



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

Board Meeting Agenda  
Hiawatha Public Library Board of Trustees

March 10, 2020  
7:00 p.m.  
Glenn Schminke Community Room  
Hiawatha Public Library

Library Board President: Brenda Powers

- A. Call to Order
- B. Approval of Agenda
- C. Approval of Consent Agenda
  - 1. Approval of bills
  - 2. Minutes: February 11, 2020
  - 3. Library Director's Report
  - 4. Monthly Report
- D. New Business
  - 1. Hiawatha Public Library Expansion and Renovation Project
    - a. Consider Resolution 20-09 approving Change Order #14
    - b. Consider Resolution 20-10 approving Change Order #15
    - c. Consider Resolution 20-11 approving Change Order #16
    - d. Consider Resolution 20-12 approving Change Order #17
  - 2. Consider Resolution 20-13 approving amendment of the Hiawatha Public Library Board of Trustees By-Laws
  - 3. Consider Resolution 20-14 approving the creation of the position of Circulation Manager
  - 4. Consider Resolution 20-15 approving the Circulation Manager job description
  - 5. Consider Resolution 20-16 approving the amendment of the library organization chart

- 6. Library Director Evaluation
- E. Old Business
  - 1. Building project update
- F. Trustee Training
- G. President's Report
- H. Adjournment

**The next regularly scheduled board meeting is set for Tuesday, April 14, 2020 at 7:00 p.m. in the Glenn Schminke Community Room, Hiawatha Public Library.**

3/9/2020

## Register Report

2/12/2020 through 3/9/2020

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Date	Account	N...	Description	Memo	Category	Amount
<b>EXPENSES</b>						
<b>001-410-6230 Education</b>						
3/4/2020	FY20		ALA 2020 Annual Conference	1175132	001-410-6230 Education	-8,873.11
3/2/2020	FY20		American Library Association	ALA confere...	001-410-6230 Education	-1,056.40
2/26/2020	FY20		... LibraryWorks	1640-5630	001-410-6230 Education	-475.00
				1731-3209	001-410-6230 Education	-49.00
						-49.00
<b>Mileage</b>						
3/4/2020	FY20		Jeaneal Weeks	2/14/20	001-410-6230 Education: Mileage	-8.40
<b>001-410-6424 On-Line with CR Library</b>						
<b>Hotspots</b>						
3/4/2020	FY20		City of Cedar Rapids Library	10252050	001-410-6424 On-Line with CR Librar...	-985.34
<b>001-410-6498 Reimburse MA fines</b>						
2/26/2020	FY20		Marion Public Library	FY2020 2Q	001-410-6498 Reimburse MA fines	-985.34
<b>001-410-6499 Misc Contractual</b>						
<b>Cleaning</b>						
2/26/2020	FY20		Fresh Scents of Iowa	126286	001-410-6499 Misc Contractual: Clean...	-134.30
<b>Collection Agency</b>						
3/9/2020	FY20		Unique Management Services	592897	001-410-6499 Misc Contractual: Colle...	-134.30
<b>Copiers</b>						
2/26/2020	FY20		Marco	26443888	001-410-6499 Misc Contractual: Copiers	-62.65
<b>Software</b>						
2/26/2020	FY20		SofterWare	824588	001-410-6499 Misc Contractual: Softer...	-843.18
<b>001-410-6502 Library Materials</b>						
<b>Adult Audio</b>						
2/26/2020	FY20		... Recorded Books	76614188	001-410-6502 Library Materials: Adult ...	-213.00
				76610406	001-410-6502 Library Materials: Adult ...	-3,201.01
2/12/2020	FY20		Recorded Books	76589707	001-410-6502 Library Materials: Adult ...	-373.46
3/2/2020	FY20		... Recorded Books	76619754	001-410-6502 Library Materials: Adult ...	-39.99
<b>Adult Books</b>						
2/26/2020	FY20		Cooking Light	300075694	001-410-6502 Library Materials: Adult ...	-93.75
3/4/2020	FY20		Cooking Light	1/17/20	001-410-6502 Library Materials: Adult ...	-125.00
2/26/2020	FY20		Taste of Home	01042	001-410-6502 Library Materials: Adult ...	-31.25
<b>Adult Music</b>						
2/26/2020	FY20		... Midwest Tape	98567085	001-410-6502 Library Materials: Adult ...	-83.47
				98659951	001-410-6502 Library Materials: Adult ...	-113.02
<b>Children's-YA Books</b>						
						-39.02
						-39.02
						-34.98
						-76.95
						-44.97
						-31.98
						-609.38

3/9/2020

# Register Report

2/12/2020 through 3/9/2020

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Date	Account	N...	Description	Memo	Category	Amount
3/4/2020	FY20	...	Amazon	112-753707...	001-410-6502 Library Materials:Childr...	-11.99
2/26/2020	FY20		Educational Development Corporation	DIR5480435	001-410-6502 Library Materials:Childr...	-597.39
<b>Databases</b>						<b>-240.00</b>
3/4/2020	FY20		World Trade Press	INV672407	001-410-6502 Library Materials:Datab...	-240.00
<b>DVD</b>						<b>-1,401.88</b>
<b>Adult DVD</b>						<b>-1,296.70</b>
3/4/2020	FY20		Kanopy	186538-PPU	001-410-6502 Library Materials:DVD:...	-8.00
2/26/2020	FY20	...	Midwest Tape	98597084	001-410-6502 Library Materials:DVD:...	-117.94
				98659953	001-410-6502 Library Materials:DVD:...	-101.19
				98627929	001-410-6502 Library Materials:DVD:...	-427.06
3/2/2020	FY20	...	Midwest Tape	98529764	001-410-6502 Library Materials:DVD:...	-240.41
3/4/2020	FY20	...	Midwest Tape	98499316	001-410-6502 Library Materials:DVD:...	-251.66
				98699467	001-410-6502 Library Materials:DVD:...	-14.99
				98699465	001-410-6502 Library Materials:DVD:...	-135.45
<b>Juvenile DVD</b>						<b>-105.18</b>
3/2/2020	FY20	...	Midwest Tape	98529765	001-410-6502 Library Materials:DVD:...	-105.18
<b>Large Print</b>						<b>-98.11</b>
3/9/2020	FY20		Cengage Learning	70080777	001-410-6502 Library Materials:Large...	-98.11
<b>Periodicals</b>						<b>-288.21</b>
3/4/2020	FY20		Birds & Blooms	1/28/20	001-410-6502 Library Materials:Perio...	-18.98
3/9/2020	FY20		Iowa History Journal	one year ren...	001-410-6502 Library Materials:Perio...	-18.95
3/9/2020	FY20		New Yorker	Renewal-00...	001-410-6502 Library Materials:Perio...	-160.49
3/2/2020	FY20		Popular Mechanics	0711792648	001-410-6502 Library Materials:Perio...	-32.07
2/26/2020	FY20		Popular Mechanics		001-410-6502 Library Materials:Perio...	0.00
2/26/2020	FY20		Runner's World	2088921941	001-410-6502 Library Materials:Perio...	-27.76
3/2/2020	FY20		Writer's Digest	1/14/2020	001-410-6502 Library Materials:Perio...	-29.96
<b>001-410-6505 Programming</b>						<b>-775.63</b>
<b>Adult</b>						<b>-484.54</b>
3/9/2020	FY20		Joseph Leone	Invoice 127	001-410-6505 Programming:Adult	-450.00
3/4/2020	FY20	...	Walmart	2/13/20	001-410-6505 Programming:Adult	-34.54
<b>Children's</b>						<b>-291.09</b>
3/9/2020	FY20		Amanda Kochanny	Adorable Pri...	001-410-6505 Programming:Children's	-150.00
3/4/2020	FY20	...	Amazon	112-354917...	001-410-6505 Programming:Children's	-27.96
3/4/2020	FY20		Goodwill Industries	2/11/20	001-410-6505 Programming:Children's	-22.95
3/4/2020	FY20		Stuff Etc CR East	2/11/20	001-410-6505 Programming:Children's	-20.82
3/4/2020	FY20	...	Walmart	2/12/20	001-410-6505 Programming:Children's	-34.83
				2/13/20	001-410-6505 Programming:Children's	-34.53
<b>001-410-6506 Office Supplies</b>						<b>-755.30</b>

3/9/2020

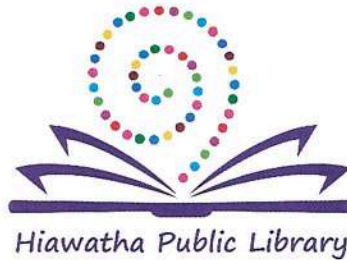
# Register Report

2/12/2020 through 3/9/2020

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Date	Account	N...	Description	Memo	Category	Amount
3/2/2020	FY20	...	Adobe	1133243175	001-410-6506 Office Supplies	-15.89
3/4/2020	FY20		Adobe	1147485600	001-410-6506 Office Supplies	-15.89
3/4/2020	FY20		Batteries + Bulbs	1147485600	001-410-6506 Office Supplies	-15.89
2/26/2020	FY20	...	JP Gasway	2/14/2020	001-410-6506 Office Supplies	-10.95
3/4/2020	FY20		JP Gasway	14803 95964...	001-410-6506 Office Supplies	-14.43
3/4/2020	FY20		Little Caesar's	960102-000	001-410-6506 Office Supplies	-118.89
3/2/2020	FY20		Office Express	2/27/20	001-410-6506 Office Supplies	-8.98
2/26/2020	FY20		Rapids Reproductions	83763-0	001-410-6506 Office Supplies	-254.75
3/2/2020	FY20		Rapids Reproductions	515656-0	001-410-6506 Office Supplies	-34.38
3/4/2020	FY20		SenSource	515482-0	001-410-6506 Office Supplies	-61.28
3/4/2020	FY20	...	Walmart	43798	001-410-6506 Office Supplies	-200.00
				2/19/20	001-410-6506 Office Supplies	-3.97
<b>001-410-6507 Operating Supplies-Misc</b>						<b>-171.60</b>
2/26/2020	FY20		Johnstone Supply	2060958	001-410-6507 Operating Supplies-Misc	-56.04
2/26/2020	FY20	...	JP Gasway	14803 95964...	001-410-6507 Operating Supplies-Misc	-115.56
<b>001-410-6508 Postage</b>						<b>-79.94</b>
3/4/2020	FY20	...	Postage	2/18/20	001-410-6508 Postage	-66.14
				2/28/20	001-410-6508 Postage	-13.80
<b>320-410-6506 Children's Program Trust</b>						<b>-552.76</b>
2/26/2020	FY20		Amazon	112-357276...	320-410-6506 Children's Program Trust	-18.99
3/4/2020	FY20	...	Amazon	112-687277...	320-410-6506 Children's Program Trust	-6.08
				112-284028...	320-410-6506 Children's Program Trust	-234.29
				112-715609...	320-410-6506 Children's Program Trust	-44.97
				112-363477...	320-410-6506 Children's Program Trust	-177.95
2/26/2020	FY20		Baker & Taylor	361181272...	320-410-6506 Children's Program Trust	-33.98
2/12/2020	FY20		IASL		320-410-6506 Children's Program Trust	-11.50
2/12/2020	FY20		Linn County Treasurer		320-410-6506 Children's Program Trust	-25.00
				<b>OVERALL TO...</b>		<b>-8,873.11</b>





## **March 2020**

### **Director's Report: Jeaneal Weeks**

Spring is coming, the building project is humming along, and we are busily preparing for the upcoming move into the expanded portion of the library. Our planning includes moving our entire collection into the new building which means finding space for the children's collection while the renovation takes place on the existing building. When patrons come for summer reading, the collections will not be in their permanent places yet. We are working to address computer access, also. In addition to the construction, we are working on signage and the donor wall. We have plans for new carts, outside seating, and a drive up outside book drop. We are waiting anxiously for our invitation from the construction company to journey into the new side for a peek at the project.

Jeaneal has been working with the Hiawatha History Commission to prepare for Hiawatha's 70<sup>th</sup> platinum birthday celebration on June 12-13. The library will participate by having a display at city hall, participating in the History Commission's Passport program, and by taking pre-orders for the history book the History Commission has put together. In preparation for this celebration, please share any memories you may have of the Hiawatha Public Library. We would to hear about them!

In anticipation of more patrons and more activity, we have been discussing staffing levels needed to provide the best service possible. Toward that end, we are creating the new position of Circulation Manager. This person will supervise the circulation staff, train volunteers, and manage public services.

Jeaneal attended the Cedar Rapids State of the City address with several city staff members. This luncheon is a wonderful way to stay abreast of government and economic development, not just for Cedar Rapids, but for the entire metro area. We are part of whole, and we are happy to join forces for community betterment.

Finally, Jeaneal will be traveling to Des Moines on March 10 to participate in the Iowa Library Association Legislative Day to ask our senators and representatives for support for library funding and for support for teacher librarians.

## **Operations Manager Report**

During the past month, Claire has increased her involvement with community organizations, becoming a member of the Greater Cedar Rapids Community Foundation's Managers and Marketing Peer Group Networks, and participating in Linn County Library meetings, Metro Library Network marketing meetings, as well as an initiative by the Cedar Rapids Gazette to more closely involve area libraries in their Features and Insights columns.

Claire also had the opportunity to travel to Nashville, Tennessee to attend the Public Library Association National Conference. At the conference Claire participated in a pre-conference meeting titled Building Equity into the DNA of Your Organization where she learned about the difference between building equity and diversity into the fabric of an organization and simply hiring for diversity. She also supported programs put on by employees of other MLN libraries including Sarah Voels and Molly Garrett of Cedar Rapids, and Madeline Jarvis of Marion. Claire's favorite program of the conference was Seeking Stellar Staff at All Levels presented by Maxine Bleiweis of Maxine Bleiweis and Associates, LLC. Ms. Bleiweis discussed how to be prepared for the next staff vacancy and different transitions that are possible when a vacancy becomes available.

This month Claire has been working heavily on the upcoming transition into our addition and preparing for the renovation of our existing space. She has developed a rough draft of where the collections can temporarily be housed in the addition, and has started to work on moving plans.

With the upcoming exit of our Programming Assistant, Claire has proposed a change of that full-time position to Circulation Manager to mitigate some of the transition challenges and desk coverage problems that are foreseen in the new space. After board approval this position should be posted in the coming weeks.

## **Youth Services Report: Alicia Mangin**

HPL Youth Services exhibited at the Linn County STEM Festival held on February 18 at Kirkwood Regional Center in Hiawatha. More than 1,000 attendees were treated to hands-on STEM activities. Hiawatha Public Library used this opportunity to show off *Ramps & Pathways*, an engineering kit and *Light & Shadow*, a science kit. The Iowa Governor's STEM Advisory Council awarded both kits to HPL after Alicia submitted successful grant applications. In addition, the Hiawatha Youth Services booth featured simple math exercises, insect identification, Legos, magic sand and free take home STEM puzzles for all ages.

To celebrate the letter S, a City of Hiawatha snowplow was our special guest at Alpha-Bits on February 21. After learning about the letter's sound and appearance, families listened to

engaging snowplow stories and were invited to climb into the snowplow. Public works Superintendent Rod Jasa made this a fun adventure for all.

About 120 caregivers and kids took a giant leap on February 29 when Youth Services welcomed Leapin' Lizards and Rockin' Reptiles. Sarah from Wickiup Hill brought a crested gecko, a turtle, and a snake. The kids learned about the animals' habitats and diets and were able to get up close and personal with them.

The library has been awarded the services of 2 AmeriCorps members for summer 2020. Valued at \$7,854.76, the members will enable the library to extend its summer reading program outside the building, eliminating the barriers to access that some youth and mature individuals face.

### **Adult Programming Report: Marta Petermann**

February kicked off with "Blind Date with a Book," a passive program showing that you can't judge a book by its cover! Patrons chose a wrapped book with only a few descriptive words on the wrapping. You never know what you are going to get! We heard exclamations of joy and a few giggles from our patrons who participated in this fun program.

Marta Petermann was invited to Emery Care Center on February 3<sup>rd</sup> to speak about the library and the programs that we offer. What a wonderful opportunity to visit with and listen to the audience's questions, insight, and to share with them about the library's expansion and where programming is headed.

We have been offering a Yoga for Beginners' class on Wednesday nights. Marta was able to participate in the first class and is happy to report that she felt grounded and at peace afterwards. This class will continue throughout March and end on April 1<sup>st</sup>. If you would like to come, please chat to the library staff. You will want to wear comfortable workout clothes and bring a yoga mat.

If you missed the photos on Facebook or Instagram, we had a Valentine's Tea Party on February 14<sup>th</sup>. Many of our staff dressed up, hats included, and joined the tea party. We learned a few table manners, and we answered the burning question as to whether to drink our tea with our pinky's up. The answer is no.

Pete Grady was here on February 28<sup>th</sup>. Pete is a storyteller and remarkable performer who portrayed Ulysses S. Grant in "Unconditional Surrender." Special thanks to Humanities Iowa who helped sponsor the event through a grant.

March is Women's History Month. Stop in to check out the book display and to learn about some amazing women.

Clue, an interactive murder mystery game, will be back on Friday, March 13<sup>th</sup>. Patrons are encouraged to sign up for a time slot. They will be given clues along the way which will help



them narrow down the suspects (library staff), weapons, and where the murder was committed.

In addition, we will offer adult craft nights in March and a new evening book club, scheduled for the fourth Tuesday night of the month.

**Soundbites: (Good news)**

Since Valentine's Day is this week, the story time theme was *Who Wrote the Books of Love?* One of the stories emphasized that being helpful is another way of expressing love, and used washing the dishes as an example. A little girl asked, "Is it love if your mom makes you help?"

Alicia Mangin

On February 29, the library presented Leapin' Lizards and Rockin' Reptiles. Our programmer was late and Youth Services Librarian Alicia Mangin pulled out a picture book to share with the crowd of 120 who truly wanted live animals, not live stories. Mangin shared a new favorite, *I Am a Tiger* by Karl Newson. With the book 3/4s complete, our presenter arrived with her furry friends in tow. However, the now fully engaged crowd wanted to hear the remainder of the story. When the presenter took over, numerous attendees complimented Mangin on her "awesome storytelling."

Alicia Mangin

I was helping a new patron access information relating to a job application, and she said over and over, "My daughter told me to get a library card. She kept saying I need a library card. I got one yesterday, and I had no idea that I could use the Internet so easily." It is gratifying to know that people need us and appreciate our services.

Jeaneal Weeks



## **Library Board of Trustees Meeting**

Location: City Hall, Multipurpose Room

Date: February 11, 2020

Call to Order: 7:10 pm

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

### **B. Approval of Agenda**

The Agenda was reviewed, Anna Ronnebaum 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: January 14, 2020
3. Library Director's Report
4. Monthly Report

The bills removed from the consent agenda because several items had been added. A motion was made to approve the consent agenda by Karlene Nesslage, Anna Ronnebaum seconded and the motion carried.

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

## **D. New Business -**

1. Hiawatha Public Library Expansion and Renovation Project
  - a. Consider Resolution 20-02 approving Partial pay estimate #8  
Motion to approve Resolution 20-02 was made by Karlene Nesslage, seconded by Anna Ronnebaum.  
Resolution 20-02 was approved by a roll call vote:  
Ayes: Ronnebaum, Nesslage, Dunbar, Powers, Fliehler  
Nays: none  
Absent: Halter, Neuendorf
  - b. Consider Resolution 20-03 approving Partial pay estimate #9  
Motion to approve Resolution 20-03 was made by Brenda Powers, seconded by Matt Dunbar.  
Resolution 20-03 was approved by a roll call vote:  
Ayes: Ronnebaum, Nesslage, Dunbar, Powers, Fliehler  
Nays: none  
Absent: Halter, Neuendorf
  - c. Consider Resolution 20-04 approving Change Order #12  
Motion to approve Resolution 20-04 was made by Anna Ronnebaum, seconded by Brenda Powers.  
Resolution 20-04 was approved by a roll call vote:  
Ayes: Ronnebaum, Nesslage, Dunbar, Powers, Fliehler  
Nays: none  
Absent: Halter, Neuendorf
  - d. Consider Resolution 20-05 approving Change Order #13  
Motion to approve Resolution 20-05 was made by Brenda Powers, seconded by Karlene Nesslage.  
Resolution 20-05 was approved by a roll call vote:  
Ayes: Ronnebaum, Nesslage, Dunbar, Powers, Fliehler  
Nays: none  
Absent: Halter, Neuendorf
  - e. Consider Resolution 20-06 approving 2019-2020 Library Renovation and Expansion Furniture Bid  
Motion to approve Resolution 20-06 was made by Anna Ronnebaum, seconded by Karlene Nesslage.  
Resolution 20-06 was approved by a roll call vote:  
Ayes: Ronnebaum, Nesslage, Dunbar, Powers, Fliehler  
Nays: none  
Absent: Halter, Neuendorf
  - f. Consider Resolution 20-07 approving Entering into a Vehicle Rental Agreement with Dave Wright Subaru  
Motion to approve Resolution 20-07 was made by Karlene Nesslage, seconded by Matt Dunbar.  
Resolution 20-07 was approved by a roll call vote:  
Ayes: Ronnebaum, Nesslage, Dunbar, Powers, Fliehler  
Nays: none  
Absent: Halter, Neuendorf

2. Consider Resolution 20-08 approving FY2020 Linn County Contract for City Library Services  
Motion to approve Resolution 20-08 was made by Brenda Powers, seconded by Matt Dunbar.  
Resolution 20-08 was approved by a roll call vote:  
Ayes: Ronnebaum, Nesslage, Dunbar, Powers, Fliehler  
Nays: none  
Absent: Halter, Neuendorf

**E. Old Business-**

- a. Building Project update –
- Framing has started.
  - More backfilling has been completed.
  - The new addition is expected to be completed in May with the renovation of the existing building finishing in August.

**F. Trustee Training - State Funding**

Claire provided training on how the funding from the State of Iowa works.

**G. President's Report** – none

**H. Adjournment** – Anna Ronnebaum made a motion to adjourn the meeting, Brenda Powers seconded and the motion carried. The meeting adjourned at 8:15 pm.

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary

# Monthly Report February 2020

MATERIAL CIRCULATION		
Adult	5,800	24%
Juvenile	6,489	27%
Young Adult	810	3%
Periodicals	252	1%
DVD Adult	5,881	25%
DVD Juvenile	925	4%
Other Materials	65	0%
Kits	40	0.17%
Adult Audio	571	2%
Adult Music	592	2%
Juvenile Audio	123	0.51%
Children's Music	116	0.48%
Young Adult Audio	47	0.20%
Overdrive Audio	551	2.30%
One-Click Audio	77	0.32%
Overdrive E-Books	588	2.46%
3M Cloud Library	124	0.52%
3M Cloud Library Pay		
Per Use	183	0.76%
Zinio Magazines	172	0.72%
Freegal Music	535	2.23%
<b>Total Circulation</b>	<b>23,941</b>	
Last Year's Circulation	18,886	
<b>Change</b>	<b>5,055</b>	

<b>SELF-CHECK</b>	7,453	34.33%
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<b>DAYS OPEN</b>	28
Ave. Daily Circulation	855

INCOME	
Fines	\$820.35
Copier	\$1,027.90
Postage	\$0.00
FAX	\$98.00
Lost/damaged Books	\$114.91
Lost Cards	\$5.00
ILLs	\$47.00
Room Rental	\$0.00
Merchandise	\$3.00
<b>Total</b>	<b>\$2,116.16</b>

UNIQUE MANAGEMENT		
	Month	Y-T-D
Dollars received	\$20.00	\$1,293.08
Material returned	\$0.00	\$1,547.12

OPEN ACCESS CIRCULATION	
Open Access	17,654
Hiawatha	2,041
Linn County	1,371
Cedar Rapids	9,295
Marion	1,539
Robins	645
<b>Total Circulation</b>	<b>21,711</b>

LIBRARY VISITS	
2019	9,719
Daily Average	347
2018	8,332
<b>Change</b>	<b>1,387</b>

INTERLIBRARY LOANS	
ILLs Sent	33
ILLs Received	14

NOTARY	Month	YTD
	2	25

PROCTOR	Month	YTD
	5	47

PROGRAMMING		
	people programs	
Youth	613	23
Outreach	755	19
Young Adult	4	3
<b>Youth Total</b>	<b>1,372</b>	<b>45</b>
Family	1062	5
Adult	357	34
Outreach	60	6
<b>Adult Total</b>	<b>1,479</b>	<b>45</b>

LIBRARY USERS	
Registered Borrowers	9,302
New this Month	66
<b>Withdrawn</b>	<b>13</b>

<b>MEETING ROOM</b>	153
McKenzie	69
Schminke	84
Public	15
Library	69



COLLECTION								
	<i>Adult</i>	<i>Juvenile</i>	<i>Youth</i>	<i>Audio</i>	<i>Video</i>	<i>Periodicals</i>	<i>Music</i>	<b>Total</b>
Items Added	175	169	24	16	153	33	70	640
Items Withdrawn	22	25	2	1	16	0	23	89

## Online Resources

	Month	Y-T-D
<b>WEBSITE USERS</b>	2,673	14,030

	Log Ins	Y-T-D
<b>PRONUNCIATOR</b>	5	17

	Month	Y-T-D
<b>FREEGAL</b>		
Download patrons/song	19/193	182/1728
Streaming patrons/song	12/342	131/2899

	Month	Y-T-D
<b>BRAINFUSE</b>	0	2

	Month	Y-T-D
<b>NICHE ACADEMY</b>		
Views	2	186

EBSCOHOST		
	Sessions	Y-T-D
Automate	0	6
Consumer F	0	0
MasterFILE	0	18
Other	0	28
Novelist	0	3
<b>Total</b>	<b>0</b>	<b>55</b>

	Month	Y-T-D
<b>LYNDA</b>		
User Logins	60	359

	Month	Y-T-D
<b>KANOPY</b>		
Plays	10	126

		Ave./Day	Last Month	Change
<b>COMPUTER USE</b>				
Patrons	1126	40.21	864	262
Hours	816	29.14	648	168

	Month	Y-T-D
<b>REFERENCE USA</b>		
Logins	5	53

	Month	Y-T-D
<b>NEWSLETTER</b>		
Opens	2432	2432
Clicks	71	71

**RESOLUTION NO. 20-09**

Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #14**

Hiawatha Public Library Renovation and Expansion Project

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

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #14 to add a downspout at the west elevation of the new addition per ASI 012, with an increase of \$240.98, and

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

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #14 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$240.98. The Library Board of Trustees additionally request additional funding for said project above the original approve authorized by the city council. Total project contract amount of \$4,046,721.27.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of March 2020.

\_\_\_\_\_  
Brenda Powers, President

ATTEST:

\_\_\_\_\_  
Karlene Nessler, Secretary

**RESOLUTION NO. 20-10**

Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #15**

Hiawatha Public Library Renovation and Expansion Project

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

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #15 to revise the four T60 Roof Trusses and two T61 roof trusses to be supported by the new steel beams at the tower area per the response to RFI040, with an increase of \$1,546.61, and

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

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #15 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$1,546.61. The Library Board of Trustees additionally request additional funding for said project above the original approve authorized by the city council. Total project contract amount of \$4,048,267.88.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of March 2020.

\_\_\_\_\_  
Brenda Powers, President

ATTEST:

\_\_\_\_\_  
Karlene Nesslage, Sectary

**RESOLUTION NO. 20-11**

Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #16**

Hiawatha Public Library Renovation and Expansion Project

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

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #16 to add a snow melt system into scope. Proposed snow/ice melt system into the lower concrete floor slab and the stairs leading down into it in the west exterior stairwell, with an increase of \$15,063.16, and

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

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #16 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$15,063.16. The Library Board of Trustees additionally request additional funding for said project above the original approve authorized by the city council. Total project contract amount of \$4,063,331.04.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of March 2020.

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Brenda Powers, President

ATTEST:

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Karlene Nessler, Secretary

**RESOLUTION NO. 20-12**

Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #17**

Hiawatha Public Library Renovation and Expansion Project

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

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #17 adding a 12”X24” paintable metal access panel, with an increase of \$271.26, and

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

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #17 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$271.26. The Library Board of Trustees additionally request additional funding for said project above the original approve authorized by the city council. Total project contract amount of \$4,063,602.30.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of March 2020.

---

Brenda Powers, President

ATTEST:

---

Karlene Nessler, 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: March 5, 2020

From: John C Bender PE, City Engineer

Re:    Library Expansion project

Description:        Change orders 14, #15, #16, and #17

Report:

The summary of change orders as follows:

- **Change order #14**-This change order includes all the necessary work to revise the downspout system along the north wall of the existing library building and the new addition to improve the rain water drainage system. The area is very flat and these revisions will reduce the possibility of any water ponding in this area. **Total increase of \$240.98.**
- **Change order #15**-This change order is an additional cost to revise 4 roof trusses to be supported by a new steel beam with a wood plate on the beam that extends beyond the west wall of the existing building. These trusses appear to not have the appropriate support without this new cantilevered steel beam that is the best solution to support the trusses in this location. **Total increase of \$1,546.61.**
- **Change order #16**-This change order is an increase in cost for an electrical power system to help with snow and ice removal in the lower concrete floor slab and the stairs leading down to the west exterior stairwell door. These are electrical snow melt mats that are placed in the concrete to melt snow and allow the water to reach the installed drain. Total cost increase is \$15,063.16. We feel this cost is high, but will provide help with snow removal in this area. The other option would be a concrete sealer on this area to protect the concrete surface from the ice melt chemicals we will need to apply. However the snow will still need to be removed from this stair well. Because of the safety concerns if this exit door would be blocked, we can recommend the approval of this change order. **Total cost increase \$15,063.16.**
- **Change order #17**-This change order is an increase in cost to add an access panel to the plumbing chase. This 12"x24" access panel will be used for observation of the plumbing system. **Total increase of \$271.26.**

Any question please let me know.



### General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. **014**

Date Monday, February 17, 2020

Project: Hiawatha Library

Change order to review the installation of Downspouts at the west elevation of the new addition per ASI 012, in which two downspouts were relocated (at no charge) and one additional downspout is to be provided.

#	Description	Type	Qty	Rate	Expense Amount	MarkUp	Cost
00014	Bond 2%	Other Expense		0.000	4.730	0.0000	\$4.73
00014	Midwest Architectural				225.000	5.0000	\$236.25

#### PROPOSAL SUMMARY

Other Expense \$4.73  
\$236.25  
Net Costs \$240.98

Proposal Total \$ 240.98

PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER

Architect: x \_\_\_\_\_ Date: \_\_\_\_\_

Fusion Architects

Owner: x \_\_\_\_\_ Date: \_\_\_\_\_

*Kendall Meyeraan*

PM: x \_\_\_\_\_ Date: 02/17/2020  
Kendall Meyeraan, Project Manager



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion  
02-17-20  
COR 014

**Pricing for Gravity Sub-drainage System:**

**To revise the installation of downspouts at the west elevation of the new addition per ASI #012, in which two downspouts were relocated (at no charge) and one additional downspout is to be provided:**

Garling Construction:  
N/A

**Subcontractors:**

Midwest Architectural	= \$ 225.00
Mark-Up (5%)	= \$ 11.25
Bond (2%)	= \$ 4.73
<b>TOTAL</b>	<b>= \$ 240.98</b>



## Architect's Supplemental Instructions

**Issue Date:** January 21, 2020  
**Project:** Hiawatha Library Expansion and Renovation  
**Project Number:** 1713400  
**Architect:** Fusion Architects, Inc.  
1950 Boyson Rd.  
Hiawatha, Iowa 52233  
**To:** Garling Construction  
5210 20<sup>th</sup> Ave SW  
Cedar Rapids, Iowa 52404

---

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in the Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates acknowledgement that there will be no change in the Contract Sum or Contract Time.

---

**Description:** Relocating & Adding downspouts.

**Attachments:** SD-001

### CHANGES TO SPECIFICATIONS:

N/A

### CHANGES TO DRAWINGS:

1. SHEET A200 – EXTERIOR ELEVATIONS
  - A. Refer to 3/WEST ELEVATION.
    - 1) ADD DOWNSPOUT IN LOCATION MARKED. (SEE SD-001)
    - 2) RELOCATE TWO DOWNSPOUTS MARKED (SEE SD-001).

Issued by Fusion Architects, Inc.

A handwritten signature in blue ink, appearing to read "Wade R. Squiers", is written over a horizontal line.

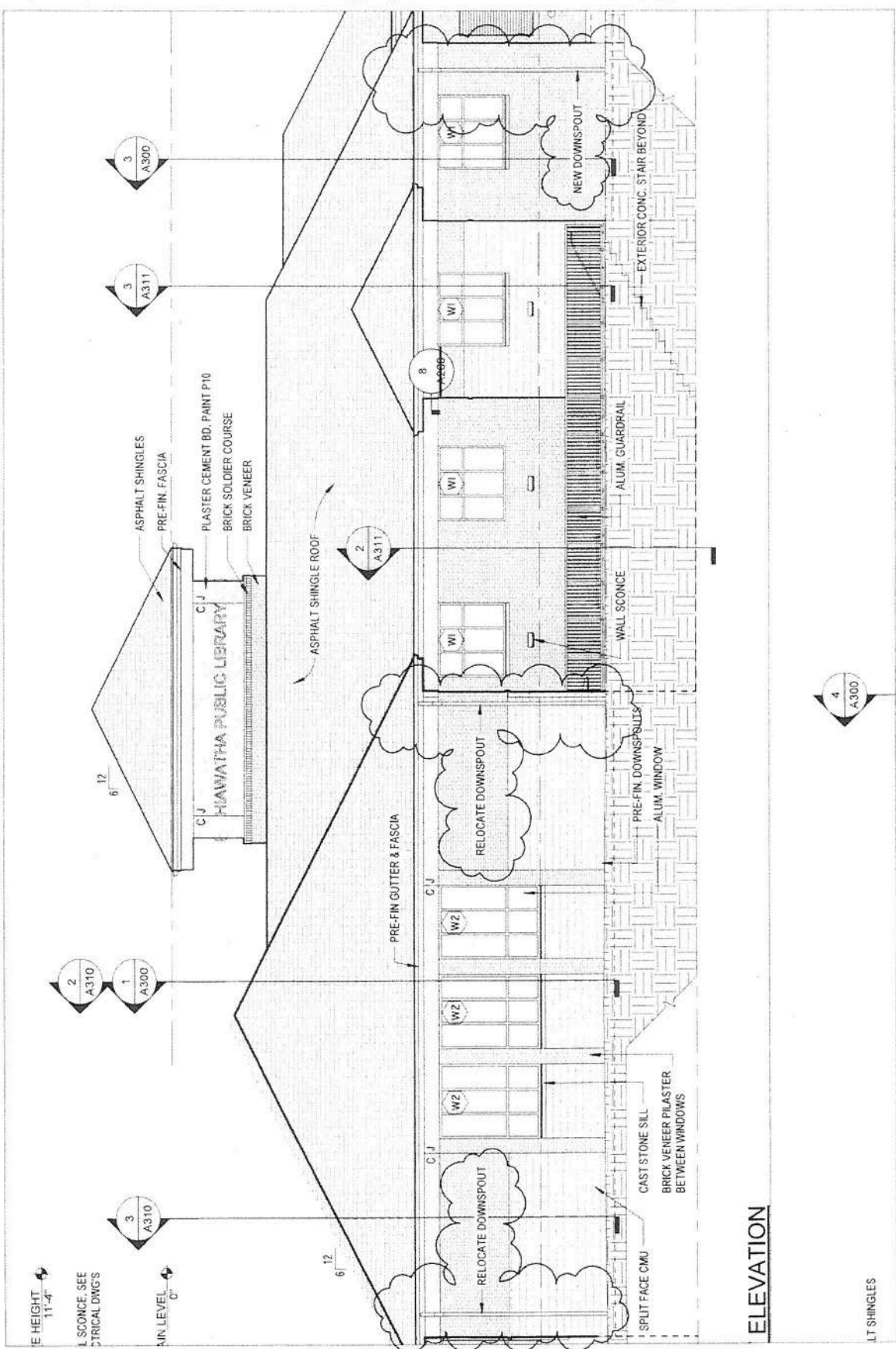
Wade R. Squiers, AIA

Date: 01/21/2020  
 ASI Number: AS1012  
 ASD Number: ASD012  
 SD Number: 001

Sheet Title: EXTERIOR ELEVATIONS  
 Sheet Number: A200

Project: HIAWATHA PUBLIC LIBRARY RENOVATION AND EXPANSION  
 Project Number: 17-13400

FUSION  
 ARCHITECTS, INC.



ELEVATION

LT SHINGLES



**From:** eddietinner@aol.com  
**Sent:** Friday, January 24, 2020 9:14 AM  
**To:** Lesley Peterson  
**Subject:** [External] Re: 54095-Hiawatha Library ASI 012

Lesley,

There would be an add of **\$225.00 for the additional downspout**. There is no add for relocating the other 2 downspouts

Thank

Mike/Midwest Architectural

**DRAFT**

**RESOLUTION NO. 20-**  
Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #15**  
Hiawatha Public Library Renovation and Expansion Project

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

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #15 to revise the four T60 Roof Trusses and two T61 roof trusses to be supported by the new steel beams at the tower area per the response to RFI040, with an increase of \$1,546.61, and

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

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #15 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$1,546.61. The Library Board of Trustees additionally request additional funding for said project above the original approve authorized by the city council. Total project contract amount of \$3,936,882.23.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of March 2020.

\_\_\_\_\_  
Brenda Powers, President

ATTEST:

\_\_\_\_\_  
Karlene Nesslage, Sectary



### General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. **015**

Date Tuesday, February 25, 2020

Project: Hiawatha Library

Change order to revise the four T60 roof trusses and two T61 roof trusses to be supported by the new steel beams at the tower area per the response to RFI 040 and as per the attached information.

#	Description	Type	Qty	Rate	Expense Amount	MarkUp	Cost
00015	Bond	Other Expense		0.000	30.330	0.0000	\$30.33
00015	Garling Labor	Labor Expense		0.000	187.500	15.0000	\$215.63
00015	Walnut Custom Cabinets				1131.000	15.0000	\$1,300.65
	<i>Components</i>						

#### PROPOSAL SUMMARY

Other Expense \$30.33  
 Labor Expense \$215.63  
 \$1,300.65  
**Net Costs \$1,546.61**

**Proposal Total \$1,546.61**

PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER

Architect: x \_\_\_\_\_ Date: \_\_\_\_\_

Fusion Architects

Owner: x \_\_\_\_\_ Date: \_\_\_\_\_

*Kendall Meyeraan*

PM: x \_\_\_\_\_ Date: 02/25/2020

Kendall Meyeraan, Project Manager



Hiawatha Public Library Renovation and Expansion  
02-25-20  
COR 015

**Pricing to Revise Roof Trusses at Tower Beam Support:**

**To revise the four (4) T60 roof trusses and two (2) T61 roof trusses to be supported by the new steel beam at the tower area per the response to RFI #040 and as per the attached information:**

Garling Construction:

Labor:

PM / Supt.: 2.5 hours x \$75.00/hr = \$ 187.50

Materials:

Walnut Custom Components = \$ 1,131.00

Subtotal = \$ 1,318.50

Mark-Up (15%) = \$ 197.78

Bond (2%) = \$ 30.33

**TOTAL = \$ 1,546.61**

## Ben Long

---

**From:** William Jasa <wjasa@garlingconstruction.com>  
**Sent:** Thursday, February 13, 2020 10:08 AM  
**To:** Ben Long  
**Subject:** Fwd: [External] RE: [External] trusses  
**Attachments:** Garling Hiawatha New T60.pdf; ATT00001.htm

Sent from my iPad

Begin forwarded message:

**From:** "mswanson@walnutcc.com" <mswanson@walnutcc.com>  
**Date:** February 12, 2020 at 4:16:38 PM CST  
**To:** William Jasa <wjasa@garlingconstruction.com>  
**Cc:** "kenj@walnutcc.com" <kenj@walnutcc.com>, "jcox@walnutcc.com" <jcox@walnutcc.com>  
**Subject:** [External] RE: [External] trusses

Jaz,

I have to apologize. I thought you had trusses on site.

Everyone in the plant has gone home. I will find out in the morning if we have built those trusses (T60 & T61). If not, I can redesign those to sit on top of the wood plate on the steel beam. Please see the attached truss drawing. The T61 trusses will be the same with no overhang on the left end.

The 44'-11" dimension would be from the outside of the 10'-10" wall plate to the inside of the tower wall stud. The 2'-9 1/2" vertical dimension would be from the 10'-10" bearing to the top of one 2x plate on top of the steel beam. Please confirm those two dimensions.

Of course, that will mean you will have to build your tower wall around the ends of these six trusses. However, I think that may be the best option at this point.

If you have any questions or concerns, please feel free to call.

Thank you.

**Martin Swanson**

Estimating / Design  
[mswanson@WalnutCC.com](mailto:mswanson@WalnutCC.com)



**A Building Component Manufacturer**  
300 Wyandot Road \* P.O. Box 605



(\*\*) 4 plate(s) require special positioning. Refer to scaled plate plot details for special positioning requirements.

115 mph wind, 16.56 ft mean hgt, ASCE 7-10, CLOSED bldg, Located anywhere in roof, RISK CAT II, EXP B, wind TC  
DL=5.0 psf, wind BC DL=5.0 psf.

Wind loads and reactions based on MWFRS with additional C&C member design.

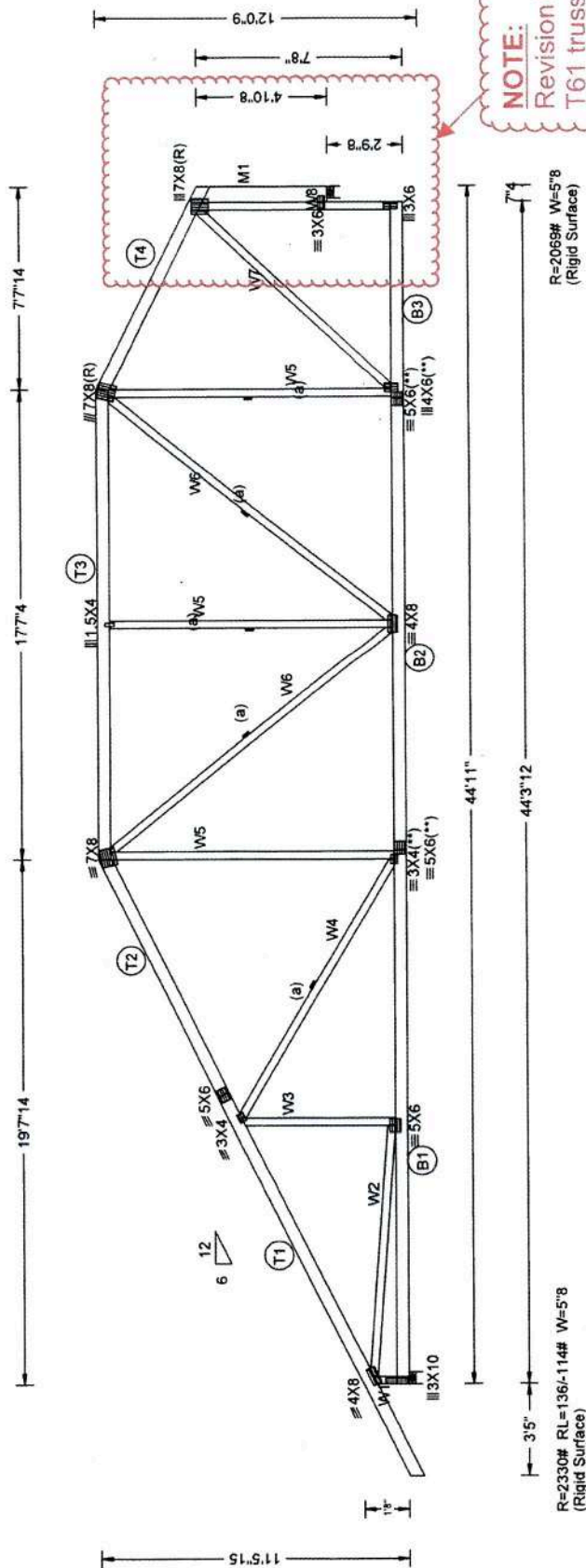
Right end vertical not exposed to wind pressure.

Truss designed for unbalanced snow load based on  $P_g=25.00$  psf,  $C_t=1.10$ ,  $C_e=1.00$ ,  $CAT II$  ( $I_s=1.00$ ) &  $P_f=19.25$  psf.

(a) Continuous lateral restraint equally spaced on member.

In lieu of structural panels use purins to brace all flat TC @ 24" oc.

Deflection meets L/240 live and L/240 total load. Creep increase factor for dead load is 2.00.



**NOTE:**  
Revision to  
T61 truss  
similar to this  
T60 revision

DESC. = T60  
PLT. TYP.-WAVE

QTY=4 TOTAL=4

REV. 17.01.01B.0824.11

SEQ = 130458  
SCALE = 0.1667

[illegible]

Walnut Custom Components  
300 Wyand Rd.  
PO Box 605  
Walnut, IL 61376



## Invoice

Date	Invoice #
2/24/2020	13995

<b>Sold To</b>
Garling Construction Inc 1120 11th Street Belle Plaine, IA 52208

<b>Ship Date</b>
2/24/2020

<b>Ship To</b>
Hiawatha Library 150 West Williams St Hiawatha, IA 52233

Ship Via	Terms	Due Date	P.O. No.	Job Number	Job Description	Sales Rep
R Delivery	Net 30	3/25/2020		B190074_CO2	Hiawatha Library	KJ

Description
Roof Trusses Change Order 2 Sales Tax

### Walnut Custom Components, LLC

Phone# (815) 379-2151    Fax # (815) 379-2011    E-mail [walnutcc@walnutcc.com](mailto:walnutcc@walnutcc.com)    Website [www.walnutcc.com](http://www.walnutcc.com)

Thank you for giving us the opportunity to serve you. We appreciate your business and the confidence you have placed in us. Please call us if we can be of further assistance.

A 2.9% PROCESSING FEE WILL BE CHARGED WHEN A CREDIT CARD IS USED FOR PAYMENT. ACH IS AVAILABLE FOR PAYMENT BY USING A LINK IN OUR ELECTRONIC INVOICE OR CONTACTING OUR BILLING DEPARTMENT.

**Total** \$1,131.00

**Payments/Credits** \$0.00

**Balance Due** \$1,131.00



## General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. 016

Date	Wednesday, February 26, 2020
<p><b>Project:</b> Hiawatha Library</p> <p><b>Change order to add snow melt system into scope. Proposed snow/ice melt system (as per the attached information) into the lower concrete floor slab and the stairs leading down into it in the west exterior stairwell.</b></p>	

#	Description	Type	Qty	Rate	Expense Amount	MarkUp	Cost
00016	Bond	Other Expense		0.000	295.360	0.0000	\$295.36
00016	Garling PM/Supervision	Labor Expense		0.000	300.000	15.0000	\$345.00
00016	Decker Concrete				900.000	5.0000	\$945.00
00016	Justice Electric				12836.000	5.0000	\$13,477.80

### PROPOSAL SUMMARY

Other Expense	\$295.36
Labor Expense	\$345.00
	\$14,422.80
<b>Net Costs</b>	<b>\$15,063.16</b>

<b>Proposal Total</b>	<b>\$15,063.16</b>
-----------------------	--------------------

✂ PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER ✂

Architect: x \_\_\_\_\_ Date: \_\_\_\_\_

Fusion Architects

Owner: x \_\_\_\_\_ Date: \_\_\_\_\_

*Kendall Meyeraan*

PM: x \_\_\_\_\_ Date: 02/26/2020

Kendall Meyeraan, Project Manager



Hiawatha Public Library Renovation and Expansion  
02-25-20  
COR 016

**Add Snow Melt System into West Exterior Stairwell:**

**To add into the scope of work for this project the proposed snow/ice melt system (as per the attached information) into the lower concrete floor slab and the stairs leading down into it in the west exterior stairwell:**

**Garling Construction:**

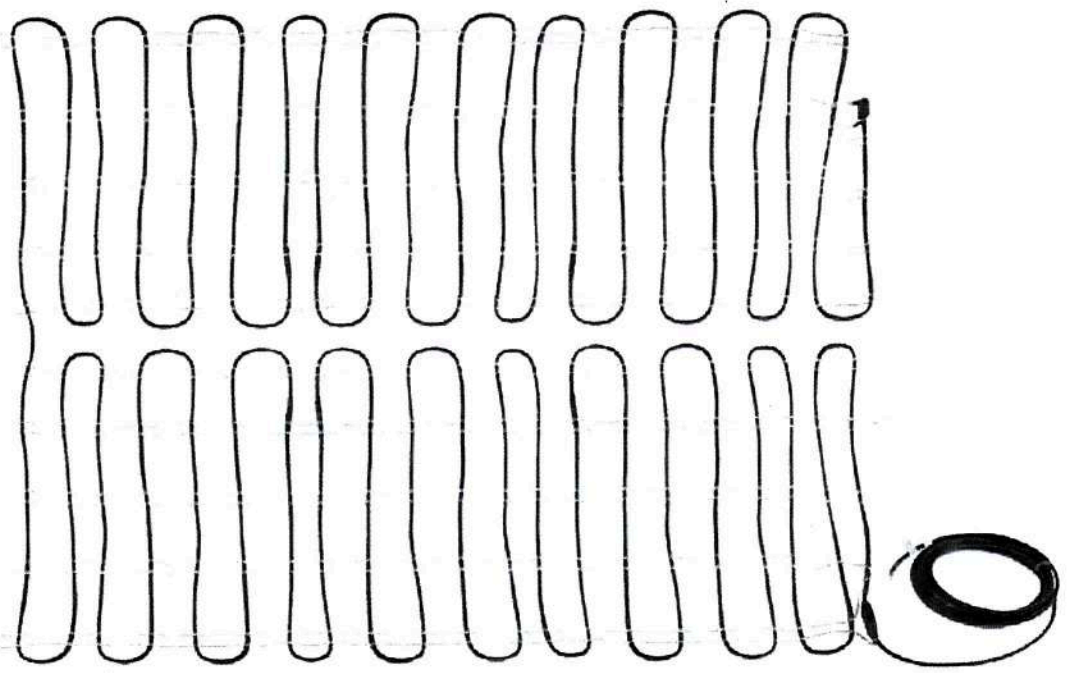
PM / Supt.: (4 hrs x \$75.00/hr)	= \$ 300.00	
Mark-Up (15%)	= \$ 45.00	
Bond (2%)	= \$ 6.90	
Subtotal	= \$ 351.90	= \$ 351.90

**Subcontractors:**

Decker Concrete	= \$ 900.00	
Justice Electric	= \$ 12,836.00	
Subtotal	= \$ 13,736.00	
Mark-Up (5%)	= \$ 686.80	
Bond (2%)	= \$ 288.46	
Subtotal	= \$ 14,711.26	= \$ 14,711.26

**TOTAL = \$ 15,063.16**





MATS – PRODUCT GUIDE

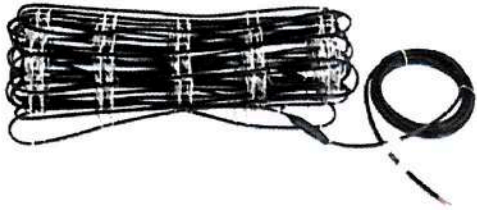
**EASYHEAT®**



# ELECTRIC SNOW MELTING MATS

---

Sno\* Melter® electric mats are designed to be embedded in concrete, asphalt, or under pavers, either as part of a new installation or when repaving.



Sno\* Melter Mats are available in sizes that cover, depending on the voltage available and configuration, from about 0.46 to 12.1 square meters (5 to 130 square feet) using a single mat. Mats can easily be combined and tailored to cover your unique walk, stair, patio and driveway configuration.



Electric mats provide reliable, convenient snow melting, providing a simpler and safer method of protection for homes and businesses.



# Justice Electric Co.

*"Who Says There's No Justice"*

---

312 - 7<sup>th</sup> Avenue SE Cedar Rapids, IA 52401 (319) 366-1546

February 20, 2020

JEC-002

Garling Construction  
Attn: Kendall  
1120 11<sup>th</sup> St  
Belle Plaine, IA 52208

Re: Hiawatha Public Library - Electric Heat Map

We propose to furnish electrical work and material as follows:

- Install electric heat mat in west stairway landing and steps for snow melt
- The controller will be located inside
- There will be a moisture sensor and in-ground sensor outside
- Concrete slab will have to be poured in 2 pours

**For a total cost of ..... \$12,836.00**

Billing would be monthly, 90% of completed work, balance upon completion, with payment due 10 days from date of invoice. This proposal is good for thirty (30) days.

If you have any questions, please feel free to call.

Thank you,

*Joe Justice*

Joe Justice  
President

ACCEPTANCE OF PROPOSAL - The above specifications, prices and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of acceptance

Name / Address
Garling Construction 1120 11th St Belle Plaine, IA 52208

Proposal	
Date	Proposal #
2/25/2020	2020-1297i



We hereby propose to furnish the materials and perform the labor necessary for the completion of:	
Hiawatha Library	<p>Add extra Labor for extra pours and working around electric heat in steps and landing. -no installation of insulation or heat lines</p> <p style="text-align: center;">\$900.00</p> <p>No digging or backfilling included. No tar, tile, or rock installed. No fill included. No bonding included. All grades to be + or - 1/10 per foot. Total Station used for quality control.</p>
<p>All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum listed above. With payments to be made as follows: Paid on completion of each phase. All accounts are payable within 10 days from the invoice date. A finance charge of 2% per month will be charged on all accounts over 30 days (24% annual percentage rate). Any collection fees necessary will be the customer's responsibility. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.</p>	
Note: This proposal may be withdrawn by us if not accepted within 10 days	Respectfully Submitted: _____ Mike Decker, President
Acceptance of Proposal	
The Above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.	
DATE OF ACCEPTANCE: _____	SIGNATURE: _____

**DRAFT**

**RESOLUTION NO. 20-**  
Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #17**  
Hiawatha Public Library Renovation and Expansion Project

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

WHEREAS, the principal architect of Fusion Architect has recommended Change Order #17 adding a 12"X24" paintable metal access panel, with an increase of \$271.26, and

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

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #17 for the Hiawatha Public Library Renovation and Expansion Project with a total increase in contract amount of \$271.26. The Library Board of Trustees additionally request additional funding for said project above the original approve authorized by the city council. Total project contract amount of \$3,952,216.65.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of March 2020.

\_\_\_\_\_  
Brenda Powers, President

ATTEST:

\_\_\_\_\_  
Karlene Nesslage, Sectary



### General Contractors

1120 11th Street • Belle Plaine, IA 52208 • Phone: (319) 444-3409 319-444-3409 • Fax: (319) 444-2437 319-444-2437

COR #. **017**

Date Tuesday, March 3, 2020

Project: Hiawatha Library

Change order for ASI 015. Proposed 12"x24" paintable metall acess panel.

#	Description	Type	Qty	Rate	Expense Amount	MarkUp	Cost
00017	Garling PM/Superintendent	Other Expense		0.000	85.000	15.0000	\$97.75
00017	Garling Labor Framing	Labor Expense		0.000	58.000	15.0000	\$66.70
00017	Garling Labor Install	Labor Expense		0.000	29.000	15.0000	\$33.35
00017	Garling Material	Material Expense		0.000	59.250	15.0000	\$68.14
00017	Bond	Other Expense		0.000	5.320	0.0000	\$5.32

PROPOSAL SUMMARY	
Other Expense	\$103.07
Labor Expense	\$100.05
Material Expense	\$68.14
<b>Net Costs</b>	<b>\$271.26</b>

**Proposal Total \$ 271.26**

PLEASE REVIEW AND SIGN BELOW FOR INCLUSION IN THE NEXT OWNER CHANGE ORDER

Architect: x \_\_\_\_\_ Date: \_\_\_\_\_

Fusion Architects

Owner: x \_\_\_\_\_ Date: \_\_\_\_\_

*Kendall Meyeraan*

PM: x \_\_\_\_\_ Date: 03/03/2020

Kendall Meyeraan, Project Manager



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion  
02-28-20  
COR 017

**Add Access Panel Into Plumbing Chase:**

**To add into the scope of work for this project the proposed 12" x 24" paintable metal access panel as per the attached ASI #015:**

Garling Construction:

PM / Supt.: (1 hr x \$85.00/hr) = \$ 85.00

Installation Labor:

Framing for access panel opening  
(1 hr x \$58.00/hr) = \$ 58.00

Install access panel  
(0.5 hr x \$58.00/hr) = \$ 29.00

Materials:

Best access panel (BA-AHD-12-24) = \$ 59.25

Subtotal = \$ 231.25

Mark-Up (15%) = \$ 34.69

Bond (2%) = \$ 5.32

**TOTAL = \$ 271.26**



**NOTE:** Please see attached Best Access Doors product data for substitute access door.

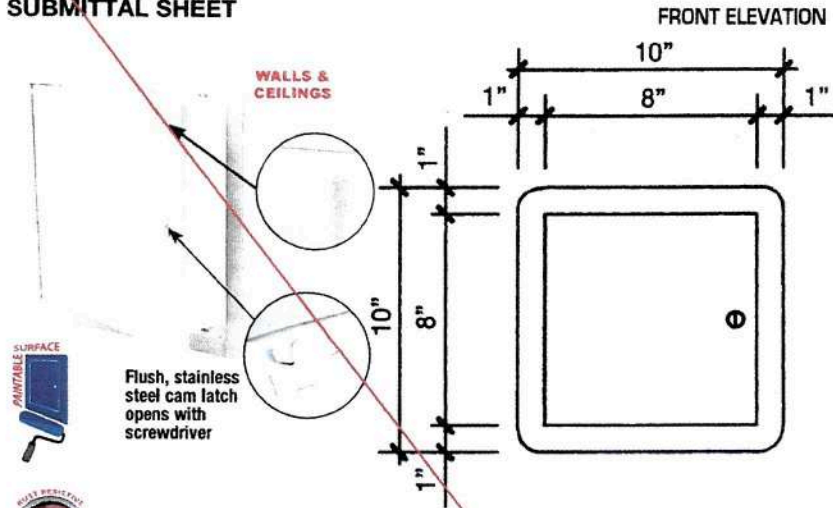


## WB Basic 300 Series Access Door

15

**GOOD in Quality | BEST in Price!**

### SUBMITTAL SHEET



### SPECIFICATIONS:

Door & Trim: 18 ga. steel (up to and including 16" x 16")  
7/16" door return lip edge

Finish: Primed white baked enamel, paintable surface

Lock: Stainless steel flush cam latch

Hinge: Pin hinge top and bottom. Allows opening to 165°

### OPTIONS (at additional cost)

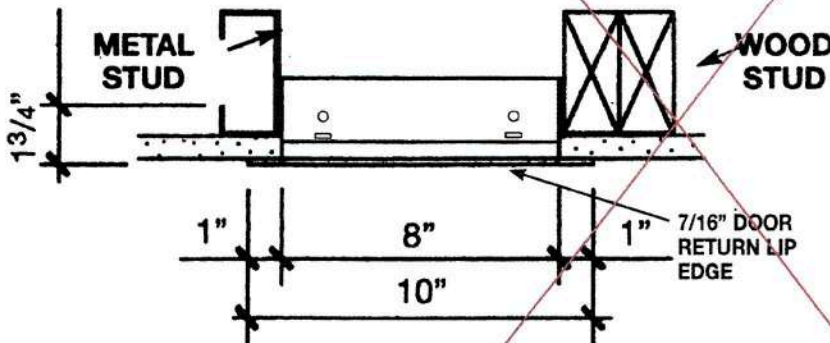
Finishes:

- ☐ Stainless Steel Type 304 No. 4 Satin Finish Brushed
- ☐ Stainless Steel Type 316 No. 4 Satin Finish Brushed

Options: (additional cost)

- ☐ WB Key Cylinder Locks - keyed alike 2 keys per door
- ☐ Custom colors
- ☐ Special sizes available
- ☐

### SECTION DETAIL



This cost effective access door is satin coat galvanized with a grey baked paintable enamel finish. This door is for indoor and outdoor use. When price is an issue, bid any job with confidence using the WB-Basic Door.

Model No.	Door Size W x H	Wall Opening	Cam Latches	Ship Wt. Lbs.
BASIC 300	6 x 6	6 1/4 x 6 1/4	1	4
BASIC 300	8 x 8	8 1/4 x 8 1/4	1	5
BASIC 300	8 x 12	8 1/4 x 12 1/4	1	6
BASIC 300	8 x 16	8 1/4 x 16 1/4	1	8
BASIC 300	10 x 10	10 1/4 x 10 1/4	3	6
BASIC 300	12 x 12	12 1/4 x 12 1/4	3	8
BASIC 300	12 x 16	12 1/4 x 16 1/4	3	10
BASIC 300	12 x 18	12 1/4 x 18 1/4	3	11
BASIC 300	12 x 24	12 1/4 x 24 1/4	4	15
BASIC 300	14 x 14	14 1/4 x 14 1/4	3	16
BASIC 300	14 x 24	14 1/4 x 24 1/4	3	14
BASIC 300	16 x 16	16 1/4 x 16 1/4	3	13
BASIC 300	16 x 20	16 1/4 x 20 1/4	3	16
BASIC 300	16 x 24	16 1/4 x 24 1/4	4	17
BASIC 300	18 x 18	18 1/4 x 18 1/4	3	14
BASIC 300	18 x 24	18 1/4 x 24 1/4	4	18
BASIC 300	18 x 36	18 1/4 x 36 1/4	5	29
BASIC 300	20 x 20	20 1/4 x 20 1/4	3	17
BASIC 300	20 x 24	20 1/4 x 24 1/4	4	21
BASIC 300	20 x 30	20 1/4 x 30 1/4	4	23
BASIC 300	22 x 22	22 1/4 x 22 1/4	4	22
BASIC 300	22 x 24	22 1/4 x 24 1/4	4	23
BASIC 300	22 x 30	22 1/4 x 30 1/4	4	25
BASIC 300	22 x 36	22 1/4 x 36 1/4	5	32
BASIC 300	24 x 24	24 1/4 x 24 1/4	4	24
BASIC 300	24 x 30	24 1/4 x 30 1/4	4	27
BASIC 300	24 x 36	24 1/4 x 36 1/4	5	35
BASIC 300	24 x 48	24 1/4 x 48 1/4	6	43
BASIC 300	30 x 30	30 1/4 x 30 1/4	6	32
BASIC 300	30 x 36	30 1/4 x 36 1/4	6	39
BASIC 300	32 x 32	32 1/4 x 32 1/4	6	35
BASIC 300	36 x 36	36 1/4 x 36 1/4	7	44

### RELATED PRODUCTS



**BEST in Quality!**  
**GOOD in Price!**

**WB GP 100 Premium Access Door**



**GOOD in Quality!**  
**BEST in Price!**

**WB UAD 200 Series Utility Access Door**

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Architect: \_\_\_\_\_  
Sizes: \_\_\_\_\_ Quantity: \_\_\_\_\_ App Initials: \_\_\_\_\_

1330 Progress Drive • Front Royal, VA 22630 • Phone: 1-800-255-5515 • [www.wbdoors.com](http://www.wbdoors.com)



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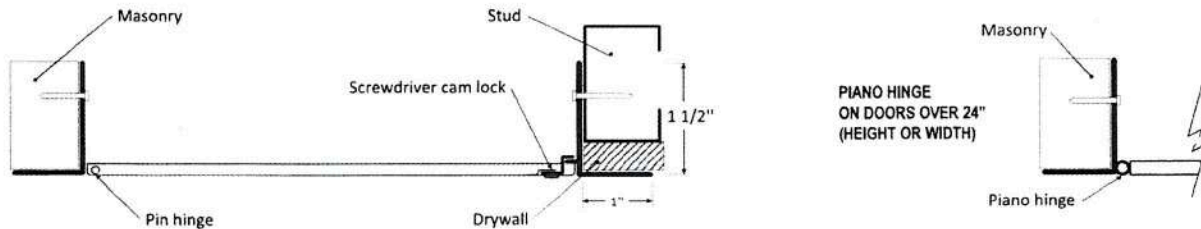


# Best Access Doors SUBMITTAL / TECHNICAL DATA SHEET

## GENERAL PURPOSE ACCESS DOOR FOR ALL SURFACE TYPES

# BA-AHD

### INSTALLATION

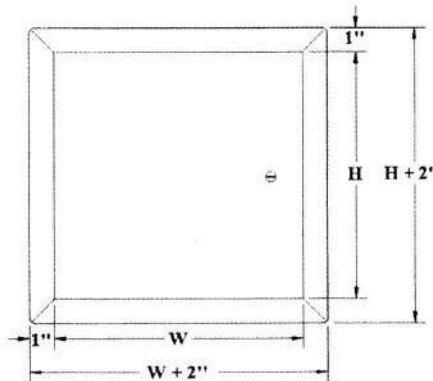


### DIMENSIONS AND APPEARANCE

LEED ready: This product contributes to LEED® credits.

Your odd sizes:  
Made in 5 days

DOOR SIZE W x H inches (MM)	NUMBER OF LOCKS	WEIGHT LBS	KG
6 x 6 (152 x 152)	1	2	0.9
8 x 8 (203 x 203)	1	3	1.4
8 x 12 (203 x 304)	1	4	1.8
10 x 10 (254 x 254)	1	4	1.8
12 x 12 (304 x 304)	1	5	2.3
12 x 16 (304 x 406)	1	6.2	2.8
12 x 18 (304 x 457)	1	7	3.2
12 x 24 (304 x 609)	1	8	3.6
14 x 14 (356 x 356)	1	7	3.2
16 x 16 (406 x 406)	1	8	3.6
18 x 18 (457 x 457)	1	9	4.1
18 x 24 (457 x 609)	1	13	5.9
20 x 20 (508 x 508)	1	11	5.
22 x 22 (558 x 558)	1	13	5.9
* 22 x 30 (558 x 762)	2	17	7.7
* 22 x 36 (558 x 914)	2	19	8.6
* 24 x 24 (609 x 609)	1	15	6.8
* 24 x 30 (609 x 762)	2	20	9.1
* 24 x 36 (609 x 914)	2	22	10
* 24 x 48 (609 x 1219)	2	28	12.7
* 30 x 30 (762 x 762)	4	23	12.7
* 36 x 36 (914 x 914)	4	31	14.1



Rough wall opening is door size + 1/4" or + 6mm

\*Piano hinge on doors over 24 inches (height or width) - The LHD model is recommended for over 1296 sq. inches

### DESCRIPTION AND MATERIAL SPECIFICATION

**Material:** 16 gauge cold rolled steel  
**Hinge:** hidden pin hinge  
continuous piano type on doors  
over 24" (height or width)  
**Lock / latch:** screwdriver operated cam latch  
**Finish:** high quality white powder coat primer  
**Packaging:** individually wrapped, 1 per box

**POPULAR OPTIONS**  
**Lock / latch:** For complete list of options  
go to: [www.BestAccessDoors.com](http://www.BestAccessDoors.com)  
key operated cylinder cam latch,  
hex head cam latch, pinned hex  
head cam latch, handle operated cam latch,  
mortise preparation for cylinder.

**Material:** stainless steel 304 #4 (brushed finish)  
**Gasketing:** neoprene gasket



**Click here to view the Products**

### PROJECT DATA

PROJECT NAME:	QTY	W	H	OPTIONS
ARCHITECT:				
DEALER:				
CONTRACTOR:				
LOCATION:	SPECIAL INSTRUCTIONS:			
DATE:				
TAGGING INSTRUCTIONS:	SUBMITTAL APPROVAL: (signature or stamp)			

ADDRESS: 427 N Tatnail St, #76520 Wilmington, DE 19802-2230

Tel.: 1-800-483-0823

Fax: 1-888-828-6021

[www.bestaccessdoors.com](http://www.bestaccessdoors.com)  
[sales@bestaccessdoors.com](mailto:sales@bestaccessdoors.com)

**RESOLUTION NO. 20-13**

Library Board of Trustees

**RESOLUTION APPROVING THE AMENDMENT OF THE HIAWATHA PUBLIC  
LIBRARY BOARD OF TRUSTEES BY-LAWS**

BE IT RESOLVED, by the Hiawatha Public Library Board of Trustees to approve the amendment of the Hiawatha Public Library Board of Trustees By-Laws to eliminate language regarding specific committees.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10<sup>th</sup> day of March, 2020

---

Brenda Powers, President

ATTEST:

---

Karlene Nesslage, Secretary

## **Memo:**

March 10, 2020

To: Hiawatha Public Library Board of Trustees

From: Jeaneal Weeks, Library Director

Re: Amending the Hiawatha Public Library By-Laws

The current Hiawatha Public Library By-Laws specify and list board committees. This specification is not necessary, and the board has established committees not listed. The amendment eliminates specific committees and addresses standing committees in general.

Resolution 20-13 approves elimination of language related to specific committees.

---

## By-Laws

### Hiawatha Public Library Board of Trustees By-Laws

#### I. Name and Purpose:

- A. The Hiawatha Public Library Board of Trustees hereafter referred to as the Board.
- B. The Board will comply with the Iowa Code in all questions of library law and governance and will further comply with the regulations set forth in the Hiawatha City library ordinance. The Board's specific powers and duties are set forth in the library ordinance.

#### II. Board Meetings:

- A. The Board shall meet on the second Tuesday of every month at 7:00 p.m. ~~at the Hiawatha Public Library in the Glenn Schminke Room of the Hiawatha Public Library.~~
- B. A quorum shall consist of four members (from ~~a its~~ total membership of seven trustees).
- C. The Board shall comply with Iowa's Open Meeting Law by printing and publicly posting a copy of all meeting agendas 24 hours prior to the meeting.
- D. The Board shall record its proceedings as minutes and shall keep copies of the minutes available for public inspection.
- E. The Director of the Hiawatha Public Library or designee shall be present and participating at each meeting of the Board.
- F. The Board will conduct its meetings according to parliamentary procedure as detailed in the latest edition of Robert's Rules of Order. ~~Robert's Rules of Order.~~
- G. Special meetings may be held at any time at the call of the President, Secretary, or any two members of the Board, if notice thereof is given to the public 24 hours in advance of the special meeting.



## By-Laws

### III. Officers and Committees:

- A. Officers shall be the Board president, vice president, and secretary and shall be elected at the annual meeting in July. Officer terms shall be for two years. Officers may succeed themselves in office, if none serves more than three consecutive terms in the same office.
- B. The president shall preside at all meetings, appoint all committees, and generally perform all duties associated with the office. In the absence of the president, the vice president shall assume the president's duties. The secretary shall record all proceedings of the Board.
- C. The Board of Directors may create such standing committees as it may deem necessary to promote the purpose and carry on the work of the Corporation. The term of each chair shall be one year and until the election and qualification of a successor, subject to earlier termination by the Board of Directors.
- D. The chair of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.
- E. The power to form special committees and appoint their members rests with the Board of Directors.
- F. The President shall be a member ex officio of all committees except the nominating committee.

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Indent at: 0.88"

## By-Laws

~~Committees shall consist of the following: Policy Committee, Budget and Finance Committee, Public Relations Committee, Buildings and Grounds Committee, Personnel Committee, and Long Range Planning Committee. The president as needed shall appoint ad hoc committees.~~

### IV. Major Functions:

- Hire and evaluate the library director
- Set salaries and benefits for the library's personnel
- Participate in the budget process and secure adequate financial support for the library's operations and services
- Set policies for the library's operations and services
- Engage in planning for the library's future
- Ensure library director and staff participate in training and continuing education
- Participate in Board training and educational opportunities
- Ensure the library's involvement in State Library, Library Service Area, and Metro Consortium initiatives.

### V. Amendments:

These bylaws may be amended at any meeting of the Board with a quorum present, by a unanimous vote of the members present, provided that notice of the proposed amendments is provided in advance of the meeting.

~~Amended September 4, 1991~~

~~Reviewed November 1995~~

~~Amended September 12, 2000~~

~~Amended April 9, 2002~~

~~Reviewed November 2, 2004~~

~~Reviewed December 18, 2007~~

~~Amended May 11, 2010~~

~~Amended June 10, 2014~~

~~Amended March 10, 2020~~ September 13, 2016

**RESOLUTION NO. 20-14**

Library Board of Trustees

**RESOLUTION APPROVING THE CREATION OF THE POSITION OF CIRCULATION  
MANAGER**

BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES OF THE CITY  
OF HIAWATHA, IOWA approves the creation of the position of Circulation Manager

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10<sup>th</sup> day of March, 2020

---

Brenda Powers, President

ATTEST:

---

Karlene Nesslage, Secretary

**Memo:**

March 10, 2020

To: Hiawatha Public Library Board of Trustees:

From: Jeaneal Weeks, Library Director

Re: Resolution to create the Circulation Manager position

In anticipation of moving into the larger space provided by the expansion/renovation of the library, we recognize the need for a manager of circulation and the customer services. Staff will have more ground to cover and more patrons to serve. It will be necessary for circulation staff to report to and rely upon a manager who supervises circulation services. The library director and the library operations manager will benefit from this position in that the staff will have one person to report to with issues that deal with public services. Currently, circulation staff rely on the operations manager for supervision. This job involves a great deal of day to day management of services, schedules, and problem solving. The circulation manager will be the primary contact regarding shared circulation services with the other MLN libraries. The circulation manager will assume all aspects of supervision of circulation staff, volunteer training, and management of public services with the goal of providing maximum library service.

Our assistant programming librarian will not be returning from maternity leave. Our plans are to fill this new circulation manager job with the intention of filling the programming assistant position in the future when budget allows.

**RESOLUTION NO. 20-15**

Library Board of Trustees

**RESOLUTION APPROVING THE CIRCULATION MANAGER JOB DESCRIPTION**

BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES OF THE CITY OF HIAWATHA, IOWA approves the job description of Circulation Manager

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10<sup>th</sup> day of March, 2020

\_\_\_\_\_  
Brenda Powers, President

ATTEST:

\_\_\_\_\_  
Karlene Nesslage, Secretary





# CITY OF HIAWATHA, IOWA

## Circulation Manager

**DATE:** 02/20

---

**CLASSIFICATION:**

Exempt

**DEPARTMENT:**

Library

**JOB DESCRIPTION:**

---

**Summary/Objective**

It is the responsibility of the Circulation Manager to supervise the circulation staff, and volunteers, and to manage public services following the policies laid forth by the Library Board with the goal of providing maximum library service.

**DISTINGUISHING CHARACTERISTICS:**

---

The Circulation Manager is under the supervision of the Library Operations Manager. In the absence of the Library Operations Manager the Library Director would serve as the supervisor.

**ESSENTIAL FUNCTIONS:**

---

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages and performs circulation responsibilities.
2. Customer Service – building strong customer relationships and delivering customer centric solutions.
3. Implements circulation standard operating procedures and system policies.
4. Manages the development and implementation of the library's goals, objectives, policies, and priorities for all service areas.
5. Assist with personnel management including hiring and evaluation of lower level staff.
6. Creates and coordinates work schedules. This includes finding replacements for vacation and sick leave.
7. Consults with IT professionals to set up and run the automated systems.
8. Consults and coordinates with staff regarding the library's work plan, assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; consults with other supervisory staff to identify and resolve problems.
9. Assists with in-service training and evaluation of library personnel; provides or coordinates staff training; works with employees to correct deficiencies.
10. Maintains an active program of public relations; speak as requested to groups about library services.
11. Works circulation desk and performs all necessary tasks related.
12. Responds to and resolves sensitive citizen inquiries and complaints.
13. Answers patrons' directional and procedural inquiries.
14. Provides information and Readers' Advisory services as assigned.
15. Answers reference questions.
16. Attends professional meetings and workshops; affiliates with state professional organizations.
17. Assists other city departments.
18. Assists with system database stats and reports
19. Prepares monthly Circulation Report.
20. Assists with webpage design and updates.

21. Performs related work and other duties as assigned.

#### **QUALIFICATIONS (POSITION REQUIREMENTS AT ENTRY):**

- Firm knowledge of organization and operation of the library.
- Current principles and practices of library science.
- State and federal library legislation.
- Principles and practices of public sector and municipal budget development and administration.
- Principles of supervision, training, and performance evaluation.
- Books, authors and book classification.
- Modern office procedures, methods, and computer equipment.
- English usage, spelling, grammar and punctuation.

#### **SKILLS AND ABILITIES (POSITION REQUIREMENTS AT ENTRY):**

- Collaborates-building relationships and working collaboratively with others to meet shared objectives
- Customer Focus-building strong customer relationships and delivering customer centric solutions.
- Plan, organize, direct and coordinate the work of lower level staff.
- Supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Identify and respond to community and organization issues, concerns, and needs.
- Communicate and develop positive relationships with patrons
- Identify and respond to community and organization issues, concerns and needs.
- Analyze the community's needs for library services.
- Prepare and present public presentations.
- Develop and administer goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Follow all safety rules and regulations.
- Using computers and related software applications.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction.

#### **TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):**

Four-year undergraduate degree with major in library science coursework or equivalent. One-year public library work or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the job such as those listed above. State of Iowa Public Librarian's Certificate recommended. Working knowledge of office management software packages.

#### **LICENSING REQUIREMENTS (POSITION REQUIREMENTS AT ENTRY):**

None.

**ESSENTIAL PHYSICAL ABILITIES:**

---

Positions in this class typically require: standing, mobility, fingering, talking, hearing, seeing and repetitive motions.

Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**SUPERVISORY RESPONSIBILITY:**

---

The Circulation Manager is responsible for the direct supervision of lower level staff. Responsibilities include training; planning and directing work; rewarding and disciplining; addressing complaints and resolving problems.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

---

This is a full-time position. General hours of work and days are dictated by library hours of operation. The library is open seven days a week. Hours of operation are anytime between 8 am and 8 pm. Evening and weekend work are required as job duties demand.

**OTHER DUTIES:**

---

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**SIGNATURES:**

---

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

**RESOLUTION NO. 20-16**

Library Board of Trustees

**RESOLUTION APPROVING REVISED ORGANIZATIONAL CHART TO REFLECT THE  
CREATION OF CIRCULATION MANAGER POSITION**

BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES  
OF THE CITY OF HIAWATHA, IOWA approves the revised organizational chart to  
reflect the creation of circulation manager position

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10<sup>th</sup> day of March, 2020

---

Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary



# Hiawatha Public Library

