

6. RENTAL AGREEMENT. The document is binding and in addition to the Dave Wright Subaru Rental Agreement (Exhibit "A1") as attached.

THIS IS A LEGALLY BINDING CONTRACT. BY SIGNING THIS AGREEMENT, YOU ARE AGREEING THAT YOU HAVE READ, UNDERSTAND AND AGREE TO ALL OF THE TERMS AND CONDITIONS CONTAINED HEREIN.

DAVE WRIGHT SUBARU.

By: _____

_____, its _____

Print Name

Federal ID No.: _____

Telephone: (844) 852-8414-4400

CITY OF HIAWATHA, AN IOWA MUNICIPAL CORPORATION

By: _____
Brenda Powers, its Library Board of Trustees

By: _____
Bill Bennett, its Mayor

Federal ID No.: 42-6025060

EXHIBIT 'A'

Address: Hiawatha Public Library: 150 Willman Street; City Hall:101 Emmons Street Hiawatha,
IA 52233

Telephone: (319) 393-1515

RESOLUTION NO. 20-08

Library Board of Trustees

RESOLUTION TO APPROVE THE FY2020 LINN COUNTY CONTRACT FOR CITY LIBRARY SERVICES

BE IT RESOLVED, by the Hiawatha Public Library Board of Trustees to approve the FY2020 Linn County contract for city library services to provide library services to all Linn County residents living outside the incorporated cities or towns on the same terms, including fees, as it provides library services to residents living within its corporate boundaries.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 11th day of February, 2020

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary

**CONTRACT
FOR
CITY LIBRARY SERVICES**

This agreement is entered into by Linn County, Iowa ("County") and the Board of Trustees for the public library in the City of Hiawatha, Iowa ("Library") under the following terms:

1. This contract is made pursuant to Iowa Code Chapter 336.
2. Library agrees to provide library services to all Linn County residents living outside of incorporated cities or towns on the same terms, including fees, as it provides library services to residents living within its corporate boundaries.
3. County agrees to contribute an amount not to exceed \$63,853.23 to Library for library services.
4. Library shall not use the contribution by County to reduce its funding level from the City, nor shall the contribution by County, or any portion thereof, be used to provide services or purchase materials or equipment be accessed solely by residents living within its corporate boundaries. A violation of this paragraph will be considered cause for termination of this agreement.
5. Contribution by County for library services as set out in paragraph 3 shall not exceed one-half of the amount contributed by the City for the same period. County may require Library to provide a report of its annual budget, purchases, and expenditures as well as a summary of services provided before disbursement by County of any installment. Noncompliance with the terms of this paragraph may affect the amount of contribution set out in paragraph 3, and may be considered cause for termination of this agreement.
6. Pursuant to Iowa Code §336.18, this contract may be terminated at any time by mutual consent of the parties or in any other manner provided by law.
7. Each party to this Agreement represents and warrants to the other that:
 - a. It has the right, power and authority to enter into and perform its obligations under this Agreement;
 - b. It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Agreement, and this

Agreement constitutes a legal, valid and binding obligation upon itself and in accordance with its terms.

IN WITNESS WHEREOF, the parties have hereunto affixed their signature this 3rd day of February, 2020.

LINN COUNTY BOARD OF SUPERVISORS

TRUSTEES OF THE HIAWATHA
PUBLIC LIBRARY

BY:


Chairperson

BY:

President

Secretary