



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

Board Meeting Agenda
Hiawatha Public Library Board of Trustees

November 11, 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: October 8, 2019
 - 3. Library Director's Report
 - 4. Monthly Report
- D. New Business
 - 1. Hiawatha Public Library Expansion and Renovation Project
 - a. Consider Resolution approving Pay Estimate #6
 - 2. Old Business
 - a. Building project update
 - b. Committee assignments
- E. General Discussion
- F. Trustee training-no report
- G. President's Report
- H. Adjournment

The next regularly scheduled board meeting is set for Tuesday, December 10, 2019 at 7:00 p.m. in the Glenn Schminke Community Room, Hiawatha Public Library.

Register Report

10/9/2019 through 11/11/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 10/8/2019								-57,993.68
10/14/2019	FY20		Center Point ...	1731327	001-410-650...			-620.12
10/14/2019	FY20		Office Express	67286-0	001-410-650...			-206.77
10/23/2019	FY20	S	Walmart		320-410-650...			-23.92
					320-410-650...			-5.56
				10/17	001-410-650...			-10.53
				10/18	001-410-650...			-4.76
				Unable to d...	001-410-650...			-48.78
								64.07
10/23/2019	FY20	S	Hiawatha Po...		001-410-650...			-30.67
					001-410-650...			-38.83
10/23/2019	FY20		Goodwill		320-410-650...			-29.70
10/23/2019	FY20		HyVee	9/30/19 stra...	001-410-650...			-55.57
10/24/2019	FY20		SofterWare	785520	001-410-649...			-213.00
10/24/2019	FY20		Dollar Tree ...	10/7/19	001-410-650...			-5.00
10/24/2019	FY20		Marta Peter...	Understand...	001-410-623...			-32.36
10/24/2019	FY20		Marco	25688929	001-410-649...			-971.74
10/24/2019	FY20		Do It Yourself		001-410-650...			-19.96
11/1/2019	FY20		Adobe	1092636994	001-410-650...			-15.89
11/1/2019	FY20		Taste Of Ho...	renewal	001-410-650...			-17.98
11/1/2019	FY20		Good House...	one year re...	001-410-650...			-34.97
11/10/2019	FY20		Unique Man...	561196	001-410-649...			-17.90
11/10/2019	FY20		Garden Gate	One year re...	001-410-650...			-32.00
11/10/2019	FY20		Hy-Vee	10/17/19	001-410-650...			-49.41
11/10/2019	FY20		Idealware	Taryn-Acci...	001-410-623...			-135.00
11/10/2019	FY20		Midwest Tape	98164170	001-410-650...			-87.46
11/10/2019	FY20		*Marco	258777811	001-410-649...			-885.34
11/10/2019	FY20		Hiawatha Po...	11/1/19	001-410-650...			-96.44
11/10/2019	FY20		Iowa Library ...	DT-706418...	001-410-621...			-101.00
11/10/2019	FY20		Hy-Vee	10/28/19	320-410-650...			-27.98
11/10/2019	FY20		Demco	6701090	001-410-650...			-110.97
11/10/2019	FY20		Michael's	10/22/19	001-410-650...			-49.86
11/10/2019	FY20		Hy-Vee	10/22/19	001-410-650...			-54.00
11/10/2019	FY20		Kwik Star	10/22/19 St...	001-410-650...			-8.18
11/10/2019	FY20	S	Amazon	113-71177...	001-410-650...			-216.94
				114-40988...	001-410-650...			-4.99
11/10/2019	FY20		Iowa Secreta...	Notary appl...	001-410-621...			-30.00

10/9/2019 through 11/11/2019

[illegible]

BALANCE 11/11/2019



Library Board of Trustees Meeting

Location: Glenn Schminke Community Room

Date: October 8, 2019

Call to Order: 7:03 pm

A. Call to Order – Roll Call

Present: Matt Dunbar, Brenda Powers, April Neuendorf, and Karlene Nesslage. Also present: Jeaneal Weeks – HPL Director, Kim Downs – Hiawatha City Administrator, Daniel Hoffmann - citizen, Rob Archibald – Council Member, Bill Bennett - Mayor.

Absent: Jerry Mohwinkle, Anna Ronnebaum, and Sue Halter

B. Approval of Agenda

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

C. Approval of Consent Agenda

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

A motion was made to approve the consent agenda (after pulling the bills) by April Neuendorf, Matt Dunbar seconded and the motion carried.

The bills were reviewed. A motion was made to approve the bills by Brenda Powers, Matt Dunbar seconded and the motion carried.

D. New Business -

1. Hiawatha Public Library Expansion and Renovation Project
 - a. Consider Resolution approving Partial pay Estimate #5
Motion to approve Resolution 19-37 was made by Karlene Nesslage, seconded by Matt Dunbar.
Resolution 19-37 was approved by a roll call vote:
Ayes: Dunbar, Powers, Neuendorf, Nesslage

Nays: none

Absent: Mohwinkle, Ronnebaum, Halter

- b. Discussion / possible action approving Resolution 19-38 to adopt a Fine Free model in the FY21 budget.

The board discussed the pros and cons of changing to a fine free model.

Motion to approve Resolution 19-38 was made by April Neuendorf, seconded by Brenda Powers.

Resolution 19-38 was approved by a roll call vote:

Ayes: Dunbar, Powers, Neuendorf, Nesslage

Nays: none

Absent: Mohwinkle, Ronnebaum, Halter

E. Old Business-

1. Progress is being made on the building project. The excess water has been addressed and the project is moving forward.

F. General Discussion

1. Strategic Planning sessions are underway. The first 2 sessions have been completed, 2 more remain.
2. Committee assignments. Jeaneal made some suggestions on committee assignments. The board will review and determine next steps.

G. Trustee Training - no report

H. President's Report

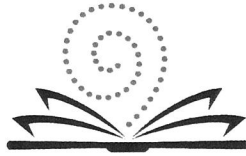
1. Brenda handed out Board member job descriptions as a reminder of our responsibilities.
2. The Friends of the Hiawatha Library continue to meet and are working on donation guidelines.

- I. **Adjournment** – Karlene Nesslage made a motion to adjourn the meeting, April Neuendorf seconded and the motion was carried. Meeting adjourned at 7:46 pm.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary



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

November Director's Report: Jeaneal Weeks

Library director Jeaneal Weeks, library staff, and library board members met for four Tuesday mornings in October to participate in strategic planning with facilitator Mike Pearson. We determined several areas of service and staff communication that we will focus on for the next three years. Weeks is working to write the plan with specifics and assign staff members to each task so that we can revisit the plan at least yearly to determine successes, difficulties, and progress.

We are pleased to welcome Claire Broyles our new Operations Manager. She has demonstrated that she is ready to jump right in and has scheduled 1-on-1 meetings with staff to introduce herself and to learn job responsibilities and current assignments. She is a welcome addition and has already taken on the Edge technology assessment, grant writing, annual report, and consulting with staff regarding the library website. She is also exploring ideas as to how best staff can communicate with each other more effectively.

Jeaneal continues to attend construction meetings to stay abreast of details of the expansion project and to serve as liaison for staff and board. The current schedule for completion of Phase 1 has us moving into the addition March 25-March 31. Completion of the second phase is forecast to be July 10, 2020. These dates will most likely change, but this is the current schedule.

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.

Jon Faircloth installed new computers at our circulation desk, the final part of an installation started last spring. After a number of hiccups, staff member Taryn Kincaid was able to fix resulting issues such as resolving public computer printing problems and reprogramming receipt printers at the circulation desk. Taryn has been a truly reliable technology problem solver.



We are currently in a one month free trial of Hoopla, a digital resource offering audiobooks, movies, music, comics, e-books, and television shows. CRPL and MPL currently offer it to their patrons. Each library's service is limited to residents of each particular city, residents of rural Linn County, and residents of contracting cities Alburnett and Robins. This model is one of pay-as-you-go, much like our

Kanopy service. This model allows us to budget based on our patron usage and monthly spending.

Jeaneal Weeks, Claire Broyles, and budget committee members Brenda Powers and Karlene Nesslage met with the city administrator Kim Downs and finance director Cindy Kudrna to discuss the library's CIP request for FY21. Submissions include a new monument sign, outside seating, two Play touch tables, and two additional self-checks stations. In addition, Brenda Powers, Jeaneal Weeks, and Claire Broyles attended the council CIP work session to review and present HPL's request and to learn about the additional needs in Hiawatha that will be address through the CIP process.

Director Weeks and budget committee members Brenda Powers and Karlene Nesslage met with the city administrator Kim Downs and finance director Cindy Kudrna to discuss the upcoming FY21 budget request. Weeks will submit the budget request before November 18 and will bring it to the library board for approval in December. There are many budgetary unknowns due to the additional costs associated with the expansion. Kim Downs and Cindy Kudrna will assist with the request in order to prepare for council.

Director Weeks gave a tour to staff and board members from the Waverly Public Library. They had many questions about our services and resources, and it is a wonderful opportunity to connect with another library to share ideas, concerns, and successes.

Jeaneal Weeks and Claire Broyles attended the Executive Director Non-Profit Peer Networking session at the Greater Cedar Rapids Community Foundation. This lunch sessions is a wonderful way to connect with other non-profits in the area to share ideas, frustrations, and successes. In the future, Claire Broyles will attend the Manager Non-Profit Peer Networking sessions.



Jeaneal Weeks submitted the annual survey to the State Library of Iowa on October 31st. This survey accounts for all areas of the library from usage statistics, financials, collections, etc. from FY19. The results of all Iowa libraries will be collected and provided by the State Library. Use this link for previous survey results for all Iowa libraries. <https://www.statelibraryofiowa.org/ld/a-b/statistics/publibstats> Jeaneal met with IT specialist Jill Martinez from CRPL to discuss monthly statistics and how to use them in the annual survey so that we are measuring the same parameters in future surveys.

Jeaneal Weeks and youth services librarian Alicia Mangin attended the ribbon cutting for World Class Industries on November 7. The Cobb family, through World Class Industries have been very generous to HPL in the form of funding for Play and Learn and a generous gift to the building fund.

HPL staff participated in staff training at CRPL on November 8. CRPL generously offered to have us join them for a day of learning from Michael Stephens, Wholehearted Libraries. HPL staff returned to the library at 2:00 to have a relaxed staff meeting with lots of discussion and sharing in order to help Claire Broyles navigate problems and successes.

Operations Manager Report: Claire Broyles

Claire Broyles started her position on October 28th and has settled in nicely. She has started work on projects including updating HPLs Library Edge Assessment, communicating with our local 2020 Census office, and gathering information about the current open enrollment for the Affordable Care Act.

On November 1st Claire released the first volume of our new weekly newsletter. This newsletter will highlight upcoming programs, services provided by the library, and promote opportunities to get involved in the community.

Claire has started to get to know the staff at HPL better and has conducted or schedule one-on-one meetings with several members of the staff. She has also attended Capital Improvement Planning meetings involving budgetary items for the library, the City Council meeting on November 6th, and a local non-profit director's meeting. Claire has also conducted a meeting with several staff



members to discuss the library's website and changes that may improve its usability.

Claire has begun learning all of the library programs and software and had a meeting with Metro Library Network's Automation Librarian, Jill Martinez, on Tuesday afternoon to discuss administrator privileges and applications.

Youth Services Report: Alicia Mangin

October may mean the beauty of fall for some but for librarians it means the beauty of America Reads Day. A national literacy initiative, area schools invite guest readers into all classrooms for America Reads Day and stories are shared with all ages. Youth Services Librarian Alicia Mangin read to nearly 300 kids at Westfield, Bowman Woods, Novak, Nixon, Hiawatha, Wright and Pierce Elementary Schools. The book *Monster's New Undies* was easily the crowd favorite.

The six-week family program 1-2-3 Magic presented by Parent Education Consortium debuted on October 7 at the Library. Based on the popular book by Thomas Phelan, this program is designed to put parents in charge and build happier, healthier relationships with their children. A typical session begins with a family dinner, instruction for caregivers while the children are supervised away from their caregivers and concludes with family time again. Participants have expressed that the sessions are leading to positive results at home.

Hiawatha Public Library was pleased to join the Parks & Recreation Department at the Second Annual Teal Trunk or Treat held at Guthridge Park on October 25. Teal Trunk or Treats provide children with food allergies a trick-or-treating option. The Library's "trunk" featured an Under the Sea theme and librarians Alicia Mangin and Marta Petermann handed out small flashlights with the library's name embossed on them.

Mangin and Petermann also represented the Library at Fall Fest on October 27. At this event, traditional trick-or-treating was the name of the game so costumed kids received lots of candy. Jeaneal Weeks judged the costume contest and had to make difficult choices.

- Most original costume, Amelia Earhart
- Scariest costume, little ghost
- Funniest costume, little girls with E.T. in a basket



Adult Programming Report: Marta Petermann

A library is so much more than just books, accessing computers, or needing a place to meet. We also try to give back to our community. A special "Thank You" to our patrons and community members for donating shoes this October. We had 311 pairs donated. Wow! Those shoes will have a chance at a second life-being given to those in need.

We are currently collecting feminine products to give to the Catherine McAuley Center and Willis Dady Shelter until the end of November. A sad fact is that some women have reported giving up their food stamps for money to buy tampons. This is another way to help out in our community.

Food for Fines has begun. Until the end of November, we are accepting non-perishable food in exchange for removing library fines. For each item brought in, we will remove \$1. We ask that you please check items for expiration dates. We will also not accept glass items. Fines are for overdue items only. Not lost/damaged items.

Upcoming Programs:

Need a night out with a chance to be creative? Come raid our craft closet. We're opening up our stash of craft supplies for you to let your imagination run wild. Feel free to bring your own craft project and use our supplies to add a special touch! Friday night, November 22nd from 6:00-8:00. Registration is required and it is for adults 21 and older.

Join us at the Hiawatha Public Library on Tuesday, November 26th at 6:00pm to watch an enthralling documentary called *Water Warriors*. *Water Warriors* is the story of a community's successful fight to protect their water from the oil and natural gas industry. When an energy company begins searching for natural gas in New Brunswick, Canada, indigenous and white families unite to drive out the company in a campaign to protect their water and way of life.



Collection Development Report: Debra Tobias

October sees the release of many new books in the publishing world. Some of the most anticipated titles we purchased this month are "Me" by Elton John, "Body: a guide for occupants" by Bill Bryson, "Olive again" by Elizabeth Strout, "United States of Trump" by Bill O'Reilly, and many more of our most popular authors, such as Alice Hoffman, Nevada Barr, Susan Isaacs, Janet Dailey, Patricia Cornwell, and of course, James Patterson.

Our patrons continue to suggest items for purchase, some of which are already on the radar, and some that show the great variety of viewpoints we serve here in Hiawatha. "Cabin porn", by Zach Klein, deals with the love and creativity people display in their decorating ideas for cabins, whether vacation or primary residence. "Samson and Amish Delilah" by Thomas Nye, a local author, is a novel of love and life in rural America. "Queen next door" by Linda Solomon, the next door neighbor of Aretha Franklin, shares candid shots of Aretha with friends and what it was like to have the queen of soul across the fence. "Opioid Indiana", by Brian Allen Carr, is a novel set in present day that deals with the deadly issue of addiction in small town America.

We also purchased a number of large print items at a very low cost this fall (our outreach service to nursing homes as well as patron demand keeps us on our toes in this area). Audiobooks, graphic novels, and DVDs continue to circulate well. Check it out!

Soundbites: (great news)

I had a few fun interactions with patrons at the Tiny House Presentation last weekend. One lady said she was visiting from Minnesota and saw the advertisement for the program. Another patron is a teacher from a small town an hour away, who was excited to learn more about tiny houses to share the information with his students. --Marta Petermann

I visited a local childcare center the morning after Halloween and the teachers explained that the kids were "feeling it." They were tired and a little grumpy. No



problem! I read *Apple Cake* by Dawn Casey, a story that expresses thanks for the rain and sun. The illustration includes the scientific result of those two ingredients-

--a rainbow. I asked the kids, "What happens when the sun comes out after it rains? Look at the picture." The majority of them said, "A rainbow!" A little boy who was not feeling the same glee and wonder then proudly announced, "I hate rainbows." --Alicia Mangin

A young patron came to the desk to get a new pair of headphones. He let me know that he could only hear out of one side. I apologized and thanked him for letting me know, saying that they are a cheaper pair and that I would get him another set. He shook his head and said, "I understand...budget cuts."

--Marta Petermann

Monthly Report October 2019

MATERIAL CIRCULATION		
Adult	4,063	22%
Juvenile	5,451	30%
Young Adult	563	3%
Periodicals	199	1%
DVD Adult	3,520	19%
DVD Juvenile	1,366	8%
Other Materials	76	0%
Kits	52	0.29%
Adult Audio	576	3%
Adult Music	460	3%
Juvenile Audio	123	0.68%
Children's Music	98	0.54%
Young Adult Audio	35	0.19%
Overdrive Audio	448	2.48%
One-Click Audio	83	0.46%
Overdrive E-Books	526	2.91%
3M Cloud Library	114	0.63%
3M Cloud Library Pay		
Per Use	119	0.66%
Zinio Magazines	178	0.98%
Freegal Music	36	0.20%
Total Circulation	18,086	
Last Year's Circulation	18,458	
Change	-372	

SELF-CHECK	7,470	45.05%
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DAYS OPEN	31
Ave. Daily Circulation	583

INCOME	
Fines	\$813.33
Copier	\$1,021.60
Postage	\$0.00
FAX	\$71.00
Lost/damaged Books	\$94.80
Lost Cards	\$4.00
ILLs	\$12.00
Room Rental	\$0.00
Merchandise	\$0.00
Total	\$2,016.73

UNIQUE MANAGEMENT		
	Month	Y-T-D
Dollars received	\$165.37	\$358.86
Material returned	\$35.90	\$524.49

OPEN ACCESS CIRCULATION	
Open Access	12,871
Hiawatha	1,999
Linn County	1,196
Cedar Rapids	9,790
Marion	1,474
Robins	516
Total Circulation	16,582

LIBRARY VISITS	
2019	9,085
Daily Average	293
2018	11,437
Change	-2,352

INTERLIBRARY LOANS	
ILLs Sent	29
ILLs Received	14

NOTARY	Month	YTD
	3	36

PROCTOR	Month	YTD
	6	25

PROGRAMMING		
	people programs	
Youth	690	31
Outreach	962	27
Young Adult	36	3
Youth Total	1,688	61
Family	658	6
Adult	312	30
Outreach	30	3
Adult Total	1,000	39

LIBRARY USERS	
Registered Borrowers	9,085
New this Month	71
Withdrawn	40

MEETING ROOM	164
McKenzie	80
Schminke	84
Public	10
Library	74

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	422	175	58	10	138	40	22	865
Items Withdrawn	51	472	3	0	45	0	0	571

Online Resources

	Month	Y-T-D
WEBSITE USERS	4549	11027

	Log Ins	Y-T-D
PRONUNCIATOR	3	12

	Month	Y-T-D
FREEGAL		
Download patrons/song	23/220	89/864
Streaming patrons/song	16/474	66/1813

	Month	Y-T-D
BRAINFUSE	0	28

	Month	Y-T-D
NICHE ACADEMY		
Views	24	81

		Ave./Day	Last Month	Change
COMPUTER USE				
Patrons	1371	44.23	1194	177
Hours	966	31.16	907	59

	Month	Y-T-D
REFERENCE USA		
Logins	3	11

EBSCOHOST		
	Sessions	Y-T-D
Image collec	1	13
Core collect	0	58
MasterFILE	2	23
Other	1	33
Novelist	0	0
Total	4	127

	Month	Y-T-D
LYNDA		
User Logins	361	713

	Month	Y-T-D
KANOPY		
Plays	4	58

RESOLUTION NO. 19-39

Library Board of Trustees

**RESOLUTION APPROVING PARTIAL PAY ESTIMATE #6
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 #6 (six) in the amount of \$178,654.53 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 #6 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 \$178,654.53.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 12 day of November, 2019.

Brenda Powers, President

ATTEST:

Karlene Nesslage, Secretary

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: November 5, 2019

From: John C Bender PE, City Engineer

Re: Hiawatha Library Expansion project

Description: Partial Payment #6

Report:

The summary of Partial Payment #6:

- Partial Payment #6 of **\$178,654.53** includes items that are primarily project management, site work, concrete foundations and walls, delivery of steel materials, and some stored electrical materials. In the last few days, the concrete walls for the lower level of the new addition have been placed along with the waterproofing system and subsurface drainage tile to ready the foundations for backfilling of the earth material. Previously approved change orders 1 through 6 are also included in this payment.

Total work completed and stored to date is approximately 22% of the total project.

Engineering can recommend approval.

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO (OWNER):

City of Hiawatha
101 Emmons Street
Hiawatha, IA 52233

PROJECT: Hiawatha Library

150 West Williams Street
Hiawatha, IA 52233

APPLICATION NO: 06

INVOICE NO: 000929

PROJECT NO: 54095

ARCHITECT PROJECT NO:

OWNER PO NO: 54095

Distribution to:

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

FROM:
(CONTRACTOR)

Kendall R Meyeraan
Garling Construction, Inc.
1120 11th Street
Belle Plaine, IA 52208
General Construction

ARCHITECT:
Fusion Architects
1950 Boyson Rd
Hiawatha, IA 52233

CONTRACT DATE: 9/17/2019
FROM: 10/15/2019
TO:

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			
Number	Date Approved		
Change Order 00	10/14/2019	\$19,514.69	
Change Order 00	10/14/2019	\$7,293.51	
Change Order 00	10/14/2019	\$4,811.20	
TOTALS		\$31,619.40	
Net change by Change Orders			\$22,008.25

1. ORIGINAL CONTRACT SUM \$3,909,000.00
2. Net change by Change Orders \$22,008.25
3. CONTRACT SUM TO DATE (Line 1 + 2) \$3,931,008.25
4. TOTAL COMPLETED & STORED TO DATE \$882,126.04
(Column I on G703)

5. RETAINAGE:
a. 5.00% of Completed Work \$44,106.30
(Column F + G on G703)
b. of Stored Material
(Column H on G703)

Total Retainage (Line 5a + 5b or Total in Column L of G703) \$44,106.30
6. TOTAL EARNED LESS RETAINAGE \$838,019.74
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$659,365.21
8. CURRENT PAYMENT DUE \$178,654.53
9. BALANCE TO FINISH, PLUS RETAINAGE \$3,092,988.51
(Line 3 less Line 6)

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

CONTRACTOR: Garling Construction, Inc.

BY: 

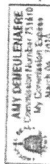
State of: IA

Subscribed and sworn to before me this 15th day of October 2019

Notary Public:



My Commission Expires: 3-6-20



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 \$ 178,654.53
One Hundred Seventy Eight Thousand Six Hundred Fifty Four Dollars and Fifty Three Cents

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

ARCHITECT:



By:

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.

Date: 10.24.19

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing
 Contractor's signed Certification is attached.
 In tabulations below, amounts are stated to the nearest doll.
 Use Column L on Contracts where variable retainage for lin.

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE		PREVIOUS APPLICATION		COMPLETED THIS MONTH		TOTAL COMPLETE AND		BALANCE TO FINISH	
			AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	STORED AMOUNT	COMPLETE	BALANCE	RETAINAGE
1												
2	Division 1 - General Requirements											
3	Bonds/Insurance Permits	010002	22,325.00	100%	22,325.00	100%			22,325.00	100%		1,116.25
4	Mobilization & Equipment	010003	14,050.00	53%	7,500.00	53%			8,250.00	59%	5,800.00	412.50
5	Management/Supervision/Admin	010004	263,395.00	39%	103,750.00	39%	750.00		110,750.00	42%	152,645.00	5,537.50
6	Temporary Utilities/Dumpster	010005	24,550.00	22%	5,486.00	22%	2,000.00		7,486.00	30%	17,064.00	374.30
7	Temporary Construction	010009	11,840.00	83%	9,800.00	83%			9,800.00	83%	2,040.00	490.00
8	Clean Up	010020	9,690.00	24%	2,350.00	24%			2,350.00	24%	7,340.00	117.50
9	Winter Conditions	010030	27,665.00								27,665.00	
10	BIM	010038	4,650.00	51%	2,350.00	51%			2,350.00	51%	2,300.00	117.50
11	Division 2 - Existing Conditions											
12	Layout & Staking	020050	5,665.00	96%	5,452.64	96%			5,452.64	96%	212.36	272.63
13	SWPPP	020051	3,480.00	42%	1,470.00	42%			1,470.00	42%	2,010.00	73.50
14	Dewatering	020052	37,750.00	100%	37,750.00	100%			37,750.00	100%		1,887.50
15	Demolition	020057	36,380.00	22%	7,930.00	22%			7,930.00	22%	28,450.00	396.50
16	Earthwork/ Site Cleaning	020063	321,645.00	68%	218,720.00	68%	2,800.00		221,520.00	69%	100,125.00	11,076.00
17	Asphalt Paving	020069	57,220.00	75%	42,915.00	75%			42,915.00	75%	14,305.00	2,145.75
18	Landscaping	020090	37,235.00								37,235.00	
19	Division 3 - Concrete											
20	Underpinning Soil Stabilization		57,310.00	100%	57,310.00	100%			57,310.00	100%		2,865.50
21	Concrete Foundations	030150	236,570.00				87,250.00		87,250.00	37%	148,820.00	4,387.50
22	Site Concrete		47,580.00	32%	15,325.00	32%	11,025.00		26,350.00	55%	21,230.00	1,317.50
23	Division 4 - Masonry											
24	Unit Masonry/Masonry Veneer	040325	204,665.00								204,665.00	
25	Division 5 - Metals											
26	Steel Material	050353	123,615.00	11%	14,000.00	11%	22,560.00		36,560.00	30%	87,055.00	1,828.00
27	Steel Erection		58,030.00								58,030.00	
28	Division 6 - Wood, Plastics & Com											
29	Rough Carpentry/Trusses	060405	206,600.00								206,600.00	
30	Finish Carpentry/Casework	060415	59,445.00								59,445.00	
31	Division 7 - Thermal & Moist. Prot											
32	Sheet Waterproofing	070476	31,610.00								31,610.00	
33	Water Repellents	070477	5,020.00								5,020.00	
34	Insulation	070478	36,600.00								36,600.00	
35	Weather Barriers	070480	14,875.00								14,875.00	
	PAGE TOTALS		\$554,433.64	28%	\$133,885.00	7%	\$133,885.00		\$688,318.64	35%	\$1,271,141.36	\$34,415.93
	REGULAR ITEM TOTALS		\$3,909,000.00	18%	\$694,068.64	4%	\$157,438.00		\$851,506.64	22%	\$3,057,493.36	\$42,575.33
	CHANGE ORDERS		\$22,008.25		\$30,619.40	139%	\$30,619.40		(\$8,611.15)	139%	\$30,619.40	\$1,530.97
	GRAND TOTALS		\$3,931,008.25	18%	\$694,068.64	5%	\$188,057.40		\$882,128.04	22%	\$3,048,882.21	\$44,106.30

REGULAR ITEMS

PROJECT: 54095

CONTINUATION SHEET AIA DOCUMENT G703

APPLICATION NO: 06

INVOICE NO: 000929

CONTRACT DATE: 09/17/2019

FROM: 10/15/2019

TO: 10/15/2019

ARCHITECT PROJECT NO:

PERCENT COMPLETE

AMOUNT

AMOUNT

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REGULAR ITEMS

PROJECT: 54095

CONTINUATION SHEET AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar
Use Column L on Contracts where variable retainage for line

CONTRACT DATE:

FROM: 09/17/2019
TO: 10/15/2019

APPLICATION NO: 06

INVOICE NO: 000929

PROJECT NO: 54095

ARCHITECT PROJECT NO:

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH			TOTAL COMPLETE AND STORED TO DATE			BALANCE TO FINISH	
				AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	AMOUNT	COMPLETE	PERCENT COMPLETE	BALANCE	RETAINAGE
71	Plumbing Piping		83,670.00			1,800.00		2%	1,800.00	2%		81,870.00	90.00
72	Plumbing Fixtures		44,460.00			3,410.00		8%	3,410.00	8%		41,050.00	170.50
73	Division 23 - HVAC												
74	Mechanical Equipment		12,585.00	11,600.00	92%	175.00		1%	11,775.00	94%		810.00	588.75
75	HVAC Ductwork & Equip	150760	386,760.00	5,325.00	1%	5,245.00		1%	10,570.00	3%		376,190.00	528.50
76	Insulation		42,585.00									42,585.00	
77	Temp Controls		63,880.00									63,880.00	
78	Testing & Balancing		6,815.00									6,815.00	
79	Divisions 26, 27, 28 - Electrical												
80	Branch Circuit Wiring Material		15,285.00	3,100.00	20%				3,100.00	20%		12,185.00	155.00
81	Branch Circuit Wiring Labor		48,490.00									48,490.00	
82	Service Feeder Material		36,365.00	3,650.00	10%				3,650.00	10%		32,715.00	182.50
83	Service Feeder Labor		20,030.00						7,380.00	100%		20,030.00	369.00
84	Panelboard Switch gear material		7,380.00	7,380.00	100%							1,055.00	
85	Panelboard Switch gear Labor		1,055.00						3,715.00	15%		21,055.00	185.75
86	Schedule Material -Material		24,770.00									6,850.00	
87	Schedule Material Labor		6,850.00						57,585.00	50%		57,580.00	2,879.25
88	Lighting Fixtures material	160800	115,165.00	57,585.00	50%				41,640.00	100%		28,460.00	
89	Lighting Fixtures Labor		28,460.00									1,055.00	
90	Communication Material		41,640.00	41,640.00	100%							2,635.00	
91	Communication Labor		1,055.00						475.00	10%		4,270.00	23.75
92	Motors Labor		2,635.00						55.00	10%		470.00	2.75
93	Misc Material		4,745.00										
94	Misc Labor		525.00										
95													
96													
97													
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99													
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102													
103													
104													
105													
	PAGE TOTALS		\$995,205.00	\$134,525.00	14%	\$10,630.00		1%	\$145,155.00	15%		\$850,050.00	\$7,257.75
	REGULAR ITEM TOTALS		\$3,909,000.00	\$694,068.64	18%	\$157,438.00		4%	\$851,506.64	22%		\$3,057,493.36	\$42,575.33
	CHANGE ORDERS		\$22,008.25			\$30,619.40		139%	\$30,619.40	139%		(\$8,611.15)	\$1,530.97
	GRAND TOTALS		\$3,931,008.25	\$694,068.64	18%	\$188,057.40		5%	\$882,126.04	22%		\$3,048,882.21	\$44,106.30

MODIFIED AIA G703 - CONTINUATION SHEET FOR G702

CHANGE ORDERS

54095

PROJECT:

CONTINUATION SHEET AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

CONTRACT DATE:

FROM: 09/17/2019

TO: 10/15/2019

APPLICATION NO:

INVOICE NO:

PROJECT NO:

ARCHITECT PROJECT NO:

Contractor's signed Certification is attached

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

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

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

ITEM NO	DESCRIPTION OF WORK	CHANGE ORDER NUMBER	BILLING CODES	E SCHEDULED VALUE		F PREVIOUS APPLICATION		G COMPLETED THIS MONTH			K TOTAL COMPLETE AND TO DATE		M BALANCE TO FINISH		N
				AMOUNT	PERCENT COMPLETE	AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	PERCENT COMPLETE	STORED AMOUNT	COMPLETE	BALANCE	RETAINAGE	
1	COR 001 Revised electrical work	01		19,514.69	100%		100%	19,514.69		100%	19,514.69	100%		975.73	
2	COR 002 Revised electrical work	02		19,514.69	100%		100%	19,514.69		100%	19,514.69	100%		975.73	
3	COR 003 Eliminate BTR Coordination	03		19,514.69	100%		100%	19,514.69		100%	19,514.69	100%		975.73	
4	COR 004 Eliminate BTR Coordination	04		19,514.69	100%		100%	19,514.69		100%	19,514.69	100%		975.73	
5	COR 005 Revised Water Service per	05		7,293.51	100%		100%	7,293.51		100%	7,293.51	100%		364.68	
6	COR 006 Additional Backfill and man	06		4,811.20	100%		100%	4,811.20		100%	4,811.20	100%		240.56	
7															
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PAGE TOTALS				\$22,008.25				\$20,619.40		139%	\$20,619.40	139%	\$8,611.15	\$1,530.97	
CHANGE ORDER TOTAL				\$22,008.25				\$20,619.40		139%	\$20,619.40	139%	\$8,611.15	\$1,530.97	
REGULAR ITEMS TOTALS				\$3,909,000.00	18%	\$694,068.64	18%	\$137,438.00		4%	\$851,506.64	22%	\$3,057,493.36	\$41,575.33	
GRAND TOTALS				\$3,931,008.25	18%	\$694,068.64	18%	\$188,057.40		5%	\$892,126.04	22%	\$3,048,882.21	\$44,106.30	