

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

FY20 Center Point FY20 Office Express Pry20 FY20 S Walmart FY20 S Hiawatha Po FY20 SofterWare Pry20 FY20 Dollar Tree FY20 Marco Dollar Tree FY20 Good House FY20 Hy-Vee FY20 Hiawatha Po FY20 Hiawatha Po FY20 Hy-Vee FY20 Midwest Tape	Date	Account	Num	Description	Memo	Category	Tag	ວັ	Amount
Center Point Office Express S Walmart Walmart S Hiawatha Po Goodwill HyVee SofterWare Dollar Tree Marco Do It Yourself Adobe Taste Of Ho Good House Unique Man Good House Unique Man Good House Warco Hy-Vee Idealware Midwest Tape Warco Hiawatha Po Iowa Library Iowa Library Waco Michael's Hy-Vee Demco Michael's Hy-Vee Demco Nichael's Hy-Vee S Amazon Iowa Secreta							,		
FY20 Center Point FY20 S Walmart FY20 S Hiawatha Po FY20 Goodwill FY20 Marta Peter FY20 Marta Peter FY20 Marta Peter FY20 Do It Yourself FY20 Do It Yourself FY20 Good House FY20 Hy-Vee FY20 Hiawatha Po FY20 Hiawatha Po FY20 Demco FY20 Michael's FY20 Michael's FY20 Michael's FY20 S Amazon FY20 S Amazon	ALANCE 10/8/2	2019							-57,993.68
FY20 Office Express FY20 S Walmart S Walmart FY20 S Hiawatha Po FY20 Goodwill HyVee FY20 Marta Peter FY20 Marta Peter FY20 Marta Peter FY20 Do It Yourself Adobe Taste Of Ho FY20 Good House FY20 Good House FY20 Garden Gate Hy-Vee Idealware Idealware FY20 Good House FY20 Garden Gate Hy-Vee Idealware Idealware FY20 Midwest Tape FY20 Midwest Tape FY20 Midwest Tape FY20 Demco Hiawatha Po FY20 Hy-Vee FY20 Midwest FY20 Demco Michael's Hy20 Michael's Hy20 Michael's Hy20 Michael's FY20 Michael's Hy20 Michael	10/14/2019	FY20		Center Point	.1731327	001-410-650			-620.12
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FY20	10/23/2019	FY20	တ	Walmart		320-410-650			-23.92
FY20 FY20 Goodwill FY20 FY						320-410-650			-5.56
FY20 Goodwill FY20 SofterWare FY20 SofterWare FY20 Marta Peter FY20 Marta Peter FY20 Do It Yourself FY20 Good House FY20 Good House FY20 Garden Gate FY20 Garden Gate FY20 Hy-Vee FY20 Hiawatha Po FY20 Hiawatha Fy20 Hiawatha Fy20 Hy-Vee FY20 S Amazon FY20 S Amazon					10/17	001-410-650			-10.53
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FY20 Goodwill FY20 SofterWare FY20 SofterWare FY20 Dollar Tree FY20 Marta Peter FY20 Marta Peter FY20 Do It Yourself FY20 Good House FY20 Good House FY20 Garden Gate FY20 Garden Gate FY20 Hy-Vee FY20 Hiawatha Po FY20 Hiawatha Socreta						001-410-650			-48.78
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FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	10/23/2019	FY20		HyVee	9/30/19 stra	9/30/19 stra001-410-650			-55.57
FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	10/24/2019	FY20		SofterWare	785520	001-410-649			-213.00
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FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	10/24/2019	FY20		Marta Peter	Understand	.001-410-623			-32.36
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FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	10/24/2019	FY20		Do It Yourself		001-410-650			-19.96
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FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	11/1/2019	FY20		Taste Of Ho	renewal	001-410-650			-17.98
FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	11/1/2019	FY20		Good House	one year re	. 001-410-650			-34.97
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FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	11/10/2019	FY20		Garden Gate	One year re.	001-410-650			-32.00
FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	11/10/2019	FY20		Hy-Vee	10/17/19	001-410-650			-49.41
FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	11/10/2019	FY20		Idealware	Taryn-Acci	001-410-623			-135.00
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FY20 FY20 FY20 FY20 FY20 FY20 FY20 FY20	11/10/2019	FY20		Marco	258777811	001-410-649			-885.34
FY20 FY20 FY20 FY20 FY20 FY20 FY20	11/10/2019	FY20		Hiawatha Po	11/1/19	001-410-650	***		-96.44
FY20 FY20 FY20 FY20 FY20 FY20 S , y	11/10/2019	FY20		lowa Library	.DT-706418	. 001-410-621	•		-101.00
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FY20 FY20 FY20 S A	11/10/2019	FY20		Michael's	10/22/19	001-410-650			-49.86
FY20 S	11/10/2019	FY20		Hy-Vee	10/22/19	001-410-650			-54.00
FY20 S	11/10/2019	FY20		Kwik Star	10/22/19 St	.001-410-650			-8.18
FY20	11/10/2019	FY20	S	Amazon	113-71177	001-410-650			-216.94
FY20					114-40988	001-410-650			-4.99
	11/10/2019	FY20		lowa Secreta	.Notary appl	.001-410-621			-30.00

Register Report

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Date	Account	Num	Description	Memo	Category	Tag	cir	Amount
11/10/2019	FY20		CDW Gover VJD0295	VJD0295	190-410-672	,		-3,263.36
11/10/2019	FY20		Taste Of Ho	2020 Taste.	Taste Of Ho 2020 Taste001-410-650			-34.98
11/10/2019	FY20		Fresh Scent 125932	125932	001-410-649			-42.00
11/10/2019	FY20		Alicia Mangin	October mil.	Alicia Mangin October mil 001-410-623			-77.37
11/10/2019	FY20	S		r10/31/19 L4.	Baker & Taylor10/31/19 L4001-410-650			-2,349.48
				10/31/19 LO.	10/31/19 L0001-410-650			-1,936.19
11/10/2019	FY20	Print	Panera Bread	Staff trainin	Panera Bread Staff trainin 001-410-650			-118.30
11/10/2019	FY20		Niche Acade 3981	3981	001-410-650			-1,190.00
11/10/2019	FY20		Kanopy	172773	001-410-650			-8.00
11/10/2019	FY20		Johnstone S	2053903 filt.	Johnstone S 2053903 filt 001-410-631			-118.00
11/10/2019	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
				10/11	001-410-650			-48.78
				10/24	001-410-650			-42.74
*				10/20	320-410-650			-29.48
11/10/2019	FY20	S	Michael's		001-410-650			-49.86
				9/25	001-410-650			-40.13
11/10/2019	FY20		Sam's Club	9/11/19	001-410-650			-58.90
10/9/2019 - 11/11/2019	1/11/2019							-13,681.85

BALANCE 11/11/2019

-13,681.85 NET TOTAL'



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		м.		
ATTEST:				
Karlene Nesslage, Secretary	,			



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 expirations 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 CI	RCULATIO	N
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	×	2
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%
JELI -CITECK	7,470	45.0576

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 N	IANAGEMEN	IT
	Month	Y-T-D
Dollars received	\$165.37	\$358.86
Material returned	\$35.90	\$524.49

OPEN ACCESS CIR	CULATION
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 VISI	TS
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 Adul	36	3	
Youth Total	1,688	61	
Family	658	6	
Adult	312	30	
Outreach	30	3	
Adult Total	1,000	39	

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

MEETING ROOM	164
McKenzie	80
Schminke	84
Public	10
Library	74

COLLECTION								
	Adult	Juvenile	Youth	Audio	Video	Periodicals	Music	Total
Items Added	422	175	58	10	138	40	22	865
Items Withdrawn	51	472	3	0	45	0	0	571

Online Resources

2	Month	Y-T-D
WEBSITE USERS	4549	11027

PRONUNCIATOR	Log Ins	Y-T-D
	3	12

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

	Month	Y-T-D
BRAINFUSE	0	28

NICHE ACADEMY	Month	Y-T-D
Views	24	81

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

REFERENCE USA	Month	Y-T-D
Logins	3	11

Е	BSCOHOST	
Pa.	Sessions	Y-T-D
Image colle	1	13
Core collect	0	58
MasterFILE	2	23
Other	1	33
Novelist	0	0
Total	4	127

LYNDA	Month	Y-T-D
User Logins	361	713

KANOPY	Month	Y-T-D
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 <u>Garling Construction</u>, in the amount of \$178,654.53.

AYES: NAYS: ABSENT:	
	•
	PASSED AND APPROVED this 12 day of November, 2019.
	Brenda Powers, President
ATTEST:	
Karlene Ness	lage, 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

				APPLICATION NO.	06	
TO (OWNER):		PROJECT:	Hiawaina Library	APPLICATION NO.	00000	Control of the second
City of Hiawatha				INVOICE NO:	676000	DISTRIBUTION TO:
101 Emmons Chan			150 West Williams Street	PROJECT NO:	54095	X OWNER
Hismaths IA 50233	33		Hiawatha, IA 52233	ARCHITECT PROJECT NO:	-	ARCHITECT
יוומאמרומי זא יזכדי				OWNER PO NO:	54095	LENDOR
FROM: Kendall R Meyeraan						GENERAL CONTRACTOR
(CONTRACTOR) Garling Construction, Inc.	n, Inc.	ARCHITECT:	Fusion Architects	CONTRACT DATE:	0	CONSTRUCTION MANAGER
1120 11th Street			1950 Boyson Rd	FROM:	9/1//2019	Corner
Belle Plaine, IA 52208 CONTRACT FOR: General Construction	08		Hiawatha, IA 52233	0	10/13/2019	
E	N FOR PAYMENT		Application is made for Payment, as shown below, in connection with the Contract.	shown below, in connection with	n the Contract.	
			Continuation Sheet, AIA Document G703, is attached	int G703, is attached.		
Change Orders approved in	APPROVED	DEDUCTIONS				00 000 ca
previous months by Owner		5 6 6 6 6 6	1. ORIGINAL CONTRACT SUM	医骨骨柱 医甲基氏性过滤性 医原性性 医水杨素 医使性原因性 医皮肤性病 医皮肤 医甲甲甲甲酚甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲甲		422 008 25
Total		(\$3,436.15)	2. Net change by Change Orders		**************	43 931 008 25
oved		*	3. CONTRACT SUM TO DATE (Line 1 +- 2)	, , , , , , , , , , , , , , , , , , ,	医甲基甲醛磺胺 化邻苯苯苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲基苯甲	¢882 126 04
٦			4. TOTAL COMPLETED & STORED TO DATE	DATE	化甲基苯基丙基丙基甲基苯甲基甲基甲基甲基甲基甲基甲甲基甲基甲基甲基甲基甲基甲基甲基	10007177000
	\$19,514.69	100 75 247		(Column Lon G/U3)		
nnage Order 00 10/14/2019	47 202 51	(\$0,17.04)	3. REIALIMAGE.	of Completed Work	\$44,106,30	
	¢4 811 20			(Column F + G on G703)		ı
	04.1.01.4.C			of Charact Mappain		
			D. signaturescentrates antistic confirmation	(Column H on G203)	en africhanismen et en	1
			Total Retainage (line Sa + 5h or			
			Total in Column L of G703)			\$44,106.30
			6. TOTAL EARNED LESS RETAINAGE	***************************************	赞高州 中原 经股份股份 医血管 医甲状腺 医皮肤	\$838,019.74
				(Line 4 less Line 5 Total)		
TOTALS	\$31,619.40	(\$6,175.00)				
Net change by Change Orders		\$22,008.25				
			7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	OR PAYMENT		
The undersigned contractor certifies that to the best of the Contractor's knowledge,	to the best of the Contra	ictor's knowledge,	(Line 6 fro	(Line 6 from prior Certificate)		\$659,365.21
information and belief the Work covered by this Application for Payment has been	by this Application for Pa	yment has been	8. CURRENT PAYMENT DUE			\$1/8,654.53
completed in accordance with the Contract Documents, that all amounts have	ict Documents, that all an	nounts have been paid	9. BALANCE TO FINISH, PLUS RETAINAGE	INAGE		\$3,092,906.31
by the Contractor for Work which previous Certificates for Payment were issued and	us Certificates for Paymer	nt were issued and	<u>М</u> едальном селем селем мумосты основного основного основного матера Медального (метриости основного осно	(Line 3 less Line 6)		
payments received from the Owner, and that current payment shown herein is now due.	that current payment she	own herein is now due.	State of: IA	15th day of	October	2019
Carling Construction 100	ion Inc				The many control and the statement of th	
:/	JOH, THE.		, Notary Public:	Lmy De Ment	FORTHWESTERNINGS THE	SET 0
BY: I way !		DATE: 10-15-19			March 04, 1015	
			My Commission Expires:	3-6-20	наста денциальности предоставлення предоставлення поставлення поставлення поставлення поставлення поставлення п	
	A DAVISERIT					4 178.654.53
ARCHITECTS CERTIFICATE FOR PAYMENT In accordance with the Contract Documents, based on on-site observations and the data	or FATMEN! nts, based on on-site obs	ervations and the data	AMOUN I CERTIFIED One Hundred Seventy Eight Thousand Six Hundred Fifty Four Dollars and Fifty Three Cents	Thousand Six Hundred Fifty Four Dollars and Fifty Three C	Dollars and Fifty Three C	+
comprising the above application, the Architect certifies to the Owner that to the best of	chitect certifies to the Ow	mer that to the best of	44 A A	44444 avalonation if amount cartifiad differe from the amount amiled for	beilane to monoto the property	(00)
the Architect's knowledge, injoination and belief the Work has progressed as indicated,	uith the Contract Decume	ogressed as indicated,	ABCHITECT			
is potition to payment of the AMOINT CERTIFIED	FRIFIED				Date	Date: 6.4.0
			certificate is not negotiable.	he AMOUNT CERTIFIED is payable only to the Contractor named herein.	e only to the Contractor nan	led herein.
			2	of payment are without prejudic	e to any rights of the Owner	or
			Contractor under this Contract.			

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200	INCALLON SHEEL ALA DOCL	AIA DOCUMENI G/03	FROSECT	C6040		TERRES TO THE PERSON OF THE PE			APPLICA	APPLICATION NO:	90	
AIA Doc	AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing	CERTIFICATE FO	OR PAYMENT, contain	buing					NNI		929000	
Contrac	Contractor's signed Certification is attached		CONTRACT DATE:	01/17/12019					PRO		54095	
in tabul	In tabulations below, amounts are stated to the hearest doll the California and C	the nearest don	TOT	10/15/2019					ARCHITECT PROJECT NO.			
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T		010009	11.840.00	9,800.00	83%	Agriciation contract			9,800.00	83%	2,040.00	490.00
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7	& Staking	020050	5,665.00	5,452.04	30%			-	1 470 00	42%	2.010.00	73.50
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	GRAND TOTALS		\$3,931,008.25	\$694,068.64	18%	\$188,057.40		2%5	\$882,126.04	22%	\$3,048,882.21	\$44,106.30
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Resilicate Founing 200566 286,45.00 2.90.000	22,645.00 325.00 1% 1% 1% 51,310.00 375.00 1% 1% 52,765.00 325.00 1% 4,265.00 325.00 1% 9,660.00 3,20.00 9,730.00 4,200.00 6,140.00 10,923.00 102,170.00 10,923.00 103,230.00 1% 10,923.00 103,230.00 100.00 103,230.00 1% \$110,923.00 103,230.00 1% \$12,923.00 103,230.00 1% \$12,923.00 20,845.00 4785.00 23% \$200.00 433,09,000.00 4% \$157,438.00 2% \$23,006.02 4% \$157,538.00 1% \$33,006.02 4% \$157,438.00 4% \$33,006.02 5% \$30,619.40 13% \$33,008.02 5% \$30,615.00 13% \$33,008.02 4% \$30,619.40 139% \$43,931,032.00 4% \$30,619.40 139% \$43,931,032.00 5% \$30,615.40 22% \$43,931,032.00 5% \$30,615.40 22% \$43,931,032.00 5% \$30,615.40 23%		Tiling	090564	8,410.00					-		The second secon	20.011.0	Transfer of the second
The Capper The	56,920,00 51,310,00 57,065,00 19% 43,905,00 325,00 43,905,00 325,00 43,905,00 19% 43,000,00 4,200,00 6,140,00 10,21,70,00 10,24,700,00 10,923,00 109,230,00 10,923,00 109,230,00 10,923,00 109,230,00 10,923,00 109,230,00 10,923,00 109,230,00 10,923,00 109,230,00 10,923,00 109,230,00 10,923,00 109,230,00 10,923,00 109,230,00 10,923,00 100,230,00 10,923,00 100,230,00 10,923,00 100,230,00 10,923,00 100,230,00 10,923,00 100,00 10,923,00 100,00 10,923,00 100,00 10,923,00 100,00 10,923,00 100,00 10,00 100,00 10,00 100,00 10,00 100,00 10,00 100,00 10,00		Resilient Flooring	090566	28,645.00		The state of the s						00.050,02	de perfecações asendos parados estados destinados do contrapor o para asendo de pereceptor de perece
Accoustical Comparison	51,310,00 51,310,00 22,780,00 325,00 1% 1% 950,00 43,905,00 325,00 1% 950,00 4,200,00 6,140,00 10,923,00 10% 6,140,00 6,140,00 100,4785,00 23% 2,000,00 109,230,00 4,785,00 23% 2,000,00 10% 6,785,00 20,845,00 4,785,00 23% 2,000,00 10% 6,785,00 2% \$35,493,00 \$644,686,4 18% \$137,438,00 4% \$851,506,64 \$2% \$31,008,000,00 \$634,068,64 18% \$137,438,00 13% \$206,785,00 2% \$31,008,25 \$634,068,64 18% \$187,438,00 139% \$851,506,64 22% \$306 \$31,008,25 \$634,068,64 18% \$188,057,40 25% \$8821,26.04 \$34%		Tile Carpeting		56,920.00		Market Grant Control College of States	eal, not any one of the second		The second contract of	e colificial establishment de la color de		51 310 00	
Publicity April Covering Publicity April Cov	57,065.00 325.00 1% 1% 72,760.00 325.00 1% 1% 41,905.00 3,920.00 325.00 1% 9,600.00 9,600.00 6,140.00 10,923.00 6,140.00 102,170.00 10,923.00 10% 10,923.00 102,170.00 103,230.00 10,623.00 10% 6,785.00 33% \$543,909,000.00 \$604,068.64 18% \$12,923.00 1% \$10,923.00 2% \$30,613.00 \$20,081.25 \$694,068.64 18% \$180,613.00 139% \$30,619.40 139% \$30,619.40 139% \$30,619.40 139% \$482,126.04 \$22% \$30,619.40 \$30		Accoustical Ceilings		51,310.00	A CONTRACTOR OF THE PROPERTY O	And other property and the second second		enterent in the School for the Control of School Sc				57.065.00	
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Signates 100661 22,580.00 355.00 1746 Operable Partitions 100667 43,965.00 43,965.00 43,965.00 Operable Partitions 100610 3,905.00 43,965.00 950.00 Mall Protections 100610 9,660.00 9,660.00 9,660.00 Fire Protection Specialities 100613 9,600.00 9,660.00 9,600.00 Fire Protection Specialities 100613 9,000 4,200.00 9,600.00 Fire Protection Specialities 100613 9,000 4,200.00 9,600.00 Fire Protection Specialities 1,000 4,200.00 9,300.00 9,300.00 Division 3 Le Furnishings 1,000 9,300.00 1,400.00 9,300.00 Division 3 Le Furnishings 1,000 9,300.00 1,400.00 9,300.00 Entraction Taction Elevators 1,000 9,300.00 1,000.00 1,000.00 Electric Taction Elevators 1,000 1,000.00 1,000.00 1,000.00 Electric Taction Elevators 1,000 1,000.00 <t< td=""><td>22,780.00 325.00 3,905.00 3,905.00 9,000.00 9,330.00 6,140.00 102,23.00 102,170.00 102,23.00 109,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,9</td><td>52</td><td>Division 10 - Specialties</td><td></td><td>and the second s</td><td>00 100</td><td>10.</td><td></td><td>incomments and an experimental conditions with a financial contribute and instruction the</td><td>1</td><td>235 AN</td><td>10/2</td><td>22.455.00</td><td>16.25</td></t<>	22,780.00 325.00 3,905.00 3,905.00 9,000.00 9,330.00 6,140.00 102,23.00 102,170.00 102,23.00 109,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,230.00 10,923.00 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,923.00 10,9% 100,9	52	Division 10 - Specialties		and the second s	00 100	10.		incomments and an experimental conditions with a financial contribute and instruction the	1	235 AN	10/2	22.455.00	16.25
Division 22 + Purnible Fire Engineers (Comparitine) 1006.0 2.900.0 Vail Protection 1006.1 3.900.0 Vail Accessories 1006.1 3.900.0 Vail Accessor	43,905,00 3,920,00 9,600,00 9,200,00 4,200,00 6,140,00 5,145,00 102,170,00 102,230,00 20,845,00 4,205,000 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,00 4,285,10,00 4,285,10,00 4,285,10,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 4,478,00 <td>53</td> <td>Signage</td> <td>100601</td> <td>22,780.00</td> <td>373.00</td> <td>1.70</td> <td></td> <td></td> <td>1</td> <td>A C v Sv of Sv of</td> <td>-</td> <td>020.00</td> <td>use sai as communes controlles transference de substantence estructurante authorizador estructurante de substantes de substantes</td>	53	Signage	100601	22,780.00	373.00	1.70			1	A C v Sv of	-	020.00	use sai as communes controlles transference de substantence estructurante authorizador estructurante de substantes
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Titled Accessiones 100013 9,20,000 100014 1,200.00 1,2	97,00.00 4,200.00 4,200.00 5,145.00 5,145.00 109,230.00 5,145.00 109,230.00 109,230.00 109,230.00 109,230.00 109,230.00 109,20.00 109,230.00 109,230.00 109,6 109,230.00 109,6	26	Wall Protection	100010	3,920.00					And the second of the second of the second		Mark Company of the C	9,680.00	
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Horiz Blinds/Wdw Shades 120660 9,330.00 Horiz Blinds/Wdw Shades 120660 9,330.00 Horiz Blinds/Wdw Shades 120660 9,330.00 Electric Traction Elevators 102,170.00 Electric Traction Elevators 102,170.00 103,170.00	9330.00 5,145.00 102,170.00 109,230.00 109,230.00 109,230.00 109,230.00 109,6 109,230.00 109,6 1	62	Division 12 - Furnishings						Account of the Control of the Contro				A S S A A A A A A A A A A A A A A A A A	Southand or Down (Age in common districts in management) and district installation of the common of
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