



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

Board Meeting Agenda  
Hiawatha Public Library Board of Trustees

September 10, 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: August 13, 2019
  - 3. Library Director's Report
  - 4. Monthly Report
- D. New Business
  - 1. CIP discussion
  - 2. Fine free library model discussion
  - 3. Hiawatha Public Library Expansion and Renovation Project
    - a) Building Project Update regarding dewatering and long-term water management system
    - b) Consider Resolution approving Pay Estimate #4
    - c) Consider Resolution approving Change Order #3
    - d) Consider Resolution approving Change Order #4
    - e) Consider Resolution approving Change Order #5
    - f) Consider Resolution approving Change Order #6
- E. Old Business
- F. General Discussion
- G. Trustee training
- H. President's Report
- I. Adjournment

**The next regularly scheduled board meeting is set for Tuesday, October 8, 2019 at 7:00 p.m. in the Glenn Schminke Community Room, Hiawatha Public Library.**



# Register Report

8/14/2019 through 9/9/2019

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>Children's-YA Books</b>								
9/9/2019	FY20	S	Baker & Taylor	L4276832	001-410-6502...			-521.49
9/9/2019	FY20		Scholastic	19899657	001-410-6502...			-492.72
<b>DVD</b>								
<b>Adult DVD</b>								
9/9/2019	FY20		Kanopy	165703	001-410-6502...			-28.77
<b>Juvenile DVD</b>								
9/9/2019	FY20	S	Midwest Tape	97883749	001-410-6502...			-133.17
9/9/2019	FY20	S	Midwest Tape	97797504	001-410-6502...			-29.00
9/9/2019	FY20	S	Midwest Tape	97846835	001-410-6502...			-104.17
<b>Periodicals</b>								
9/9/2019	FY20		Library Journal	3680218-2 R...	001-410-6502...			-50.22
9/9/2019	FY20		Vanity Fair	Renewal	001-410-6502...			-42.71
9/9/2019	FY20		Prevention M...	one year ren...	001-410-6502...			-11.24
<b>001-410-6506 Office Supplies</b>								
9/9/2019	FY20		ID Labels, Inc.	0127820-IN	001-410-6506...			-239.30
<b>001-410-6507 Operating Supplies-Misc</b>								
9/9/2019	FY20		Johnstone Su...	2049727	001-410-6507...			-157.99
<b>320-410-6506 Children's Program Trust</b>								
9/9/2019	FY20		NMRMA	10288037	320-410-6506...			-42.79
9/9/2019	FY20		KidCreateStu...	5052	320-410-6506...			-38.52
9/9/2019	FY20		Costume Spe...	8/1/19	320-410-6506...			-260.00
9/9/2019	FY20		Iowa State Un...	885 Building ...	320-410-6506...			-260.00
<b>OVERALL TO...</b>								
								-59.04
								-1,105.40
								-575.40
								-250.00
								-140.00
								-140.00
								-5,713.28



## **Library Board of Trustees Meeting**

Location: Glenn Schminke Community Room

Date: August 13, 2019

Call to Order: 7:03 pm

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

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

The Agenda was reviewed, 2 items were removed from the agenda; D.2.e and f. Karlene Nesslage made a motion to accept the agenda as revised, April Neuendorf seconded and the motion carried.

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

1. Approval of bills
2. Minutes: July 9, 2019
3. Library Director's Report
4. Monthly Report

A motion was made to approve the consent agenda after removing the bills to be voted on separately by Anna Ronnebaum, Matt Dunbar seconded and the motion carried.

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



## **D. New Business -**

### **1. Strategic Planning discussion-guest Michael Pearson**

Michael led the board in a discussion about strategic planning. The first step was to brainstorm on Preparation and Design. There will be 4 Strategic Planning sessions. The proposal is to do them in October. The time and day of the week is to be determined.

### **2. Hiawatha Public Library Expansion and Motion:**

#### **a. Consider Resolution approving Pay Estimate #1**

Motion to approve Resolution 19-27 was made by Anna Ronnebaum, seconded by Matt Dunbar.

Resolution 19-27 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage

Nays: none

Absent: Mohwinkle, Halter

#### **b. Consider Resolution approving Pay Estimate #2**

Motion to approve Resolution 19-28 was made by April Neuendorf, seconded by Anna Ronnebaum.

Resolution 19-28 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage

Nays: none

Absent: Mohwinkle& Halter

#### **c. Consider Resolution approving Pay Estimate #3**

Motion to approve Resolution 19-29 was made by Brenda Powers, seconded by Karlene Nesslage.

Resolution 19-29 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage

Nays: none

Absent: Mohwinkle& Halter

#### **d. Consider Resolution declining Change Order #2**

Motion to approve Resolution 19-30 was made by Anna Ronnebaum, seconded by April Neuendorf.

Resolution 19-30 was approved by a roll call vote:

Ayes: Dunbar, Powers, Ronnebaum, Neuendorf, Nesslage

Nays: none

Absent: Mohwinkle& Halter

**E. Old Business-**

1. Building project update – excavation and removing excess water is in process. The next steps are to compact the soil and start the foundation.
2. Committee assignments – tabled until a later date
3. FY20 committee meeting schedule– tabled until a later date

**F. General Discussion**

1. New Circulation Clerk Rachel Greene has started working.
2. Operations Manager Position has been posted.

**G. Trustee Training -**

1. Open Records and Confidentiality – the board reviewed the portion of the Trustee Handbook about Open Records and Confidentiality.

**H. President's Report**

1. Brenda Powers presented an opportunity for trustee training through the state library on September 19<sup>th</sup>. Board members are encouraged to participate in the webinar.

**I. Adjournment –** Brenda Powers made a motion to adjourn the meeting, Anna Ronnebaum seconded and the motion was carried. Meeting adjourned at 8:13 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

## **September 2019**

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

Library director Ms. Weeks and city administrator Ms. Downs traveled to Davenport to ask for an extension for funding our library expansion project. Wet weather this spring and early summer set us back in terms of our schedule. The Enhance Iowa Board extended our reward to a new completion date of December 2020. Ms. Weeks and Ms. Downs toured the TBK Bank Sports Complex and came away being very excited about how communities grow and dream big with the help of community donors and relationships.

Board of trustee members Ms. Nesslage and Ms. Powers met with Ms. Weeks to begin the discussion about future needs for the library to identify need to submit to the city for consideration in the capital improvements planning session.

Ms. Weeks and board member Jerry Mohwinkle attended planned construction meetings with Garling and subcontractors to discuss progress and setbacks in the building project timeline.

Ms. Weeks met with directors of the MLN libraries Hollie Trenary and Dara Schmidt. Discussion included the Dolly Parton Imagination Library, a bookmobile at the Marion Public Library, Hiawatha's building progress and Marion's building plans, and fine free library model research as it relates to the MLN community.

Ms. Weeks met with Tom Chalstrom of First Federal Credit Union to discuss possible partnerships in the community to provide financial literacy education to metro residents. Possible plans include broadening the audience and identifying the life circumstances of a variety of populations in order to hone in on financial literacy needs based on audience.

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

Youth Services welcomed Amy Stouffer, the Custom Coloring Mom as we celebrated National Coloring Book Day. Amy reminded us that coloring is a relaxing and fun activity for all ages.

Youth Services was also fortunate to feature Leah Anderson of Music Together from Agape Studios. Anderson's special story time is the perfect blend of music, movement and stories for preschoolers and their caregivers.

Local author Kendra Preston shared her debut picture book *Savvy and Maddy's First Adventure*, a tale that combats bullying and stresses that kindness is the correct choice.



Preston will return to Hiawatha Public Library in November when the second Savvy and Maddy book is published.

National Mississippi River and Museum brought their mobile touch tank to the Library on August 20. This meant baby sharks were in the house! Over 200 kids and caregivers were able to “pet” the little critters and learn about their habitat.

Youth Services Librarian Alicia Mangin attended a Light & Shadow continuing education workshop at Kirkwood in Coralville. This day of networking with peers provides Ms. Mangin with the tools she needs to introduce the Light & Shadow STEM kit awarded by the Iowa Governor’s STEM Advisory Council earlier this year to the community. Her first Light & Shadow event will be September 28.

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

As we have a bit of a break from Summer Reading we have had some time to revamp our library’s website. We made changes to better highlight databases, to make it easier to view upcoming programs. We also made it more accessible so that patrons can explore downloaded movies through Kanopy, magazines through RB digital, and discover services and upcoming programs.

Linn County Master Gardeners are back for the fall season. They will be at the library on Wednesday nights during the month of September. Programs begin at 6:30 p.m. We invite patrons to learn about what is growing in their own backyards and how to create recycled art. The presenters are well-versed in Iowa horticulture and are always willing to seek out answers to any questions that our patrons might have.

We look forward to offering upcoming programs:

Adult Craft Nights

Exploring Virtual Reality

Red Cedar Chamber Music

All of our programs are open to everyone and are free to attend. Visit [hiawathapubliclibrary.org](http://hiawathapubliclibrary.org) for details.

As Ms. Petermann has been working on forming partnerships and sustaining already established relationships. We need to focus on how we reach non library users, and partnering with local organizations to achieve our goals

These issues are incredibly important to remember when go out into the community and interact with library patrons, or those community members who don’t use the library. We remember that the library means something different to every individual who walks in the door. In addition to our offerings of books and other library materials, meeting spaces, and tech help, we can reach people by providing a warm and welcoming atmosphere, by providing service to a plethora of individuals, and by offering a variety of programs for patrons of all ages. In providing these services and materials we strive to remember our



mission: ...to improve the quality of life by making the library a comfortable and welcoming place for the entire community, by providing resources and programs that stimulate the imagination and by providing resources and programs that foster the creation of young readers.

With that mission in mind, Ms. Petermann is setting goals to work on relationships, outreach, and collaborations with companies and organizations to generate additional resources we may be able offer to our current and potential patrons.

### **Collection Development Report: Deb Tobias**

With the end of summer reading, the flow has allowed more time for Ms. Tobias to learn the details of the software from our major vendor, Baker & Taylor. Ms. Tobias has been working at evaluating standing order authors (those authors we automatically order due to popularity) and is able to order recommended books with a better knowledge of selected standing order lists. Ms. Tobias is using review sources to focus on purchases that more completely represent our varied user population and its ethnic and economic demographics. Ms. Tobias is excited that after 10 years of working with our Hiawatha patrons collection needs and cataloging those items, she is excited to be able to anticipate the needs of our users. There are many intriguing items coming out in the next few months, from Elton John's memoir "Me" to the newest from Erin Morgenstern, author of "The Night Circus", entitled "The Starless Sea". We try to accommodate suggestions for purchase.

### **Stories to Share:**

- Recently a patron came in and asked to use the computers. As I was helping her, she burst into tears and said the power had just been cut off at her house and she didn't know what to do. I was able to give her one of our Willis Dady cards to connect her to a service that might be able to help her with her bill and anything else she needed. She was very glad to get it, and after her computer use she asked for "books on being happy". We were able to find a few that she checked out. \*Debra Tobias
- A few times over the past couple of weeks I've helped a patron who had never used OverDrive before but wanted to learn all about it. I've walked her through setting up the app, logging in, and searching for titles she's interested in. It's been rewarding to watch her get excited whenever she learns how to do something new in the app without my help. \*Chris Stoner
- A family came in on a Thursday evening while I was at the desk and played the "Library Bingo" passive program that I had set up for the month of August. The two kids seemed to have a lot of fun with it -- one of them found a book for every square on the bingo card, rather than just five in a row. The parent or guardian with them took a moment to say "Thank you so much for having these kinds of programs for them, they have a lot of fun and it's great for them. We're really glad the library is here." \*Kira Brennan



- At the end of the summer reading program one story time youngster lamented to Ms. Alicia, "I won't be able to come to story time anymore because I'm going to pre-school." Ms. Alicia asked him which school he was attending, and he was thrilled when Ms. Alicia said, "Guess what? I'm coming to read to you at your school!" \*Alicia Mangin

# Monthly Report August 2019

MATERIAL CIRCULATION		
Adult	4,162	20%
Juvenile	6,581	32%
Young Adult	725	4%
Periodicals	168	1%
DVD Adult	4,478	22%
DVD Juvenile	1,348	7%
Other Materials	43	0%
Kits	55	0.27%
Adult Audio	638	3%
Adult Music	484	2%
Juvenile Audio	112	0.55%
Children's Music	101	0.49%
Young Adult Audio	44	0.21%
Overdrive Audio	431	2.10%
One-Click Audio	89	0.43%
Overdrive E-Books	538	2.63%
3M Cloud Library	10	0.05%
3M Cloud Library Pay Per Use	109	0.53%
Zinio Magazines	183	0.89%
Freegal Music	178	0.87%
<b>Total Circulation</b>	<b>20,477</b>	
Last Year's Circulation	25,186	
<b>Change</b>	<b>-4,709</b>	

<b>SELF-CHECK</b>	7,814	41.26%
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<b>DAYS OPEN</b>	27
Ave. Daily Circulation	758

INCOME	
Fines	\$1,140.61
Copier	\$592.00
Postage	\$0.00
FAX	\$51.00
Lost/damaged Books	\$48.86
Lost Cards	\$10.00
ILLs	\$82.00
Room Rental	\$0.00
Merchandise	\$3.00
<b>Total</b>	<b>\$1,927.47</b>

UNIQUE MANAGEMENT		
	Month	Y-T-D
Dollars received	\$20.00	\$93.50
Material returned	\$131.90	\$276.81

OPEN ACCESS CIRCULATION	
Open Access	14,970
Hiawatha	2,043
Linn County	1,253
Cedar Rapids	10,684
Marion	1,555
Robins	673
<b>Total Circulation</b>	<b>18,939</b>

LIBRARY VISITS	
2019	11,525
Daily Average	427
2018	12,098
<b>Change</b>	<b>-573</b>

INTERLIBRARY LOANS	
ILLs Sent	26
ILLs Received	20

NOTARY	Month	YTD
	15	28

PROCTOR	Month	YTD
	3	16

PROGRAMMING		
	people	programs
Youth	685	34
Outreach	0	0
Young Adult	20	1
<b>Youth Total</b>	<b>705</b>	<b>35</b>
Family	89	1
Adult	150	17
Outreach	0	0
<b>Adult Total</b>	<b>239</b>	<b>18</b>

LIBRARY USERS	
Registered Borrowers	8,974
New this Month	103
<b>Withdrawn</b>	<b>92</b>

MEETING ROOM	107
McKenzie	56
Schminke	51
Public	10
Library	41

COLLECTION								
	<i>Adult</i>	<i>Juvenile</i>	<i>Youth</i>	<i>Audio</i>	<i>Video</i>	<i>Periodicals</i>	<i>Music</i>	Total
Items Added	211	118	22	12	203	37	9	612
Items Withdrawn	469	482	26	4	227	1	79	1,288

## Online Resources

	Month	Y-T-D
<b>WEBSITE USERS</b>	4652	6478

	Log Ins	Y-T-D
<b>PRONUNCIATOR</b>	1	5

	Month	Y-T-D
<b>FREEGAL</b>		
Download patrons/song	20/178	46/441
Streaming patrons/song	16/425	34/881

	Month	Y-T-D
<b>BRAINFUSE</b>	18	28

	Month	Y-T-D
<b>NICHE ACADEMY</b>		
Views	20	41

		Ave./Day	Last Month	Change
<b>COMPUTER USE</b>				
Patrons	1339	49.59	1217	122
Hours	1115	41.30	1002	113

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

EBSCOHOST		
	Sessions	Y-T-D
Image collec	2	12
Core collect	58	58
MasterFILE	3	21
Other	0	32
Novelist	0	0
<b>Total</b>	<b>63</b>	<b>123</b>

	Month	Y-T-D
<b>LYNDA</b>		
User Logins	112	222

	Month	Y-T-D
<b>KANOPY</b>		
Plays	16	38



To: Library Board

From: Director Jeaneal Weeks

Date: September 8, 2019

Re: FY21 CIP request

Budget committee members Brenda Powers and Karlene Nesslage and director Weeks met to discuss possible upcoming needs for a future beyond the completion of the building project. Some of our needs/desires include appliances for the new community kitchen, additional self-check stations, donor wall, computer replacement, outside seating, book carts, light tables, a bookmobile, and a new monument sign.

Due to timing of these needs, we need to request funds for items/projects in FY21.

Funds for some of these items are needed during or before anticipated conclusion of the building project. We need appliances, self-check stations, and a donor wall before the project is complete. We anticipate the project end date to be May 2020.

After discussion with Kim Downs, a bookmobile would fit better with a new strategic plan. We are currently looking for grant funding for light tables. We need to assess the need for book carts in the new space. We would ideally need two new self-check stations before the grand opening so that we can accommodate the larger space and the attendance that will result.

Our recommendation is to pursue a monument sign and outside seating. Once we see the new landscaping we can decide what kind and how much seating would be desirable and necessary. Because the expansion/remodel project did not include a new monument sign, we would like to have a new one designed and installed which suits the aesthetics of the new building and incorporates the new logo we designed during the capital campaign.

Therefore, our recommendations is to submit CIP request for a monument sign with an estimated cost \$20,000 and for outside seating with an anticipated cost of \$10,000.

To: Library Board

From: Director Jeaneal Weeks

Date: September 9, 2019

Re: Fine free model

Metro Library Network library directors would like to adopt a fine free policy. This topic has come up in our discussions as we work toward providing more access to our libraries in order to serve all in our communities. Monetary fines should be viewed through the lens of social equity in that they present an economic barrier to access of library materials and services.

Hiawatha residents owe fines totaling \$16,060.75. Fine owed to the Hiawatha Public library from Cedar Rapids, Linn County, Hiawatha, Marion, Robins/Alburnett, Open Access (materials lent to other cities not in MLN) are \$42,419.76

139 children and 466 adults who live in Hiawatha are blocked and may not borrow from MLN libraries. This total of 605 residents represents 8.18% of Hiawatha residents. Patrons under 18 in all the MLN libraries owe the Hiawatha Public Library \$21,168.58.

In 2019 3,712 patrons had estimated fines of over \$100 and 1,452 stopped using the library.

HPL's has budgeted revenue roughly \$24,000 for FY20. The fine free model's revenue would be reduced but not eliminated because that line item from revenue represents all fees collected including fees for lost and damaged material. Keep in mind that fines are not a reliable source of income and that the HPL operating budget has historically not changed due to an increase or decrease in revenue.

Both the Cedar Rapids and the Marion Public Libraries are eliminating fines in the next fiscal year. There is no good solution in the practice of collecting fines only for Hiawatha materials. In addition, it would certainly affect public relations if patrons still had to pay fines to Hiawatha but not the other two libraries.

My recommendation is to adopt the fine free library model for FY21 to provide continuity of service throughout the MLN libraries, and more importantly to remove this financial barrier to library access in order to fulfill our mission

**Resolution on Monetary Library Fines as a Form of Social Inequity**

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

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

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

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

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

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

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

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

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

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

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

Mover: Peter Hepburn, Councilor At-Large, 773.426.8082

Seconders: Matt Ciszek, Councilor At-Large, 330.397.3650

Sara Dallas, Councilor At-Large, 518.859.0742

Ed Garcia, Councilor At-Large, 401-497-8992

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# Long Overdue

Why public libraries are finally eliminating the late-return fine.

By RUTH GRAHAM

FEB 06, 2017 10:11 AM

In 1906, a reporter for the *Detroit Free Press* described a scene that had become all too common at the city's public libraries. A child hands an overdue book to a stern librarian perched behind a desk, and with a "sinister expression," the librarian demands payment of a late fine. In some cases, the child grumbles and pays the penny or two. But in others—often at the city's smaller, poorer library branches—the offender cannot pay, and his borrowing privileges are revoked. "Scarcely a day passes but it does not leave its record of tears and sighs and vain regrets in little hearts," the reporter lamented.

More than a century later, similar dramas are still enacted in libraries across the country every day. In some districts, up to 35 percent of patrons have had their borrowing privileges revoked because of unpaid fines. Only these days, it's librarians themselves who often lament what the Detroit reporter called "a tragedy enacted in this little court of equity." Now some libraries are deciding that the money isn't worth the hassle—not only that, but that fining patrons works against everything that public libraries ought to stand for.

Library fines in most places remain quaintly low, sometimes just 10 cents per day. But one user's nominal is another's exorbitant. If a child checks out 10 picture books, the kind of haul librarians love to encourage, and then his mother's work schedule prevents her from returning them for a week past the due date, that's \$7. For middle-class patrons, that may feel like a slap on the wrist, or even a feel-good donation. For low-income users, however, it can be a prohibitively expensive penalty. With unpredictable costs hovering over each checkout, too many families decide it's safer not to use the library at all. As one California mother told the *New York Times* last spring, "I try to explain to [my daughter], 'Don't take books out. It's so expensive.' "

The good news is that librarians are noticing. Since 2010, districts in northern Illinois, Massachusetts, California, and Ohio—to name a few—have eliminated some or all late fines. Others are dramatically lowering penalties for late returns; last year, San Jose, California, halved daily fines to 25 cents and slashed the maximum payment per item to \$5 from \$20. The American Library Association issued a policy brief on services for the poor in 2012 whose first point was a vow to promote the removal of fees and fines. Is this "the end of overdue fines?" wondered the Public Library Association as the trend continued to gather steam a few years later.

In Columbus, Ohio, the library board announced in December that it would eliminate overdue fines starting on Jan. 1. The move came when the board realized that fines not only weren't encouraging the timely return of materials—the little existing research on the topic suggests that small fees do not affect overdue rates—but that fines were actively working against the library's very reason for existence. "We've shut off access to the library when one of our staunchest

principles is trying to provide the widest access to materials that we can,” the system’s CEO, Patrick Losinski, said. “We just felt fines ultimately were counter to the overall purpose and vision of our library.” Instead of issuing daily fines, the library now blocks borrowing privileges for anyone with material more than 21 days late and charges replacement fees after 35 days that are refunded if the item is returned. It already offers a separate kids’ card, which allows children to borrow up to three books at a time and doesn’t charge overdue fines.

Late fines and replacement fees can have a huge cost to the communities libraries are meant to serve. Low-income children are dramatically less likely to have access to books at home or to spend time reading with their parents. A study conducted in the 1990s found that the average child in Beverly Hills, California, had four times as many books at home as the average child in Compton, California, had in her classroom library. (The average Compton kid, meanwhile, had 2.7 books at home.) More recent research has identified many poor neighborhoods as “book deserts,” with dramatically fewer reading resources than wealthier areas. “We’re disproportionately affecting the people we’re most interested in getting to the library,” said Meg DePriest, the author of a 2016 white paper recommending that Colorado libraries eliminate fines on children’s materials, “the people who can’t afford to buy books themselves.”

This is a conversation that has been percolating among librarians for several decades now. In her 2005 journal article on libraries and “socially excluded communities,” librarian Annette DeFaveri described a scenario in which a mother is charged \$25 for a lost children’s book:

If the library does not charge for the damaged book, it loses about \$25.00. ... [But] it will cost the library more than \$25.00 to convince this mother to return to the library. It will cost the library more than \$25.00 to persuade this mother that the library is a welcoming community place willing to mount literacy programs aimed at her children, who will not benefit from regular library visits and programs. And when these children are adults, it will cost the library more than \$25.00 to convince them that the library is a welcoming and supportive place for their children.

Eliminating fines, of course, also eliminates a revenue stream for a public institution that is often underfunded. The Columbus library system expects to forfeit between \$500,000 and \$600,000 this year. But that represents less than 1 percent of its overall budget. In fact, fines rarely make up a meaningful source of income for library systems.

In the summer of 2015, the 13 libraries of the High Plains Library District in northern Colorado decided to eliminate almost all their late fines. The district has now had about 18 months to assess what it means to survive only on fines from DVDs and lost-material fees. Naturally, revenue from fines and fees dropped, from about \$180,000 in 2014 to an estimated \$95,000 last year. But the system also got rid of most of its expensive credit-card machines and stopped leasing a change-counting machine that it had needed to process the avalanche of dimes and quarters. Executive director Janine Reid says the overall financial impact has been neutral.

Meanwhile, circulation rose, including a 16 percent rise within the children’s department. Staff members are happy, because they no longer spend time locked in awkward exchanges with patrons who are angry, distraught, or indignant about their overdue fines. And the fear that fines were the only thing between civilization and chaos has proved unfounded: 95 percent of materials are returned within a week of their due date.

Free public libraries are so interwoven into American life that it can be hard to appreciate their radical premise: Anyone in town can take home any book, for free. Overdue fines have always operated as a hedge on that communal trust, the nagging little stick that comes with the big, beautiful carrot. Fines imply that a library's mission is not only to encourage reading but to perform a kind of moral instruction. But does it make sense for libraries to perform both of those jobs? "We've had 150 years to try to teach customers timeliness or responsibility, and I don't know that that's our greatest success story," said Losinski, a few days after his library system abandoned late fees. Reid put it more simply when she explained the message she wanted residents of High Plains to take away: "We trust you."

**EAU CLAIRE, Wis. (WEAU, PRESS RELEASE)--** A local library will start 2018 with a clean slate as they go to a "fine free" system. The L.E. Phillips Memorial Public Library is eliminating late fines on nearly all of their materials starting on January 1st. The library says they will waive existing fines too.

Fines will still be charged for certain items and people will still be fined for damaged items. The libraries programming manager says by waiving the fees-- they are hoping to reduce unnecessary barriers that prevent people from accessing critical information.

"The library is committed to reducing unnecessary barriers that prevent residents from accessing critical information needed to succeed in today's world," says Library Director, Pamela Westby. "We are grateful for the support of our library Board of Trustees, which has endorsed this opportunity to welcome back thousands of residents to the library by waiving fines on library cardholder accounts." The move is also in step with the City of Eau Claire budget process, which recently added a guiding principle to "directly benefit persons with low and moderate income."

"Fines are not a reliable or sustainable income source," continues Westby. Revenue from fines represents only about 1.2% of the total library budget. Meanwhile, there are approximately 8,000 library cardholders blocked from checking out to accrued fines of \$10 or more. Research shows no difference in the rate of overdue materials between the libraries charging fines and those that don't.

The "fines-free" movement has been gaining traction in public libraries across the country. L.E. Phillips Memorial Public Library belongs to the MORE consortium of 49 libraries, located in the central northwest region of the state. Four other libraries in the consortium have already opted to reduce or eliminate late fines, including Rice Lake and Augusta.

[https://www.ted.com/talks/dawn\\_wacek\\_a\\_librarian\\_s\\_case\\_against\\_overdue\\_book\\_fines?language=en#t-821928](https://www.ted.com/talks/dawn_wacek_a_librarian_s_case_against_overdue_book_fines?language=en#t-821928)

## Summary of fine analysis

Most of these reports are self-explanatory but here are a couple of clarifications:

- Overdue fines can be estimated or billed.
  - Estimated fines are what the system estimates the patron would owe if they returned the item that day.
  - Billed fines are those where the item has been returned or otherwise given up on.
- Assessing overdue fines for material types and material audiences won't necessarily match the total fines. This is due to how our system treats things that are never returned.

### **Blocked users by age:**

*Hiawatha residents blocked or in collection child vs adult*

*Marion residents blocked or in collection child vs adult*

*Number of cards blocked or in collection (for all MLN patrons regardless of where they live)*

### **Bills by reason (for your items)**

*mpl amounts owed by age groups and reason for bill*

*hpl amounts owed by age groups and reason for bill*

### **Bills by Material Type** (for your library, book, video, audiobook, ect.. from item cat 1)

*amount owed by item cat just hpl*

*amount owed by item cat just mpl*

### **Bills by Material Audience** (for your library adult, juvenile and YA from item cat 2)

*amount owed by item cat 2 just hpl items*

*amount owed by item cat 2 just mpl items*

### **Bills by where people live**

*amount owed by where they live* (all mln fines)- this report breaks out billed overdue fees (not estimated) by where the patron lives (User Cat1) and the item library.

### **Last action date by estimated fines**

*patrons estimated fines and lad from workflows* – This report gives the number of people by their last activity year (example: last checkout, last user modification) who have estimated fines of more than \$20 (sheet one) and \$100 (sheet 2). This is all patrons.

### **Amount of fines accrued yearly.**

*overdue fees assessed each year broken down by library*- This report shows each year how much in overdue fines are billed each year. This does not include estimated fines.



amount owed by item cat 2 just HPL

Item Category2	Bill Reason	total owed
ADULT	OVERDUE	\$20,449.05
JUVENILE	OVERDUE	\$14,428.76
POLICY NOT FOUND	OVERDUE	\$12.50
UNKNOWN	OVERDUE	\$23.50
YA	OVERDUE	\$4,070.99
		\$38,984.80

amount owed by item cat 1 hpl

Bill Reason	Item Category <sup>1</sup>	Book	AUDIO-BOOK	DVD-VIDEO	MAGAZINE	MUSIC	TABLET
lost items	total owed	\$7,338.69	\$193.57	\$7,286.38	\$1.99	\$476.47	-\$15.00
DAMAGE	total owed	\$208.16	\$0.00	\$168.40		\$1.01	
OVERDUE	total owed	\$20,633.85	\$1,098.65	\$15,571.24	\$91.25	\$1,162.30	\$75.75
		\$28,180.70	\$1,292.22	\$23,026.02	\$93.24	\$1,639.78	\$60.75

Overdue fines owed. Broken out by item library and where the patron lives.

**User Attribute Category<sup>1</sup> (where patrons live)**

	Cedar Rapids	HIAWATHA	MARION	Total
Cedar Rapids Residents	\$255,939.87	\$26,125.23	\$41,243.15	\$323,308.25
Linn County Residents	\$3,506.55	\$1,668.19	\$1,877.93	\$7,052.67
Hiawatha Residents	\$4,834.61	\$8,682.03	\$2,544.11	\$16,060.75
Marion Residents	\$17,210.23	\$2,707.97	\$64,473.50	\$84,391.70
Robins/Alburnett Residents	\$1,680.75	\$964.24	\$1,743.49	\$4,388.48
Open Access (none of the above)	\$27,387.29	\$2,272.10	\$8,931.91	\$38,591.30
	<b>\$310,559.30</b>	<b>\$42,419.76</b>	<b>\$120,814.09</b>	<b>\$473,793.15</b>

Hiawatha residents blocked or in collection

User Age	User Status	BLOCKED COLLECTION total		
CHILD	Number of Users	81	58	139
ADULT	Number of Users	280	186	466
total		361	244	605

hpl amounts owed by age groups and reason for bill

Bill Reason	User Age					over 25	total
lost items	5 and under	6-10	11-17	18-25			
DAMAGE	total owed	\$801.85	\$3,749.84	\$7,188.61	\$14,669.11	\$58,616.94	\$85,026.35
OVERDUE	total owed	-\$16.98	\$103.72	\$36.49	\$11.01	\$341.02	\$475.26
Total	total owed	\$577.60	\$2,184.29	\$6,543.16	\$6,427.25	\$26,191.15	\$41,923.45
		\$1,362.47	\$6,037.85	\$13,768.26	\$21,107.37	\$85,149.11	\$127,425.06

Patrons blocked by all fines by type (for adult or child)

User Age	User Status	Metrics	
CHILD	BLOCKED	Number of Users	1,954
CHILD	COLLECTION	Number of Users	1,536
ADULT	BLOCKED	Number of Users	6,258
ADULT	COLLECTION	Number of Users	6,936
		total	16,684

overdue fees assessed each year

Bill Created Year	Bill Library Desc Metrics	CEDAR RAPIDS	HIAWATHA	MARION
		Total Bill Amount	Total Bill Amount	Total Bill Amount
1900		\$442.95	\$73.10	\$497.30
2011		\$1,194.45	\$156.00	\$784.25
2012		\$7,282.55	\$1,734.30	\$5,457.35
2013		\$33,720.85	\$6,699.65	\$19,004.35
2014		\$57,847.50	\$6,047.25	\$17,428.90
2015		\$59,528.05	\$6,439.00	\$20,368.30
2016		\$92,195.05	\$13,973.60	\$42,346.15
2017		\$139,351.35	\$21,529.95	\$72,099.10
2018		\$118,441.35	\$21,460.55	\$71,027.95
2019		\$72,740.60	\$13,746.50	\$41,470.05

Users with estimated fines over \$20 and the last time they used the library (not including computers)		
last activity date before	cummulative total	stopped during that year
FY 10		
FY 11		
FY 12	0	
FY 13	336	336
FY 14	914	578
FY 15	1516	602
FY 16	2213	697
FY 17	5939	3726
FY 18	9306	3367
FY 19	13757	4451



Users with estimated fines over 100 and the last time they used the library (not including computers)	
last activity date before	
FY 10	cummulative total
FY 11	0
FY 12	0
FY 13	0
FY 14	34
FY 15	87
FY 16	137
FY 17	202
FY 18	1381
FY 19	2260
	3712

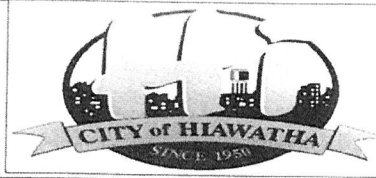
Stopped using the library that year

0  
0  
0  
34  
53  
50  
65  
1179  
879  
1452

## CITY ADMINISTRATOR'S OFFICE MEMO

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

319-393-1515 ext.523

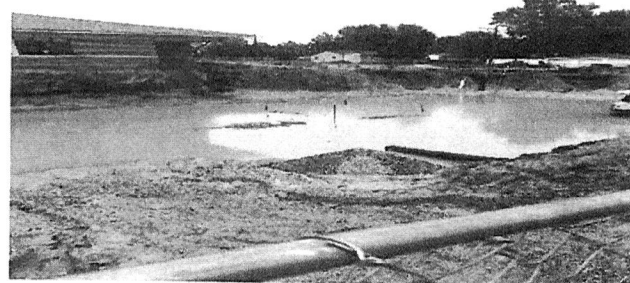


**To:** Mayor and City Council

**From:** City Administrator, Kim Downs and City Engineer, John Bender

**Date:** September 4, 2019

**RE:** *Library Renovation and Expansion Project-Dewatering & Water Management Change Order*



Excavation for the new addition's foundation had been completed but not without issues. Garling has been working with Boomerang, Terracon, and the City on dewatering operations. Rain and groundwater are affecting progress. Garling has been pumping water since late July/early August with limited improvement on soil conditions at the footing elevation. Garling placed 13 pumps and PVC piping in the three holes, and cored out two additional trenches and placed clean stone, along with digging in three pits on the north side to help reduce the water from draining across the site.

Dewatering has been a complex task, and carries with its certain risks. This has made it extremely difficult to get out of the ground. Terracon has a report with recommendations that will add cost to the project. Without resolving the water issue, it will be hard to get the footings and walls poured due to the soils not meeting compaction test requirements. (See attached report)

### Summary-

Regarding remediation of existing foundation soils: At Location 3-far south side, the existing wet sand and surficial disturbed clay would need to be removed and replaced to a depth of about 1.5 feet below bottom of footing assuming a foundation width of 4 feet and a design bearing pressure of 2,000 psf. The consensus onsite was that removal and replacement with crushed stone wrapped in fabric would be the most practical, expedient and cost-effective option for this situation. It will likely be the primary remediation for most areas of the site if soil and groundwater conditions remain consistent.

-Foundations should bear upon suitable undisturbed native soil or properly compacted and tested engineered fill. Some of the untested gravel-filled trenches or soils disturbed by their excavation will likely be present under areas where foundations are planned. These materials (including drain tiles) should be removed and replaced from within the influence zone of the foundations.

-Gravel-filled trenches should be lined with a geotextile filter fabric the drain before gravel placement to reduce the movement of finer soil particles from the existing grades into the voids in the gravel and tile. This movement could cause future settlement of structures supported by those soils.

-Foundations could be supported on compacted relatively clean crushed stone, provided the areas are properly excavated and configured as indicated above and in the geotechnical report. However, the fabric and stone may be difficult to install, and groundwater will need to be controlled during the installation to prevent "quick" conditions from occurring.

-An alternative to using crushed stone would be to use a lean concrete fill. With this option, one would not need to excavate laterally or need fabric and compaction as with crushed stone backfill.

Garling's has an attached estimate of cost for soil condition correction under the footings in the amount of \$64,652.70. This total also includes increasing the size of the footings with a reduce soil capacity of 2000 PSI.

In addition, we would like to discuss long term water management for the building to reduce 24/7 sub pump activity and connect tiles/drain to one pipe that would then connect to our stormwater infrastructure. Cost estimate of \$20,000.

We are asking council to authorize city staff to proceed with remedy and finalize the change order. Time is of the essence in completing this work.

Thank you for your consideration,

*Kim and John*

#### PROJECT DATES AMENDED:

- Phase I-Expansion February 2020; changed from December 2019.
- Phase II-Renovation May 2020.

## CONSULTATION REPORT

**Report Number:** 06191014.0026  
**Service Date:** 09/03/19  
**Report Date:** 09/03/19  
**Task:** 103 - Unsuitable Soil

**Terracon**

2640 12th St SW  
Cedar Rapids, IA 52404-3440  
319-366-8321

---

### **Client**

City of Hiawatha IA  
Attn: Kim Downs  
101 Emmons St  
Hiawatha, IA 52233-1610

### **Project**

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

**Project Number:** 06191014

---

I visited the site on Friday, August 30<sup>th</sup> to observe the excavation and meet with the superintendent. Upon arrival, the contractor was installing additional shoring on the south side of the existing building. The dewatering system appeared to be improving conditions, but some areas still had groundwater at or near the existing subgrade elevation, notably on the south and southeast sides of the excavation. Some pumps were turned off temporarily while the power was being used for carpentry work. The structural engineer, Ben Long, stopped by while I was onsite to observe conditions as well. I performed hand auger probes at the locations noted on the attached diagram.

I then attended the progress meeting on Tuesday, August 3 to discuss options. After the meeting I went to the site with the contractor and city engineer John Bender. A sample excavation was performed on the south end of the site by Location 3 and on the north end at Location 4 to evaluate the groundwater control and the soil conditions.

### **OBSERVATIONS**

**Location 1:** Surficially disturbed sand, but then relatively dense sand to about 1 foot below grade. Under the sand I encountered sandy lean clay, trace gravel to the termination depth about 3.5 feet below grade. The clay was somewhat lower in strength, but due to the sand above it a soil correction would not be needed once the sand was surficially recompacted. Care should be taken not to overcompact the sand. A small walk-behind plate compactor should be used for this purpose.

**Location 2 and 3:** On August 30 the sand ranged from dense to surficially disturbed and wet. However, the grade was still high. Under the sand I encountered sandy lean clay, trace gravel to the termination depth about 3 feet below grade. On September 3, excavating that surficial sand revealed that the water observed was following the sand and "perched" on top of the clay. Once that sand was removed, my hand auger probe encountered some water in the clay, but the water level in the hole remained at least 2 to 3 feet below the bottom of footing during our time onsite.

**Location 4:** Approximately 1 foot of sand underlain by medium stiff clay was encountered. Groundwater was not observed in the auger hole. Note that the west end of this wall has surface water seeping through the sand, but it is being intercepted by the drain tile before it reaches Location 4.

## CONSULTATION REPORT

Report Number: 06191014.0026  
Service Date: 09/03/19  
Report Date: 09/03/19  
Task: 103 - Unsuitable Soil

**Terracon**

2640 12th St SW  
Cedar Rapids, IA 52404-3440  
319-366-8321

### Client

City of Hiawatha IA  
Attn: Kim Downs  
101 Emmons St  
Hiawatha, IA 52233-1610

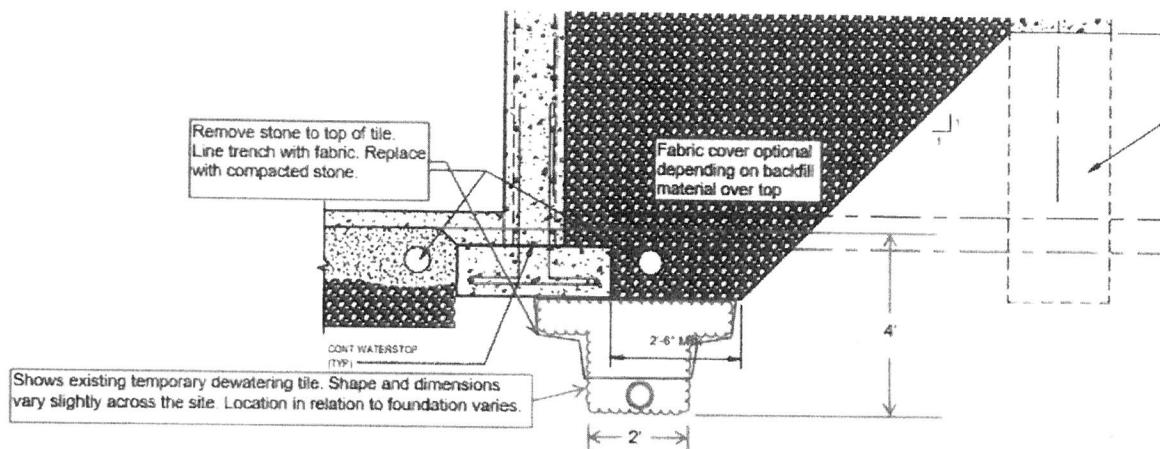
### Project

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

Project Number: 06191014

## RECOMMENDATIONS

The attached diagrams show the locations for the existing dewatering trenches that are near the foundations. The same remediation is recommended under the floor slabs to reduce the risk of floor slab settlement. The following process should be used:



3

### UNDERPINNING SECTION

1/2" = 1'-0"

Proposed repair of existing dewatering trenches. Tiles should be grouted shut after permanent dewatering system is installed. Extent of excavation could be increased laterally if needed at some locations to improve soil bearing conditions.

Regarding remediation of existing foundation soils: At Location 3 the existing wet sand and surficial disturbed clay would need to be removed and replaced to a depth of about 1.5 feet below bottom of footing assuming a foundation width of 4 feet and a design bearing pressure of 2,000 psf. The consensus onsite was that removal and replacement with crushed stone wrapped in fabric would be the most practical, expedient and cost effective option for this situation. It will likely be the primary remediation for most areas of the site if soil and groundwater conditions remain consistent.

The tests were performed in general accordance with applicable ASTM, AASHTO, or DOT test methods. This report is exclusively for the use of the client indicated above and shall not be reproduced except in full without the written consent of our company. Test results transmitted herein are only applicable to the actual samples tested at the location(s) referenced and are not necessarily indicative of the properties of other apparently similar or identical materials.

## CONSULTATION REPORT

**Report Number:** 06191014.0026  
**Service Date:** 09/03/19  
**Report Date:** 09/03/19  
**Task:** 103 - Unsuitable Soil

# Terracon

2640 12th St SW  
Cedar Rapids, IA 52404-3440  
319-366-8321

### Client

City of Hiawatha IA  
Attn: Kim Downs  
101 Emmons St  
Hiawatha, IA 52233-1610

### Project

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

Project Number: 06191014

The contractor was asked by John to develop a unit price and overall estimate in preparation for the next council meeting. The estimate will include using a nonwoven fabric, drainable crushed stone similar to what is already being used onsite, a minimum lateral overexcavation of about 8 inches for each foot of depth on all sides, and compaction of the rock as indicated above.

Moving forward, once the contractor has sufficiently dewatered an area, excavated to bottom of footing and clearly marked the boundaries of the foundations on the ground, we should be notified so we can evaluate the soils and make recommendations. The corrective measure, if needed, will likely be the stone and fabric option. Other alternatives may include overexcavation and backfill with lean concrete, or oversizing the foundations further. We would need to be onsite fulltime during remediation to observe conditions and confirm repairs were being made effectively. It would be expedient if an agreement was reached as to how these options would be priced. The construction team should be authorized to decide and execute their choice of options in the field in a timely manner so as not to incur delays through the decision making process.

### Services:

**Terracon Rep.:** Thomas P. Lisi, P.E.

**Reported To:**


**Contractor:**

**Report Distribution:**

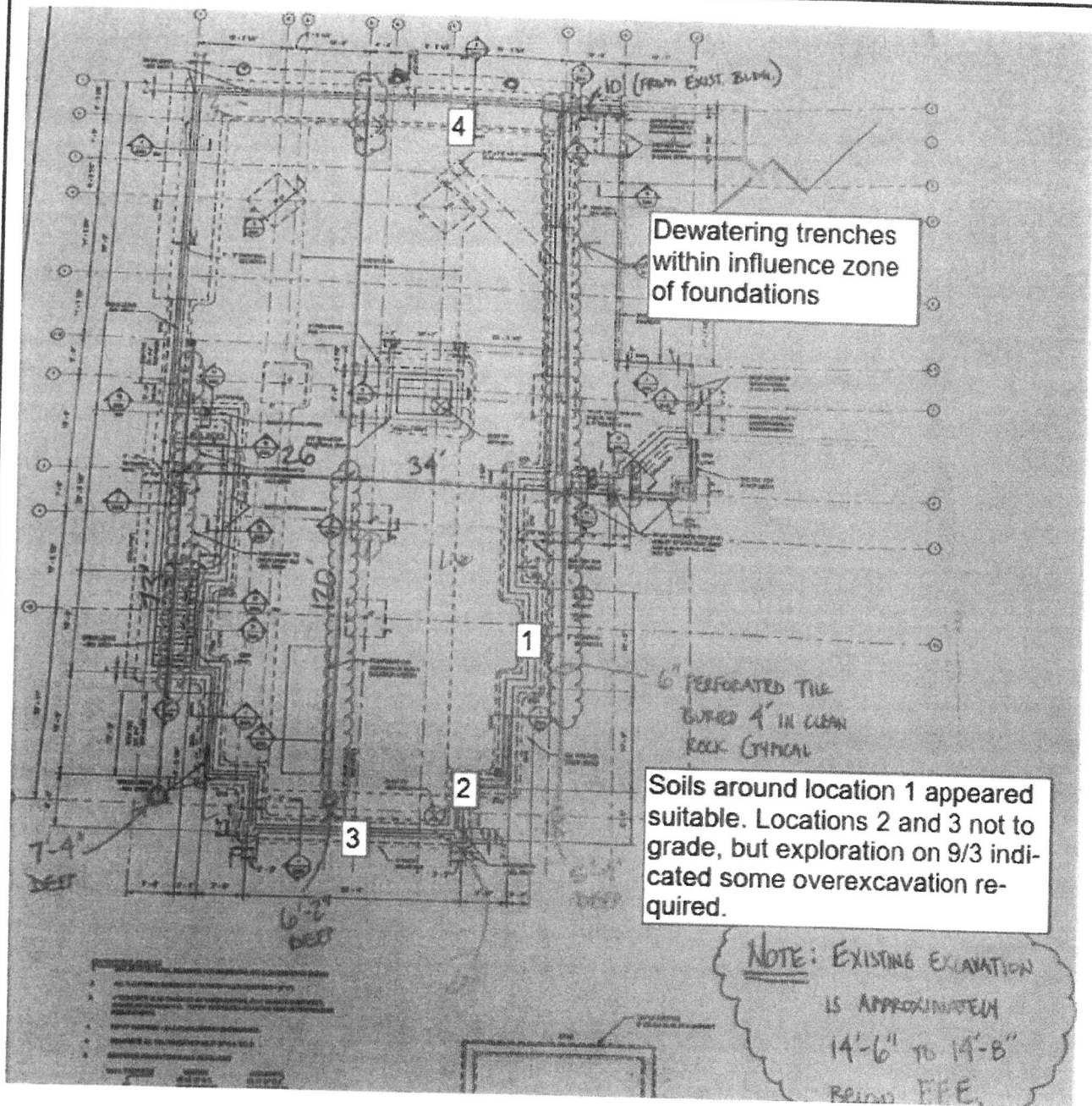
- (1) City of Hiawatha IA, Kim Downs
- (1) Garling Construction, Inc., Jase William
- (1) Long Engineering, Inc., Ben Long


- (1) Fusion Architects, Inc., Wade R Squiers, AIA
- (1) Garling Construction, Inc., Kendall Meyeraan
- (1) Terracon Consultants, Inc., Tom Shockley

**Reviewed By:**

  
Thomas Shockley  
Project Manager

The tests were performed in general accordance with applicable ASTM, AASHTO, or DOT test methods. This report is exclusively for the use of the client indicated above and shall not be reproduced except in full without the written consent of our company. Test results transmitted herein are only applicable to the actual samples tested at the location(s) referenced and are not necessarily indicative of the properties of other apparently similar or identical materials.



Hiawatha Public Library Expansion	Site Plan:	
	Report Number: 06191014.0026	
150 W Willman St.	Technician: Thomas P. Lisi, P.E.	2640 12th St SW
Hiawatha, IA	Date: 09/03/19	Cedar Rapids, IA 52404-3440
	Scale: Not to Scale	319-366-8321





GENERAL CONTRACTORS SINCE 1971

Date: 09/04/19

Subject: Hiawatha Library  
Latest Proposed Soil Conditions Corrections

Per the most recent discussions (at the jobsite late yesterday morning) regarding the soil conditions and dewatering at this above-referenced Hiawatha Library project, it is our understanding that the latest corrective work would include increasing the perimeter footings size one foot wider for the reduced soil bearing pressure of 2,000 psf, over excavating under the perimeter footings by approximately 18" deep and an additional foot wider on each side of the footing, adding filter fabric into the over excavation, and then compacting clean rock into this filter fabric to support the footings. Our budget pricing for this additional work to correct the unsuitable soils would be as follows:

Subcontractors:

Boomerang (add'l excavation, filter fabric, and compacted rock):	= \$ 40,000.00
Decker Concrete (add'l concrete at oversized footings)	= \$ 3,500.00
Subtotal	= \$ 43,500.00
Mark-Up (5%)	= \$ 2,175.00
Bond (2%)	= \$ 913.50
Subtotal	= \$ 46,588.50 = <b>\$ 46,588.50</b>

Garling Construction:

Additional Dewatering Time (what should have taken approximately two weeks to dewater if sand was present as expected has now extended to six weeks):

Superintendent: 4 wks x 40 hrs/wk x \$75.00/hr	= \$ 12,000.00
Project Manager: 4 wks x 10 hrs/wk x \$85.00/hr	= \$ 3,400.00
Subtotal	= \$ 15,400.00
Mark-Up (15%)	= \$ 2,310.00
Bond (2%)	= \$ 354.20
Subtotal	= \$ 18,064.20 = <b>\$ 18,064.20</b>

**TOTAL = \$ 64,652.70**

# BOOMERANG

## Request for Change

12536 Buffalo Road  
Anamosa, IA 52205

RFC Number: 5  
Date: 09/03/2019

**Regarding:**

Price to place 18" of 1" clean rock under exterior footings (1' outside footing dimensions), includes removing and hauling out existing material, placing fabric and rock in trench, and compacting as Terracon directs.  
Does not include cost if over excavation affects or weakens existing shoring; it will be an extra charge to the city.  
Extra rock below 2' if needed is priced at \$140/cy

**To:**

Garling Construction Inc.  
5210 20th Ave  
Cedar Rapids, IA 52404

**Job Site:**

Hia. Library Renovation & Exp.  
1120 11th Street  
Belle Plaine, IA 52208

Requested By:	Phone:	E-mail:
Jeni Haas	(319) 462-4435	jenih@boomerangcorp.com

Recipients:	Phone:	E-mail:
Mike Meyers	(319) 366-7746	
Kendall Meyeraan	(319) 444-3409	kmeyeraan@garlingconstruction.com

Requested Change:	U/M	Qty	Unit Price	Change to Contract
18" of 1" clean rock under exterior footings	LS	1.0	40,000.00	40,000.00

RFC Total	\$40,000.00
-----------	-------------

Please respond by: 09/04/2019

Jeni Haas  
Boomerang Corp.

Kendall Meyeraan  
Garling Construction Inc.

**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:** September 5, 2019

**From:** John C Bender PE, City Engineer

**Re:** Library Expansion project

**Description:** Change orders #3, #4, #5, #6 and Partial Payment #4

**Report:**

The summary of change orders as follows:

- **Change order #3**-This change order includes all the necessary revisions to the plans for the east section of the parking lot that is now completed and open. There were 2 areas we converted from asphalt to concrete surface for an increase in cost. Also there was a very wet area in the center of the parking lot that required additional rock, fabric, and excavation of the unsuitable material. Total increase \$19,514.69.
- **Change order #4**-This change order is a reduction in cost to eliminate the Building Information Management (BIM) drawings that were included in the construction documents. Total reduction \$6,175.00.
- **Change order #5**-This change order is an increase in cost for an additional domestic water service required by the water department. The plan calls for a single 6 inch fire line. The water department has requested a 2 inch domestic line be added for the normal water demand. Total increase of \$7,293.51.
- **Change order #6**-This change order is an increase in cost for replacement of most of the soil found in the 2<sup>nd</sup> Avenue street replacement. This road section was removed for the new sewer connection. Total increase of \$4,811.20.

The summary of Partial Payment #4:

- Pays for approximately 15% of the project completed. Includes primarily site work and earthwork, dewatering, parking lot, and some stored materials.

Engineering can recommend approval.

**RESOLUTION NO. 19-31**

Library Board of Trustees

**RESOLUTION APPROVING PARTIAL PAY ESTIMATE #4  
HIAWATHA PUBLIC LIBRARY EXPANSION  
AND RENOVATION PROJECT**

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

WHEREAS, application for Partial Pay Estimate #4 (four) in the amount of \$213,949.50 has been received in the Clerk's Office, and

WHEREAS, the Hiawatha Board of Trustees has received recommendation from the Fusion Architect and city staff to make payment, and

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA to approve application for Partial Pay Estimate #4 for the Hiawatha Public Library Expansion and Renovation Project, and directs the City of Hiawatha to make payment to Garling Construction, in the amount of \$213,949.50.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10<sup>th</sup> day of September, 2019.

---

Brenda Powers, President

ATTEST:

---

Karlene Nesslage, Secretary

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 of 5

TO (OWNER):

City of Hiawatha  
101 Emmons Street  
Hiawatha, IA 52233

PROJECT: Hiawatha Library

APPLICATION NO: 04  
INVOICE NO: 000823  
PROJECT NO: 54095  
ARCHITECT PROJECT NO:  
OWNER PO NO: 54095

Distribution to:

☒ OWNER  
☐ ARCHITECT  
☐ LENDOR  
☐ GENERAL CONTRACTOR  
☐ CONSTRUCTION MANAGER  
☐ OTHER

FROM:  
(CONTRACTOR)  
Kendall R Meyeraan  
Garling Construction, Inc.  
1120 11th Street  
Belle Plaine, IA 52208

ARCHITECT:

CONTRACT DATE: 7/16/2019  
FROM: 8/15/2019  
TO:

CONTRACT FOR: General Construction

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

Change Orders approved in previous months by Owner	APPROVED	DEDUCTIONS
Approved this Month		
Number		
01		(\$3,436.15)
Date Approved		
08/13/2019		
TOTALS		(\$3,436.15)
Net change by Change Orders		(\$3,436.15)

1. ORIGINAL CONTRACT SUM ..... \$3,909,000.00
2. Net change by Change Orders ..... (\$3,436.15)
3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$3,905,563.85
4. TOTAL COMPLETED & STORED TO DATE ..... \$586,538.64  
(Column I on G703)
5. RETAINAGE:
  - a. 5.00% of Completed Work ..... \$28,746.93  
(Column F + G on G703)
  - b. 5.00% of Stored Material ..... \$580.00  
(Column H on G703)

Total Retainage (Line 5a + 5b or Total in Column L of G703) ..... \$29,326.93

6. TOTAL EARNED LESS RETAINAGE ..... \$557,211.71  
(Line 4 less Line 5 Total)

## 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) .....

8. CURRENT PAYMENT DUE ..... \$343,262.21
9. BALANCE TO FINISH, PLUS RETAINAGE ..... \$213,949.50  
(Line 3 less Line 6) ..... \$3,348,352.14

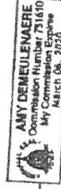
State of: IA

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

Notary Public:

*Amend*

My Commission Expires: 3-6-20



## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED ..... \$ 213,949.50  
Two Hundred Thirteen Thousand Nine Hundred Forty Nine Dollars and Fifty Cents

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

ARCHITECT:

By:

Date: 8-30-19

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

IMPORTANT: If the certificate holder is an additional insured, the policy(ies) must have additional insured provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Creed Waelchli Cottingham & Butler PO Box 28 Dubuque IA 52004		CONTACT NAME: PHONE: FAX: 563-583-7339 E-MAIL: 563-587-5000 ADDRESS:	
INSURED Universal Climate Control, Inc. Geisler Brothers Company PO Box 5561 Coralville IA 52241		INSURER(S) AFFORDING COVERAGE INSURER A: The Phoenix Insurance Company INSURER B: The Charter Oak Fire Insurance Company INSURER C: The Travelers Indemnity Company INSURER D: The Travelers Indemnity Company of Connecticut INSURER E: Travelers Property Casualty Company of America INSURER F:	
NAIC # 25623 25615 25658 25682 25674			

CERTIFICATE NUMBER: 1378087042  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		CO-8M921127	1/1/2019	1/1/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 300,000 PERSONAL & ADV INJURY \$ 5,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMPO AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRE ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		810-8M845163	1/1/2019	1/1/2020	COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$ 10,000 <input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> YES, describe under "DESCRIPTION OF OPERATIONS below" <input type="checkbox"/> NO		CUP-8M929587	1/1/2019	1/1/2020	EACH OCCURRENCE AGGREGATE \$ 10,000,000 \$ 10,000,000 \$
D	<input type="checkbox"/> N/A		UB-8M845311	1/1/2019	1/1/2020	E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT \$ 1,000,000 \$ 1,000,000
E	<input type="checkbox"/> Equipment Floater <input type="checkbox"/> Property		QT-630-9M804928-TL-19	1/1/2019	1/1/2020	Leased & Rented Equip Blanket Building Bkt Personal Prop 50,000 4,300,000 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
NAMED INSURED: Geisler Brothers Company; Thomas A Geisler; Todd Geisler; Scott Geisler; Geisler Family Realty Company LLC; Geisler Family Realty  
Company South LLC; Geisler Roof Management Inc.; Geisler Manufacturing LLC dba; Dubuque Steel Products Company; Dubuque Steel Products dba;  
Universal Climate Control  
RE: Job # 5200 Hlawatha Library Reno & Expansion  
Stored materials valued at \$11,600 stored at Universal Climate Control Coralville, IA.

CERTIFICATE HOLDER	CANCELLATION
Bowker Mechanical	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

CONTRACT DATE: 07/16/2019  
 FROM: 08/15/2019  
 TO: 08/15/2019  
 APPLICATION NO: 04  
 INVOICE NO: 000823  
 PROJECT NO: 54095  
 ARCHITECT PROJECT NO:

ITEM NO	DESCRIPTION OF WORK	BILLING CODES	SCHEDULED VALUE	PREVIOUS APPLICATION		COMPLETED THIS MONTH		TOTAL COMPLETE AND STORED TO DATE		BALANCE TO FINISH	
				AMOUNT	PERCENT COMPLETE	WORK IN PLACE	STORED MATERIALS	AMOUNT	COMPLETE	BALANCE	RETAINAGE
71	Plumbing Piping		83,670.00							83,670.00	
72	Plumbing Fixtures		44,460.00							44,460.00	
73	<b>Division 23 - HVAC</b>										
74	Mechanical Equipment		12,585.00								
75	HVAC Ductwork & Equip	150760	386,760.00								
76	Insulation		42,585.00								
77	Temp Controls		63,880.00								
78	Testing & Balancing		6,815.00								
79	<b>Division 26, 27, 28 - Electrical</b>										
80	Branch Circuit Wiring Material		15,285.00								
81	Branch Circuit Wiring Labor		48,490.00								
82	Service Feeder Material		36,365.00								
83	Service Feeder Labor		20,030.00								
84	Panelboard Switch gear Material		7,380.00								
85	Panelboard Switch gear Labor		1,055.00								
86	Schedule Material -Material		24,770.00								
87	Schedule Material Labor		6,850.00								
88	Lighting Fixtures material	160800	115,165.00								
89	Lighting Fixtures Labor		28,460.00								
90	Communication Material		41,640.00								
91	Communication Labor		6,660.00								
92	Motors Labor		1,055.00								
93	Misc Material		2,635.00								
94	Misc Labor		4,745.00								
95			525.00								
96											
97											
98											
99											
100											
101											
102											
103											
104											
105											
<b>PAGE TOTALS</b>			\$995,205.00	\$16,050.00	2%	\$48,895.00	\$11,600.00	\$76,545.00	8%	\$918,660.00	\$3,827.25
<b>REGULAR ITEM TOTALS</b>			\$3,909,000.00	\$361,328.64	9%	\$213,610.00	\$11,600.00	\$586,538.64	15%	\$3,322,461.36	\$28,326.93
<b>CHANGE ORDERS</b>			(\$3,436.15)							(\$3,436.15)	
<b>GRAND TOTALS</b>			\$3,905,563.85	\$361,328.64	9%	\$213,610.00	\$11,600.00	\$586,538.64	15%	\$3,319,025.21	\$29,326.93

**RESOLUTION NO. 19-32**

Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #3**  
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 #3 for adjustment of contract for a required adjustment for the parking lot approaches, dumpster pad and additional subgrade work/rock with an increase of \$19,514.69, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #3 for the Hiawatha Public Library Renovation and Expansion Project with an increase in contract amount of \$19,514.69, a total project contract amount of \$3,925,078.54.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of September, 2019.

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

ATTEST:

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





## General Contractors

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

COR #. **0003**

Date Tuesday August 13, 2019

Project: Hiawatha Library

Change order to change the asphalt parking lot approaches and the dumpster pad from asphalt to concrete.

**Revision:**

To change the asphalt parking lot approaches and the dumpster pad from asphalt to concrete, and to add the additional subgrade work at the new east parking lot for the excavation of the unsuitable soils and the installation of the additional rock and geogrid to replace the unsuitable soils.

#	Description	Type	Qty	Rate	Expense Amount	MarkUp	Cost
00003	Bond 2%	Other Expense			382.640	0.0000	\$382.64
00003	LL Pelling				-1000.000	5.0000	(\$1,050.00)
00003	Decker Concrete				4896.000	5.0000	\$5,140.80
00003	Boomerang Corp				14325.000	5.0000	\$15,041.25

**PROPOSAL SUMMARY**

Other Expense \$382.64  
\$19,132.05  
**Net Costs \$19,514.69**

**Proposal Total \$19,514.69**

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

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

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

*Kendall Meyeraan*

PM: x \_\_\_\_\_ Date: 08/13/2019

Kendall Meyeraan, Project Manager



# **GARLING**

CONSTRUCTION, INC.

GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion  
08-12-19  
COR 003-R1

**Pricing to change asphalt parking lot approaches and dumpster pad to concrete:**

**To change the asphalt parking lot approaches and the dumpster pad from asphalt to concrete, and to add the additional subgrade work at the new east parking lot for the excavation of the unsuitable soils and the installation of the additional rock and geogrid to replace the unsuitable soils:**

**Subcontractors:**

L.L. Pelling	DEDUCT = (\$ 1,000.00)
Decker Concrete	ADD = \$ 4,896.00
Boomerang	ADD = <u>\$ 14,325.00</u>

**Net ADD Subtotal = \$ 18,221.00**

**Mark-Up (5%) = \$ 911.05**

**Bond (2%) = \$ 382.64**

**TOTAL = \$ 19,514.69**

**RESOLUTION NO. 19-33**

Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #4**

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 #4 for adjustment of contract for a required adjustment eliminating BIM coordination drawings from the project with a decrease of \$(6,175.00), and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #4 for the Hiawatha Public Library Renovation and Expansion Project with an decrease in contract amount of \$(6,175.00), a total project contract amount of \$3,918,903.54

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of September, 2019.

\_\_\_\_\_  
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 #. **004**

Date Monday, July 15, 2019

Project: Hiawatha Library

Change order to eliminate BIM coordination drawings from this project.

#	Description	Type	Qty	Rate	Expense Amount	MarkUp	Cost
00004	Bowker Mechanical				-3000.000	-5.0000	(\$2,850.00)
00004	Iowa Fire Protection				-500.000	-5.0000	(\$475.00)
00004	Justice Electric				-1000.000	-5.0000	(\$950.00)
00004	Pull Group				-2000.000	-5.0000	(\$1,900.00)

#### PROPOSAL SUMMARY

(\$6,175.00)

Net Costs (\$6,175.00)

Proposal Total (\$6,175.00)

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

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

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

*Kendall Meyeraan*

PM: x \_\_\_\_\_ Date: 07/15/2019  
Kendall Meyeraan, Project Manager



**GARLING**  
CONSTRUCTION, INC.

GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion  
07-12-19  
COR 004

**Pricing to eliminate from this project the BIM Coordination Drawings:**

**To eliminate from this project the BIM Coordination Drawings:**

Subcontractors:

Bowker / UCC	DEDUCT = (\$ 3,000.00)
Iowa Fire Protection	DEDUCT = (\$ 500.00)
Justice Electric	DEDUCT = (\$ 1,000.00)
Prull Group	DEDUCT = (\$ 2,000.00)

**Deduct Subtotal = (\$ 6,500.00)**

**Mark-Up (5%) = \$ 325.00**

**TOTAL DEDUCT = (\$ 6,175.00)**

**RESOLUTION NO. 19-34**

Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #5**

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 #5 for adjustment of contract for a water service revision to the building as required by the Hiawatha Water Department with an increase of \$7,293.51, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #5 for the Hiawatha Public Library Renovation and Expansion Project with an increase in contract amount of \$7,293.51, a total project contract amount of \$3,926,197.05.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of September, 2019.

\_\_\_\_\_  
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 #. **005**

Date Monday, August 19, 2019

Project: Hiawatha Library

Change order to revise the water service to the building as directed by Marty of the City Water Department.

#	Description	Type	Qty	Rate	Expense Amount	MarkUp	Cost
00005	Bond 2%	Other Expense		0.000	143.010	0.0000	\$143.01
00005	Boomerang				6810.000	5.0000	\$7,150.50

### PROPOSAL SUMMARY

Other Expense \$143.01  
\$7,150.50  
Net Costs \$7,293.51

Proposal Total \$7,293.51

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

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

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

*Kendall Meyeraan*

PM: x \_\_\_\_\_ Date: 08/19/2019  
Kendall Meyeraan, Project Manager



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion  
08-16-19  
COR 005

**Pricing to Revise Water Service as Directed by City:**

**To revise the water service to the building as directed by Marty of the City Water Department:**

Garling Construction:  
N/A

Subcontractors:

Boomerang

= \$ 6,810.00

**Subtotal = \$ 6,810.00**

**Mark-Up (5%) = \$ 340.50**

**Bond (2%) = \$ 143.01**

**Total ADD = \$ 7,293.51**



**RESOLUTION NO. 19-35**

Library Board of Trustees

**RESOLUTION APPROVING CHANGE ORDER #6**  
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 #6 for adjustment of contract for to import and properly place suitable backfill at the sewer connection under 2<sup>nd</sup> Avenue due to undermining potential with an increase of \$4,811.20, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUSTEES, IOWA, approves Change Order #6 for the Hiawatha Public Library Renovation and Expansion Project with an increase in contract amount of \$4,811.20, a total project contract amount of \$3,931,008.25.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of September, 2019.

\_\_\_\_\_  
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 #. **006**

Date Monday, August 19, 2019

Project: Hiawatha Library

Change order to import and properly place suitable backfill at the sewer connection under 2nd Avenue to replace the unsuitable excavated materials (which would not have passed the density and/or moisture tests) so this street excavation could immediately be backfilled because it was determined this trench couldn't be safely left open due to the possibility of the forecasted rains undermining the adjacent Willman Street intersection at the limits of the trench.

#	Description	Type	Qty	Rate	Expense Amount	MarkUp	Cost
00006	Bond 2%	Other Expense		0.000	94.340	0.0000	\$94.34
00006					4492.250		\$4,716.86

### PROPOSAL SUMMARY

Other Expense \$94.34  
\$4,716.86  
Net Costs \$4,811.20

Proposal Total \$4,811.20

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

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

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

*Kendall Meyeraan*

PM: x \_\_\_\_\_ Date: 08/19/2019  
Kendall Meyeraan, Project Manager



GENERAL CONTRACTORS SINCE 1971

Hiawatha Public Library Renovation and Expansion  
08-16-19  
COR 006

Additional backfill and manhole

To import and properly place suitable backfill at the sewer connection under 2<sup>nd</sup> Avenue to replace the unsuitable excavated materials (which would not have passed the density and/or moisture tests) so this street excavation could immediately be backfilled because it was determined this trench couldn't be safely left open due to the possibility of the forecasted rains undermining the adjacent Willman street intersection at the limits of the trench:

Garling Construction:  
N/A

Subcontractors:

Boomerang

= \$ 4,492.25

Subtotal = \$ 4,492.25

Mark-Up (5%) = \$ 224.61

Bond (2%) = \$ 94.34

Total ADD = \$ 4,811.20

**RESOLUTION NO. 19-36**

Library Board of Trustees

**RESOLUTION APPROVING PROPOSAL FOR LIBRARY SHELVING**

Hiawatha Public Library Renovation and Expansion Project

WHEREAS, the Hiawatha Public Library Board of Trustees of the City of Hiawatha, Iowa, is in need of library book for the Hiawatha Public Library Renovation and Expansion Project, and

WHEREAS, the city staff has utilized state bids from two firms; LFI and Midwest Storage Solutions, Inc., and

WHEREAS, Midwest Storage Solutions, Inc. has the acceptable state bid providing a turnkey-service with order entry, project management, layout, inspect, removal of old shelving and installation for both Phase I and Phase II, and

WHEREAS, Midwest Storage Solution, Inc. is the preferred state bid vendor with an amount not to exceed \$86,000, and

NOW, THEREFORE, BE IT RESOLVED BY THE HIAWATHA PUBLIC LIBRARY BOARD OF TRUST EES, IOWA, approves the Hiawatha Public Library Renovation and Expansion shelving project state bid not to exceed \$86,000 with Midwest Storage Solutions, Inc. of Urbandale, IA and authorize city staff to sign contract agreement.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this 10th day of September, 2019.

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Brenda Powers, President

ATTEST:

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Karlene Nesslage, Sectary