



## **BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY**

May 10, 2022

5:45 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
  - A. April 12, 2022 Meeting Minutes\*
- 4. Trustee Continuing Education**
  - A. Weeded Materials
- 5. Financial Reports**
  - A. Approve Monthly Claims\*
  - B. Review Financial Reports
- 6. Unfinished Business**
  - A. Boiler Replacement Update
  - B. Library Referendum Update
- 7. New Business**
  - A. Fax Service\*
  - B. Capital Improvement Plan: Lighting Replacement\*
  - C. Moveable Wall Repair/Replacement
- 8. Reports**
  - A. Director's Report
  - B. Library Statistics
- 9. Agenda Items for Next Meeting**
- 10. Trustee Comments**
- 11. Adjourn**

**Indianola Public Library**  
**Board of Trustees Meeting Minutes**  
**April 12, 2022**

**(This meeting was held remotely using Zoom and in person. The meeting was made open to the public via reserved space at the IPL as well as a public comment form).**

**Present:** Library Director Michele Patrick, Andy Brittingham, Cyd Dyer, Colleen Wilmott, Tom Smith, Sally Van Dorin, Emmett Konrad and Melanie Hundertmark.

The meeting was called to order by President Andy Brittingham at 5:47 p.m.

There were no public comments.

An agenda was approved

The minutes from the March 8, 2022 meeting were approved (motion Sally Van Dorin, second Emmett Konrad)

**Trustee Continuing Education:**

Library building size comparison: Data showing how the Indianola library compares with other cities of similar size and location. In comparison to peers, Indianola ranks 15<sup>th</sup> out of 15 and shows that population our library is much smaller than its peers. The shelves are full with no room to grow especially in teen and children's sections. Activity and usage can justify adding library staff, but there is not enough workspace to add employees in the current building. The library's one meeting space doesn't accommodate the number of requests from the community or the library activities.

**Financial Reports:**

Monthly Financial Reports and Monthly Claims were reviewed. Financial reports were approved (motion Emmett Konrad, Sally Van Dorin)

**Unfinished Business:**

The boiler replacement will most likely not be replaced in this FY due to shipping issues, but the funds will move to FY23 and June is still a possibility.

Lighting quotes are coming into address three main issues including outdated overhead fixtures, a broken light fixture beneath the skylight, and replacing the central control switch. The board will decide if want to move forward with fixes once quotes are determined.

Reviewed the PowerPoint that will go out to public and strategic committee that has been working on this plan for the last 4 to 5 years. Plan began as police/fire needing additional space and to remodel building while removing city hall. Plans changed when it was discovered that library also had needs and no room for growth. City Council approved a plan in October 2019 to build a new library and city hall.

**New Business:**

Bond referendum for public safety buildings and library/city hall will need to be separate due to legal. One campaign is planned as one project if both bonds pass Council.

A resolution requesting facilities improvements for the Indianola Public Library was approved by the Board (motion Melanie Hundertmark, second Colleen Wilmott) – unanimous approval vote.

FY23 Budget was discussed and approved by the Board (motion Colleen Wilmott, second Sally Van Dorin).

Policy Change of Kanopy Streaming Video subscription was discussed and approved limiting the service to Indianola and rural Warren County residence only due to popularity (motion Tom Smith, second Colleen Willmott).

Policy Change for video games checkout was discussed and approved adding language to the circulation policy to include a difference between board games and video games (motion by Melanie Hundertmark, second Cyd Dyer).

Our strategic plan calls for a policy audit in 2022. This was completed and it was determined that the Volunteer and Photo/Video policies needed to be updated. Once complete they will be brought for approval.

**Reports:**

The Friends of the Indianola Public library renewed the summer passes for 2022 and purchased a new wind tunnel for the children's area.

**Director's Report –**

An update on the DinoFest event that brought in almost 300 people to the library. Due to the limited space, the event was spread over the entire library. Several members of the Friends and Simpson's Phi Beta Phi sorority volunteered to help with the big event.

The University of Iowa's Carnegie Libraries in Iowa Project has finished digitizing our records and the archives are now online.

LibraryCalendar software was purchased to handle room reservations and events effectively. The goal will be to launch it by May 1<sup>st</sup>.

A new library logo was completed by Alison giving it a new fresh look with a color palette that better matches the City's purple and gold colors.

The library hosted the employee breakfast with the city manager candidates. About 70 employees attended.

**Library Statistics:**

Discussion on circulation, numbers continue to improve to pre-COVID stats. Michele shared graphs representing where our current building ranks upon peer community of similar size. Indianola ranked the smallest in building square footage and by population.

The meeting was adjourned by Andy Brittingham at 7:09 pm (motion by Colleen Willmott, second Emmett Konrad).

Sincerely,  
Melanie Hundertmark  
Meeting Secretary

## **Trustee Education: What Happens to Books Removed from the Collection**

Each year the library removes about 3,000 books from the collection, which matches the number of books added each year. Some of these were removed because they were billed or damaged while others were removed due to low usage or outdated information.

Unless unusable due to damage, we don't throw away weeded books. Instead, we have a few options:

### **Baker & Taylor's Sustainable Shelves**

- We can resell books to our book broker, Baker & Taylor, through their Sustainable Shelves program. They pay to have the books shipped to them, and they recycle books they don't want. In the fall, we received \$71.75 in credits through this program.

### **Friends of the Library Book Sale**

- Beginning in January, the Friends of the Library purchased our weeded books for a nominal fee and began selling them in the lobby nook. So far this year, they have received \$218.45, which they return to the library in financial support.

### **Give to Patrons**

- We occasionally take the books that don't sell on the Friends' sale and add them to a "free" cart in the entryway for patrons to take.





## Invoices for Board Meeting

May 10, 2022

| Vendor                          | Amount     | Description of services or goods                                                      |
|---------------------------------|------------|---------------------------------------------------------------------------------------|
| Air-Con Mechanical              | \$979.50   | Service call                                                                          |
| Amazon                          | \$3,226.42 | craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies |
| Baker and Taylor                | \$3,560.58 | Books                                                                                 |
| Baker and Taylor Entertainment  | \$285.37   | DVDs                                                                                  |
| Baker and Taylor Spoken Word    | \$86.46    | Books on CD                                                                           |
| Brick Gentry                    | \$105.00   | Followup on library resolution and reconstruction                                     |
| Alison Brown                    | \$76.28    | Pop YS conference in Ames                                                             |
| Buisness Furniture Warehouse    | \$1,256.00 | Teen room chairs (FRIENDS)                                                            |
| City of Indianola (IMU)         | \$1,167.98 | Utilities                                                                             |
| Janis Comer                     | \$128.70   | Pop YS conference in Ames                                                             |
| Demco                           | \$1,049.10 | Children's area rug (FRIENDS)                                                         |
| Dust Pros                       | \$1,450.00 | janitorial services and supplies                                                      |
| Findaway                        | \$156.72   | Wonderbooks                                                                           |
| Iowa Water Management Co.       | \$40.00    | Monthly agreement                                                                     |
| Kanopy                          | \$4,000.00 | Annual contract for movie streaming                                                   |
| Library Furniture International | \$6,130.96 | Teen furniture (WCPP Grant), shelving (Enrich Iowa)                                   |
| Library Market                  | \$1,500.00 | LibraryCalendar annual subscription                                                   |
| Merchandising Libraries         | \$579.50   | Signage                                                                               |
| MidAmerican Energy              | \$405.41   | Natural Gas                                                                           |
| Six-Foot Geek                   | \$430.10   | Supplies (delivered 3/17/22)                                                          |
| Springer Pest Control           | \$83.00    | Pest management                                                                       |
| TRM Disposal                    | \$106.00   | Trash removal                                                                         |
| Unique Management               | \$130.00   | Collection agency (Apr and May)                                                       |
| Waste Management                | \$7.17     | Recycling tote                                                                        |
| Wood Roofing Company            | \$283.07   | Investigated leak, ended up sealing skylight                                          |
| Wells Fargo                     | \$5,144.46 | General Fund Total: \$5144.46<br>See statements for details                           |

Total: **\$32,367.78**

Approved

Date

Approved

Date

## MEMORANDUM

**To:** Board of Trustees of the Indianola Public Library  
**From:**  
**Date:** May 10, 2022  
**Subject:** Review Financial Reports

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**Recommendation:**

**Attachments:**

1. FY22 Monthly Budget Summary
2. April Revenue Report
3. April Expense Report
4. April Library Special Revenue Fund

# Budget Summary



| Personnel    | April            | Year-to-Date      | YTD Budget        | Variance           | Budget            | % Spent       |
|--------------|------------------|-------------------|-------------------|--------------------|-------------------|---------------|
| Salaries     | 44,603.20        | 320,996.00        | 295,397.50        | (25,598.50)        | 354,477.00        | 90.55%        |
| Benefits     | 14,773.09        | 130,740.40        | 143,390.83        | 12,650.43          | 172,069.00        | 75.98%        |
| <b>TOTAL</b> | <b>59,376.29</b> | <b>451,736.40</b> | <b>438,788.33</b> | <b>(12,948.07)</b> | <b>526,546.00</b> | <b>85.79%</b> |

| Collection   | April           | Year-to-Date     | YTD Budget       | Variance         | Budget           | % Spent       |
|--------------|-----------------|------------------|------------------|------------------|------------------|---------------|
| Print        | 6,831.92        | 45,866.26        | 61,666.67        | 15,800.41        | 74,000.00        | 61.98%        |
| Digital      | 2,000.00        | 10,960.76        | 12,487.50        | 1,526.74         | 14,985.00        | 73.14%        |
| Special      | 500.09          | 3,166.26         | 3,666.67         | 500.41           | 4,400.00         | 71.96%        |
| <b>TOTAL</b> | <b>9,332.01</b> | <b>59,993.28</b> | <b>77,820.83</b> | <b>17,827.55</b> | <b>93,385.00</b> | <b>83.33%</b> |

| Operations   | April            | Year-to-Date      | YTD Budget        | Variance          | Budget            | % Spent       |
|--------------|------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Repair/Maint | 989.06           | 14,558.48         | 13,229.17         | (1,329.31)        | 15,875.00         | 91.71%        |
| Operations   | 12,579.25        | 125,285.80        | 123,606.67        | (1,679.13)        | 148,328.00        | 84.47%        |
| <b>TOTAL</b> | <b>13,568.31</b> | <b>139,844.28</b> | <b>136,835.83</b> | <b>(3,008.45)</b> | <b>164,203.00</b> | <b>85.17%</b> |

| <b>TOTAL</b> | April            | Year-to-Date      | YTD Budget        | Variance        | Budget            | % Spent       |
|--------------|------------------|-------------------|-------------------|-----------------|-------------------|---------------|
| <b>TOTAL</b> | <b>82,276.61</b> | <b>651,573.96</b> | <b>653,445.00</b> | <b>1,871.04</b> | <b>784,134.00</b> | <b>83.09%</b> |

## Capital Improvement Plan

|                  | April    | Year-to-Date | Budget           | % Spent  |
|------------------|----------|--------------|------------------|----------|
| Lighting         | 0.00     | 0.00         | 30,000.00        | 0.00     |
| Boiler           | 0.00     | 0.00         | 60,000.00        | 0.00     |
| <b>TOTAL CIP</b> | <b>-</b> | <b>-</b>     | <b>90,000.00</b> | <b>-</b> |

Revenue Report | April 2022

| Account Number            | Account Title                     | YTD          | Budget       | Variance   | % Budget |
|---------------------------|-----------------------------------|--------------|--------------|------------|----------|
| 041 - LIBRARY FUND        |                                   |              |              |            |          |
| 041-4100-40000            | Property Taxes(R)                 | (541,696.68) | (550,000.00) | (8,303.32) | 98.49%   |
| 041-4100-44700            | Library Service Reimbursements(R) | (94,300.00)  | (89,000.00)  | 5,300.00   | 105.96%  |
| 041-4100-47400            | Misc Sales (Copies/Scrap/etc)(R)  | (65.90)      | 0.00         | 65.90      | 100.00%  |
| 041-4100-47641            | Library Fines(R)                  | (2,661.55)   | (1,000.00)   | 1,661.55   | 266.16%  |
| 041-4100-49400            | Transfer In--Property Taxes(R)    | (186,685.93) | (177,094.00) | 9,591.93   | 105.42%  |
| Total: Revenue            |                                   | (825,410.06) | (817,094.00) | 8,316.06   |          |
| Total: 041 - LIBRARY FUND |                                   | (825,410.06) | (817,094.00) | 8,316.06   |          |
| Total:                    |                                   | (825,410.06) | (817,094.00) | 8,316.06   |          |

## Expenditures | April 2022

| Account Number     | Account Title                    | YTD        | Budget     | Variance   | % Budget |
|--------------------|----------------------------------|------------|------------|------------|----------|
| 041 - LIBRARY FUND |                                  |            |            |            |          |
| 041-4100-60110     | Salary/Wages--Administration(E)  | 77,920.95  | 94,099.00  | 16,178.05  | 82.81%   |
| 041-4100-60130     | Salary/Wages--Clerical(E)        | 243,075.00 | 260,378.00 | 17,303.00  | 93.35%   |
| 041-4100-61100     | FICA(E)                          | 23,647.11  | 27,011.00  | 3,363.89   | 87.55%   |
| 041-4100-61300     | IPERS(E)                         | 30,302.02  | 33,463.00  | 3,160.98   | 90.55%   |
| 041-4100-61420     | Deferred Comp--457(E)            | 3,250.00   | 5,700.00   | 2,450.00   | 57.02%   |
| 041-4100-61430     | Employee Assistance Program(E)   | 237.60     | 162.00     | (75.60)    | 146.67%  |
| 041-4100-61440     | Wellness Program(E)              | 915.00     | 2,040.00   | 1,125.00   | 44.85%   |
| 041-4100-61500     | Health Insurance(E)              | 56,660.70  | 81,738.00  | 25,077.30  | 69.32%   |
| 041-4100-61501     | Dental Insurance(E)              | 2,835.38   | 4,106.00   | 1,270.62   | 69.05%   |
| 041-4100-61502     | Vision Insurance(E)              | 360.00     | 431.00     | 71.00      | 83.53%   |
| 041-4100-61503     | HSA Expense(E)                   | 9,540.24   | 14,700.00  | 5,159.76   | 64.90%   |
| 041-4100-61550     | Life Insurance/ADD/LTD/STD(E)    | 2,747.30   | 2,468.00   | (279.30)   | 111.32%  |
| 041-4100-61599     | Workers' Comp Insurance(E)       | 245.00     | 250.00     | 5.00       | 98.00%   |
| 041-4100-62100     | Membership Dues/Subscriptions(E) | 870.00     | 655.00     | (215.00)   | 132.82%  |
| 041-4100-62300     | Education/Training(E)            | 1,445.26   | 3,400.00   | 1,954.74   | 42.51%   |
| 041-4100-62700     | Mileage(E)                       | 34.72      | 970.00     | 935.28     | 3.58%    |
| 041-4100-63100     | Repair/Maint--Bldg/Grounds(E)    | 14,558.48  | 15,875.00  | 1,316.52   | 91.71%   |
| 041-4100-63710     | Utilities(E)                     | 18,379.29  | 22,714.00  | 4,334.71   | 80.92%   |
| 041-4100-63730     | Telephone(E)                     | 159.99     | 0.00       | (159.99)   | 100.00%  |
| 041-4100-64020     | Advertising & Legal Notices(E)   | 748.85     | 2,200.00   | 1,451.15   | 34.04%   |
| 041-4100-64082     | Insurance--General Liability(E)  | 3,756.57   | 1,200.00   | (2,556.57) | 313.05%  |
| 041-4100-64083     | Insurance--Property(E)           | 4,658.26   | 4,000.00   | (658.26)   | 116.46%  |
| 041-4100-64084     | Insurance--Boiler/Machinery(E)   | 602.00     | 650.00     | 48.00      | 92.62%   |
| 041-4100-64090     | Janitorial Services(E)           | 16,625.17  | 21,000.00  | 4,374.83   | 79.17%   |
| 041-4100-64140     | Printing(E)                      | 0.00       | 1,000.00   | 1,000.00   | 0.00%    |
| 041-4100-64990     | Misc Contractual(E)              | 946.36     | 1,300.00   | 353.64     | 72.80%   |
| 041-4100-65020     | Library Books & Periodicals(E)   | 45,866.26  | 74,000.00  | 28,133.74  | 61.98%   |

## Expenditures | April 2022

| Account Number                   | Account Title                  | YTD        | Budget     | Variance   | % Budget |
|----------------------------------|--------------------------------|------------|------------|------------|----------|
| 041-4100-65021                   | Digital Materials(E)           | 10,960.76  | 14,985.00  | 4,024.24   | 73.14%   |
| 041-4100-65022                   | Special Collections(E)         | 3,166.26   | 4,400.00   | 1,233.74   | 71.96%   |
| 041-4100-65060                   | Office Supplies(E)             | 2,659.03   | 3,000.00   | 340.97     | 88.63%   |
| 041-4100-65070                   | Materials/Supplies(E)          | 4,982.01   | 7,857.00   | 2,874.99   | 63.41%   |
| 041-4100-65079                   | Materials/Supplies--Program(E) | 5,374.80   | 5,700.00   | 325.20     | 94.29%   |
| 041-4100-65080                   | Postage(E)                     | 541.52     | 750.00     | 208.48     | 72.20%   |
| 041-4100-65990                   | Miscellaneous(E)               | 327.99     | 500.00     | 172.01     | 65.60%   |
| 041-4100-67240                   | Computer Hardware/Software(E)  | 26,573.97  | 25,512.00  | (1,061.97) | 104.16%  |
| 041-4100-69301                   | Transfer Out-CIP(E)            | 0.00       | 90,000.00  | 90,000.00  | 0.00%    |
| 041-4100-69621                   | Transfer Out Info & Tech(E)    | 36,600.00  | 43,920.00  | 7,320.00   | 83.33%   |
| <b>Total: Expenditure</b>        |                                | 651,573.85 | 872,134.00 | 220,560.15 |          |
| <b>Total: 041 - LIBRARY FUND</b> |                                | 651,573.85 | 872,134.00 | 220,560.15 |          |

## Library Special Revenue | April 2022

| Account Number                                   | Account Title                     | YTD                | Budget             | Variance         | % Budget |
|--------------------------------------------------|-----------------------------------|--------------------|--------------------|------------------|----------|
| 141 - LIBRARY SPECIAL REVENUE FUND               |                                   |                    |                    |                  |          |
| 141-4100-43000                                   | Interest(R)                       | (1,028.15)         | 0.00               | 1,028.15         | 100.00%  |
| 141-4100-44302                                   | Enrich Iowa(R)                    | (7,351.07)         | (7,000.00)         | 351.07           | 105.02%  |
| 141-4100-45040                                   | Program Fees-Summer Reading(R)    | (1,566.66)         | 0.00               | 1,566.66         | 100.00%  |
| 141-4100-47050                                   | Donations/Contributions(R)        | (19,030.96)        | (5,000.00)         | 14,030.96        | 380.62%  |
| 141-4100-47051                                   | Friends of the Library Contrib(R) | (3,381.59)         | (10,000.00)        | (6,618.41)       | 33.82%   |
| <b>Total: Revenue</b>                            |                                   | <u>(32,358.43)</u> | <u>(22,000.00)</u> | <u>10,358.43</u> |          |
| 141-4100-65020                                   | Library Books & Periodicals(E)    | 4,797.90           | 5,000.00           | 202.10           | 95.96%   |
| 141-4100-65023                                   | Summer Reading Program Expense(E) | 2,628.01           | 0.00               | (2,628.01)       | 100.00%  |
| 141-4100-65024                                   | Friends of the Library Expense(E) | 2,331.48           | 10,000.00          | 7,668.52         | 23.31%   |
| 141-4100-65025                                   | Enrich Iowa Expenses(E)           | 3,739.23           | 7,000.00           | 3,260.77         | 53.42%   |
| 141-4100-65070                                   | Materials/Supplies(E)             | 9,089.36           | 20,000.00          | 10,910.64        | 45.45%   |
| 141-4100-69000                                   | Transfer Out(E)                   | 0.00               | 0.00               | 0.00             | 100.00%  |
| <b>Total: Expenditure</b>                        |                                   | <u>22,585.98</u>   | <u>42,000.00</u>   | <u>19,414.02</u> |          |
| <b>Total: 141 - LIBRARY SPECIAL REVENUE FUND</b> |                                   | <u>(9,772.45)</u>  | <u>20,000.00</u>   | <u>29,772.45</u> |          |
| <b>Total:</b>                                    |                                   | <u>(9,772.45)</u>  | <u>20,000.00</u>   | <u>29,772.45</u> |          |

## MEMORANDUM

**To:** Board of Trustees of the Indianola Public Library  
**From:** Michele Patrick, Library Director  
**Date:** May 10, 2022  
**Subject:** Boiler Replacement Update

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**Recommendation:**

**Attachments:**

1. 20220503 Scope of Work\_Indianola Library Boiler Replacement
2. Indianola Library Boiler Replacement 22\_05.02





Scope of Work  
for  
Indianola Public Library Boiler Replacement  
Indianola, Iowa

IMEG #22001878.00  
May 3, 2022

A. Scope of Work

1. Remove the existing gas-fired heating water boiler located in the basement of the Indianola Public Library. Remove associated flue and piping that will not be needed with the new boiler. Refer to photos of the existing boiler room within this report.
2. Install new boiler on the existing concrete housekeeping pad. Boiler capacity, size, and performance shall be as defined in the attached Hot Water Boiler Schedule. Provide all boiler accessories including circulating pump, valves, condensate neutralization kit, and controls for a complete operating boiler system. Refer to attached boiler specification section 235216.
3. Extend heating water supply and return piping to existing piping as shown in the attached flow diagram. Add decoupler piping between the primary boiler loop and the existing heating water secondary pump loop. Use steel or copper piping to match existing piping and insulate with fiberglass insulation to match current energy code.
4. Extend drain piping from boiler to neutralization kit and discharge to existing floor drain.
5. Extend gas piping from boiler to existing gas service. Use steel piping to match existing.
6. Furnish and install new boiler intake and exhaust flue in accordance with manufacturer's recommendations from boiler through roof opening where existing galvanized flue exhaust was installed.
7. Connect boiler to nearest electrical panel with properly sized wiring and circuit breaker.
8. Furnish and install all CSD-1 required items including emergency shutdown switch at boiler room exit door.
9. Boiler installation shall conform to all State of Iowa and City of Indianola codes, laws, ordinances and other regulations having jurisdiction.
10. Contractor to procure all applicable permits and licenses.

11. This project must be completed and fully operational by October 1, 2022.

B. Photos



Photo 1







Photo 2

Scope of Work  
for Indianola Library Boiler Replacement  
IMEG #22001878.00  
May 3, 2022  
Page 3 of 5







Photo 3





Photo 4

Prepared by: Dave Inghram, PE, LEED AP

DCI/rjb:amb

\\files\Active\Projects\2022\22001878.00\ReportsNarratives\20220422 Scope of Work\_Indianola Library Boiler Replacement.docx

Attachments: Hot Water Boiler Schedule, Specification Section 235216,  
Drawing M3 Floor Plan with Flow Diagram

Scope of Work  
for Indianola Library Boiler Replacement  
IMEG #22001878.00  
May 3, 2022  
Page 5 of 5







**Request for Proposal**  
Indianola Library Boiler Replacement  
Indianola, Iowa

**May 2, 2022**

Prepared By:



**FORMATION  
GROUP**

## Proposal Outline

### Introduction

- A. Overview
- B. Submission Instructions
- C. Interpretations and Questions
- D. Contracting Requirements

### Project Description

- A. City of Indianola Background
- B. General Scope
- C. Proposal Evaluation
- D. Proposal Format
- E. Insurance

## Introduction

### A. Overview

Formation Group Inc. (herein “Owners Representative” or “OR”) has been retained by the City of Indianola (City) to provide services for a Project located at 207 North B Street, Indianola, IA 50125.

Your organization has been identified as a potential candidate to provide a response to this “Request for Proposal” for the Indianola Library Boiler Replacement.

Owner:

**City of Indianola**

**110 North 1st Street**

Indianola, Iowa 50125

Owner Representative:

**Formation Group Inc,**

Emily Kistner, Project Manager

PO Box 290

Grimes, IA 50111

[emilyk@formationgroup-us.com](mailto:emilyk@formationgroup-us.com)

515-244-2314

### B. Submission Instructions

Request for Proposal (RFP) was developed to provide Respondent with the necessary information to allow the Respondent to prepare a comprehensive response. Request contains solicitation information and procedures, response submission instructions, and general response format requirements. Respondent is expected to carefully examine all requirements stipulated in this document and respond to each requirement in the format prescribed. Non-conformance may cause rejection of Respondent’s proposal.

The issuance of this document and the receipt of information in response to this document shall not in any way cause Owner or Owners Representative to incur any liability or obligation to Respondent, financial or otherwise. Owner and Owners Representative assume no obligation to reimburse or in any way compensate Respondent for expenses incurred in connection with Respondent’s response to this document.

After the evaluation of each proposal is complete, your firm may be scheduled to make a presentation of your proposal and to answer detailed questions from the project team.



# FORMATION GROUP

The City of Indianola and Formation Group request that you submit one (1) electronic copy to:

Formation Group

RE: Indianola Library Boiler Replacement RFP

Attention: Emily Kistner, AIA

[emilyk@formationgroup-us.com](mailto:emilyk@formationgroup-us.com)

**Responses must be submitted no later than (2:00PM CST) on 5/20/2022.** Owner and Owner Representative, at its discretion, may elect to reject responses received after the deadline.

All supporting documentation and manuals submitted in response to this document will become the property of Owner unless otherwise requested by Respondent at the time of submission.

Owner reserves the right to reject any responses or, at Owner's discretion, to solicit additional responses. Owner may also accept or reject portions of a response.

This document represents the best estimate of the project requirements. City reserves the right to adjust the specifications or scope of effort stated in this document. In the event that any modifications to the original document become necessary, all Respondents will be notified in writing by means of an addendum.

Respondents who receive the RFP and do not wish to submit a response and or Respondents who withdraw from the process at any stage should forward a letter of "No Response" as soon as possible to Emily Kistner (contact information previously provided).

The City intends to select a consultant and proceed to contracting for an agreed upon lump sum amount. The City is seeking the lowest cost responsive and responsible proposal in keeping with this RFP and the City budget parameters.

The City reserves the right to reject any, and all proposals, to waive any nonmaterial irregularities or information in any Proposal, and to accept or reject any item or combination of items. The City further reserves the right to cancel the contract if a final scope of services cannot be acceptably agreed to between the selected Consultant and the City.

# FORMATION GROUP

The City reserves the right to inspect the business reputation, or other qualifications, of any firm and to reject any proposal, irrespective of quoted prices, if it is determined to be lacking in any of the essential components to assure acceptable standards of the Submitter

## C. Interpretations and Questions

Any questions concerning conditions and specifications shall be directed in email to Owners Representative via email no later than **5/13/2022** to the following individuals:

Emily Kistner, AIA  
[emilyk@formationgroup-us.com](mailto:emilyk@formationgroup-us.com)  
515-244-2314

Owner/Owner Representative assumes that all information supplied has been submitted in good faith and requires that the information provided is accurate.

## RFP Schedule

|                                       |                              |
|---------------------------------------|------------------------------|
| RFP Release                           | 5/2/2022                     |
| RFP Questions Due                     | 5/13/2022 5:00 pm CDT        |
| <b>RFP Due</b>                        | <b>5/20/2022 2:00 pm CDT</b> |
| Owner and Owner Representative Review | 5/20 – 6/3/2022              |
| Selection and Notification            | June 10, 2022                |
| Work Completed by                     | October 1, 2022              |

## D. Contracting Requirements

Respondent to provide a reviewed and accepted copy of proposed agreement. This shall include proposed deletions, additions, and modifications Respondent would make to any contract document.

Owner and Owners Representative request that selected respondent agree to begin services within a reasonable timeframe after approval and work in good faith until parties have established the contract.

## Project Description

### A. City of Indianola Background

Located in Warren County, the City of Indianola is a growing community with a historic downtown, located approximately 15 minutes south of Des Moines. It is a safe community with Midwestern values, friendly people, and excellent schools. Indianola, which is home to Simpson College, the world-renowned Des Moines Metro Opera, the National Balloon Museum and U.S. Ballooning Hall of Fame, is known for its excellent

access to outdoor activities, a nice trail system, five major parks and two golf courses. The community welcomes thousands of visitors annually who come to Indianola to enjoy major events such as the National Balloon Classic, Bike Night, the Warren County Fair and other events. The City has placed an emphasis on growth and anticipates new opportunities for commercial, light industrial and residential development.

## **B. Scope of Work**

See IMEG Exhibit A

## **C. Proposal Evaluation**

The Proposal evaluation and selection criteria are as follows and in no order:

- Demonstration of firm professional and technical expertise (Iowa focused) and experience of the principal personnel assigned to the project.
- Ability to adapt throughout the process for changes and items that are raised throughout the process.
- Cost of preparation in relationship to the services proposed. The lowest cost will not necessarily be the selected proposal and quality of the proposal is a significant factor within the established City budget parameters.
- Demonstrated ability of the Respondent to stay within a negotiated contract amount without cost over runs, change orders, and the like.
- Project schedule and duration.
- Review of references, experiences, and work product for similar projects.

## **D. Proposal Format**

Proposals shall be one electronic copy (PDF format which can be emailed if not over 10Mb in file size) and shall be submitted by the submission deadline noted herein. All submission materials shall be retained by the City and not returned. At a minimum, the RFP response shall include:

- Letter of transmittal.
- Summary/matrix of key personnel executing the work's experience.
- Location of office from which the management of the project will be performed.
- Previous project experience and summaries, including reference and contact information for a minimum of three (3) relevant projects of similar scope and scale which demonstrate pertinent experience. An additional listing of pertinent projects may be included. The City reserves the right to contact any references provided herein or otherwise obtained.
- Disclosure of any competing interest or potential conflicts of interest in the City.
- Fee Estimate – The Consultant shall provide a detailed estimate for completing the entire project including a lump sum dollar figure for all contract and sub-contract

services, fees, charges and startup. The contract is expected to be billed in a single total fee arrangement for all items.

- Schedule of anticipated tasks and general proposed timeline (in weeks) with key tasks and target dates that meet the project timeline.
- Disclose any alleged significant prior or ongoing contract failures, contract breaches, and civil or criminal litigation or investigation pending which involves the consultant or sub-consultants or in which the consultant has been judged guilty or liable or which may affect the performance of the services to be rendered herein. This should be documented for any circumstances arising or ongoing over the last 3 years minimum.
- A bond (payment or performance) will not be required for this project.

## **E. Insurance**

List the types and amounts of liability insurance and other business insurance currently carried and provide an Acord for each. Submitter shall provide evidence of its ability to provide the insurance coverage, either by means of an existing policy(ies) or letter from its agent attesting to Submitters ability to obtain.

END OF DOCUMENT



## MEMORANDUM

**To:** Board of Trustees of the Indianola Public Library  
**From:** Michele Patrick, Library Director  
**Date:** May 10, 2022  
**Subject:** Library Referendum Update

---

**Recommendation:**

**Attachments:** None

# Memo

May 2022

To: Library Board of Trustees  
From: Michele Patrick, Director  
RE: Fax Service

Because we routinely receive requests from the public to fax, we have added this capability to our copier/printer. The cost for this setup was \$159.00.

## Ongoing Costs

- **If usage is low:** The IT department has agreed to pay the \$9.95 monthly fee from their budget, leaving no cost to the library.
- **If usage is high:** However, if the monthly page count exceeds 180, we would be charged five cents for each page over 150. If faxing booms, we would be switched to a monthly plan of \$19.95, which would be charged to the library budget.
- **Confirmation page:** Each fax automatically prints a confirmation page (cost to library is 5 cents)

Fax charges at our peer libraries vary, between \$0.00 to \$3.95/page.

## Suggested Options for Patron Fees

1. Free
2. Free if less than five pages. \$1.00 flat fee for five or more pages.
3. Flat fee of \$1.00
4. \$1.00/page

Approval of this fee automatically updates the Circulation Policy.



# Memo

May 2022

To: Library Board of Trustees  
From: Michele Patrick, Director  
RE: Lighting Quotes

We received three quotes to replace 76 fluorescent light fixtures with LED fixtures in the main section of the library:

Spectrum Lighting .....\$11,580.00  
Miller Electric .....\$12,330.00  
Vanderpool Plumbing & Heating .....\$15,000.00

## Additional Notes:

- **Rebates:** I have contacted Indianola Municipal Utilities about potential rebates, and we should be eligible for a rebate of approximately \$15.00 per new fixture.
- **Library Closure:** This project will require closing the library during installation.
- **LED Bulbs:** The cost of LED bulbs is not included. As the existing florescent bulbs expire, they'll be replaced with LED.
- These quotes are only valid for 24 hours to 30 days (depending on the vendor). There is a chance the final price may change before we complete the city's approval process.

## Recommendation:

- Contract with Spectrum Lighting for this project.
- Close the library during installation (date and times determined by contractor's schedule).

## MEMORANDUM

**To:** Board of Trustees of the Indianola Public Library  
**From:** Michele Patrick, Library Director  
**Date:** May 10, 2022  
**Subject:** Moveable Wall Repair/Replacement

---

**Recommendation:**

The moveable wall that divides Room A (storytime room) and Room B (meeting room) is broken beyond repair. Due to the age of the wall (1985), parts are not available and a full replacement, including new tracking, is necessary.

I have begun the process of soliciting quotes. Because this replacement is not on our Capital Improvement Plan nor in library's general budget, we'll need to submit a budget amendment.

**Attachments:** None



# MEMORANDUM

8.A.

**To:** Board of Trustees of the Indianola Public Library

**From:**

**Date:** May 10, 2022

**Subject:** Friends of the Library Foundation Report

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**Recommendation:**

**Attachments:** None

**May 2022**

**Director's Report**

**Warren County Philanthropic Grant**

We were awarded \$4,000 from the Warren County Philanthropic Grant with matching funds from the Friends of the Library for new teen room furniture. Congratulations to Jacy West for submitting this grant. Two chairs and a rug have already been purchased with the rest of the furniture arriving in 14 weeks.

**Virginia Ricketts Retirement**

Congratulations to library assistant Virginia Ricketts who retired at the end of April. Virginia has been on library staff since 2018 and now volunteers with our home delivery program.

**Summer Reading Kickoff**

After a two-year hiatus due to COVID, our Summer Reading kickoff party returns Tuesday, May 31 from 6:00 – 8:00 pm with food trucks, music from 94.3 KNIA, and outdoor games, including a bags/cornhole tournament for adults. This year's summer reading program theme is "Beyond the Beaten Path" (camping and outdoor adventures).

# April-July at IPL



READ BEYOND THE BEATEN PATH



2022  
50TH  
ANNUAL  
SUMMER AT THE LIBRARY

## Summer Reading Challenge

JUNE - JULY

READ BOOKS, ATTEND EVENTS, EARN PRIZES! STOP BY THE LIBRARY FOR MORE INFO. REGISTRATION STARTS JUNE 1ST.



ALL AGES

## Summer Movies

FRIDAYS, JUNE - JULY, 10:00AM

6/3 ENCANTO  
6/10 FROZEN II  
6/17 CLIFFORD THE BIG RED DOG  
6/24 HOW TO TRAIN YOUR DRAGON: HIDDEN WORLD  
7/1 THE SPONGEBOB MOVIE: SPONGE ON THE RUN  
7/8 SCOOB!  
7/15 PAW PATROL: THE MOVIE  
7/22 RAYA AND THE LAST DRAGON  
7/29 DETECTIVE PIKACHU

DOUGH CRAZY  
COOKIE DOUGH FOOD TRUCK



& OTHER  
FOOD  
VENDORS

5/31  
SUMMER  
BASH  
6 - 8PM

FOOD TRUCKS & OUTDOOR  
GAMES & ACTIVITIES FOR  
ALL AGES.

94.3 KNIA LOCAL  
RADIO STATION  
MUSIC PROVIDED LIVE  
AT THE LIBRARY

SPONSORED BY  
THE FRIENDS OF THE LIBRARY

## Bookwalk

JUNE - AUG

ENJOY A PICTURE BOOK AND A WALK AROUND THE  
LIBRARY. STORIES CHANGE WEEKLY.

207 N. B St. Indianola, IA | 515-961-9418 | indianolaiowa.gov/library

## Color War!

Tuesday, 6/28, 6:30pm

Be ready to be covered with color powder.  
(Goggles might be a good idea).

## Janis

Children's & Family  
Services Librarian

## KIDS & FAMILIES

### Craft it!

Mondays June - July, 10:00 - 11:30am

Drop in for a new craft each week. All ages. Younger children will require adult help.

### Super-Sized Fun

Tuesdays in June, 6:30pm

Wear comfortable clothes, and plan to get messy. That's the best kind of fun!

6/7 Tie-Dye Party. Bring something white or light-colored to dye.

6/14 Super-Sized Art. Art projects, on a super-sized scale.

6/21 Life-Sized Games. You're the pieces in these games.

### CAMP IPL

Wednesdays in June

It's a different camp each week!

Camp IPL: K1

10:00am - For kids who have finished Kindergarten through 1st grade.

Camp IPL: 23

11:00am - For kids who have finished 2nd through 3rd grade.

Camp IPL: 45

11:00am - For kids who have finished 4th through 5th grade.

### LootBox

Finished 4th & 5th graders

A monthly subscription box of books (to borrow)  
+ goodies (to keep)! Sign up by the 7th of each  
month to pick up starting the 15th of each  
month on the library's website:

Indianolaiowa.gov/library/bookboxes

## APRIL ESCAPE THE ROOM!

MONDAY, 4/11

3:30PM (FOR KIDS)

6:00PM & 7:15PM (FOR FAMILIES)

Work together to search for clues, solve  
puzzles, and escape the room! Designed for  
families & kids in elementary school,  
including caregivers and older siblings.

Registration required on our website:  
indianolaiowa.gov/library/events

## STORYTIMES

### WEEKLY STORYTIMES

Tuesdays & Thursdays, 10:30am

1st & 2nd Saturdays, 10:30am

Songs, shakers, and different stories every  
storytime!

### SPLASH 'N' STORY

Saturdays, 6/18 & 7/16, 10:30am

Indianola Aquatic Center

Come at 10:30, interactive storytime begins  
at 11:00. Stay after for some exclusive time  
with your toddler. Swimsuits required!  
(Adult supervision required.)

### PAJAMA STORYTIME

(Online)

Thursdays in June

Janis has bedtime storytimes you can watch in  
your own home! Join our Facebook IPL Storytime  
Group, or email [iplinfo@indianolaiowa.gov](mailto:iplinfo@indianolaiowa.gov)  
for the YouTube link.





## TIE-DYE

THURSDAY, 6/2, 6:00PM

Bring something white or light colored to dye! OR register for a white t-shirt provided by the library. Registration is requested.



## UNBOXED

SIGN UP BY THE 7TH OF EVERY MONTH TO PICK UP THE 15TH OF EVERY MONTH

Books (to borrow) + goodies (to keep). Sign up at indianolaiowa.gov/library/bookboxes

# TEENS

FINISHED GRADES 6 - 12

REGISTER FOR EVENTS AT INDIANOLA.IOWA.GOV/LIBRARY

@iplteens

## LAZER TAG

FRIDAY, 6/17, 5:30-7PM

Play in 20-minute rounds. Pizza and games provided before and after laser tag rounds. Wear dark comfortable clothing. Registration requested.



## BOBA & PAINT

THURSDAY, 6/30, 6-7:30PM

Sip on boba tea (or pop!), and learn to paint with acrylics and canvas. Registration required.



## SMASH BROS TOURNAMENT

FRIDAY, 7/8, 3-5:00PM

Compete to win the grand prize. All matches will be on a Nintendo Switch. Pizza and drinks provided. Registration requested for pizza count.



## TEEN HANGOUT

WEDNESDAYS, 2:30-4:30PM

Board games, video games, crafts, food, friends. No registration necessary.

### Alison

Teen Services & Marketing Librarian

## Handpicked

A book subscription box with 1-5 books and/or DVDs personally picked for you! They also include small gifts inside, based on that month's theme. Sign up each month by the 7th to get your Handpicked box on the 15th.

### Jacy

Adult Services Librarian

## RECURRING PROGRAMS

### Craft & Chat

6:30-7:30pm

4/28 Cross Stitch

5/26 Oil Painting

6/9 Macrame

6/23 Clay Keychains

7/14 Sun Printing

7/28 Basket Weaving

### ESL Café

2nd & 4th Thursday of each month, 5-6pm

English conversation practice for any learning level.

### Bingo (Free to Play) – BYOB

6:30-7:30pm

4/12

No Bingo in May

6/14

7/12

# ADULTS

## SPECIAL EVENTS

### Bookworm Trivia – BYOB

Thursday, 6/2, 6:30-7:30pm

Test your bookish knowledge with topics like book to movie adaptations, prolific author facts, and classic characters. No more than 5 to a team. BYOB, beer and wine only.

### Murder on the Lake – BYOB

Friday, 6/10, 6-8:00pm

A regatta on the lake is capsized when a guest is found floating in the bay. Choose to play as a character in this murder mystery or attend as a sleuth without a role. BYOB, beer and wine only. Registration is required and will be open 5/1 – 6/6.

### Geocaching

Wednesday, 6/15, 6:30-7:30pm

Wear your walking shoes for this geocaching adventure. We will meet at the library to choose a route to local geocache spots. Downloading the Geocaching app is encouraged but not required.

### Escape the Cabin

Friday, 6/24, 3-4:00pm OR 5-6:00pm OR 7-8:00pm

Test your puzzle solving skills in this camp themed escape room. Registration is required and will be open 6/1 – 6/23.

### Mario Kart Tournament – BYOB

Friday, 7/8, 6:00 – 8:00pm

Mario Kart is back this summer! Race to win the grand prize. All matches will be on the Nintendo Switch. BYOB, beer and wine only, with free pizza.

### Puzzle Competition

Wednesday, 7/20, 6:00 – 8:00pm

Teams of up to 5 will compete to finish their puzzle first and win prizes. The puzzles will be 500 pieces each.

## BOOK CLUBS

### Morning Book Club

2nd Friday of each month, 10-11:00am

4/8 The Lost Apothecary by Sarah Penner

5/13 This is How I Lied by Heather Gudenkauf

6/10 The Book Woman of Troublesome Creek by Kim Michele Richardson

7/8 The Pull of the Stars by Emma Donoghue

### Evening Book Club

4th Tuesday of each month, 6:30-7:30pm

4/26 The Rose Code by Kate Quinn

5/24 Every Last Fear by Alex Finlay

6/28 The Pull of the Stars by Emma Donoghue

7/26 The Henna Artist by Alka Joshi



# Circulation FY22

| Print        | April 2020   | April 2021   | April 2022   | YTD-FY20      | YTD-FY21      | YTD-FY22      |
|--------------|--------------|--------------|--------------|---------------|---------------|---------------|
| Adults       | 584          | 2,371        | 3,353        | 29,857        | 24,122        | 32,339        |
| Teens        | 77           | 325          | 459          | 3,209         | 3,407         | 5,092         |
| Children     | 627          | 2,766        | 4,400        | 25,906        | 25,880        | 42,590        |
| <b>TOTAL</b> | <b>1,288</b> | <b>5,462</b> | <b>8,212</b> | <b>58,972</b> | <b>53,409</b> | <b>80,021</b> |

| Entertainment      | April 2020 | April 2021   | April 2022   | YTD-FY20      | YTD-FY21      | YTD-FY22      |
|--------------------|------------|--------------|--------------|---------------|---------------|---------------|
| DVDs & Video Games | 53         | 624          | 978          | 11,350        | 7,062         | 10,938        |
| Music CDs          | 2          | 2            | 12           | 952           | 151           | 95            |
| Magazines          | 11         | 136          | 158          | 1,326         | 1,337         | 1,660         |
| Audiobooks         | 43         | 92           | 136          | 2,533         | 1,149         | 1,534         |
| Games & Puzzles    | 6          | 137          | 331          | 969           | 1,118         | 3,069         |
| Library of Things  | -          | 16           | 57           | -             | 33            | 418           |
| <b>TOTAL</b>       | <b>115</b> | <b>1,007</b> | <b>1,672</b> | <b>17,130</b> | <b>10,850</b> | <b>17,714</b> |

| Digital           | April 2020   | April 2021   | April 2022   | YTD-FY20      | YTD-FY21      | YTD-FY22      |
|-------------------|--------------|--------------|--------------|---------------|---------------|---------------|
| Ebooks            | 1,755        | 1,092        | 1,769        | 11,637        | 14,062        | 14,026        |
| Eaudiobooks       | 884          | 1,518        | 1,057        | 7,879         | 9,543         | 10,396        |
| Digital Magazines | 53           | 28           | 36           | 341           | 465           | 488           |
| Streaming Videos  | 9            | 4            | 3            | 15            | 14            | 6             |
| <b>TOTAL</b>      | <b>2,701</b> | <b>2,642</b> | <b>2,865</b> | <b>19,872</b> | <b>24,084</b> | <b>24,916</b> |

|              | April 2020   | April 2021   | April 2022    | YTD-FY20      | YTD-FY21      | YTD-FY22       |
|--------------|--------------|--------------|---------------|---------------|---------------|----------------|
| <b>TOTAL</b> | <b>4,104</b> | <b>9,111</b> | <b>12,749</b> | <b>95,974</b> | <b>88,343</b> | <b>122,651</b> |





# Library Programs

| Attendance          | April 2020 | April 2021 | April 2022 | YTD-FY20 | YTD-FY21 | YTD-FY22 |
|---------------------|------------|------------|------------|----------|----------|----------|
| Adult Programs      | 14         | 9          | 31         | 499      | 108      | 307      |
| Teen Programs       | 0          | 0          | 68         | 244      | 0        | 531      |
| Children's Programs | 0          | 0          | 589        | 6099     | 25       | 3407     |
| Library Meetings    | 15         | 18         | 18         | 176      | 148      | 244      |
| Total Attendance    | 29         | 27         | 706        | 7018     | 281      | 4489     |

| Program Numbers     | April 2020 | April 2021 | April 2022 | YTD-FY20 | YTD-FY21 | YTD-FY22 |
|---------------------|------------|------------|------------|----------|----------|----------|
| Adult Programs      | 1          | 1          | 7          | 34       | 10       | 104      |
| Teen Programs       | 0          | 0          | 5          | 29       | 0        | 66       |
| Children's Programs | 0          | 0          | 31         | 151      | 2        | 253      |
| Total # of Programs | 1          | 1          | 43         | 214      | 12       | 423      |

# Library Services



| User Statistics           | Apr 2020    | Apr 2021    | Apr 2022 | YTD-FY20    | YTD-FY21    | YTD-FY22 |
|---------------------------|-------------|-------------|----------|-------------|-------------|----------|
| New Library Cards         | 31          | 45          | 62       | 575         | 406         | 679      |
| Door Count                | 0           | 3,862       | 5,599    | 49,841      | 27,956      | 52,544   |
| In-house Browsing         | 0           | 143         | 526      | 3,452       | 143         | 4,605    |
| At Home Deliveries        | not tracked | not tracked | 4        | not tracked | not tracked | 51       |
| At Home Items Delivered   | not tracked | not tracked | 91       | not tracked | not tracked | 1,011    |
| Curbside Deliveries       | not tracked | 88          | -        | not tracked | 3,114       | 123      |
| ILL Requests (IPL loaned) | 0           | 15          | 19       | 134         | 151         | 172      |

| Computer Usage        | Apr 2020   | Apr 2021   | Apr 2022 | YTD-FY20   | YTD-FY21   | YTD-FY22 |
|-----------------------|------------|------------|----------|------------|------------|----------|
| Public Computers      | 0          | 204        | 261      | 3,761      | 1,788      | 2,328    |
| WiFi Sessions         | data error | data error | 492      | data error | data error | 3,407    |
| WiFi Unique Users     | data error | data error | 198      | data error | data error | 1,542    |
| Mobile App Launches   | 437        | 865        | 1,168    | 4,789      | 11,042     | 9,644    |
| Mobile App Page Views | 493        | 978        | 1,673    | 5,587      | 12,251     | 11,644   |

| Public Meeting Room | Apr 2020 | Apr 2021 | Apr 2022 | YTD-FY20 | YTD-FY21 | YTD-FY22 |
|---------------------|----------|----------|----------|----------|----------|----------|
| # of Meetings       | 0        | 0        | 10       | 85       | 0        | 89       |
| Meeting Attendance  | 0        | 0        | 124      | 1,028    | 0        | 497      |