



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

June 14, 2022

5:45 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. May 10, 2022 Meeting Minutes
- 4. Trustee Continuing Education**
 - A. Trustee Handbook: Chapter 10
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. Boiler Replacement*
 - B. Charles Ginter Memorial
 - C. Library Referendum Update
- 7. New Business**
 - A. Surplus Furniture*
- 8. Reports**
 - A. Friends of the Library Report
 - B. Director's Report
 - C. Library Statistics
- 9. Agenda Items for Next Meeting**
- 10. Trustee Comments**
- 11. Adjourn**

Indianola Public Library
Board of Trustees Meeting Minutes
May 10, 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 5:46 p.m.

There were no public comments.

An agenda was approved

The minutes from the April 12, 2022 meeting were approved (motion Emmett Konrad, second Sally Van Dorin)

Trustee Continuing Education:

Weeded materials / what happens to books removed from the collection – unless unusable due to damage, books are either resold to the library's book broker through their sustainable shelves program, sold at the Friends library book sale, or given to patrons.

Financial Reports:

Monthly Financial Reports and Monthly Claims were reviewed. Financial reports were approved (motion by Tom Smith, second Melanie Hundertmark)

Unfinished Business:

The boiler replacement RFP increased to \$82K from \$60k maximum in order to obtain competitive bids. City requires 3-4 bids and the lowest will be approved. Bids will go out next week. Emmett Konrad presented questions to be included with the RFP and forwarded to the Formation Group.

New Business:

The library will begin to offer fax service – free to patrons unless costs to the library increase (motion by Colleen Wilmott, second Tom Smith).

Capital Improvement Plan: Lighting replacement quote to replace florescent to LED lights by Spectrum Lighting was approved (motion by Colleen Wilmott, second Emmett Konrad). Work to be done by May or wait to August.

Moveable wall repair/replacement has been added to City budget as addendum. Cost is \$25K minimum.

Reports:

The Friends of the Indianola Public library pursuing grant to provide teens snacks at the library, the seed library is up and going, and purchased cornhole game.

Director's Report –

The library was awarded \$4,000 from the Warren County Philanthropic Grant with matching from the Friends for new teen room furniture.

Virginia Ricketts retired as a library assistant the end of April. She has been on the staff since 2018 and now volunteers with the in-home delivery program.

Summer Reading Kickoff is Tuesday, May 31st from 6:00-8:00 with food trucks, music and outdoor games including an adult cornhole tournament. The summer reading program theme is “Beyond the Beaten Path” camping adventures.

Library Statistics:

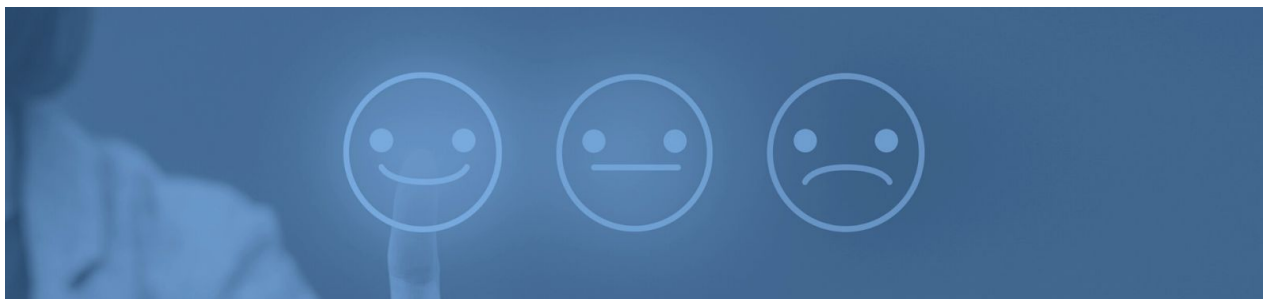
Statistics continue to rebound to pre-COVID numbers.

Agenda items for next meeting:

Three applicants are needed to replace board members. Andy Brittingham and Tom Smith have submitted renewal paperwork to the Mayor. Melanie Hundertmark is not seeking re-elected for another term. The Mayor will need to approve board members by July 1st.

The meeting was adjourned by Andy Brittingham at 7:04 pm.

Sincerely,
Melanie Hundertmark
Meeting Secretary



Chapter 10: Evaluating the Library Director

Looking back to **Chapter 2: The Five Primary Responsibilities of Iowa's Public Library Boards**, one of the responsibilities listed is to evaluate service and advocate for advancements. An important part of evaluating the effectiveness of library service is to evaluate the library director's job performance. Iowa's **Public Library Standards** require that boards conduct the director's job evaluation annually.

Trustees evaluate the director all the time—informally—by what they see happening in the library, by what they hear from the public, and by what they perceive as the library's reputation in the community. But such informal observations do not take the place of a formal job review process. The best way to evaluate the director's job performance is to use the current job description. Then develop a written evaluation based on specific criteria, determining how well the director is meeting the job description and accomplishing management goals.

There are many benefits to providing an annual evaluation of the director's work:

- ❖ Provides the director with a clear understanding of the board's expectations
- ❖ Ensures the director is aware of how well the expectations are being met
- ❖ Serves as a formal vehicle of communication between the board and director
- ❖ Identifies the board's actual concerns so that corrective action can be taken
- ❖ Creates an opportunity to review and acknowledge the director's accomplishments
- ❖ Documents annual accomplishments in meeting the library's strategic plan
- ❖ Demonstrates sound management practices and accountability to municipal officials and the community

A written evaluation allows the board and the director a system to communicate about how to improve library service. An annual evaluation provides a method to acknowledge and reward good performance as well as work with the director to correct inadequate areas of performance. If problems arise with the director's performance during the year, the board should discuss these problems with the director at that time, along with possible solutions. At the time of the annual evaluation, there should be no surprises.

A new director will need goals that assist in learning the position and should be evaluated more frequently than once per year. Typical practice is to provide a probationary evaluation after 6 months. If a director has been on the job for a long time, goals might reflect broader ideas such as providing new services.

Director Evaluation Considerations

Before creating a new evaluation form, check with your city to see if there is a job evaluation form already in use for other city employees or for other department heads. If so, discuss adapting that form; it may require revising the form to fit the library director's specific job duties. The following list provides points to consider when developing or adapting an evaluation form for the library director:

Implementing Board Decisions

- ❖ Are board decisions implemented on a timely basis?
- ❖ Once board decisions have been made, does the director support and not undermine them?

Preparing and Managing the Budget

- ❖ Is the preparation work completed in a timely manner for the board?
- ❖ Does the budget cover all necessary expenses?
- ❖ Are funds allocated or reserved for unanticipated contingencies?
- ❖ Are the funds allocated effectively?
- ❖ Are major corrections to the budget during the fiscal year avoided?

Hiring and Supervising Staff

- ❖ Are positive management/staff relations maintained?
- ❖ Are fair and equitable HR policies proposed for board adoption and then fairly administered?
- ❖ Is the hiring process designed to ensure that the best person is hired?

- ❖ Is the hiring process consistent with legal requirements?
- ❖ Does staff receive training adequate to perform their jobs?
- ❖ Is staff development encouraged for learning new skills? Is it supported with funding?
- ❖ Have peak service hours been identified and staff assigned accordingly?
- ❖ Are job descriptions current? Are staff functions analyzed periodically with the objective of combining or eliminating tasks or creating new assignments?
- ❖ Are staff workloads equitable?
- ❖ Does the director conduct staff performance evaluations regularly?

Managing the Collection

- ❖ How adequately does the library identify needs and interests in the community and translate these into the library's collection and services?
- ❖ Have priorities been established to enable the library to respond to a potential budget cut?

Implementing the Library's Strategic Plan

- ❖ Does the library have a current plan and does the plan reflect board priorities?
- ❖ Is the plan updated to reflect changing circumstances?
- ❖ Are the director's activities and accomplishments consistent with the plan?
- ❖ Is the plan flexible enough to allow for changing circumstances?
- ❖ Does the director provide enough information to the board about implementing the plan?

Promoting Library Services and Programming

- ❖ How effectively are current and new services communicated to the public?
- ❖ Are circulation trends, program attendance, reference questions, Internet use and other uses of the library tracked, analyzed, and needed changes made?
- ❖ Are services and programs producing the desired impact in the community?

Keeping Current

- ❖ Are innovations in service delivery and technology studied thoroughly and

implemented if they fit the needs of the library and are proven to be cost effective?

- ❖ Does the director maintain current knowledge of best library practice?
- ❖ Is the staff encouraged and assisted in learning about best library practice?

Demonstrating Positive Behaviors

- ❖ Are “hard decisions” made and implemented or are they deferred or ignored?
- ❖ Does the director display initiative?
- ❖ Does the director make decisions objectively or do personal biases intrude?
- ❖ Is the director open with the board about both accomplishments and problems?
- ❖ Does the director set an example for other staff through professional conduct, high principles, good work habits, etc.?

Dismissing the Library Director

Probably the most stressful situation a library board can face is the potential dismissal of the library director. Boards that hire carefully, communicate well, nurture positive working relationships, and evaluate effectively should not have to experience this unpleasant task. Yet when all potential solutions have been exhausted and the problems still cannot be resolved, dismissal is a last resort.

Directors are usually dismissed only after serious infractions of library policy, violation of the law, or very poor performance coupled with unwillingness or inability to improve. **It is essential that the reasons for dismissal have been carefully documented.** The board has a responsibility to ensure that personalities and biases are not factors in any dismissal decision. The dismissal and/or appeals procedure should be described explicitly in the library’s personnel policy and allow the director a fair hearing to discuss specific charges. A board should not begin a dismissal process unless it understands the implications, has consulted with the appropriate local government officials, believes its position is defensible, and has obtained appropriate legal advice from an attorney.

The following factors should be considered prior to making a final decision to dismiss a library director:

- ❖ Was there proof of a violation or a history of poor performance?
- ❖ Was there notice given to the director regarding the performance problem?
- ❖ Was the reason for termination related to library employment?
- ❖ Was there an investigation and documentation? Was the investigation fair and objective?

- ❖ Is there equal treatment of other library employees in similar situations?
- ❖ Is termination of the library director an appropriate disciplinary action? Even if the library director has done something wrong, has been given notice, and has not ceased the activity, is termination too harsh a penalty? Or would some other consequence be more reasonable?



Invoices for Board Meeting

June 14, 2022

Vendor	Amount	Description of services or goods
Amazon	\$3,158.71	craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$4,984.20	Books
Baker and Taylor Entertainment	\$169.34	DVDs
Baker and Taylor Spoken Word	\$126.68	Books on CD
City of Indianola (IMU)	\$1,605.36	Utilities
Demco	\$470.23	Covering supplies
Dust Pros	\$1,477.40	janitorial services and supplies (Feb&Mar)
Formation Group	\$5,250.00	Boiler replacement
Iowa Water Management Co.	\$40.00	Monthly agreement
Library Furniture International	\$3,020.00	Shelving
Menards	\$47.84	Landscaping materials
MidAmerican Energy	\$428.59	Natural Gas
Record Herald	\$16.11	Yearly subscription
TRM Disposal	\$106.00	Trash removal
Unique Management	\$65.00	Collection agency (Apr and May)
Waste Management	\$7.17	Recycling tote
Wells Fargo	\$414.10	General Fund Total: \$5144.46 See statements for details

Total: **\$21,386.73**

Approved

Date

Approved

Date

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From:
Date: June 14, 2022
Subject: Review Financial Reports

Recommendation:

Attachments:

1. Budget Summary | May 2022
2. Revenue Report | May 2022
3. Expenditures Report | May 2022
4. Library Special Revenue Report | May 2022

Budget Summary



Personnel	May	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Salaries	29,402.14	350,398.10	324,937.25	(25,460.85)	354,477.00	98.85%
Benefits	11,962.99	142,703.30	157,729.92	15,026.62	172,069.00	82.93%
TOTAL	41,365.13	493,101.40	482,667.17	(10,434.23)	526,546.00	93.65%

Collection	May	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Print	4,682.55	50,548.81	67,833.33	17,284.52	74,000.00	68.31%
Digital	8,000.00	18,960.76	13,736.25	(5,224.51)	14,985.00	126.53%
Special	15.00	3,181.26	4,033.33	852.07	4,400.00	72.30%
TOTAL	12,697.55	72,690.83	85,602.92	12,912.09	93,385.00	77.84%

Operations	May	Year-to-Date	YTD Budget	Variance	Budget	% Spent
Repair/Maint	1,493.57	16,052.05	14,552.08	(1,499.97)	15,875.00	101.12%
Operations	10,269.30	135,555.10	135,967.33	412.23	148,328.00	91.39%
TOTAL	11,762.87	151,607.15	150,519.42	(1,087.73)	164,203.00	92.33%

TOTAL	May	Year-to-Date	YTD Budget	Variance	Budget	% Spent
TOTAL	65,825.55	717,399.38	718,789.50	1,390.12	784,134.00	91.49%

Capital Improvement Plan

	May	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%
TOTAL CIP	0.00	0.00	90,000.00	

Revenue Report | May 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	(571,583.10)	(550,000.00)	21,583.10	103.92%
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)	(2,888.84)	(1,000.00)	1,888.84	288.88%
041-4100-49400	Transfer In--Property Taxes(R)	(197,289.49)	(177,094.00)	20,195.49	111.40%
Total: Revenue		(866,127.33)	(817,094.00)	49,033.33	
Total: 041 - LIBRARY FUND		(866,127.33)	(817,094.00)	49,033.33	
Total:		(866,127.33)	(817,094.00)	49,033.33	

Expenditures Report | May 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	85,159.72	94,099.00	8,939.28	90.50%
041-4100-60130	Salary/Wages--Clerical(E)	265,238.37	260,378.00	(4,860.37)	101.87%
041-4100-61100	FICA(E)	25,812.58	27,011.00	1,198.42	95.56%
041-4100-61300	IPERS(E)	33,077.57	33,463.00	385.43	98.85%
041-4100-61420	Deferred Comp--457(E)	3,575.00	5,700.00	2,125.00	62.72%
041-4100-61430	Employee Assistance Program(E)	237.60	162.00	(75.60)	146.67%
041-4100-61440	Wellness Program(E)	955.00	2,040.00	1,085.00	46.81%
041-4100-61500	Health Insurance(E)	62,326.77	81,738.00	19,411.23	76.25%
041-4100-61501	Dental Insurance(E)	3,097.87	4,106.00	1,008.13	75.45%
041-4100-61502	Vision Insurance(E)	396.00	431.00	35.00	91.88%
041-4100-61503	HSA Expense(E)	9,957.92	14,700.00	4,742.08	67.74%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	3,022.03	2,468.00	(554.03)	122.45%
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)	239.70	970.00	730.30	24.71%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	16,052.05	15,875.00	(177.05)	101.12%
041-4100-63710	Utilities(E)	19,952.68	22,714.00	2,761.32	87.84%
041-4100-63730	Telephone(E)	159.99	0.00	(159.99)	100.00%
041-4100-64020	Advertising & Legal Notices(E)	946.98	2,200.00	1,253.02	43.04%
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)	18,734.94	21,000.00	2,265.06	89.21%
041-4100-64140	Printing(E)	0.00	1,000.00	1,000.00	0.00%
041-4100-64990	Misc Contractual(E)	1,106.07	1,300.00	193.93	85.08%
041-4100-65020	Library Books & Periodicals(E)	50,548.81	74,000.00	23,451.19	68.31%

Expenditures Report | May 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
041-4100-65021	Digital Materials(E)	18,960.76	14,985.00	(3,975.76)	126.53%
041-4100-65022	Special Collections(E)	3,181.26	4,400.00	1,218.74	72.30%
041-4100-65060	Office Supplies(E)	2,680.61	3,000.00	319.39	89.35%
041-4100-65070	Materials/Supplies(E)	5,561.51	7,857.00	2,295.49	70.78%
041-4100-65079	Materials/Supplies--Program(E)	5,550.54	5,700.00	149.46	97.38%
041-4100-65080	Postage(E)	580.58	750.00	169.42	77.41%
041-4100-65990	Miscellaneous(E)	375.43	500.00	124.57	75.09%
041-4100-67240	Computer Hardware/Software(E)	28,073.97	25,512.00	(2,561.97)	110.04%
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)	40,260.00	43,920.00	3,660.00	91.67%
Total: Expenditure		717,399.40	872,134.00	154,734.60	
Total: 041 - LIBRARY FUND Total:		717,399.40	872,134.00	154,734.60	
		717,399.40	872,134.00	154,734.60	

Library Special Revenue | May 2022

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-43000	Interest(R)	(1,063.68)	0.00	1,063.68	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)	(23,682.25)	(5,000.00)	18,682.25	473.65%
141-4100-47051	Friends of the Library Contrib(R)	(5,524.72)	(10,000.00)	(4,475.28)	55.25%
Total: Revenue		<u>(39,188.38)</u>	<u>(22,000.00)</u>	<u>17,188.38</u>	
141-4100-65020	Library Books & Periodicals(E)	5,991.09	5,000.00	(991.09)	119.82%
141-4100-65023	Summer Reading Program Expense(E)	3,351.51	0.00	(3,351.51)	100.00%
141-4100-65024	Friends of the Library Expense(E)	2,698.48	10,000.00	7,301.52	26.98%
141-4100-65025	Enrich Iowa Expenses(E)	6,759.19	7,000.00	240.81	96.56%
141-4100-65070	Materials/Supplies(E)	13,104.36	20,000.00	6,895.64	65.52%
Total: Expenditure		<u>31,904.63</u>	<u>42,000.00</u>	<u>10,095.37</u>	
Total: 141 - LIBRARY SPECIAL REVENUE FUND		<u>(7,283.75)</u>	<u>20,000.00</u>	<u>27,283.75</u>	
Total:		<u>(7,283.75)</u>	<u>20,000.00</u>	<u>27,283.75</u>	

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: June 14, 2022
Subject: Boiler Replacement*

Recommendation:

We reached out to a number of contractors and received the following responses:

Air-Con (received bid)
Baker Group (received bid)
Central Iowa Mechanical (declined)
Waldinger Corporation (declined)
AJ Allen Mechanical (declined)
AMC Mechanical (declined)

Bids: Both bids include the optional replacement of the water heater (recommended):

Baker Group: \$57,839.00 (\$54,230.00 without water heater replacement)
Air-Con Mechanical: \$61,362.00

The Baker Group estimates the current lead times as 10-12 weeks (if items are not in stock) with an additional 5-7 days for installation. This meets the Oct. 1 installation deadline.

Recommendation: Accept the lowest bid submitted by the Baker Group.

Attachments:

1. Scope of Work_Indianola Library Boiler Replacement
2. Air Con Mechanical Corporation RFP Response
3. The Baker Group RFP Response



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

IMEG #22001878.00
April 22, 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 Des Moines codes, laws, ordinances and other regulations having jurisdiction.
10. Contractor to procure all applicable permits and licenses.

B. Photos



Photo 1





Photo 2

Scope of Work
for Indianola Library Boiler Replacement
IMEG #22001878.00
April 22, 2022
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Photo 3





Photo 4

Prepared by: Dave Inghram, PE, LEED AP

DCI/rjb:amb

\\files\\Active\\Projects\\2022\\22001878.00\\Reports\\Narratives\\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
April 22, 2022
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HOT WATER BOILER SCHEDULE													
SYMBOL	FUEL	INLET FUEL PRESSURE	TURNDOWN RATIO	INPUT BTU/HR	OUTPUT BTU/HR (NOTE 4)	EWT °F	LWT °F	OPERATING PRESSURE	VOLT- PHASE	CONTROLLER/STARTER	MANUFACTURER	MODEL	REMARKS
										BY			
BLR-1	NAT. GAS	7 IN. W.C.	5:1	550,000	480,000	150	180	30 PSI	120-1	MANUFACTURER	LOCHINVAR	FTX600	NOTES 1, 2, 3

NOTES:

1. FURNISH, INSTALL AND WIRE BOILER CONTROLS, CIRCULATING PUMP, CONDENSATE NEUTRALIZATION KIT, FLOW SWITCH, HIGH & LOW GAS PRESSURE SWITCHES, INTAKE, EXHAUST & ALL OTHER REQUIRED ACCESSORIES.
2. FURNISH, INSTALL AND WIRE EMERGENCY SHUTDOWN BUTTON AND ALL OTHER ITEMS TO MEET CSD-1 REQUIREMENTS.
3. THE MAXIMUM BOILER FOOTPRINT SHALL BE 27" WIDE X 50" DEEP.
4. BOILER THERMAL EFFICIENCY LISTED IN SCHEDULE IS AT THE DESIGN EWT/LWT AND 100% CAPACITY FIRING RATE. BOILER SHALL HAVE MINIMUM EFFICIENCY OF 95% AT 70 DEG. F EWT AND 100% CAPACITY FIRING RATE

□

SECTION 235216 - CONDENSING BOILERS

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Boilers.
- B. Controls and Boiler Trim.
- C. Hot Water Connections.
- D. Fuel Burning System and Connection.
- E. Vent Connection.
- F. Boiler Vent Flue.

1.2 QUALITY ASSURANCE

- A. Provide factory authorized start-up service by manufacturer's agent.
- B. Conform to ANSI/ASME SEC 4 and ANSI/AGA Z21.13 for construction of boilers.
- C. Boiler Units: AGA certified, UL listed and ASME certified.
- D. Installation shall meet the requirements of ASME CSD-1, including remote emergency shutdown switches for boilers, applicable gas train, individual venting of gas regulators, and repackable shutoff valves at all boilers.
- E. Conform to ASHRAE 90.1.

1.3 REFERENCES

- A. AGA - Directory of Certified Appliances and Accessories.
- B. ANSI/AGA Z21.13 - Gas-Fired Low-Pressure Steam and Hot Water Boilers.
- C. ANSI/AGA Z223.1 - National Fuel Gas Code.
- D. ANSI/ASHRAE/IES Standard 90.1 (latest published edition) - Energy Standard for Buildings Except Low-Rise Residential Buildings.
- E. ANSI/ASME SEC 4 - Boiler and Pressure Vessels Code - Rules for Construction of Heating Boilers.
- F. ANSI/ASME SEC 8D - Boilers and Pressure Vessels Code - Rules for Construction of Pressure Vessels.
- G. ANSI/NFPA 70 - National Electrical Code.

H. ASME CSD-1 - Controls and Safety Devices for Automatically Fired Boilers.

I. NFPA 85 - Boiler and Combustion Systems Hazard Code.

1.4 SUBMITTALS

A. Submit product data indicating general assembly, components, controls, safety controls, and electrical power/controls wiring diagrams, and service connections.

B. Submit manufacturer's installation instructions.

C. Submit reports indicating condition and operation at start-up.

D. Submit reports indicating specified performance and efficiency is met or exceeded.

1.5 DELIVERY, STORAGE, AND HANDLING

A. Protect boilers from damage by leaving factory inspection openings and shipping packaging in place until final installation.

1.6 OPERATION AND MAINTENANCE DATA

A. Submit operation and maintenance data. Include manufacturer's descriptive literature, operating instructions, cleaning procedures, replacement parts list, and maintenance and repair data.

PART 2 - PRODUCTS

2.1 BOILERS

A. Provide factory assembled, factory fire-tested, self-contained unit ready for automatic operation except for connection of water, fuel, electrical, and vent services.

B. Unit: Hot water, condensing type boiler with integral forced draft or pulse combustion burner, burner controls, boiler trim, insulation and jacket.

C. ASME allowable working pressure of 160 psig water.

D. Unit casing shall be a minimum of 16 gauge steel. Factory paint boiler, base, and other components with hard finish enamel.

E. Porcelain enameled or stainless steel exhaust manifold with gravity drain and reservoir for condensate elimination.

F. Manufacturers:

1. Lochinvar

2. Aerco

3. Thermal Solutions

2.2 HEAT EXCHANGER

- A. Condensing type, constructed from stainless steel fire tube design that is suitable for return water temperatures as low as 50°F.
- B. Ten-year non-prorated warranty against leakage due to thermal shock or corrosion.

2.3 BOILER FLUE

- A. The boiler manufacturer shall review and approve vent size, type, and routing of all vent flue piping, fittings, dampers, and accessories as required to properly vent the equipment. Vent piping shall be UL listed for use with category III and IV appliances with operating temperatures of up to 480°F. Verify that the required clearances to combustibles are met for the venting material provided.

2.4 HOT WATER BOILER TRIM

- A. Provide ASME safety relief valve set at 30 psi or boiler maximum allowable working pressure.
- B. Provide low water cut-off with manual reset to automatically prevent burner operation whenever boiler water falls below safe level.
- C. Limit temperature controller to control burner to prevent boiler water temperature from exceeding safe system water temperature.
- D. Provide all trim required to meet ASME CSD-1. This includes, but is not limited to, gas train and all terminals and necessary relays for connection to remote shutdown switch(es) to disconnect all power to the burner controls.

2.5 FUEL BURNING SYSTEM - SINGLE FUEL

- A. General: Forced draft automatic burner integral with boiler designed to burn natural gas at 7" to 14" W.C. inlet pressure. Maintain fuel-air ratios automatically.
- B. Gas Burner: Forced draft, power burner with interrupted spark ignition and flame sensor.
- C. Include on unit complete gas train including gas safety shutoff valve conforming to CSD-1 requirements. Vent all gas valves to outdoors separately.
- D. Burner to be modulating with a minimum turndown ratio of 5:1.

2.6 CONTROL PANEL

- A. Program relay to control ignition, starting and stopping of burner and provide both pre-combustion purge and post combustion purge. Burner to shut down in event of ignition or main flame failure. Interlock to shut down burner upon combustion air pressure drop.
- B. Manual-automatic selector switch to permit automatic firing in accordance with load demand, or manual control of firing rate at fixed temperature.

- C. Panel to include indicating lights to show fault conditions of low water level, flame failure, fuel pressure, exhaust temperature, water temperature, or combustion air pressure. Mount indicating lights and switches in hinged drop-panel for access to wiring.
- D. The boiler system control panel shall include contacts for a manual CSD-1 emergency shutdown switch.
- E. A switch shall be located at each exit just outside the boiler room door. The switch shall disable all boilers and shall be wired to the boiler burner safety control circuit to interrupt burner operation.
- F. The boiler shutdown switch shall be an emergency stop, mushroom head with N.C. contact, turn to release switch with engraved nameplate to read "BOILER EMERGENCY SHUTOFF". Square D XAL K174 or as approved by Engineer.

2.7 PERFORMANCE

- A. Rated for return temperatures as low as 70°F and supply temperatures as high as 200°F.
- B. Performance as noted on schedule included on drawings.

PART 3 - EXECUTION

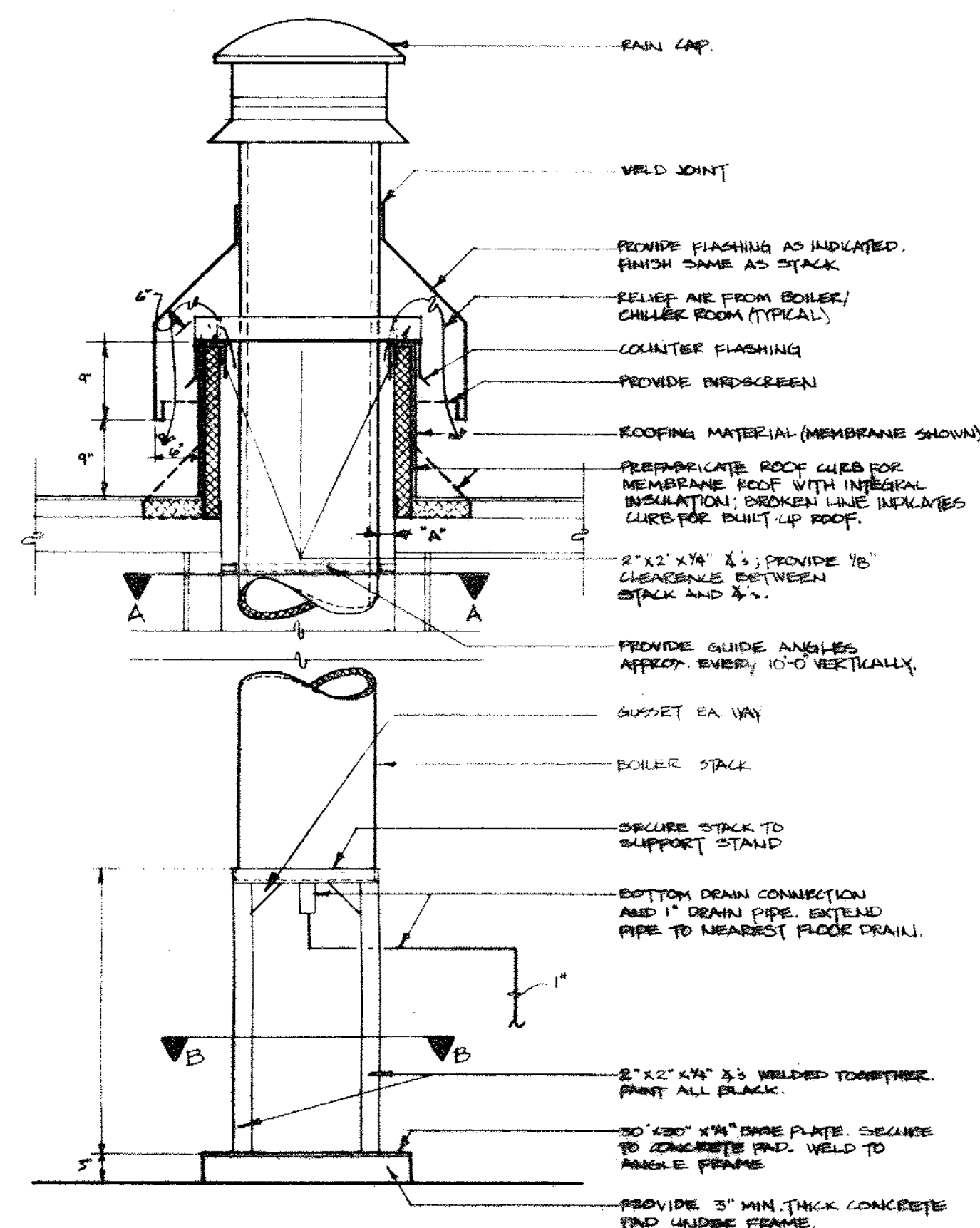
3.1 INSTALLATION

- A. General Requirements:
 - 1. Install in accordance with manufacturer's instructions.
 - 2. Provide connection to electrical service.
 - 3. Provide connection of gas service in accordance with ANSI/AGA Z223.1.
 - 4. Pipe safety relief valve and condensate trap to nearest floor drain. Route condensate pipe to acid resistant floor drain. Relief valve discharge shall be piped separately from each boiler to drains.
 - 5. Install heating water circulation pump as recommended by the manufacturer.
- B. Combustion Inlet and Venting:
 - 1. Provide complete combustion inlet and exhaust venting system.
 - 2. Slope all horizontal runs of exhaust vent towards the boilers at a slope of 1" per 4'.
- C. Service Clearance:
 - 1. Install the boiler on the existing boiler concrete housekeeping pad. Verify exact maintenance clearances required by the manufacturer prior to installation.

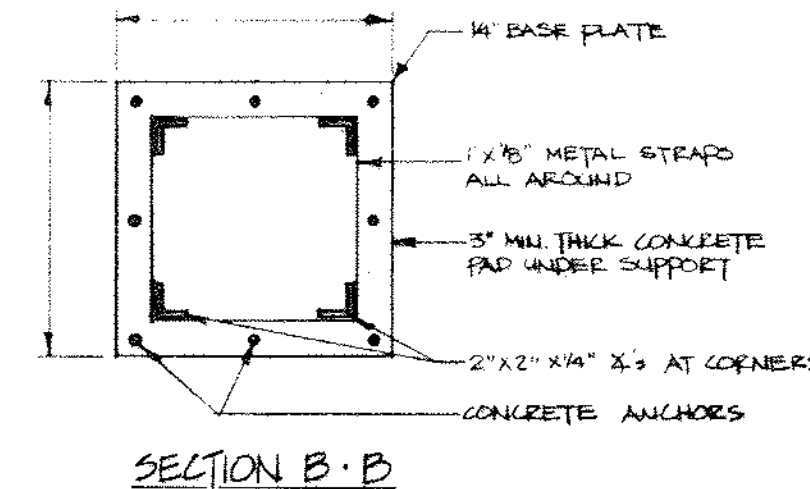
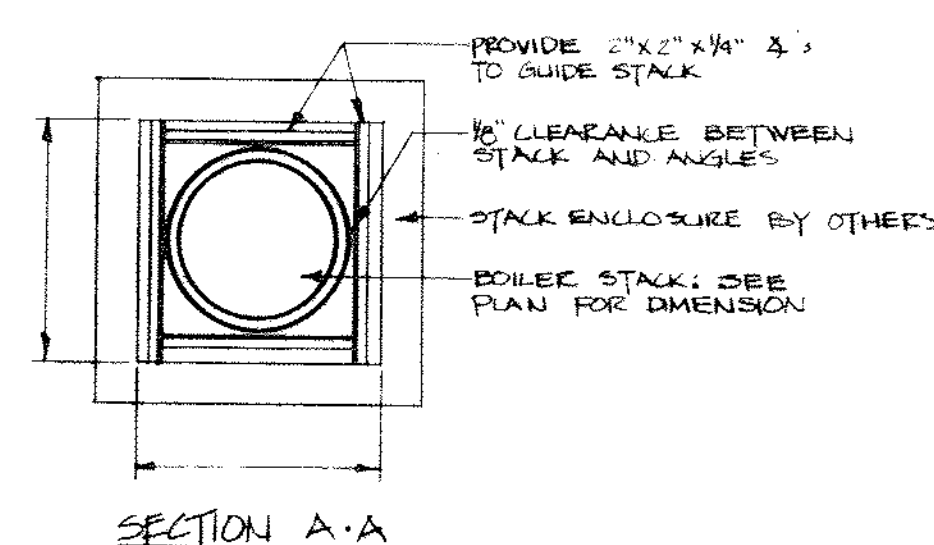
3.2 MANUFACTURER'S FIELD SERVICES

- A. Prepare and start systems under factory authorized supervision.
- B. Provide field representative for starting unit and training operator.

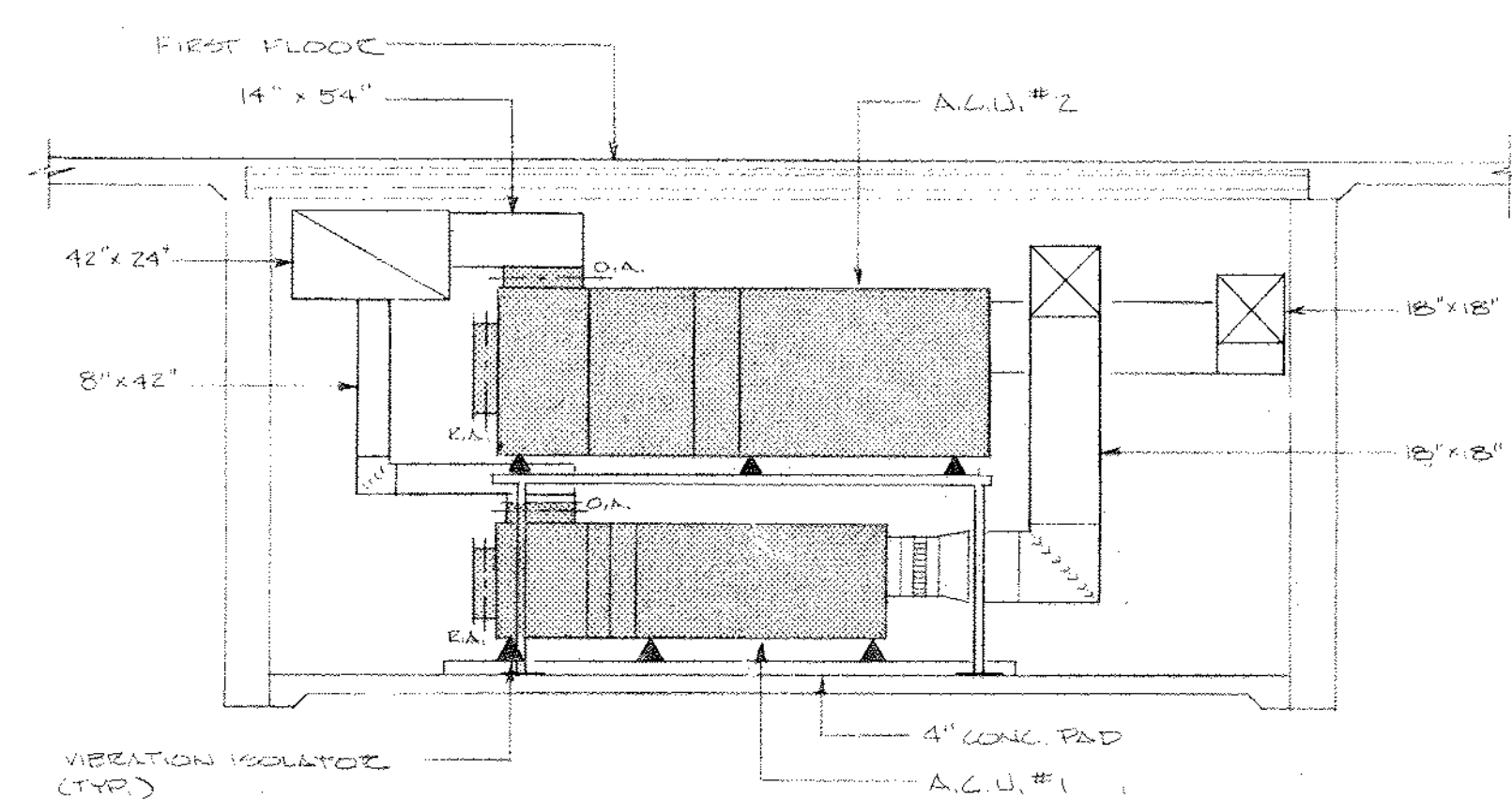
END OF SECTION



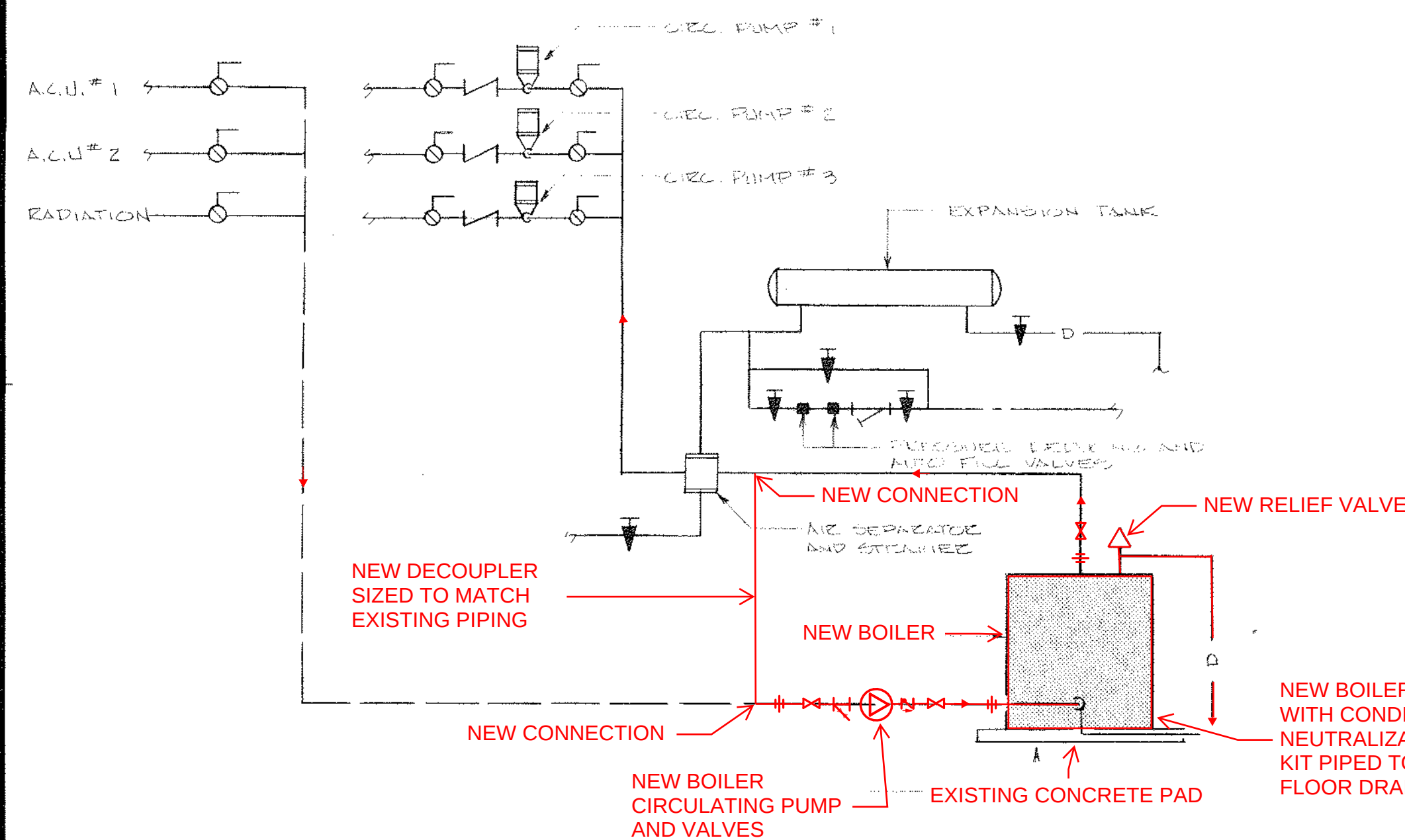
1 BOILER STACK DETAIL
NOT TO SCALE



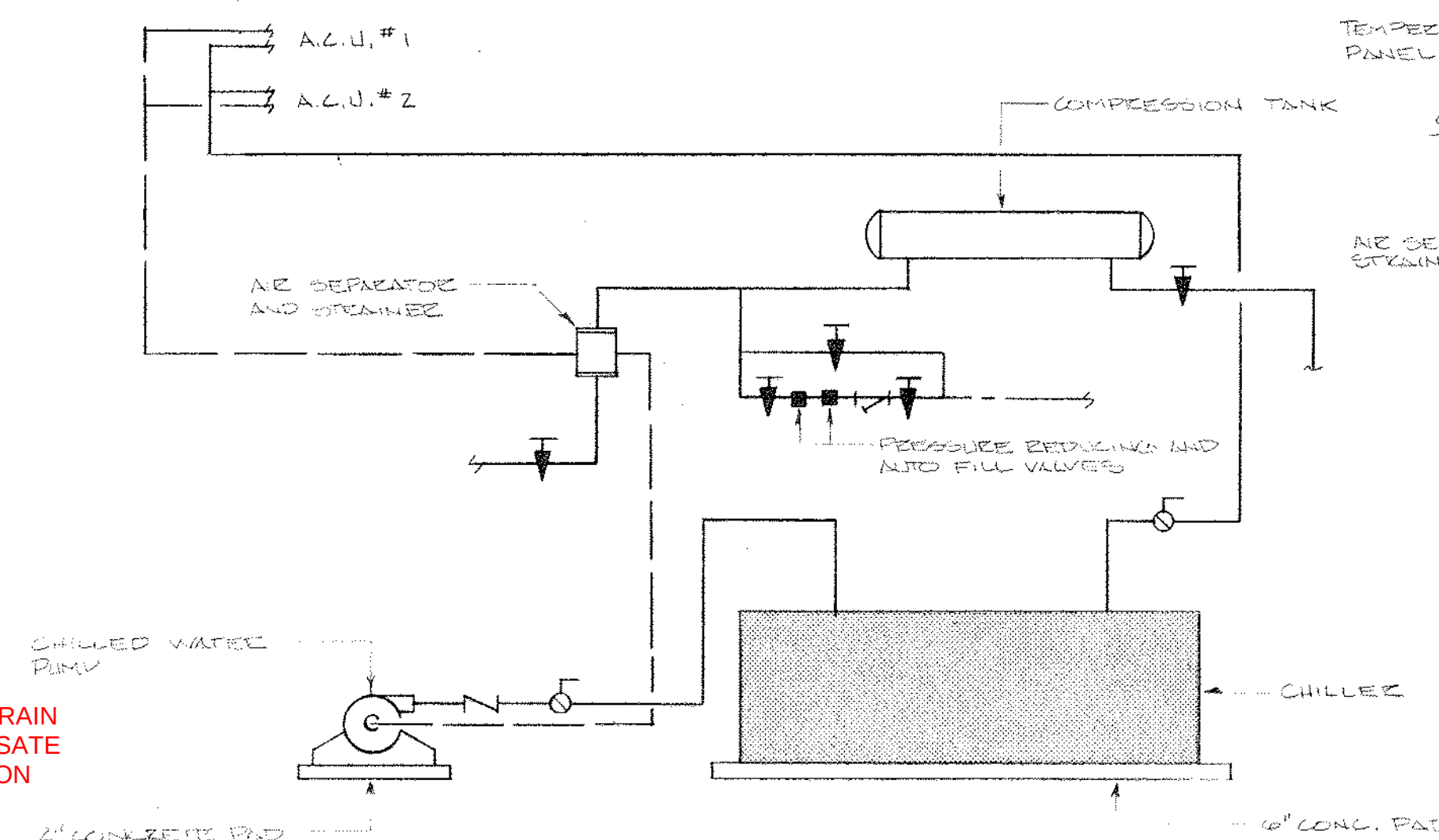
2 BOILER STACK SECTIONS
NOT TO SCALE



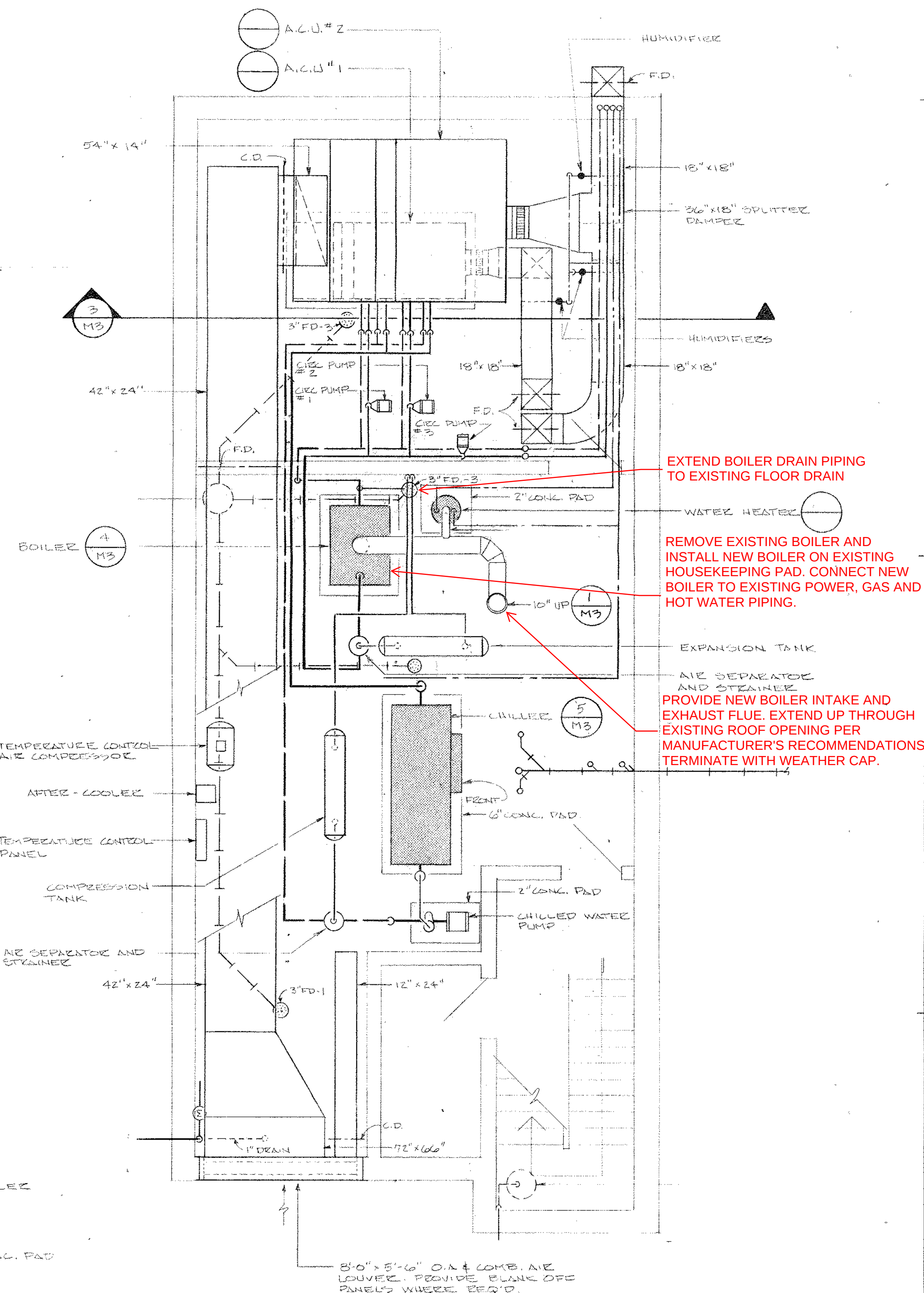
3 SECTION
SCALE: 1/4" = 1'-0"



4 HOT WATER PIPING SCHEMATIC
NO SCALE



5 CHILLED WATER PIPING SCHEMATIC
NO SCALE



BASEMENT FLOOR PLAN - MECHANICAL
SCALE: 1/4" = 1'-0"



AIR-CON MECHANICAL CORPORATION

3121 SE 14TH STREET • DES MOINES, IA 50320

PHONE: 515.243.5500 • FAX: 515.243.0126

Proposal Submitted To: **City of Indianola**

Phone: **961-9418**

Date: **May 18, 2022**

Company: **Indianola Public Library**

Email:

Street: **207 N. B St.**

Job Name: **Replace Boiler**

City: **Indianola** State: **IA**

Zip Code: **50125**

Job Location: **Basement of Library**

We hereby submit specification and estimates for furnishing labor and material as follows: The current boiler is a 1984 model. Rebates may apply.

1. Boiler replacement:

- Demo boiler and dispose of properly.
- Lower new boiler down the stairs.
- Set new 97% Lochinvar FTX600N Boiler with new boiler pump.
- Install new boiler piping, which includes the following: a Spriovent air separator/cleaner, fill valve, gauges, thermometers, and isolation valves.
- New piping will be insulated.
- Install electric water heater, new boiler will use current vent stack for PVC exhaust. Electrical included.
- Reconnect gas line and electrical. All CSD-1 requirements included.
- Reconnect controls.
- Start and check operation.

Total: \$ 61,362.00 . 4-5 week Installation time.

Exclusions and Clarifications:

1. All work done during our normal business hours unless otherwise stated.
2. Any work not mentioned in the above scope of work is to be supplied/installed by others.
3. Electrical included.

Payment to be made as follows: Net 10 Days

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All labor is quoted to be performed during our normal working hours unless specifically spelled out in our scope of work otherwise. We specifically exclude the identification removal or abatement of any form of asbestos. Air-Con Mechanical Corporation shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Air-Con Mechanical Corporation's control, including, but not limited to, acts of God, fire, riots, labor disputes, acts or omissions of the Purchaser, Owner or other Contractors or delays caused by suppliers or subcontractors of Air-Con Mechanical Corporation. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. A finance charge is computed on past due balance at a periodic rate of 1 ½% per month, which is equal to an annual percentage rate of 18%. The undersigned agree to pay all attorney fees, costs of collection, interest or finance charges, incurred to enforce the liability on this account.

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

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

Signature _____ DATE OF ACCEPTANCE _____ Brian George _____



AIR-CON MECHANICAL CORPORATION

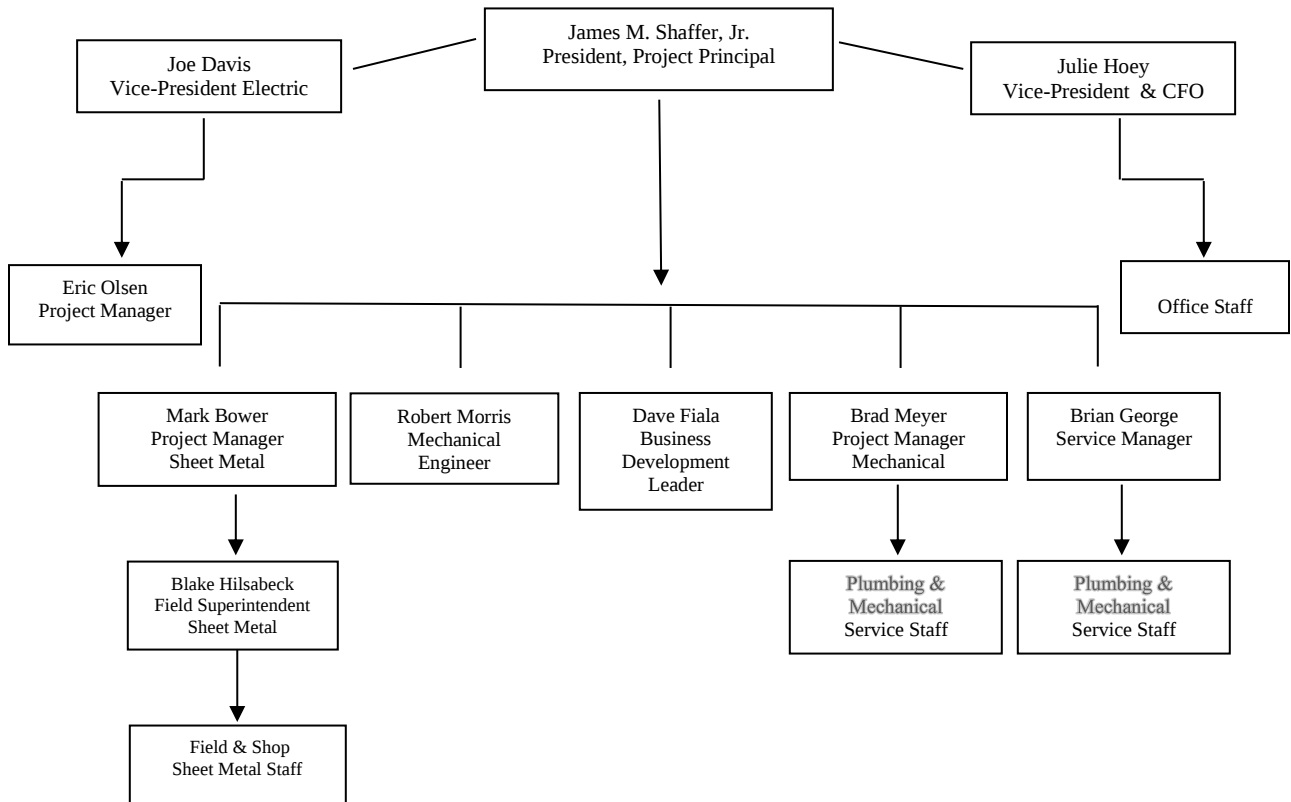
AIR-CON ELECTRIC LLC

3121 SE 14TH STREET • DES MOINES, IA 50320

PHONE: 515.243.5500 • FAX: 515.243.0126

STAFFING AND ENGINEERING:

Organizational Chart & Resume



TEAM MEMBERS:

President: Jim Shafffer, Jr.

- Experience:
 - 36 years mechanical experience
- Education:
 - JATC Apprenticeship
 - University of Texas (Institute for Project Management)
 - Bell & Gossett Design and Application School
 - Carrier Corporation – Basic System Design School
 - Class B Mechanical License
 - State of Iowa Mater License
 - Hydronics
 - Refrigeration
 - HVAC
 - Plumbing
 - LEED Certified
- Activities:
 - Member of American Society of Professional Estimators
 - Mechanical Contractors Association of Iowa
 - Sheetmetal Contractors Association
 - National Electrical Contractors Association
- Responsibilities:
 - Manage and oversee the entire project from the design phase to the completion of job.

Mechanical Engineer: Robert Morris

- Included in Fee
- Experience:
 - 27 years mechanical experience
 - 19 years as a licensed professional engineer
 - 21 years at Air-Con Mechanical Corporation
- Education:
 - Licensed professional Mechanical Engineer registered with the State of Iowa
 - BSME, Iowa State University
 - ASHRAE University (Continuing Education, Engineering)
 - MCA Training – Project Management
- Activities:
 - ASHRAE Member
- Responsibilities:
 - Design of mechanical system.

Mechanical Project Manager: Brad Meyer

- Included in Fee
- Experience:
 - 24 years mechanical experience
 - JATC Apprenticeship
 - State of Iowa License

- Hydronic
 - Refrigeration
 - HVAC
 - Plumbing
 - Med Gas
- UA Certifications
 - UA 21 Weld Certified
 - UA Medical Gas
- OSHA 30 Hour Training
- Activities:
 - Member Plumbers & Steamfitters Local #33
 - Trustee for Plumbers & Steamfitters Health & Welfare & Pension
- Responsibilities:
 - Manage coordination and installation of plumbing, piping and mechanical systems.

Business Development Leader: Dave Fiala

- Experience:
 - 33 years mechanical experience
 - JATC Apprenticeship
 - Master Plumbing License
 - OSHA 30 Hour Training
 - Hydronic Licensing

Sheet Metal Project Manager: Mark Bower

- Experience:
 - 25 years sheet metal and HVAC experience
 - 12 years drafting and HVAC design
- Education:
 - Formal Intellicad Training
 - Auto Cad Training – DMACC
 - JATC Apprenticeship 4 years
- Activities:
 - Member Sheet Metal Workers Local # 45
- Responsibilities:
 - Detail sheet metal ductwork for fabrication and installation
 - Manage Coordination and installation of sheet metal ductwork for HVAC Systems.

Detailer & Draftsman: Blake Hilsabeck

- Hourly Labor
- Experience:
 - 23 years sheet metal and HVAC experience
 - 11 years drafting and HVAC design
- Education:
 - Formal Intellicad Training
 - Auto Cad Training-DMACC

- JATC Apprenticeship 4 years
- Responsibilities:
 - Detail sheet metal ductwork for fabrication and installation

Mechanical Field Foreman: Jeff Mull

- Hourly Labor
- Experience:
 - 15 years mechanical experience
 - JATC Apprenticeship
 - Journeyman Plumbing License
- Education:
 - JATC Apprenticeship
 - Journeyman Plumbing License
- Responsibilities:
 - Coordination and installation of plumbing and piping.

Vice-President Electric Division: Joe Davis

- Experience:
 - 27 years electrical experience
 - 15 years Army National Guard
- Education:
 - Indian Hills Community College (2 yrs.)
 - 5 Years JATC Apprenticeship
 - OSHA Safety Classes
 - MSHA 48
 - State of Iowa Contractors License
 - State of Iowa Master License
 - NFPA 70 Training
- Responsibilities:
 - Manage and oversee the entire project from the design phase to the completion of the job.

Electrical Field Foreman: Mark Hodge

- Experience:
 - 26 years electrical experience
- Education:
 - 5 Years JATC Apprenticeship
 - OSHA Safety Classes
 - MSHA 48
 - High Voltage Termination Certification
 - State of Iowa License
 - State of Iowa Master License
 - NFPA 70 Training
 - Confined Space Training

PRODUCTS AND/OR SERVICES PROVIDED:

Self-Performed Work

- Complete design on HVAC and plumbing systems.
- Provide plumbing and HVAC drawings for submittal process and construction.
- Complete HVAC system installation.
- HVAC equipment and start-up.
- Complete Electrical Installation.
- Fire Alarm installation and test.
-

Past Experience

Project Name: Hotel Maytag
Type of Delivery: Design Build
Mechanical Cost: \$3,600,000.00
Contact: Estes Construction
Nathan Inman

- Design and installation of HVAC and Plumbing systems for building rehab.

Project Name: Knoxville VA Medical Clinic
Type of Delivery: Design Build
Mechanical Cost: \$700,000.00
Contact: Graham Construction
Ken McCormick
515-244-1279

- Design and installation of HVAC and Plumbing systems for new Medical Clinic.

Project Name: PurFoods Corporate Campus
Type of Delivery: Design Build
Mechanical Cost: \$1,355,000.00
Contact: OLP Construction
Tim Johnston
515-777-9391

- Design and installation of HVAC and Plumbing systems for new Headquarters.
- Design and installation of Commercial Kitchen Equipment and Exhaust Systems.

Project Name: MainFrame Studios
Type of Delivery: Design Build
Mechanical Cost: \$750,000.00
Contact: Deb Lawrence
515-229-3773

- Design and installation of HVAC and Plumbing systems for building rehab.
- Design and installation of Commercial Kitchen Equipment and Exhaust Systems.

Design Experience:

We have performed many other Design Build Projects in various areas. Below are a few examples of the Design Build projects we have performed:

Educational:

Barker Hall, Simpson College, Indianola, Iowa

- Conversion of a steam heat only building to a four-pipe hydronic cooling/heating system. Project involved installation from steam to hot water converter, extension of campus-chilled water utilizes to building, pumps, controls, and individual fan coil units for approximately 120-unit dormitory.

Kresge Hall, Simpson College, Indianola, Iowa

- Conversion of a steam valve heat only building to a four-pipe hydronic/heating system. Project involved installation from steam to hot water converter, extension of campus-chilled water utilizes to building, pumps, controls, and individual fan coil units for approximately 80-unit dormitory.

Chiller and Cooling Tower, Simpson College, Indianola, Iowa

- Expansion of campus chilled water system to include new chiller, new cooling tower and pumps.

Local 33 Training Addition, Des Moines, Iowa

- Project consisted of two-story addition with lower story shop addition and upper level classroom area. Project consisted of central station air handlers, VAV boxes, controls, steam boiler, steam to hot water exchanger, chiller cooling tower, and exhaust fan.

Retail and Office:

APC, Ankeny, Iowa

- Project consisted of approximately 25,000 sq. ft. class and office. Systems included three 25-ton rooftop units with variable speed drives, VAV boxes and controls.

AMICI Coffee, Des Moines, Iowa

- Project consisted of 2,000 sq. ft. coffee shop. Systems included an air handler, direct expansion cooling, steam heat, and exposed ductwork systems.

Industrial:

Turbine Fuel Technologies, West Des Moines, Iowa

- First project was installation of a roof mounted make-up air unit (Approximately 12,000cfm) used to address building negative pressure problems as well as humidity problems.
- Second project was the installation of a closed circuit cooler, pumps, piping and controls for process cooling for three large heat treatment furnaces.

Medical:

Methodist Medical Plaza, Des Moines, Iowa

- Approximately 40 Tenant Remodels MOB I, II, and III.

Iowa Radiology, Des Moines, Iowa

- Iowa Radiology, Stratford Drive-Installation of equipment for MRI Rooms.

Iowa Clinic, Des Moines, Iowa

- Liebert cooling for Medical Clinic, other HVAC and Plumbing, installation for MOB II Server Farm.



Expect the Best[®]

Proposal From Baker Group Prepared For:

**Indianola Library
Boiler Replacement**

Aaron Brown
Project Manager
Formation Group Inc.
PO Box 290
Grimes, IA 50111

6/1/2022



Baker Group
1600 SE Corporate Woods Drive
Ankeny, Iowa 50021
Main Phone: 515.262.4000
www.thebakergroup.com

June 1, 2022

Aaron Brown
Project Manager
Formation Group Inc.
PO Box 290
Grimes, IA 50111

Dear Aaron,

Baker Group is thankful for the opportunity to be involved with the upcoming boiler replacement at the Indianola City Public Library.

The purpose of this document is to provide Formation Group with a comprehensive response to the necessary information requested regarding this boiler replacement project. This RFP response document includes a fee estimate to complete the stated scope of work, as well as a proposed project schedule, insurance information, and answers to important questions about Baker Group as a company.

In addition to what was requested in the RFP, Baker Group has included a voluntary price addition which adds the cost to replace the water heater. If accepted, this work would be completed alongside the replacement of the boiler.

We are humbled by the opportunity to complete work within your facility. We look forward to any involvement with your building in the future.

Thank you,

A handwritten signature in black ink that reads "Brandon J. Ophoff". The signature is written in a cursive, flowing style.

Brandon Ophoff | Project Manager

Direct: 515.299.1678 | Mobile: 515.499.6207 ophoffb@TheBakerGroup.com





Indianola Library Boiler Replacement

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Indianola Library Boiler Replacement

I. RFP Responses

A. Summary/matrix of key personnel executing the work's experience.

Brandon Ophoff

Brandon Ophoff has been employed at Baker Group for 5 years. Brandon is a project manager and is responsible for pricing and executing various mechanical projects, including the boiler replacement at the Indianola Library. Brandon will also be serving as the primary point of contact for Baker Group on this project.

Jerry Morrill

Jerry Morrill has been a member of the Plumbers and Steamfitters Local 33 for 12 years. Jerry is mechanical project foreman responsible for completing mechanical work on site for various Baker Group projects.

Jason Ballard

Jason Ballard has been a member of the Electrical Workers Local 347 for 26 years. Jason is an electrician responsible for completing electrical work on site for various Baker Group projects.

Brian Carey

Brian Carey has been a member of the Sheet Metal Workers Local 45 for 17 years. Brian is a sheet metal worker responsible for completing sheet metal work on site for various Baker Group projects.

B. Location of office from which the management of the project will be performed.

Baker Group
1600 SE Corporate Woods Drive
Ankeny, IA 50021-7501



Indianola Library Boiler Replacement

C. 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.

West Des Moines Community Schools

Rex Mathes Boiler Replacement

Replacement of (1) 800 MBH boiler and circulating pump. Including sheet metal and electrical work.

JP Bubendorfer

bubendorferj@wdmcs.org

515-434-3110

West Des Moines Community Schools

Valley Pool Boiler Replacement

Replacement of (1) 800 MBH boiler, shell-and-tube heat exchanger, and circulating pump. Including sheet metal and electrical work.

JP Bubendorfer

bubendorferj@wdmcs.org

515-434-3110

UnityPoint Marshalltown

Condenser Water Boiler

Replacement of (1) 1,500 MBH boiler. Including sheet metal and electrical work.

Mark Brown

Mark.brown@unitypoint.org

641-328-4492

Simpson College

Kresge Hall Water Heater

Replacement of (1) 200 MBH water heater. Including sheet metal and electrical work.

Randy Rice

Randy.rice@sscserv.com

816-591-3580

Indianola Library Boiler Replacement

D. Disclosure of any competing interest or potential conflicts of interest in the city.

Baker Group has no competing interests or potential conflicts of interest related to this job.

E. 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.

See section II for proposed fee estimate and cost breakout.

F. Schedule of anticipated tasks and general proposed timeline (in weeks) with key tasks and target dates that meet the project timeline.

See section III for proposed project schedule.

G. 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.

Baker Group has no significant contract failures, contract breaches, and civil or criminal litigation or investigations in the last 3 years that would affect the performance of this boiler replacement at Indianola Library.



Indianola Library Boiler Replacement

II. Fee Estimate

Baker Group is pleased to provide you with the requested proposal to replace (1) boiler at Indianola Library per RFP documents dated 5/17/2022.

Our scope of work will include the following:

- Disconnect electrical power to existing boiler.
- Isolate and disconnect gas piping to existing boiler.
- Isolate, drain, and disconnect the heating hot water system near existing boiler.
- Disconnect flue piping from existing boiler.
- Remove and dispose of existing boiler and flue piping.
- Provide and install (1) new replacement boiler, circulating pump, condensate neutralizer, and CSD-I controls per RFP documents.
- Provide and install new heating hot water supply and return piping, fittings, isolation valves, strainer, check valve, and hangers with decouple line per RFP documents.
- Provide and install new temperature pressure relief valve for new boiler and pipe to nearby floor drain
- Provide and install new gas piping and fittings to new boiler.
- Provide and install new condensate drain piping from neutralizer to nearby floor drain.
- Provide and install new heating hot water piping to tie in existing pot feeder to existing system piping.
- Provide and install new heating hot water piping to tie in existing make up water to existing system piping.
- Provide and install new fresh combustion air piping from existing fresh air louver in basement to new boiler.
- Provide and install new flue vent piping through existing chase to roof from new boiler.
- Provide and install new flue vent piping through existing chase to roof from existing water heater.
- Provide and install electrical power to new boiler and circulating pump.
- Provide and install (1) emergency power off switch for boiler shut down.
- Fill with water and bleed air from the system.
- Insulate new heating hot water supply and return piping per current energy code.
- Insulate new water heater flue vent piping in chase to prevent heat from melting new boiler flue vent piping.
- Upon completion we will perform start up and check for proper operation.
- Lead time on equipment/parts at this time is 10-12 weeks.
- We expect work duration to take 5-7 working days.
- All work will be completed during our normal working hours.
- We EXCLUDE building automation controls from our price.
- We EXCLUDE glycol from our price.
- We EXCLUDE new expansion tank and air separator from our price.

Price for above work: \$54,230.00 (plus applicable taxes)



Indianola Library Boiler Replacement

Cost Breakout

Mechanical Labor	\$8,772.00 (plus applicable taxes)
Sheet Metal Labor	\$8,462.00 (plus applicable taxes)
Electrical Labor	\$2,829.00 (plus applicable taxes)
Equipment (Boiler and accessories)	\$20,019.00 (plus applicable taxes)
Materials (pipe, fittings, valves, etc.)	\$14,148.00 (plus applicable taxes)

Total Cost	\$54,230.00 (plus applicable taxes)
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III. Project Schedule

	Date	May		June			July				August				September						
	Task	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	5	12	19	26	Notes
Proposal	RFP Response Submitted																				
	Owner and Rep Review																				
	Selection and Notification																				6/10
Procurement	Order boiler																				10-12 week leadtime
	Order boiler accessories																				10-12 week leadtime
	Order materials (pipe/fittings/etc)																				
Construction	Mobilize, Isolate, Disconnect, Drain																				
	Remove old boiler, Set new boiler																				
	Install piping, flue, electrical																				
	Install gas piping, condensate, relief																				
	Fill, bleed air, insulation, start up																				Must be completed by 10/1



Indianola Library Boiler Replacement

IV. Insurance

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/26/2022		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. 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 Holmes Murphy & Associates - WDM PO Box 9207 Des Moines, IA 50306-9207 INSURED Baker Mechanical, Inc. dba Baker Group 1600 SE Corporate Woods Drive Ankeny, IA 50021		CONTACT NAME: PHONE: (A/C, No, Ext): E-MAIL ADDRESS: hvencil@holmesmurphy.com INSURER(S) AFFORDING COVERAGE INSURER A: ZURICH AMER INS CO INSURER B: CONTINENTAL INS CO INSURER C: INSURER D: INSURER E: INSURER F:		FAX (A/C, No): NAIC # 16535 35289		
COVERAGES		CERTIFICATE NUMBER: 65603128		REVISION NUMBER:		
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	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:		GLO3757120	11/01/21	11/01/22	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		BAP3757121	11/01/21	11/01/22	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 0		6050534574	11/01/21	11/01/22	EACH OCCURRENCE \$ 11,000,000 AGGREGATE \$ 11,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WC3757119	11/01/21	11/01/22	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Re: Any & all jobs.						
CERTIFICATE HOLDER			CANCELLATION			
Formation Group, Inc. PO Box 290 Grimes, IA 50111 USA			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			

ACORD 25 (2016/03)
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 65603128

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Indianola Library Boiler Replacement

V. Voluntary ADD Price

Baker Group is pleased to provide you with a voluntary ADD price to replace (1) water heater at Indianola Library.

Baker Group believes that this is a cost effective ADD option because the flue vent for the water heater is currently tied into the existing boiler stack. If we keep the existing water heater, we will need to extend the metal flue vent of the existing water heater through the roof separately from the new boiler PVC flue vent. The existing water heater is 13 years old, and we would expect that it will need replaced in the near future as it is near the end of its expected useful life. If Baker Group were to replace the water heater simultaneously with the boiler, we can install a more efficient water heater with PVC flue vent. This makes replacing the water heater more cost effective to perform at the same time as the boiler replacement since we need to run new flue piping anyways.

Our scope of work will include the following:

- Isolate and disconnect gas piping to existing water heater.
- Isolate, drain, and disconnect domestic water piping to and from existing water heater.
- Disconnect flue piping from existing water heater.
- Remove and dispose of existing water heater and flue piping.
- Provide and install (1) new replacement water heater.
- Provide and install new gas pipe and fittings to the new water heater.
- Provide and install new domestic water piping and fittings to the new water heater.
- Insulate new domestic water piping.
- Upon completion we will test and check for proper operation.
- All work will be completed during our normal working hours.

Price ADD for above work: \$3,609.00 (plus applicable taxes)

Indianola Library Boiler Replacement

VI. Miscellaneous

Baker Group Company Profile

One of the nation's top specialty contractors

As an employee-owned organization, Baker Group employees are committed to delivering reliable, client-focused and high-value construction services to each customer we serve. Our team of more than 1,000 employees serves all types and sizes of commercial and industrial clients who benefit from:

In-house expertise. Our extensive in-house capabilities enable Baker Group to provide clients greater efficiencies, exceptional multi-trade coordination, higher quality and cost-effective results. Our staff includes 19 professional design engineers, 14 LEED-accredited professionals and hundreds of skilled tradesmen who are experts in designing, installing and maintaining:

- Mechanical systems — air conditioning, refrigeration, heating, plumbing and piping
- Sheet metal — custom mechanical, industrial and architectural metal
- Electrical systems — full range of electrical power, lighting and cabling solutions
- Automation — integrated process controls, temperature controls, energy management
- Video, Security, Access Controls and Fire Alarm systems — revolving doors/optical lanes, IP video systems, intercom, wireless locks, fire alarm, mass notification systems
- Compressed Air systems — compressors, dryers, push connect piping, accessories

Delivery methods for renovations, additions and new construction. We offer negotiated fast-track, design-build and traditional plan-and-spec construction. In each case, we focus on achieving exceptional customer satisfaction. In fact, our repeat business rate exceeds 95 percent.

Focus on safety and compliance. We believe safety and compliance are critical to the success of our clients, our people and our contractors. Our proactive approach to safety has culminated in Baker Group consistently being recognized by such organizations as the Mechanical Contractors Association of America (MCAA), Mechanical Service Contractors of America (MSCA), Sheet Metal and Air Conditioning Contractors' National Association (SMACNA) and many nationally recognized general contractors. Our 2021-22 EMR safety rating of .59 is 41 percent better than the industry average.

History of quality and innovation. Founded in 1963 and headquartered in Central Iowa, Baker Group's keen focus on providing innovative and high-quality solutions to clients has made it the Midwest's premier full-service specialty contractor. Today we specialize in Mechanical, Sheet Metal, Electrical, Automation, Security, Fire Alarm Systems, and Service for everything we install. We serve our clients from four Midwest locations, including Cedar Rapids, the Quad Cities and two locations in the metropolitan Des Moines area.

Expect the Best!



CORPORATE OFFICES



EDUCATIONAL FACILITIES



INDUSTRIAL FACILITIES



DATA CENTERS



HOSPITALS/ASCs/CLINICS



RESEARCH LABORATORIES



GOVERNMENTAL FACILITIES



Indianola Library Boiler Replacement

Baker Group Services

Electrical:

Site Utilities and Facility Power Distribution
Switchgear, Bus Way and Cable Tray Systems
Variable Speed Drives
Lighting Systems — New and Upgrades
Electrical Power Monitoring Analysis
Hazardous Location Installations
Infrared Thermography Analysis
Lightning Protection / Systems Grounding
Industrial Instrumentation
Emergency Power — Generators and UPS Systems
Structured Cabling — Voice/Data/ Video/Fiber

Mechanical:

Boiler Installation, Wiring and Service
Chiller/Cooling Tower Installation and Service
Power House Piping
Industrial Process Piping
Code Welding: ASME S, U & National Board R Stamp
Stainless Steel Piping
Medical Gas Piping
Hygienic Piping
Underground Piping and Site Utilities
Plumbing Systems
Refrigeration
Air Compressors, Dryers, Piping and Accessories
Compressed Air Audits

Sheet Metal:

Heating, Cooling and Ventilation
Architectural Sheet Metal
Specialty Metal Fabrication & Installation
Dust Collection/Filtration Systems
Kitchen and Food Prep Surfaces
Generator Exhaust
Damper Installation and Repair

Engineering Services:

Design-Build Mechanical, Electrical, Plumbing
and Process Systems
3-DVDC/Building Information Modeling (BIM)
3-D Scanning
USGBC LEED® — Accredited Professionals
Specialized Regulatory Commissioning
Custom Environmental Chamber Design
Energy Use Analysis and Benchmarking
Indoor Air Quality Analysis
Air Balancing — Active Pressurization Control

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Advanced Manufacturing and Prefabrication:

Multi-Trade Prefabricated Assemblies
CAM Plasma Pipe Cutter
CAM Connected 20' Plasma Table
CAM Connected Duct Machine
TURBOBend for Architectural Metal
Electrical Assembly Prefabrication
UL 508A Labeled Electrical Panel Building

Millwright Services

Equipment Setting
Pulverizer Services
Process/Packaging
Rotary Kiln Dryers
Laser Alignment Optical
Heavy Rigging/Machinery Moving
Equipment Repair and Replacement
Conveying Equipment
Combustible Dust Collection
MSHA Qualified/Certified

Building and Process Automation:

Specialized Turnkey Systems Integration
Data Analytics
Industrial PLC Installation and Programming
SCADA (System Control and Data Acquisition)
Temperature and Pressure Transmitter Installation
Integrated Building Automation/Security Systems
Lighting Control
Real-time Energy Monitoring and Control
Refrigerant Monitoring — Leak Reporting
Laboratory and Critical Environment Controls

Technology:

Video Surveillance Systems with Analytics
Access Control/Biometric Systems/Photo ID
Intercom — Video and Audio
Electrified Door Hardware, Wireless Locks
Gas Detection Monitoring
Lightning Detection
Parking Lot Gate Controls
Parking Revenue Control Systems (PARCS)
Burglary Systems with Wireless Options
Fire Alarm Design, Install, Inspection and Service

Maintenance and Repair Services:

Scheduled Preventive Maintenance
Flat Fee Comprehensive Service Program
Vibration Analysis and Laser Shaft Alignment
Meg-Ohm Motor Winding Testing
Microlog Motor Condition Analysis
Equipment Start Up/Baseline Establishment
Ultra-sonic Gas Leak Detection
Boiler Combustion Efficiency Tuning
Back Flow Testing and Certification
Chiller Maintenance and Rebuilding
Refrigerant Management and Replacement
Building Operations Staffing



MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: June 14, 2022
Subject: Charles Ginter Memorial

Recommendation:

Attachments: None



MEMORANDUM

6.C.

To: Board of Trustees of the Indianola Public Library

From:

Date: June 14, 2022

Subject: Library Referendum Update

Recommendation:

Attachments: None

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: June 14, 2022
Subject: Surplus Furniture*

Recommendation:

First United Methodist Church (FUMC) has approached the library about a possible donation of 4-6 chairs and 1 table of our surplus furniture. Their church library has identical furniture (both purchased in 1984). They are making some changes to their library and finding replacements after all these years has proven difficult and expensive.

We have a surplus of 25 chairs and three tables in the basement and are scheduled to replace our furniture in 2023.

Other considerations: FUMC has been a good neighbor to the library, permitting patrons to park in their parking lot during special events and allowing the placement of the library drop box on church property.

Recommendation: Donate requested surplus furniture to FUMC.

Attachments: None



MEMORANDUM

8.A.

To: Board of Trustees of the Indianola Public Library

From:

Date: June 14, 2022

Subject: Friends of the Library Report

Recommendation:

Attachments: None

June 2022

Director's Report

Summer Reading

Summer is off to a great start with participation rivalling pre-pandemic numbers.

Accreditation

The library has been reaccredited by the State Library of Iowa from July 1, 2022 – June 30, 2025. We maintained our Tier 3 status, which is the highest level and makes us eligible for the maximum amount of Enrich Iowa funds.



Lighting Replacement Update

Due to supply shortages, we were unable to complete the lighting replacement project before summer. Spectrum Lighting has also found a manufacturer in Illinois to replicate the broken lenses in the lights below the skylight. Both lighting projects are now scheduled for the fall and will require closing the library for 1-2 days.

Personnel Changes

- Rebekah Ward has been hired to replace Virginia Ricketts as our new part-time library assistant. Rebekah worked as a library aide at the Des Moines Public Library for 6+ years.
- Denise Core will be retiring at the end of the summer. Her last day will be July 29.
- Annastacia Stegall is leaving the library to enroll in graduate school in Washington. Her last day will be July 23.
- Elizabeth Moats is leaving the library to care for her newborn. Her last day will be July 2.

Thank You

Special thanks to Melanie Hundertmark for serving as a trustee on the library board, including being secretary this year. Melanie has chosen not to apply for another term.

MEMORANDUM

To: Board of Trustees of the Indianola Public Library
From: Michele Patrick, Library Director
Date: June 14, 2022
Subject: Library Statistics

Recommendation:

Attachments:

1. Circulation | May 2022
2. Programs | May 2022
3. Services | May 2022

Circulation FY22



Print	May 2020	May 2021	May 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adults	1,300	2,522	3,090	31,157	26,644	35,429
Teens	137	459	520	3,346	3,866	5,612
Children	1,937	2,732	4,232	27,843	28,612	46,822
TOTAL	3,374	5,713	7,842	62,346	59,122	87,863

Entertainment	May 2020	May 2021	May 2022	YTD-FY20	YTD-FY21	YTD-FY22
DVDs & Video Games	236	827	1,163	11,586	7,889	12,101
Music CDs	8	1	6	960	152	101
Magazines	34	98	141	1,360	1,435	1,801
Audiobooks	70	128	151	2,603	1,277	1,685
Games & Puzzles	21	174	316	990	1,292	3,385
Library of Things	-	19	82	-	52	500
TOTAL	369	1,247	1,859	17,499	12,097	19,573

Digital	May 2020	May 2021	May 2022	YTD-FY20	YTD-FY21	YTD-FY22
Ebooks	1,546	1,601	1,621	13,185	15,663	15,647
Eaudiobooks	976	1,091	1,096	8,855	10,634	11,492
Digital Magazines	21	28	59	362	493	547
Streaming Videos	1	0	151	16	14	157
TOTAL	2,544	2,720	2,927	22,418	26,804	27,843

	May 2020	May 2021	May 2022	YTD-FY20	YTD-FY21	YTD-FY22
TOTAL	6,287	9,680	12,628	102,263	98,023	135,279

Library Programs



Attendance	May 2020	May 2021	May 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	1	7	32	500	115	339
Teen Programs	0	0	62	244	0	593
Children & Family Programs	0	0	1828	6099	25	5235
Library Meetings	16	16	16	192	164	260
Total Attendance	17	23	1938	7035	304	6427

Program Numbers	May 2020	May 2021	May 2022	YTD-FY20	YTD-FY21	YTD-FY22
Adult Programs	1	1	4	35	11	108
Teen Programs	0	0	3	29	0	69
Children & Family Programs	0	0	24	151	2	277
Total # of Programs	1	1	31	215	13	454



Library Services

User Statistics	May 2020	May 2021	May 2022	YTD-FY20	YTD-FY21	YTD-FY22
New Library Cards	15	56	87	590	462	766
Door Count	0	3,975	5,337	49,841	31,931	57,881
In-house Browsing	0	158	452	3,452	301	5,057
At Home Deliveries	not tracked	not tracked	5	NA	NA	56
At Home Items Delivered	not tracked	not tracked	87	NA	NA	1,098
Curbside Deliveries	0	46	0	0	3,160	123
ILL Requests (IPL loaned)	0	13	12	120	168	184

Computer Usage	May 2020	May 2021	May 2022	YTD-FY20	YTD-FY21	YTD-FY22
Public Computers	0	158	226	3,761	1,946	2,554
WiFi Sessions	data error	data error	628	data error	data error	4,035
WiFi Unique Users	data error	data error	231	data error	data error	1,773
Mobile App Launches	1030	864	1380	5819	11906	11,024
Mobile App Page Views	1144	945	1663	33894	13196	13,307

Public Meeting Room	May 2020	May 2021	May 2022	YTD-FY20	YTD-FY21	YTD-FY22
# of Meetings	0	0	18	85	0	107
Meeting Attendance	0	0	42	1,028	0	539