

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

Board Meeting Agenda  
Hiawatha Public Library Board of Trustees

July 9, 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: June 11, 2019
  - 3. Library Director's Report
  - 4. Monthly Report
- D. New Business
  - 1. Consider Resolution authorizing staff as per the AIA Document for Architect Services to Proceed with Supplemental Services with Bluestem including Audio Visual (AV) and review for the Hiawatha Public Library Renovation and Expansion Project
  - 2. Hiawatha Public Library Renovation and Expansion Project
    - a) Public Hearing-Consider the proposed plans, specification, form of contract, and estimate of cost on file for the IT, Communication and Data Proposal
      - Review Bids
      - Consider Resolution awarding contract
    - b) Public Hearing-Consider the proposed plans, specification, form of contract, and estimate of cost on file for the Audio Visual Proposal
      - Review Bids
      - Consider Resolution awarding contract
  - 3. Consider Resolution setting and approving Library Non-Union Employees Position Adjustments, Wages and Salary Schedule for FY 2019-2020
  - 4. Consider Resolution to approve Adult Collections Developer job description
  - 5. Election of Officers-Vice President

- E. Old Business
  - 1. Building project update
- F. General Discussion
  - 1. Committee Change-Publicity to Advocacy
  - 2. FY20 committee meeting schedule
- G. Trustee Training
- H. President's Report
- I. Adjournment

**The next regularly scheduled board meeting is set for Tuesday, August 13, 2019 at 7:00 p.m. in the Glenn Schminke Community Room, Hiawatha Public Library.**

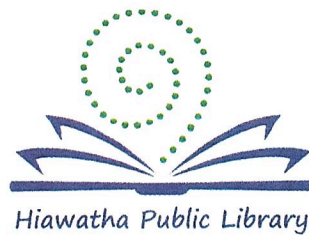


## July 2019

6/12/2019 through 7/8/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
7/5/2019	FY20		Batteries + B...	6/28 Dr. Who	001-410-650...			-8.99
	<b>001-410-6506 Office Supplies</b>							<b>-943.94</b>
7/5/2019	FY20	S	Demco	6637198	001-410-650...			-101.37
				6637043	001-410-650...			-9.00
				6637038	001-410-650...			-52.91
7/5/2019	FY20	S	American Lib...	73782986	001-410-650...			-133.00
7/5/2019	FY20	101	Uline	109905504	001-410-650...			-79.11
7/5/2019	FY20	S	Office Express	49831-0	001-410-650...			-518.56
				50951-0	001-410-650...			-49.99
	<b>001-410-6507 Operating Supplies-Misc</b>							<b>-70.32</b>
7/5/2019	FY20		Johnstone S...	2045664	001-410-650...			-70.32
	<b>001-410-6508 Postage</b>							<b>-233.30</b>
7/5/2019	FY20		Hiawatha Po...	6/7, 6/13, 6/...	001-410-650...			-116.65
7/5/2019	FY20		Hiawatha Po...	6/7, 6/13, 6/...	001-410-650...			-116.65
	<b>320-410-6506 Children's Program Trust</b>							<b>-193.26</b>
7/5/2019	FY20		Wal-Mart	6/8/19	320-410-650...			-32.61
7/5/2019	FY20		Wal-Mart	7/2/19	320-410-650...			-60.65
7/5/2019	FY20		Jenna Bell C...	Yoga Story ...	320-410-650...			-100.00
							<b>OVERALL TO...</b>	<b>-4,626.40</b>





## **Library Board of Trustees Meeting**

Location: Glenn Schminke Community Room

Date: June 11, 2019

Call to Order: 7:01 pm

**A. Call to Order – Roll Call** Present: Anna Ronnebaum, Matt Dunbar, Brenda Powers, April Neuendorf, Sue Halter, and Karlene Nesslage. Also present: Jeaneal Weeks – HPL Director, Kim Downs – City Administrator, Rob Archibald – City Council Member, Daniel Hoffmann – citizen. Absent – Jerry Mohwinkle

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

The Agenda was reviewed. Brenda Powers made a motion to accept the agenda, Anna Ronnebaum seconded and the motion carried.

### **C. Approval of Consent Agenda**

1. Approval of bills
2. Minutes: May 14, 2019
3. Library Director's Report
4. Monthly Report

Unanimous approval was given for the Consent Agenda after removing the bills for separate approval.

Additional items had been added to the bills – these were reviewed. Sue Halter made a motion to approve the payment of the bills, Brenda Powers seconded and the motion carried.

### **D. New Business -**

1. 2019-Hiawatha Public Library Renovation and Expansion Project
  - a. Public Hearing-IT, Communication, and Data Package Proposal - Public hearing was opened at 7:05 pm and Closed at 7:06 with no comments from the public.

- i. Review bids - one bid was received after the deadline
- ii. Consider Resolution awarding contract
- iii Consider Resolution resetting public hearing (July 9, 2019 @ 7:00 PM), repost notice to bidders, and accept bids on July 1, 2019 no later than 5:00 PM

Motion to reject the bid and to reset the public hearing (July 9, 2019 @ 7:00 PM), repost notice to bidders, and accept bids on July 1, 2019 no later than 5:00 PM was made by Karlene Nesslage, seconded by Sue Halter.

Resolution 19-18 was approved by a roll call vote:

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

Nays: none

Absent: Mohwinkle

- b. Public Hearing-AV Package Proposal - Public hearing was opened at 7:13 pm and Closed at 7:14 with no comments from the public.

- i. Review bids – 1 bid received – included more than was requested
- ii. Consider Resolution awarding contract
- iii Consider Resolution resetting public hearing (July 9, 2019 @ 7:00 PM), repost notice to bidders, and accept bids on July 1, 2019 no later than 5:00 PM

Motion to reject the bid and to reset the public hearing (July 9, 2019 @ 7:00 PM), repost notice to bidders, and accept bids on July 1, 2019 no later than 5:00 PM was made by Brenda Powers, seconded by Anna Ronnebaum.

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

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

Nays: none

Absent: Mohwinkle

- c. Consider Resolution approving Garling Construction Request for Change Order #1 with a decrease amount of \$3,436.15; revised contract amount \$3,905,563.85

Motion to approve Resolution 19-20 approving Garling Construction Request for Change Order #1 with a decrease amount of \$3,436.15; revised contract amount \$3,905,563.85 was made by Sue Halter, seconded by Brenda Powers and was then approved by a roll call vote:

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

Nays: none

Absent: Mohwinkle

- d. Consider Resolution approving proposal for card access control with CEC
- Motion to approve Resolution 19-21 approving proposal for card access control with CEC was made by April Neuendorf, seconded by Anna Ronnebaum and was then approved by a roll call vote:
- Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage & Halter  
Nays: none  
Absent: Mohwinkle
- e. Consider Resolution approving proposal for security cameras and safety alarm systems with Hawkeye Communications
- Motion to approve Resolution 19-22 approving proposal for security cameras and safety alarm systems with Hawkeye Communications was made by Brenda Powers, seconded by Matt Dunbar and was then approved by a roll call vote:
- Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage & Halter  
Nays: none  
Absent: Mohwinkle

**E. Old Business-**

1. Building project update – the new parking lot is under construction, electrical boxes are being prepared to be moved by Alliant.
2. Summer Reading program was kicked off at the beginning of the month and many activities are happening on a daily basis.

**F. General Discussion – none**

**G. Trustee Training -**

1. Brainfuse resource - Trustees were invited to investigate and learn about this new resource.

**H. President's Report – none**

**I. Adjournment –** Anna Ronnebaum made a motion to adjourn the meeting, Karlene Nesslage seconded and the motion was carried. Meeting adjourned at 7:41 pm.

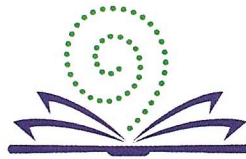
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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Secretary



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

**July 2019**

**Director's Report:**

"I can see clearly now the rain is gone." Johnny Nash

This means we are so much closer to having a parking lot. The asphalt is done and striped. We are waiting for a new sidewalk from the parking lot to the building entrance. The anticipated date of opening the parking lot is Friday, July 11. Fingers crossed. Our patrons have been patient for the most part though we have had a few dust ups between construction workers trying their best to get things done quickly and patrons who think they should be done NOW. This, too, shall pass. Suffice it to say that we are excited to see the changes and we are looking forward to moving day.

City Administrator Kim Downs and Director Weeks have been working hard to acquire all necessary shelving and furnishings with our project budget in mind.

We will be moving forward with moving most of our cataloging work to the Cedar Rapids Public Library, working with a new acquisitions module from Sirsi Dynix, our ILS. We will have most material pre-processed by our vendors which will save us a great deal of time and money. We will eliminate our cataloging position and change it to a collection development position for the adult collection.

Jeaneal is working on a project with an Iowa illustrator to create an original piece of art depicting Native American Hiawatha. We will need to find a grant in order to make this a reality.

I would like to commend the library staff for all of the dedicated hard work they are doing this summer. They are one of the primary reasons we are successful, and they are rolling with the punches. It is delightful to see and hear our patrons of all ages be so excited to join in the summer reading fun.

**Youth Services Report:**

The library is bustling with activity, both inside and out. Though the expansion project changes the library exterior daily, readers and caregivers haven't altered their commitment to summer reading programs and special events happening inside.

One thousand six hundred and sixteen future astronauts have registered for *A Universe of Stories*, the 2019 summer reading program. This honors the 50<sup>th</sup> anniversary of the Apollo 11 moon landing and children of all ages enjoy the space theme. They seem especially excited when they earn a toy astronaut and alien.

Hiawatha Public Library has offered a menu of recurring programs that keep our patrons coming back week after week. These include Toddler Time, Story Time, Crafts for Kids and Play & Learn. In addition, monthly events such as Youth Chess Club, STEM Club, Little Engineers and Doodlebugs continue to be popular.





Big shows are the crux of summer programming and construction hasn't deterred anyone from attending. The Library has featured musical fun with The Real Beals, the debut of the mega-levitator with Absolute Science, furry critters from Blank Park Zoo, twinkling constellations from Grout Museum Starlab, a mischievous kinkajou from Wild Times Exotics and brazen buccaneers from Funny Nuggets Pirate Adventure.

AmeriCorps Summer Learning Associates Anna Brabston and Morgan Meese have done wonderful things for the Hiawatha community. They find comfort and creativity in numbers and pair up whenever possible as they visit two senior care and one kids outreach center (Kidspoint) each week.

Anna and Morgan have enjoyed doing crafts with the senior care center residents but they are also invested in each individual resident and their stories. Earlier this month, many of the residents were resting when Anna and Morgan arrived. The care center staff explained that it was too difficult to wake up everyone so they could participate in the craft/social hour with Anna and Morgan. Anna told her Morgan and she would be glad to help with this next week and the care center embraced the idea.

Anna and Morgan have engaged the Kidspoint crowd in reading, crafting and good old-fashioned dialogue and are now greeted with hugs. They encouraged the kids to "create their own alien," telling the kids to come to the library to see their alien creation hanging on the wall.

Anna and Morgan have reached out to our local Goodwill Industries and have planned a Minute to Win It event with them. This is guaranteed fun for all participants.

Finally, both Anna and Morgan are delightful with our patrons, young and old. The Library has received two written testimonials about their excellent service and their contributions can be seen throughout the children's area.

### **Adult Programming Report:**

We have wrapped up our Out Loud! Author Series with the Metro Library Network. We had three distinguished storytellers come regale us in their writing styles and their love of public libraries. Author of the popular Longmire series, Craig Johnson started us off on June 7<sup>th</sup>; Cristina Henriquez, who wrote: *The Book of Unknown Americans*, an honest and unforgettable tale that is tremendously written; was here on June 14<sup>th</sup>; and the hilarious and relatable Jennifer Weiner finished the series on June 28<sup>th</sup>. There were around 1200 people in the audience. A few people had even driven hours across states to attend and meet their favorite author. It is always a fun experience to be able to meet the authors and to hear how they got started writing.

Summer Reading is half-way done. We have 307 adults registered for the program. If you would like to register, you still have time. The program goes until July 27<sup>th</sup>. In addition to reading, you can attend library programs which will count for your reading log. We are giving small prizes for motivation and we are offering some fabulous grand prizes in our drawing at the end of the program. Please stop by the front desk if you have any questions.

As mentioned in the Youth Services report, we have been fortunate to have two Iowa Campus Compact AmeriCorps leaders work with us on our summer programming and events. The collaboration has been a wonderful help to us and lets us extend our offerings.

# Monthly Report June 2019

MATERIAL CIRCULATION		
Adult	3,933	16%
Juvenile	9,587	40%
Young Adult	930	4%
Periodicals	124	1%
DVD Adult	4,875	20%
DVD Juvenile	1,802	7%
Other Materials	51	0%
Kits	31	0.13%
Adult Audio	524	2%
Adult Music	408	2%
Juvenile Audio	167	0.69%
Children's Music	120	0.50%
Young Adult Audio	48	0.20%
Overdrive Audio	377	1.57%
One-Click Audio	96	0.40%
Overdrive E-Books	580	2.41%
3M Cloud Library	222	0.92%
3M Cloud Library Pay Per Use	61	0.25%
Zinio Magazines	78	0.32%
Freegal Music	38	0.16%
<b>Total Circulation</b>	<b>24,052</b>	
Last Year's Circulation	25,408	
<b>Change</b>	<b>-1,356</b>	

<b>SELF-CHECK</b>	10,661	47.17%
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<b>DAYS OPEN</b>	25
Ave. Daily Circulation	962

INCOME	
Fines	\$980.53
Copier	\$372.65
Postage	\$0.00
FAX	\$40.55
Lost/damaged Books	\$63.95
Lost Cards	\$12.00
ILLs	\$26.00
Room Rental	\$0.00
Merchandise	\$0.00
<b>Total</b>	<b>\$2,488.46</b>

Due to data loss, we don't have complete itemized figures for part of June. The end total is correct.

UNIQUE MANAGEMENT		
	Month	Y-T-D
Dollars received	\$69.60	\$1,342.68
Material returned	\$177.61	\$1,724.73

OPEN ACCESS CIRCULATION	
Open Access	17,736
Hiawatha	2,393
Linn County	1,567
Cedar Rapids	12,345
Marion	2,084
Robins	904
<b>Total Circulation</b>	<b>22,600</b>

LIBRARY VISITS	
2019	13,946
Daily Average	558
2018	16,063
<b>Change</b>	<b>-2,117</b>

INTERLIBRARY LOANS	
ILLs Sent	28
ILLs Received	27

NOTARY	Month	YTD
	5	28

PROCTOR	Month	YTD
	13	55

PROGRAMMING		
	people	programs
Youth	4250	60
Outreach	217	5
Young Adult	649	7
<b>Youth Total</b>	<b>5,116</b>	<b>72</b>
Family	31	1
Adult	1,770	34
Outreach	90	7
<b>Adult Total</b>	<b>1,891</b>	<b>42</b>

LIBRARY USERS	
Registered Borrowers	8,976
New this Month	166
<b>Withdrawn</b>	<b>211</b>

MEETING ROOM	168
McKenzie	85
Schminke	83
Public	11
Library	72

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	83	461	64	6	80	36	0	730
Items Withdrawn	27	22	2	1	94	0	0	146

## Online Resources

	Month	Y-T-D
<b>WEBSITE USERS</b>	2232	13589

	Log Ins	Y-T-D
<b>PRONUNCIATOR</b>	4	16

	Month	Y-T-D
<b>FREEGAL</b>		
Download patrons/song	17/197	180/1732
Streaming patrons/song	13/538	132/3095

	Month	Y-T-D
<b>BRAINFUSE</b>	22	529

	Month	Y-T-D
<b>NICHE ACADEMY</b>		
Views	21	205

EBSCOHOST		
	Sessions	Y-T-D
Automate	0	6
Consumer F	0	0
MasterFILE	1	19
Other	2	30
Novelist	0	3
<b>Total</b>	<b>3</b>	<b>58</b>

	Month	Y-T-D
<b>LYNDA</b>		
User Logins	57	299

	Month	Y-T-D
<b>KANOPY</b>		
Plays	12	128

		Ave./Day	Last Month	Change
<b>COMPUTER USE</b>				
Patrons	1216	48.64	864	352
Hours	939	37.56	648	291

	Month	Y-T-D
<b>REFERENCE USA</b>		
Logins	4	52



**RESOLUTION NO. 19-**  
Library Board of Trustees

**RESOLUTION AUTHORIZING STAFF AS PER THE AIA DOCUMENT FOR  
ARCHITIECT SERVICES TO PROCEED WITH SUPPLEMENTAL SERVICES  
WITH BLUESTEM including AV DESIGN AND REVIEW**

Be It Resolved, the Library Board of Trustees of the City of Hiawatha directs staff as per the AIA document for architect services to proceed with including supplemental services with Bluestem for the Library Renovation and Expansion Project AUDIO VISUAL design and review of bids in the amount of \$20,800 with funding available as set by city council not limited to LOSST, GO Bonding, and/or fund raising by project committee.

AYES:  
NAYS:  
ABSENT:

PASSED AND APPROVED this 9th day of July, 2019.

\_\_\_\_\_  
Brenda Powers, Library Board of Trustees President

ATTEST:

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

**RESOLUTION NO. 19-**  
Library Board of Trustees

**RESOLUTION AWARDING LIBRARY RENOVATION AND EXPANSION  
PROJECT'S IT, COMMUNICATIONS & DATA TECHNOLOGY CONTRACT**

WHEREAS, the Library Board of Trustees of the City of Hiawatha has reviewed the Library Renovation and Expansion Project's IT, Communications, & Data Technology bid(s); One (1) were received and have determined Inteconnex of Cedar Rapids, Iowa as the lowest responsible responsive bidder with a base bid amount of \$18,112.15, and

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES OF THE CITY OF HIAWATHA, IOWA awards the Library Renovation and Expansion Project's IT, Communications, & Data Technology contract with a total cost of \$18,112.15, with Inteconnex of Cedar Rapids, Iowa, utilizing available funding as set by city council not limited to LOSST, GO Bonding and/or fund raising by project fundraising committee.

AYES:  
NAYS:  
ABSENT:

PASSED AND APPROVED this 9th day of July, 2019.

\_\_\_\_\_  
Brenda Powers, Library Board of Trustees President

ATTEST:

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

**RESOLUTION NO. 19-**  
Library Board of Trustees

**RESOLUTION AWARDING LIBRARY RENOVATION AND EXPANSION  
PROJECT AUDIO VISUAL CONTRACT**

WHEREAS, the Library Board of Trustees of the City of Hiawatha has reviewed the Library Renovation and Expansion Project AUDIO VISUAL bids; Two (2) were received and have determined Hawkeye Communications of Hiawatha, Iowa as the lowest responsible responsive bidder with a base bid amount of \$23,917.10, and

WHEREAS, the Library Board of Trustees have in addition determined the following would be purchased separate from the contract

- (4) HDMI TV Monitors
- Lectern, and

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF TRUSTEES OF THE CITY OF HIAWATHA, IOWA awards the Library Renovation and Expansion Project Audio Visual contract with a total cost of \$23,917.10, with Hawkeye Communications of Hiawatha, Iowa, utilizing available funding as set by city council not limited to LOSST, GO Bonding and/or fund raising by project fundraising committee.

AYES:  
NAYS:  
ABSENT:

PASSED AND APPROVED this 9th day of July, 2019.

\_\_\_\_\_  
Brenda Powers, Library Board of Trustees President

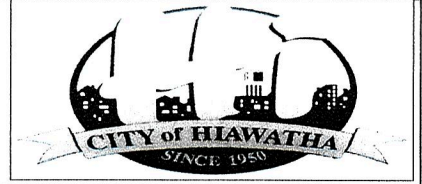
ATTEST:

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

## CITY ADMINISTRATOR'S OFFICE MEMO

[cityadmin@hiawatha-iowa.com](mailto:cityadmin@hiawatha-iowa.com)

319-393-1515 ext.523



**To:** Library Board of Trustees

**From:** City Administrator, Kim Downs and Library Director Jeaneal Weeks

**Date:** June 28, 2019

**RE:** Setting and approving Non-Union Employee Wages for FY-20

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### **Non-Union Employees FY-20 Request:**

The City of Hiawatha retained Newport Group to conduct a market rate compensation study for selected positions in the organization. The objectives were to:

- Provide compensation market data that relates to the industry, organization size, market area, and roles for the selected exempt and non-exempt positions
- Provide recommendation for changes to compensation level and market adjustments
- Provide recommendations for compensation ranges for each role

Market-competitive pay systems play a significant role in attracting and retaining the most qualified employees. Pay equity was considered in the study without discrimination. Market competitive pay systems should promote a city's attainment of competitive strategies. Paying more than necessary can undermine lowest-cost strategies: Excessive pay levels represent an undue burden. When setting pay strategies cities don't want to lose sight of other employee needs such as dollars for training and development. It is important to strike a balance between offering sufficiently high salaries to attract and retain talented candidates and providing sufficient resources to enable them to be productive and creative.

Performance-based rewards were not addressed per se' but the goal of an annual merit increase is to keep people within the market range on their base pay. HR Magazine's stance on merit increases stated if wages are within the market range then yearly adjustments aren't necessarily intended to be a method of rewarding people for their performance. "If a company is still in the mindset that they're using annual merit increases to reward and engage employee, then they're already behind the eight-ball, because how much can you differentiate with just a 2.5% to 3% pay increase budget? It just doesn't work; there's not enough."

There is more value in the pay structure as it remains competitive and communicated aggressively. Review and update the study accordingly to ensure we are benchmarking against the midpoint of the salary bands, which has enabled us to attract and retain a wide array of talent. Each year department heads and the clerk's office review individual job descriptions and if the work that is done, based on



individual proficiencies and skill level, is at a higher level, we're willing to consider re-evaluating that position and moving it to a higher pay band. The result of that effort is "a highly stable, highly engaged workforce."

The market-competitive pay system is an opportunity to set the stage correctly, address pay equity, the merit-based pay system doesn't do any good if the base isn't determined correctly.

- The Compensation Committee has reviewed the market study and make the following recommends for council approval:
  - **The Compensation Committee recommends the discontinuation of the city's current pay plan and policy in moving forward the city will utilize Newport Group to update the market study annually to ensure the City of Hiawatha is paying its employees at competitive rates.**
  - **Overall 3% increase to all non-union employee's current base pay (See Resolution)**
  - **In addition, request an additional increase above the 3% current base pay for following positions represented below. This position is just above the market study's mid-point. We have budgetarily planned for the increases, added a second part-time circulation clerk position and adjusted pay for those part time positions that would no longer be paid overtime for Sundays if they work under a 40-hour pay week. Each of these changes are identified within our FY-20 budget.**
  - **Utilize a Merit Increase Policy and Procedures at a percentage to be determined upon dollars available and level of high performance each year. This policy would allow for some flexibility when responsibilities change or for new hires as they grow within our structure.**
    - **Library Director-** With the direction of the Library Board we were asked to review the Library Director's annual salary and to consider the following. The director position based on roles, responsibility, and relevant years of experience should fall in the 3<sup>rd</sup> and 4<sup>th</sup> quartile at a rate no lower than \$83,600. Currently, the director's salary is \$77,400. Mid-range \$76,000.

The Compensation Committee recommends: the director's salary increase to be effective beginning FY-20 at \$82,400.

- FY-21 \$2,700
- FY-22 \$2,700
- Due to the collaboration of our metro community libraries our library tech/cataloger position is no longer a valid position; to best serve our community and the functionality of our library we are requesting the board's approval for the library tech/cataloger position to transition into a new position titled Collection Developer (see job description). The pay for this position is of equal pay.

<b>MERIT INCREASES POLICY AND PROCEDURE</b>
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***Purpose***

Each year, the Compensation Committee and the City Clerk, City Administrator and Finance Director will determine the pool of merit increase funds available. Both the objectives of the compensation program and financial resources available will be considered in the decision-making process.

Merit pay is used to reward successful performance. Larger merit increases will be awarded to employees who consistently exceed performance standards. Increases will not be granted to employees whose performance has been rated satisfactory or as unsatisfactory.

***Procedures******Eligibility***

To be eligible for a merit increase, an employee must be employed with at least six months of continuous service before the merit award date.

An employee whose pay is at the maximum of the salary range may not be granted an increase that would cause the base salary to exceed the maximum of the range for that position.

***Determination of merit increase***

In accordance with the City of Hiawatha guidelines, supervisors will recommend: a) whether an employee should receive any merit increase based on his or her annual performance review and b) the amount of increase appropriate for the performance results.

The following factors are the basis for awarding merit pay to employees:

- The employee's performance as reported in the annual performance review.
- The appropriate pay level within the range for the employee considering the employee's performance and performance of others in the range.
- Pay increase funds available.
- Recommendations of supervisors, as approved by executive officers.

***Review of merit increase***

Merit increases require the recommendation of the employee's immediate supervisor and the approval of the City Administrator. Employees are to be notified of their merit increase as soon as possible after all employee merit increases for the year have been approved by the HR director.

***Performance reviews***

Employee performance is to be formally reviewed at least once each year. The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, communicate the amount of the employee's merit increase and set goals for the next rating period.

***Board Action:***

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1. Approve a 3% base pay increase for each library position;

2. Add a second part-time circulation clerk;
3. Approve the transition of the library tech/cataloger position to into a new position titled Collection Developer (see job description). The pay for this position is of equal pay.
4. Approve and agree to follow the city of Hiawatha's market study pay plan and merit increase policy and procedure;
5. Approve the recommended pay rate for the Library Director and make necessary adjustments beginning FY-20;
6. Rescind the resolution that allows those that work less than a 40-hour work week to be paid over-time when working on Sunday's. There are two positions this change would affect. We have adjusted their pay accordingly to ensure no loss of income.

Thank you for your consideration.



Exhibit "A"

Library Non-Union Employee Wage and Salary Schedule for FY 2019-2020
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Position	Rate/Hrly
Library Programming Assistant	\$19.28
Library Assistant (30 hour/week)	\$22.18
Librarian Assistant (29 hour/week)	\$19.10
Adult Program/Collect Dev Coord	\$26.49
Youth Services Librarian	\$28.41
Library Operations Manager	\$23.47
Collection Developer (new position)	\$26.52
Circulation Clerk(s)	\$12.00
Library Director	\$39.62

*Note: Each position is recognized at an hourly rate due to our payroll system only calculates pay hourly*

**RESOLUTION NO. 19-**  
Library Board of Trustees

**RESOLUTION SETTING AND APPROVING LIBRARY NON-UNION  
EMPLOYEES POSITION ADJUSTMENTS, WAGES AND SALARY SCHEDULE  
FOR FY-20**

Be It Resolved, the Library Board of Trustees of the City of Hiawatha approve the following:

1. Approve a 3% base pay increase for each library position (See "Exhibit A");
2. Add a second part-time circulation clerk;
3. Approve the transition of the library tech/cataloger position to the Collection Developer (see job description)
  - a. Approval of the job description as presented and the benefit plan as provided by the City of Hiawatha.;
4. Approve and agree to follow the City of Hiawatha's Market Study Play Plan and Merit Increase Policy and Procedure;
5. Approve the compensation committee's recommended pay rate for the Library Director and make necessary adjustments beginning FY-20 (See "Exhibit A");
6. Rescind Resolution #001-04 that allows those that work less than a 40-hour work week to be paid over-time when working on Sunday's. There are two positions this change would affect. The pay is adjusted accordingly to ensure no loss of income.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 9th day of July, 2019.

\_\_\_\_\_  
Brenda Powers, Library Board of Trustees President

ATTEST:

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

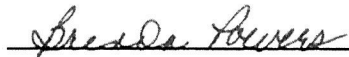
Resolution 001-04

Resolution Regarding Incentive Pay for Sunday Hours

Be it resolved that library employees receive incentive pay for working Sunday hours.

Hourly employees, excluding Page positions, working fewer than 30-hours per week will receive time and half incentive pay for working Sunday hours. Hourly employees working over 30-hours per week will accrue time and a half comp time at the discretion of the library director.

Salaried employees are exempted from the time and a half comp time for Sunday hours worked.



Brenda Powers, President

Passed and approved this 8<sup>th</sup> day of August 2000

Amended 2/13/18

**RESOLUTION NO. 19-**  
Library Board of Trustees

**RESOLUTION APPROVING THE  
ADULT COLLECTION DEVELOPER JOB DESCRIPTION**

Be It Resolved, the Library Board of Trustees of the City of Hiawatha approve the Adult Collection Developer Job Description.

AYES:  
NAYS:  
ABSENT:

PASSED AND APPROVED this 9th day of July, 2019.

\_\_\_\_\_  
Brenda Powers, Library Board of Trustees President

ATTEST:

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

## **Library Adult Collections Manager**

**DATE:** Adopted 7/9/19

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**CLASSIFICATION:**

Non-Exempt

**DEPARTMENT:**

Library

**JOB DESCRIPTION:**

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**Summary/Objective**

It is the responsibility of the Library Adult Collections Manager to select and manage all materials for the adult collection in accordance with the policies established by the general municipal policies and the program policies of the Library Board with the goal of providing maximum library service.

**DISTINGUISHING CHARACTERISTICS:**

The Library Adult Collections Manager is under the supervision of the Library Director and the Library Operations Manager.

**ESSENTIAL FUNCTIONS:**

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Employer may make reasonable accommodations to enable individuals with disabilities to perform the essential functions.

1. Evaluates, selects and orders all materials for the adult collections of the library
2. Manages collection budget for adult materials
3. Processes some newly acquired library materials and mends existing materials
4. Perform circulation duties
5. Issues library cards, collects fines and fees, calls users and updates patron records on systems. Sorts materials for shelving; answers telephone and directs calls; assists users with technology
6. Answers patrons' directional and procedural inquiries
7. Provides information and readers' advisory services as assigned
8. Answers reference questions
9. Possesses the ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public
10. Works a flexible schedule that includes day, night and weekend hours, including hours outside of regularly scheduled time
11. Performs duties of Interlibrary Loan, acquiring and processing materials loaned to and by other libraries
12. Assists with collection and circulation reports for annual survey and the accreditation program for the State Library of Iowa
13. Manages the operational and office supply budgets and actively monitors quantity and need of operational and office supplies
14. Responds to and resolves sensitive citizen inquiries and complaints
15. Performs related work as required



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

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- Firm knowledge of organization and operation of the library
- Current principles and practices of library science
- Firm knowledge of library records and cataloging
- Awareness of current social, cultural, and educational topics and trends
- State and federal library legislation
- 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):**

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- Ability to select and manage adults materials collection
- Ability to maintain budgets
- Ability to develop and implement effective recordkeeping processes
- Ability to communicate through oral and written communication
- Ability to work well with the public and other staff members
- Ability to collaborate
- Ability to work in an environment of shifting priorities and frequent interruptions, hectic pace and interaction with staff and public
- Ability to work with diverse socio-economic, cultural and ethnic backgrounds of patrons and staff
- Some knowledge of major fields of learning, comprising the social, sciences, natural sciences, and humanities
- Knowledge of basic reference sources
- Firm knowledge of organization and operation of the library
- Current principles and practices of library science
- Knowledge of cataloging and classification
- Knowledge of State and federal library legislation
- Ability to learn and adapt to new and changing technologies
- Books, authors and book classification
- Utilizing computer technology used for communication, data gathering and reporting
- English usage, spelling, grammar and punctuation
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**TRAINING AND EXPERIENCE (POSITION REQUIREMENTS AT ENTRY):**

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Four-year undergraduate degree with major in library science coursework or equivalent and one year of experience in 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.

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

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None.

**ESSENTIAL PHYSICAL ABILITIES:**

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

Ability to exert 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. Ability to perform sedentary work that 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:**

This position has no supervisory responsibilities.

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

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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:**

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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:**

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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 \_\_\_\_\_