



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

Board Meeting Agenda
Hiawatha Public Library Board of Trustees

October 8 2019
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: September 10, 2019
 - 3. Minutes: September 12, 2019
 - 4. Library Director's Report
 - 5. Monthly Report
- D. New Business
 - 1. Hiawatha Public Library Expansion and Renovation Project
 - a. Consider Resolution 19-37 approving Partial Pay Estimate #5
 - b. Discussion/possible action approving Resolution 19-38 to adopt a Fine Free model in the FY21 budget
- E. Old Business
- F. General Discussion
 - 1. Strategic planning discussion
 - 2. Committee assignments
- G. Trustee training-no report
- H. President's Report
- I. Adjournment

The next regularly scheduled board meeting is set for Tuesday, November 12, 2019 at 7:00 p.m. in the Glenn Schminke Community Room, Hiawatha Public Library.

Register Report

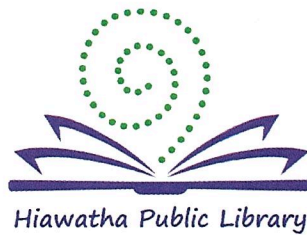
9/1/2019 through 10/7/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
EXPENSES								-20,472.81
001-410-6210 Dues-Memberships-Subs								-275.00
10/1/2019	FY20		American Libr...	128769 Wee...	001-410-6210...			-275.00
001-410-6230 Education								-53.88
Mileage								-53.88
10/1/2019	FY20		Alicia Mangin	September ...	001-410-6230...			-53.88
001-410-6371 Utilities								-900.65
Electric								-697.90
10/1/2019	FY20		Alliant	August 2019	001-410-6371...			-697.90
Phone								-202.75
10/1/2019	FY20		Imon Commu...	2028462	001-410-6371...			-202.75
001-410-6424 On-Line with CR Library								-11,704.83
10/1/2019	FY20		Cedar Rapid ...	2nd quarter	001-410-6424...			-11,704.83
001-410-6499 Misc Contractual								-945.77
10/1/2019	FY20		Protect Youth	725337	001-410-6499...			-26.70
annual Fire Inspection								-252.00
10/1/2019	FY20		Hawkeye Co...	65437 Alarm...	001-410-6499...			-252.00
Authorize.net								-23.42
10/1/2019	FY20	S	Authorize.net	August 2019...	001-410-6499...			-8.33
				August 2019...	001-410-6499...			-15.09
Banking								-43.09
10/1/2019	FY20		Farmer's Stat...	August 2019	001-410-6499...			-43.09
Cell phone reimbursement								-180.00
10/1/2019	FY20		Jeaneal Weeks	1st quarter r...	001-410-6499...			-90.00
10/1/2019	FY20		Alicia Mangin	1st quarter r...	001-410-6499...			-90.00
Cleaning								-42.00
10/1/2019	FY20		Fresh Scents ...	125834	001-410-6499...			-42.00
Collection Agency								-71.60
10/1/2019	FY20		Unique Mana...	559785	001-410-6499...			-71.60
Garbage Disposal								-93.96
10/1/2019	FY20		ABC Disposal	343767	001-410-6499...			-93.96
Software								-213.00
10/1/2019	FY20		SofterWare	775762	001-410-6499...			-213.00
001-410-6502 Library Materials								-5,376.11
Adult Audio								-62.50
10/1/2019	FY20	S	Recorded Boo...	76516310	001-410-6502...			-31.25
				76517679	001-410-6502...			-31.25

Register Report

9/1/2019 through 10/7/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
10/1/2019	FY20	S	Wal-Mart	8/26/19	001-410-6505...			-16.94
10/1/2019	FY20		Oriental Tradi...	698426998-01	001-410-6505...			-55.71
	001-410-6506 Office Supplies							-275.17
10/1/2019	FY20		Adobe	1067034520	001-410-6506...			-15.89
10/1/2019	FY20	S	Wal-Mart	8/26/19	001-410-6506...			-6.22
10/1/2019	FY20		Homebase	8/15/19	001-410-6506...			-96.00
10/1/2019	FY20	S	JP Gasway		001-410-6506...			-157.06
	001-410-6507 Operating Supplies-Misc							-202.59
10/1/2019	FY20	S	JP Gasway		001-410-6507...			-202.59
	001-410-6508 Postage							-326.42
10/1/2019	FY20	105	S Hiawatha Pos...	8/15	001-410-6508...			-31.00
				8/8	001-410-6508...			-47.97
				8/22	001-410-6508...			-32.63
				9/5	001-410-6508...			-23.33
				8/29	001-410-6508...			-30.67
10/1/2019	FY20	106	S Hiawatha Pos...	9/12	001-410-6508...			-38.77
				9/27	001-410-6508...			-79.47
				9/20	001-410-6508...			-23.33
				10/3	001-410-6508...			-19.25
	320-410-6506 Children's Program Trust							-339.74
10/1/2019	FY20		4imprint	18682391	320-410-6506...			-339.74
							OVERALL TO...	-20,472.81



Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: September 10, 2019

Call to Order: 7:08 pm

A. Call to Order – Roll Call Present: Anna Ronnebaum, Matt Dunbar, Brenda Powers, Sue Halter, and Karlene Nesslage. Also present: Jeaneal Weeks – HPL Director, Kim Downs – Hiawatha City Administrator, Mary White - citizen.
Absent: Jerry Mohwinkle and April Neuendorf

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: August 13, 2019
3. Library Director's Report
4. Monthly Report

A motion was made to approve the consent agenda by Brenda Powers, Sue Halter seconded and the motion carried.

D. New Business -

1. CIP Discussion

The Finance Committee met with Jeaneal to come up with items to submit for the CIP. Items being submitted are; a monument sign, outdoor seating, book carts, interactive tables, self-check stations.

2. Fine free library model discussion. Jeaneal Weeks provided background information on the library model that eliminates fines. Charges would still be assessed for any lost or damaged items. The board discussed the financial effect this might have as well as the reasons for moving forward with this model. The other libraries in the Metro Library Network are also considering this option.
3. Hiawatha Public Library Expansion and Renovation Project
 - a. Building project update regarding dewatering and long term water management. The City Council approved the expenses for the plan to remove the water and provide a solid foundation for the new building, as well as plans for long term water management in the area.
 - b. Consider Resolution approving Pay Estimate #4

Motion to approve Resolution 19-31 was made by Anna Ronnebaum, seconded by Matt Dunbar.

Resolution 19-31 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Halter, Nesslage

Nays: none

Absent: Mohwinkle, Neuendorf
 - c. Consider Resolution approving Change Order #3

Motion to approve Resolution 19-32 was made by Sue Halter, seconded by Anna Ronnebaum.

Resolution 19-32 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Halter, Nesslage

Nays: none

Absent: Mohwinkle, Neuendorf
 - d. Consider Resolution approving Change Order #4

Motion to approve Resolution 19-33 which was a reduction was made by Brenda Powers, seconded by Matt Dunbar.

Resolution 19-33 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Halter, Nesslage

Nays: none

Absent: Mohwinkle, Neuendorf
 - e. Consider Resolution approving Change Order #5

Motion to approve Resolution 19-34 was made by Karlene Nesslage, seconded by Anna Ronnebaum.

Resolution 19-34 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Halter, Nesslage

Nays: none

Absent: Mohwinkle, Neuendorf

f. Consider Resolution approving Change Order #6

Motion to approve Resolution 19-35 was made by Brenda Powers, seconded by Anna Ronnebaum.

Resolution 19-35 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Halter, Nesslage

Nays: none

Absent: Mohwinkle, Neuendorf

E. Old Business-

1. An additional board meeting will be held Thursday 9/12/19 at 5:00pm for consideration of another resolution.
2. Schedule for the strategic planning was discussed; there will be 4 sessions in October.

F. General Discussion

1. Kwik Star will be presenting a check to the Library as part of their ribbon cutting ceremony for the new location on Blairs Ferry Rd.

G. Trustee Training -

1. Fine free library model

H. President's Report

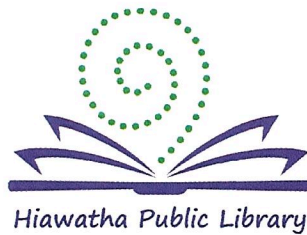
1. The Linn County libraries will be meeting with the Linn County Board of Supervisors
2. Committees will be evaluated by Jeaneal Weeks and Brenda Powers. They will be making some changes to the committees so board members can get some experience on different committees.

I. Adjournment – Brenda Powers made a motion to adjourn the meeting, Sue Halter seconded and the motion was carried. Meeting adjourned at 8:35 pm.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: September 12, 2019

Call to Order: 5:00 pm

A. Call to Order – Roll Call Present: Anna Ronnebaum, Brenda Powers, Sue Halter, and Karlene Nesslage. Also present: Jeaneal Weeks – HPL Director
Absent: Matt Dunbar, Jerry Mohwinkle, and April Neuendorf

B. Approval of Agenda

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

C. New Business -

1. Hiawatha Public Library Expansion and Renovation Project

a. Consider Resolution approving Proposal for Library Shelving

Motion to approve Resolution 19-36 was made by Anna Ronnebaum, seconded by Sue Halter.

Resolution 19-36 was approved by a roll call vote:

Ayes: Powers, Ronnebaum, Halter, Nesslage

Nays: none

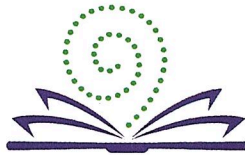
Absent: Mohwinkle, Neuendorf, and Dunbar

D. Adjournment – Anna Ronnebaum made a motion to adjourn the meeting, Sue Halter seconded and the motion was carried. Meeting adjourned at 5:05 pm.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



Hiawatha Public Library
150 West Willman Street
Hiawatha, Iowa 52233
319.393.1414
hiawathapubliclibrary.org

October 2019

Director's Report: Jeaneal Weeks

Library director Jeaneal Weeks and board president Brenda Powers met with Linn County librarians and the Linn County Board of Supervisors at the Cedar Rapids Public Library. The purpose of the gathering was to share success stories and to listen to supervisors' expectations of our county libraries. This was a fruitful discussion. Jeaneal and Brenda sat with supervisor Stacey Walker and the Marion Public Library trustee Nancy Miller. Our primary discussion was about improved access and equity in libraries. In addition, we discussed at length expanded roles of libraries as community hubs and the relevance of libraries in the Internet age.

Jeaneal Weeks and youth services librarian interviewed several candidates for the open operations manager position. We are pleased to announce that Claire Broyles will join the staff later this month. She is currently a librarian in Radford, VA and is making preparations for her move.

Jeaneal continues to attend construction meetings to stay abreast of details of the expansion project and to serve as liaison for staff and board.

Jeaneal has begun 1 on 1 meetings with staff. These informal discussions will continue on a monthly basis with the purpose to touch base and discuss successes and areas of improvement.

Mike Pearson led us in our first strategic planning session on October 1. Library employees, board members, and Friends of the Library member, Tom Raley participated. These sessions will take place every Tuesday morning in October. The resulting plan will inform our focus and service goals for the next 3-5 years.

Jeaneal attended the third annual Iowa Ideas conference the Gazette's two-day nonpartisan, statewide learning and networking experience in Cedar Rapids. She participated in the human and social services track of sessions which addressed under-utilized workforce, elements of effective neighborhoods, fair chance hiring, barriers and disparities, creative transportation solutions, and welcoming diverse populations. Keynote speakers included Andre Wright and Jason Sole, founders of the Humanize My Hoodie movement to address racial equality. Several of our team attended an afternoon session with them at the Cedar Rapids Public Library which included a screen printing workshop. Another keynote speaker was former senator, governor, and Agriculture Secretary in the Obama administration. He spoke passionately about how to focus on diversifying crops, methods of production, and people.



<https://www.thegazette.com/IowaIdeas/stories/tom-vilsack-iowa-ideas-2019-keynote-speaker-20190722>

Jeaneal Weeks, Marta Petermann, Chris Stoner, and Deb Tobias attended the Linn County Continuum of Care Awareness series discussion on homelessness at the Cedar Rapids Public Library.

We offer thanks to Zion Lutheran Church for providing extra parking during the summer months to alleviate the lack of parking due to construction. They are good neighbors, and we appreciate their generosity.

Youth Services Report: Alicia Mangin

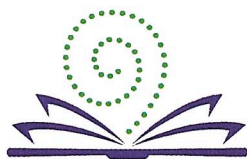
School back in session means outreach is also back in session. Youth Services Librarian Alicia Mangin visited Kids Kampus, Robyn's Nest, Lily Pad, Little Learners and Mother Goose childcare centers. She also popped in on several preschools including Little Lambs, Lovely Lane, Nixon, Wright, St. Pius and Summit. Mangin was excited to share that she has expanded her outreach to Collins Aerospace Day Academy, now reading to 3 preschool classes, 2 three-year-old classes and one toddler class. She reached the hearts and minds of 755 kids through this labor of love.

Yoga Story Time returned to Hiawatha Public Library on September 16. Local expert Jenna Bell Collins facilitates this program which meshes yoga poses, mindfulness and relaxing stories. Yoga Story Time will be featured on the third Monday of each month at 10:15 a.m.

Curious George was the library's special guest on Curiosity Day, September 14. About 80 kids and caregivers gathered to listen to George's adventures and meet him in the fur. George posed for pictures with many smiling wee ones and promised to return to the library in the future.

New to Hiawatha, Kwik Star celebrated their grand opening with a ribbon cutting ceremony on September 25. Hiawatha Public Library thanks the company for bringing their business to our community and for endowing the library with a \$1,000 donation which will be used to grow our programming offerings for all ages. Your generosity is greatly appreciated.

Youth Services Librarian Mangin was the featured guest on Stork Storytime Talks, a podcast created by Jennifer Jordebek, Assistant Director at the North Liberty Community Library. Recorded on September 25, Mangin enjoyed sharing her passion for libraries and the vital role they play in shaping the readers of tomorrow. The podcast is now available at <https://soundcloud.com/nlibertylibrary/learn-about-literacy-now-i-know-my-abcs>.



Adult Programming Report: Marta Petermann

We are waking up to cooler mornings and changing seasons. With Halloween approaching, we are offering several fun programs for adults. On October 19th our community room will transform into Joyce Byer's living room from the popular Netflix show, *Stranger Things*. Participants will have 30 minutes to find and solve clues that will help them trap the Demogorgon in the Upside Down.

We are partnering with the City of Hiawatha to offer Teal Trunk or Treat on October 25th. We anticipate lots of fun with little ones. On Saturday, October 26th we will be showing the spectacular classic movie, *Hocus Pocus*. The Sanderson sisters are back! This time at the Hiawatha Public Library. Join us at 10:00 a.m. for Halloween treats and a spooky good time. Stay until 3:00 p.m. for paranormal investigator team, Spectre group, as they share video of their haunts. This group has investigated the Villisca Axe-Murder House, Edinburgh Manor, Malvern Manor, and Peoria State Hospital. They will also introduce the equipment they use to capture video.

Hiawatha Public Library will be a stopping place for the Hy-Vee mobile clinic on Monday, October 14th. Get your flu shot anytime between 11:00 a.m. and 1:00 p.m. No appointment is needed but be sure to bring your insurance card.

Speaker Floyd Sandford will share his experiences of hiking part of the Appalachian Trail on Tuesday, October 29th at 6:30 p.m.

Collection Development Report: Deb Tobias

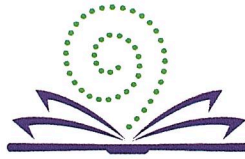
Deb has been busy weeding the collection in anticipation of our move into the expanded library in February, primarily using condition of the material as the criteria. She has been working with the Cedar Rapids Public Library acquisitions librarian to prepare for our move to begin using Sirsi Dynix acquisition module and moving the majority of our cataloging to the Cedar Rapids Public Library.

Deb has been working on the statistics portion of the Annual Survey, due to the State Library of Iowa on October 31, 2019.

Soundbites: (great news)

Today, Sunday October 6th, an elderly patron told me how much she appreciates the library. She complimented the environment as a cozy place to get work done compared to other places, and noted that it was beneficial for senior citizens to maintain community, socialize, and combat loneliness. Her friends see it as an essential part of their neighborhood routine. She spoke from her heart and expressed her gratitude.

–Rachel Greene



I helped teach a patron how to use a computer program to format and print fliers for her business. She said she had been thinking of using the library to complete this vision for a long time, and was so thrilled to finally be able to implement her ideas.

--Rachel Greene

A vision impaired patron came in to sign up for a library card, he said he hadn't frequented the library much in his life. They now take great joy in listening to audiobooks and come in on a regular basis.

--Rachel Greene

A patron's child discovered a new love for reading before bedtime, and their guardian was delighted to find out their child's favorite series of chapter books were on sale in the Friends of the Library book sale room. Now they have many books to read in the future.

--Rachel Greene

When I introduce myself as the Hiawatha Public Library director at meetings and conferences, I most often hear that people love libraries, but also that they choose HPL as their home library because of the small town feel and the customer service.

--Jeaneal Weeks

Fun with Light and Shadow, an engaging STEM program that introduced the materials and activities awarded the library by the Governor's STEM Advisory Council was held on Saturday, September 28. A little boy summed up his experience by telling Youth Services Librarian Alicia Mangin, 'This is fricking cool!'

--Alicia Mangin

A long-time patron who visits often wrote us a note apologizing that she said she returned her material only to find the items in a stack on a table at her home. Sometimes patrons insist that they returned something and then find it at home. This usually leads to a furtive trip to the book drop with shame, so the apology note was very sweet.

--Jeaneal Weeks

Monthly Report September 2019

MATERIAL CIRCULATION		
Adult	3,883	21%
Juvenile	5,384	29%
Young Adult	505	3%
Periodicals	182	1%
DVD Adult	4,273	23%
DVD Juvenile	1,149	6%
Other Materials	40	0%
Kits	37	0.20%
Adult Audio	559	3%
Adult Music	460	2%
Juvenile Audio	99	0.54%
Children's Music	82	0.45%
Young Adult Audio	31	0.17%
Overdrive Audio	628	3.41%
One-Click Audio	84	0.46%
Overdrive E-Books	578	3.14%
3M Cloud Library	122	0.66%
3M Cloud Library Pay Per Use	112	0.61%
Zinio Magazines	165	0.90%
Freegal Music	36	0.20%
Total Circulation	18,409	
Last Year's Circulation	18,458	
Change	-49	

SELF-CHECK	6,744	40.42%
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DAYS OPEN	28
Ave. Daily Circulation	657

INCOME	
Fines	\$875.74
Copier	\$388.05
Postage	\$0.00
FAX	\$86.00
Lost/damaged Books	\$140.83
Lost Cards	\$1.00
ILLs	\$23.00
Room Rental	\$0.00
Merchandise	\$0.00
Total	\$1,514.62

UNIQUE MANAGEMENT		
	Month	Y-T-D
Dollars received	\$99.99	\$193.49
Material returned	\$211.78	\$488.59

OPEN ACCESS CIRCULATION	
Open Access	13,100
Hiawatha	1,862
Linn County	1,153
Cedar Rapids	9,258
Marion	1,485
Robins	569
Total Circulation	16,684

LIBRARY VISITS	
2019	9,893
Daily Average	353
2018	9,640
Change	253

INTERLIBRARY LOANS	
ILLs Sent	27
ILLs Received	18

NOTARY	Month	YTD
	5	33

PROCTOR	Month	YTD
	3	19

PROGRAMMING		
	people	programs
Youth	504	24
Outreach	755	20
Young Adult	6	2
Youth Total	1,265	46
Family	0	0
Adult	299	27
Outreach	20	3
Adult Total	319	30

LIBRARY USERS	
Registered Borrowers	8,974
New this Month	89
Withdrawn	33

MEETING ROOM	120
McKenzie	45
Schminke	75
Public	12
Library	63

COLLECTION								
	<i>Adult</i>	<i>Juvenile</i>	<i>Youth</i>	<i>Audio</i>	<i>Video</i>	<i>Periodicals</i>	<i>Music</i>	Total
Items Added	210	140	24	17	99	43	31	564
Items Withdrawn	1037	378	7	208	93	90	33	1,846

Online Resources

	Month	Y-T-D
WEBSITE USERS	4652	6478

	Log Ins	Y-T-D
PRONUNCIATOR	4	9

	Month	Y-T-D
FREEGAL		
Download patrons/song	20/203	66/644
Streaming patrons/song	16/518	50/1339

	Month	Y-T-D
BRAINFUSE	0	28

	Month	Y-T-D
NICHE ACADEMY		
Views	16	57

		Last		
COMPUTER USE		Ave./Day	Month	Change
Patrons	1194	42.64	1339	-145
Hours	907	32.39	1115	-208

	Month	Y-T-D
REFERENCE USA		
Logins	3	8

EBSCOHOST		
	Sessions	Y-T-D
Image collec	0	12
Core collect	0	58
MasterFILE	0	21
Other	0	32
Novelist	0	0
Total	0	123

No data
was
available
for this
service.

	Month	Y-T-D
LYNDA		
User Logins	130	352

	Month	Y-T-D
KANOPY		
Plays	16	54

RESOLUTION NO. 19-37

Library Board of Trustees

**RESOLUTION APPROVING PARTIAL PAY ESTIMATE #5
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 #5 (five) in the amount of \$102,153.50 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 #5 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 \$102,153.50.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 8th day of October, 2019.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Sectary

City of Hiawatha
Engineering Department
101 Emmons St., Hiawatha Iowa, 52233-1697
PHONE (319) 393-1515 ext. 511 FAX (319) 393-1516

To: Kim Downs, City Administrator

Date: October 3, 2019

From: John C Bender PE, City Engineer

Re: Library Expansion project

Description: Partial Payment #5

Report:

The summary of Partial Payment #5:

- Included items in this payment are primarily project management, site work, earthwork, dewatering, and some stored electrical materials. In the last few days, the concrete footings for the new addition have been poured under the previously authorized extra work order for subgrade stone added to stabilize the soil under the footings. None of this work has been requested for this payment. Similarly, the previously approved change orders 3 through 6 are also not included in this payment at this time.

Total work completed and stored to date is approximately 18% of the total project.

Engineering can recommend approval.

APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE 1 of 5

TO (OWNER):		PROJECT:		APPLICATION NO: 05							
City of Hiawatha 101 Emmons Street Hiawatha, IA 52233		Hiawatha Library 150 West Williams Street Hiawatha, IA 52233		INVOICE NO: 000876 PROJECT NO: 54095 ARCHITECT PROJECT NO: OWNER PO NO: 54095							
FROM: (CONTRACTOR) Kendall R Meyer Garling Construction, Inc. 1120 11th Street Belle Plaine, IA 52208		ARCHITECT: Fusion Architects 1950 Boyson Rd Hiawatha, IA 52233		CONTRACT DATE: FROM: 8/16/2019 TO: 9/16/2019							
<table border="0"> <tr> <td><input checked="" type="checkbox"/> OWNER</td> <td><input type="checkbox"/> ARCHITECT</td> <td><input type="checkbox"/> LENDOR</td> <td><input type="checkbox"/> GENERAL CONTRACTOR</td> <td><input type="checkbox"/> CONSTRUCTION MANAGER</td> <td><input type="checkbox"/> OTHER</td> </tr> </table>						<input checked="" type="checkbox"/> OWNER	<input type="checkbox"/> ARCHITECT	<input type="checkbox"/> LENDOR	<input type="checkbox"/> GENERAL CONTRACTOR	<input type="checkbox"/> CONSTRUCTION MANAGER	<input type="checkbox"/> OTHER
<input checked="" type="checkbox"/> OWNER	<input type="checkbox"/> ARCHITECT	<input type="checkbox"/> LENDOR	<input type="checkbox"/> GENERAL CONTRACTOR	<input type="checkbox"/> CONSTRUCTION MANAGER	<input type="checkbox"/> OTHER						

CONTRACTOR'S APPLICATION FOR PAYMENT

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

Change Orders approved in previous months by Owner	APPROVED	DEDUCTIONS
Total		(\$3,436.15)
Approved this Month		
Number	Date Approved	
TOTALS		
Net change by Change Orders		(\$3,436.15)

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

CONTRACTOR: Garling Construction, Inc.

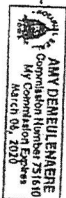
BY: [Signature] DATE: 9-18-19

ARCHITECTS CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED	AMOUNT CERTIFIED
One Hundred Two Thousand One Hundred Fifty Three Dollars and Fifty Cents	\$ 102,153.50
<p>ARCHITECT: <u>[Signature]</u> (Attach explanation if amount certified differs from the amount applied for.)</p> <p>BY: <u>[Signature]</u> Date: 9.18.19</p> <p>This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.</p>	

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$557,211.71
8. CURRENT PAYMENT DUE	\$102,153.50
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$3,246,198.64
State of: IA	
Subscribed and sworn to before me this 18th day of Sept 2019	
Notary Public: <u>[Signature]</u>	
My Commission Expires: 3-6-20	



1. ORIGINAL CONTRACT SUM	\$3,909,000.00
2. Net change by Change Orders	(\$3,436.15)
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$3,905,563.85
4. TOTAL COMPLETED & STORED TO DATE (Column I on G703)	\$694,068.64
5. RETAINAGE:	
a. 5.00%	\$34,703.43
b.	
Total Retainage (Line 5a + 5b or Column F + G on G703 of Stored Material (Column H on G703))	
Total in Column I of G703	\$34,703.43
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$659,365.21

RESOLUTION NO. 19-38
Library Board of Trustees

**RESOLUTION APPROVING ADOPTION
OF 2018-2019 ALA RESOLUTION ON MONETARY LIBRARY FINES AS A
FORM OF SOCIAL EQUITY**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE HIAWATHA PUBLIC LIBRARY to adopt 2018-2019 ALA Resolution on Monetary Library Fines as a Form of Social Equity eliminating fines for FY21.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 8th day of October, 2019.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Sectary

Exhibit A

CIRCULATION POLICY

Library Cards

- I. The following people are eligible for library cards at the Hiawatha Public Library:
 - Persons residing within the city limits of Hiawatha, Cedar Rapids, or Marion.
 - Persons residing in cities that contract for library service through the Metro Library Network. Eligibility for these residents depends upon annual renewal of the contract with MLN.
 - Persons who own property in the city of Hiawatha but who reside outside the city limits.
 - Persons who reside in cities participating in the state Open Access program.
 - Residents of rural Linn County and residents of unincorporated cities without libraries in Linn County. Eligibility for free service for these residents depends upon annual renewal of the contract with the County supervisors.
- II. Library card privileges expire every three years with the exception of those governed by contracts. All persons applying for a card must complete a registration form in person or online.
- III. Card types:
 - Metro: For patrons with valid ID and proof of address
 - Metro-Lite: For patrons with valid ID and proof of address who want to limit themselves and avoid large fines.
 - Quick:
 - A. For patrons with ID but no proof of address
 - B. For patrons with no ID and no proof of address
 - C. For patrons with no physical address
 - D. For minors under the age of 14 without a legal guardian
 - E. For minors over the age of 14 without proof of address
 - F. PC card only-valid for print material and media.
- IV. Each person is held responsible for the material checked out on his or her card. Parents are held responsible for materials checked out to their children.
- V. The Hiawatha Public Library endorses the policy of confidentiality of library registration and circulation records. The Library Director is the lawful custodian of records and may open the record only upon receipt of a court order. (See Confidentiality of Library Records policy)

Circulation of Materials

I. Loan periods

All materials, except DVDs, magazines, and specially marked books, may be renewed twice unless there is an outstanding request for the material or if the borrower has fines or overdue materials in excess of \$20.00. (This needs updated to reflect new cards and fine limits.)

Fiction DVDs and magazines may be renewed once.

A. 21 days

- most books
- nonfiction DVDs
- Books on CD
- Music CDs
- Children's Kits (book and CD)

B. 10 days

- magazines (current issue may not be checked out)

C. 7 days

- Fiction DVDs

D. 35 days

- Book Club Kits

II. 20 non-fiction and 20 fiction DVDs may be checked out at a time.

III. Maximum charges per Card:

Metro	Metro-Lite	Quick
Unlimited	10	3

IV. Maximum number of holds per Card:

Metro	Metro-Lite	Quick
50	25	5

V. Overdue materials

A. An item becomes overdue unless returned to the library by the date due.

B. An overdue notice will be sent to the patron when an item is overdue.

First notice—3 days

Second notice—5 days

Third notice—20 days

Final notice (bill for replacement costs)—30 days.

C. When an item is 30 days overdue, the cardholder will be billed for the replacement cost of the material. If the material is returned, the replacement cost will be changed to the appropriate fine amount.

D. Borrowers who have replacement fees for non-returned items totaling \$40.00 will be reported to Unique National Collections after 60 days. Borrowers who are reported to Unique National Collections will be charged a \$10.00 collection fee in addition to any fines owed.

- E. Patrons who have accounts in collection for 120 days for amounts over \$100 will be reported to the Credit Bureau.
- F. Lost and damaged materials (See **Lost and damaged materials policy**)

~~VI. Fines (daily fine per item for overdue materials):~~

- ~~• \$.25 adult materials, CDs, DVDs,~~
- ~~• \$.20 children's materials~~
- ~~• \$1.00 Interlibrary Loan~~
- ~~• Maximum fine for adult material is \$7.00. Maximum fine for children's material is \$4.00~~

Borrowing privileges will be temporarily suspended when ~~fees~~ fees exceed:

Metro	Metro-Lite	Quick
\$20.00	\$10	\$5

The borrower assumes full responsibility for damage, loss, or theft of library materials. The library assumes no responsibility for damage to equipment used with audio-visual material borrowed from the library.

Adopted 2/13/18

Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 27, 2019, states that the American Library Association shall implement these objectives by "Promoting the removal of barriers to library and information services, particularly fees, and overdue charges";

Whereas ALA Policy B.4.2 (Free Access to Information) "asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services";

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it

**2018-2019 ALA CD# 38
(Rev.1/27)
2019 ALA Midwinter
Meeting**

Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that "The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.";
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

Mover: Peter Hepburn, Councilor At-Large

773.426.8082

Seconders: Matt Ciszek, Councilor At-Large,

330.397.3650

Sara Dallas, Councilor At-Large,

518.859.0742

Ed Garcia, Councilor At-Large

401-497-8992

Version: Final. 1.27.19 4:51 PM