



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

June 13, 2023

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. May 9, 2023 Meeting Minutes*
- 4. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 5. Unfinished Business**
 - A. Capital Improvement Plan: Tuckpointing*
 - B. Capital Improvement Plan: Flooring Replacement Project*
 - C. Capital Improvement Plan: Bathrooms (discussion)
 - D. Virtual Tour*
- 6. New Business**
 - A. Vice President Election*
 - B. Roof Inspection Report
- 7. Reports**
 - A. Director's Report
 - B. Library Statistics
- 8. Trustee Continuing Education**
 - A. June Trustee Education
- 9. Agenda Items for Next Meeting**
- 10. Trustee Comments**
- 11. Adjourn**

**Indianola Public Library
Board of Trustees Meeting Minutes
May 9, 2023**

(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, Youth Services Librarian Janis Comer, Andy Brittingham, Colleen Willmott, Tom Smith, Sally Van Dorin, Randi Malone, and Cyd Dyer

Absent: Emmett Konrad

1. Call to Order

- a. The meeting was called to order by President Andy Brittingham at 5:46pm.

2. Public Comment

- a. There were no public comments.

3. City Manager's Report

- a. City Manager, Ben Reeves, joined the meeting
- b. Andy requested an update on the status of the library project & recapped past progress as of the August 31, 2022, meeting
- c. Ben reviewed the original design of the library/city hall concept and how community concerns created pause and divided the council; no further engagement has occurred with OPN (architects) at this time
- d. Ben discussed the overall goals of the library project and gave updates on the acquisition of property that would be needed for the project.
 - i. Some property has been acquired and others remain under negotiation
 - ii. Ben explained how some laws impact the Council's timing of decisions
- e. The City Council is currently looking at the possibility of bringing on a construction manager after the architect designs 10-15% to help focus on functionality and tie costs to more defined parameters
- f. Ben made note that recent legislative changes have impacted when referendums can be placed on a ballot, and they must now be on November ballots.
 - i. This can impact referendum votes because referendums may become associated with politics, and it will impact bid estimates and construction timing.
 - ii. The City Council does not feel that a November 2023 ballot is realistic for upcoming referendums, including a library project. Ben believes this provides further opportunity to engage with the community and noted that the earliest possibility for a library referendum would be a November 2024 vote with 2 ballot referendums.
 - iii. The City Council has directed Ben to re-engage with OPN and check into construction manager options
 - iv. Ben is currently uncertain on when the City Council would need to vote to put a referendum on the ballot but estimates 4-6 months at least
- g. Next steps would include finalizing negotiation with properties that need acquired and the city securing funding

- h. Andy requested a partnership with city council and the library board when the time comes to work on the referendum
- i. Cyd noted that she wants to be certain that the library project remains a priority
- j. Ben believes it is a priority and is committed to continuing working toward the referendum
- k. Discussion was had regarding Ben's report on the library project and the board consensus was to focus on getting the library referendum

4. Minutes Approval

- a. The minutes from the April 2023 meeting were presented and were approved (motion Colleen Willmott; second Tom Smith).

5. Financial Reports

- a. Monthly financial reports were reviewed. Monthly claims with additional expenses were approved (motion Colleen Willmott; second Cyd Dyer).
- b. Michele noted that things are looking good, and we are slightly under budget.

6. Unfinished Business

- a. Capital Improvement Plan
 - i. Moving forward with tuckpointing on the library, as well as flooring for the conference room, hallway, and bathroom, and bathroom repairs.
 - ii. Michele sought flooring direction from the board. The goal is to have tile & carpet in the vestibule, with the same tile in the bathroom. Michele will bring 2 options back to the Board with cost for the meeting rooms and will get multiple bids. Michele asked for contractor leads if anyone had them.

7. New Business

- a. 2024 Library Budget
 - i. Michele anticipates 7% revenue increase and 11% expense increase
 - ii. 2024 Library Budget was approved (motion: Sally Van Dorin; second: Cyd Dyer)

8. Reports

- a. Director's Report
 - i. Michele reported that a memorial sum was received from Margaret Wood. Andy asked if a card could be sent to the family and signed by the library board.
 - ii. IPL is still hiring for Alex's position. Michele noted that they did receive permission to hire 2 library assistants part-time.
 - iii. It was proposed to move future library meetings to 5:30pm. The consensus was that this would be fine with library board members.
 - iv. The Polaris conversion went well
- b. Library Statistics
 - i. Michele reported on the library statistics, and all is looking good.

9. Trustee Continuing Education

- a. The continuing education for trustees was tables to the next meeting.

10. Trustee Comments

11. Adjourn

- a. Sally Van Dorin motioned to adjourn at 6:54pm.



Invoices for Board Meeting

June 13, 2023

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$979.50	Quarterly maintenance
Amazon	\$1,759.66	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$7,907.11	Books
Baker and Taylor Entertainment	\$216.85	DVDs
Baker and Taylor Spoken Word	\$164.68	Books on CD
City of Indianola (IMU)	\$1,317.34	Utilities
Demco	\$478.86	Covering supplies
Dust Pros	\$1,537.00	Janitorial services and supplies
Envisionware	\$885.00	Costs related to new payment kiosk and installation
Innovative	\$10,335.50	Mobile app, OPAC installation, ILS Installation
Iowa Water Management Co.	\$47.50	Monthly agreement
Library Pass	\$1,158.75	Digital comic and graphic novel subscriptions
Menards	\$294.94	Landscaping, storage shelving
MidAmerican Energy	\$61.99	Natural Gas
Playaway Products	\$1,139.94	Playaway devices and Wonderbooks (estimate)
Springer Pest Control	\$182.60	Pest management (April and May)
Theisen's	\$65.93	Landscaping
TRM Disposal	\$112.00	Trash removal
Unique Management	\$130.00	Collection agency
Waste Management	\$16.06	Recycling tote (May and June)
Wood Roofing Company	\$4,175.00	Roof and skylight repairs
Woosley Landscape and Mowing	\$340.00	Mowing services
WT Cox	\$900.00	Des Moines Register renewal and rate change coverage (estimate)
Wells Fargo	\$4,430.35	See statements for details

Total: **\$38,636.56**

Approved

Date

Approved

Date

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: June 2023
Subject: Tuckpointing Proposals

We received four tuckpointing proposals that differ widely in their scope of project, making a fair comparison difficult (bids range from \$9,700 – \$75,000). The fault lies with the original request for proposals (RFP), which was too general and open to interpretation.

To be fair to all parties, I recommend that the Board reject all proposals and reissue a more focused RFP that clearly defines the scope of the project.

The original and proposed revised RPFs are attached.



— Public Library —

Request for Proposals for Tuckpointing the Indianola Public Library

The City of Indianola is seeking Requests for Proposals for tuckpointing work at the Indianola Public Library, 207 N. B St, Indianola, IA 50125.

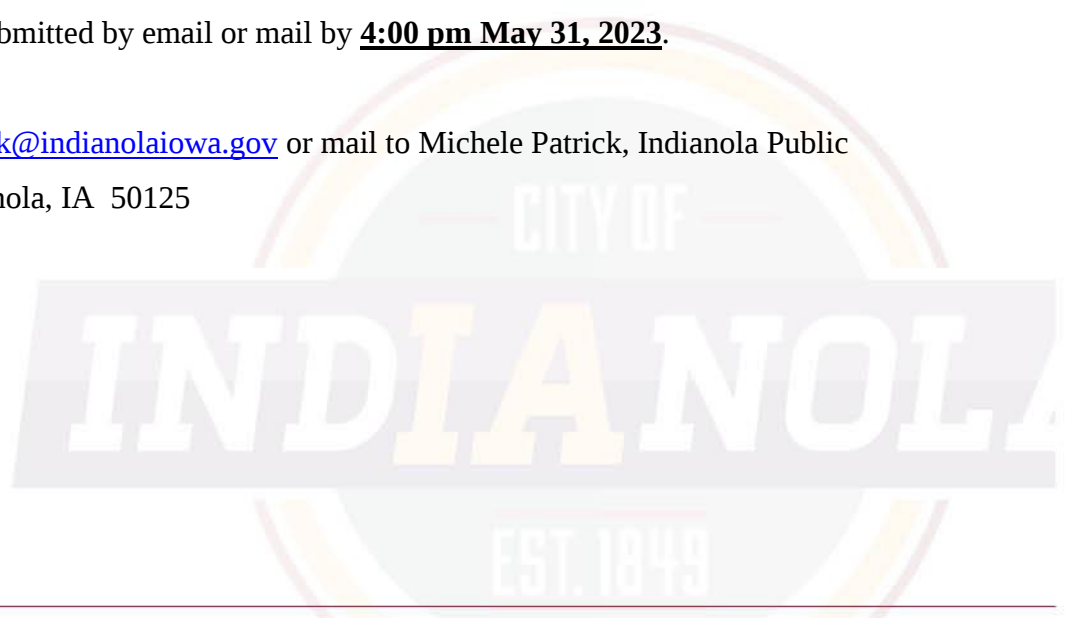
The project will include:

- Inspect all exterior copings, cornice, and trim. Rout the defective stone areas and repair mortar.
- Rout, clean, and caulk all wash joints of the copings, cornice, and sills.
- Rout, clean, and caulk control joints, movement cracks, and steel lintels.
- Apply a concrete sealer on the precast stone surfaces.
- Complete any additional repairs to the brick façade as needed.

Please contact Michele Patrick at 515-962-5343 or mpatrick@indianolaiowa.gov to schedule a walkthrough.

Deadline: Bids must be submitted by email or mail by **4:00 pm May 31, 2023.**

Submit by email to mpatrick@indianolaiowa.gov or mail to Michele Patrick, Indianola Public Library, 207 N. B St, Indianola, IA 50125





— Public Library —

Request for Proposals for Tuckpointing the Indianola Public Library

The City of Indianola is seeking Requests for Proposals for tuckpointing work at the Indianola Public Library, 207 N. B St, Indianola, IA 50125.

Scope of work:

The Contractor shall furnish all materials and perform the following work as it pertains to the property at located at, 207 N. B Street, Indianola, IA 50125.

1. Inspect all exterior masonry walls for evidence of moisture intrusion and deterioration such as,
 - a. Efflorescence
 - b. Damp or discolored bricks or grout lines.
 - c. Mortar erosion of more than ¼”.
 - d. Mortar crumbling from the joints.
 - e. Significant voids, hairline cracks or separation between brick and mortar.
2. Inspect any beams, lintels and cornices for moisture intrusion.
3. Repair and / or replace any damaged beam, lintel or cornice.
4. Remove any damaged bricks and repoint.
5. Tuckpoint all other areas in need of repair.

*All areas of moisture intrusion must be addressed first and foremost. Areas where tuckpointing is desired shall have at least 1” of grout removed before applying any new material. Type N. Mortar shall be used with pigmentation of the same hue as existing. Work areas must not impede any entrance or exit to and from the facility and all safety measures must be taken to protect citizens from injury and to prevent damage to any public and private property.

General Provisions

Any alteration or deviation from the above specifications, including but not limited to any such alterations of deviation involving additional material and/or labor costs, will be executed only upon written order for same, signed by both parties.

In addition, the following general provisions apply:

1. All work shall be completed in a workman-like manner and in compliance with all building codes and other applicable laws.
2. Contractor shall provide a description of the work to be done and description of materials to be used and the equipment to be used or installed, and the agreed consideration for the work.
3. To the extent required by law all work shall be performed by individuals duly licensed and authorized by law to perform said work.
4. Contractor may at its discretion engage sub-contractors to perform work hereunder, provided Contractor shall fully pay said sub-contractor and in all instances remain responsible for the proper completion of the project.
5. Contractor shall furnish appropriate releases or waivers of lien for all work performed or materials provided at the time payment shall be due.
6. All change orders shall be in writing, signed by both parties, and shall be incorporated in, and become part of the agreement.
7. Contractor warrants it is adequately insured for injury to its employees and others incurring loss or injury as a result of the acts of Contractor or its employees or sub-contractors.
8. Contractor shall at its own expense obtain all permits necessary for the work to be performed.
9. Contractor agrees to remove all debris and leave the premises in broom clean condition.
10. Contractor warrants all work for a period of months following completion (Contractor should specify length of warranty).

Deadline: Bids must be submitted by email or mail by **4:00 pm June 30, 2023.**

Proposals will be considered only in their entirety. The City of Indianola reserves the right to add or deduct any specific requirements and associated costs from the selected proposal, to accept or reject any or all parts of any and all proposals, to waive irregularities, and to award in the best interest of the City of Indianola.

Please contact Michele Patrick at 515-962-5343 or mpatrick@indianolaiowa.gov to schedule a walkthrough. Submit by email to mpatrick@indianolaiowa.gov or mail to Michele Patrick, Indianola Public Library, 207 N. B St, Indianola, IA 50125

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: June 2023
Subject: Virtual Tour Proposal

We were approached in April by a company called Midwest Pano that creates virtual tours for libraries. The proposed cost is \$1,088 (price good through the end of this month). At that time, you requested time to review the proposal. Hopefully you had the opportunity to review the proposal and links I forwarded to you.

[Example of a virtual tour](#)

[IPL Proposal](#)

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: June 2023
Subject: Roof Inspection & Repairs

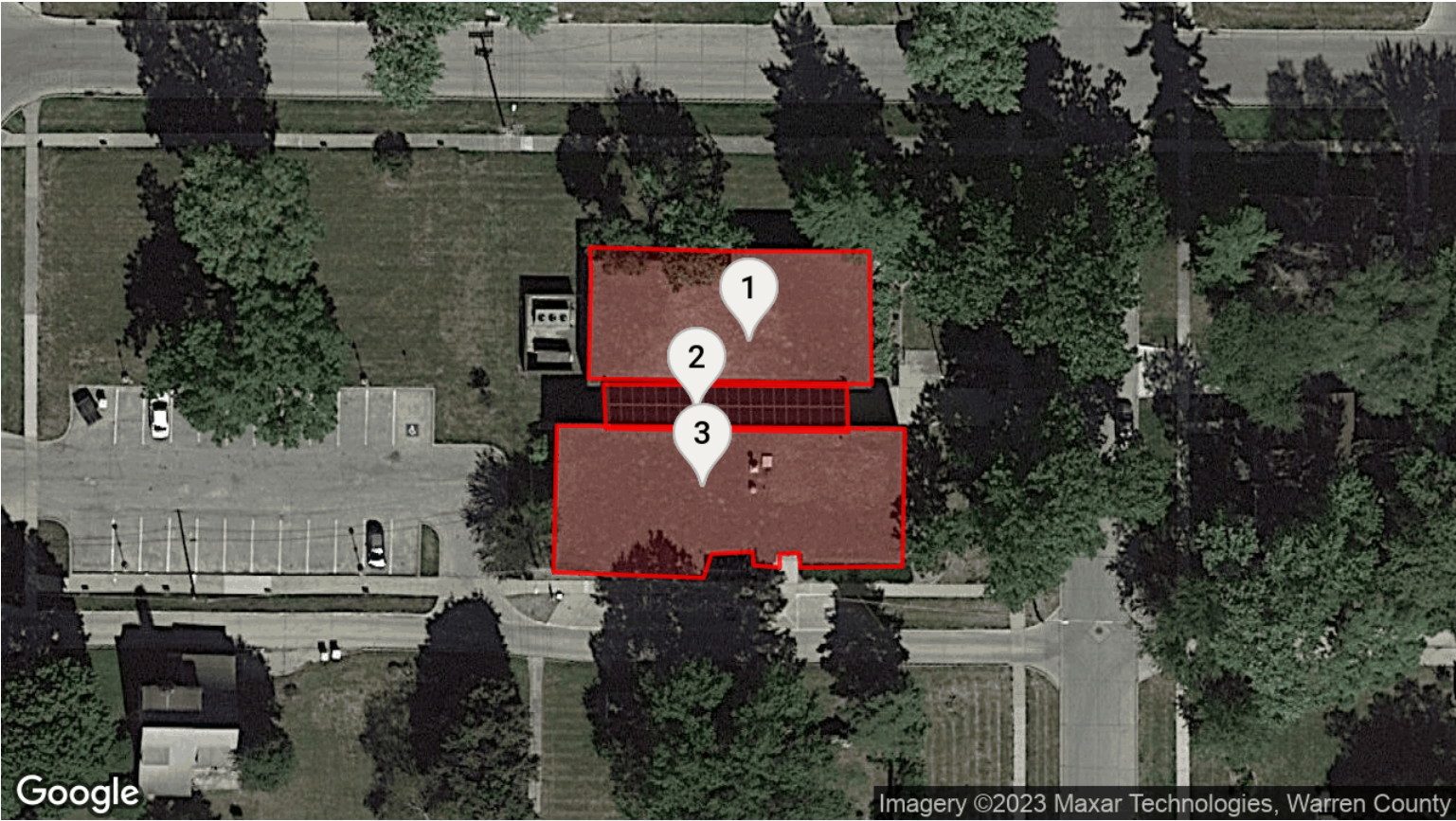
Wood Roofing completed an inspection of the library's two roofs and identified a few issues that needed to be fixed immediately along with some proactive measures for the future. Please see the attached inspection report for details.

Emergency Repairs (\$4,175)

Immediate repairs include \$2,700 for the north roof, \$400 for the south roof, and \$1,075 to reseal the skylight for an estimated total of \$4,175. These repairs were completed last week.



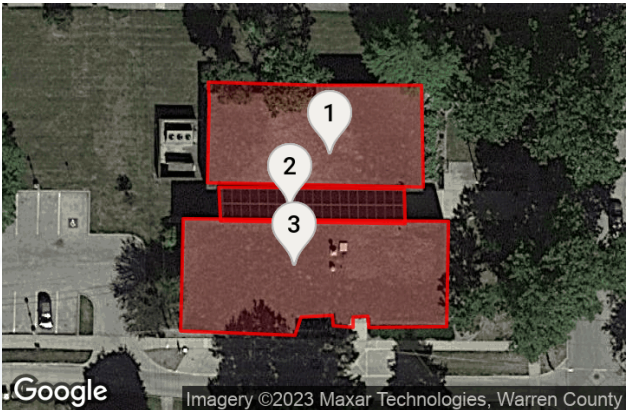
Inspection Report



Prepared For:
City of Indianola
Indianola Library
207 N B St
Indianola, IA 50125

Site Overview

Total Sections: 3
Total Sq/Ft: 10,179



Map	Section Name	Sq/Ft	Grade
1	Section 1	3,851	B
2	Section 2	1,201	B
3	Section 3	5,127	B

Section Overview

Section: Section 1

Size: 3,851

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



Northwest Corner



Northeast Corner



Southeast Corner



Southwest Corner

Observations

Section: Section 1

Size: 3,851

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



South wall starting to bridge out



Another spot on south wall starting to bridge out

Est. 1959

Deficiencies

Section: Section 1
Size: 3,851
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Perimeter Bridging - Ballast System

Quantity: 40 LF

Deficiency:

Membrane has come loose and is bridging along perimeter.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

Estimated Repair Cost:

\$1,600



Punctures - Rips - Tears (Emergency)

Quantity: 1 EA

Deficiency:

Open void found in roof field.

Corrective Action:

Clean and prep the area. Install new permanent patch over existing puncture - rip - tear as per industry standards.

Estimated Repair Cost:

\$125

Deficiencies

Section: Section 1
Size: 3,851
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Deteriorated Repair Patch - Ballast System (Emergency)

Quantity: 1 EA
Deficiency:
Existing repair has deteriorated.
Corrective Action:
Move back existing rock ballast materials. Remove the existing deteriorated patch, clean and prep the area. Install new EPDM patch as per industry standards. Move back existing rock ballast materials.
Estimated Repair Cost:
\$225



Deteriorated Repair Patch - Ballast System (Emergency)

Quantity: 1 EA
Deficiency:
Existing repair has deteriorated.
Corrective Action:
Move back existing rock ballast materials. Remove the existing deteriorated patch, clean and prep the area. Install new EPDM patch as per industry standards. Move back existing rock ballast materials.
Estimated Repair Cost:
\$225

Deficiencies

Section: Section 1
Size: 3,851
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Perimeter Bridging - Ballast System

Quantity: 22 LF

Deficiency:

Membrane has come loose and is bridging along perimeter.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

Estimated Repair Cost:

\$880

Deficiencies

Section: Section 1
Size: 3,851
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Perimeter Bridging - Ballast System

Quantity: 10 LF

Deficiency:

Membrane has come loose and is bridging along perimeter.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

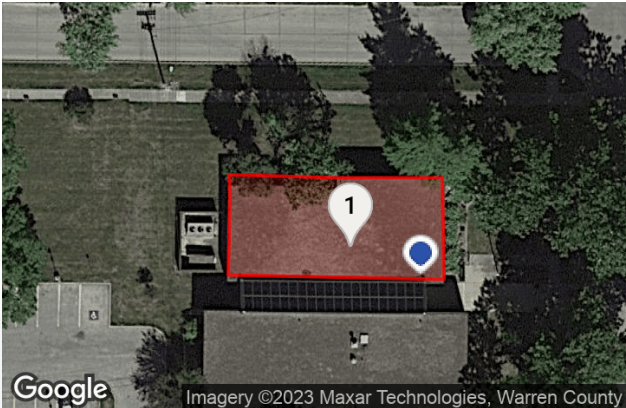
Estimated Repair Cost:

\$400

Deficiencies

Section: Section 1
Size: 3,851
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Membrane - Bridging at Angle Change - Ballast System

Quantity: 10 LF

Deficiency:

Membrane has come loose and is bridging at an angle change in the roof system.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

Estimated Repair Cost:

\$400

Deficiencies

Section: Section 1
Size: 3,851
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Perimeter Bridging - Ballast System (Emergency)

Quantity: 50 LF

Deficiency:

Membrane has come loose and is bridging along perimeter.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

Estimated Repair Cost:

\$2,000

Est. 1959

Deficiencies

Section: Section 1
Size: 3,851
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Membrane - Bridging at Angle Change - Ballast System

Quantity: 10 LF

Deficiency:

Membrane has come loose and is bridging at an angle change in the roof system.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

Estimated Repair Cost:

\$400



Punctures - Rips - Tears (Emergency)

Quantity: 1 EA

Deficiency:

Open void found in roof field.

Corrective Action:

Clean and prep the area. Install new permanent patch over existing puncture - rip - tear as per industry standards.

Estimated Repair Cost:

\$125

Summary

Section: Section 1
Size: 3,851
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Condition Summary

Membrane:	B
Flashings:	B
Sheet Metal:	B
Overall:	B
Estimated Replace:	2030

- A Roof is "New" or in "Like New" condition. Continue to monitor and maintain.
- B Roof is "Good" condition. General repairs may be required and a maintenance program may minimize unnecessary leaks
- C Roof is in "Fair" condition. The roof is beginning to show age-related deficiencies, or is a newer roof that is not performing as expected. A maintenance program may help prevent unnecessary leaks and minimize repair costs.
- D Roof is in "Poor" condition and is nearing the end of its useful life. Repairs could help reduce unexpected leaks, depending on the severity.
- F Roof has failed. The roof has exceeded its expected service life. While it may be possible to address active leaks, it should be assumed that leaks will continue to develop.

Recommendations:

Repairs as indicated within inspection report. Replacement pricing for budgetary purposes only.

Estimated Repair Cost: \$6,380

Estimated Replacement Cost: \$69,318

Budget Module

Section: Section 1

Size: 3,851

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



1 - Section 1 (3,851 SF) Grade B

Deficiencies	Qty	Emergency	Proactive	Replacement
Perimeter Bridging - Ballast System	40 LF		\$1,600	
Punctures - Rips - Tears	1 EA	\$125		
Deteriorated Repair Patch - Ballast System	1 EA	\$225		
Deteriorated Repair Patch - Ballast System	1 EA	\$225		
Perimeter Bridging - Ballast System	22 LF		\$880	
Perimeter Bridging - Ballast System	10 LF		\$400	
Membrane - Bridging at Angle Change -	10 LF		\$400	
Perimeter Bridging - Ballast System	50 LF	\$2,000		
Membrane - Bridging at Angle Change -	10 LF		\$400	
Punctures - Rips - Tears	1 EA	\$125		
Full Replacement	3,851 SF			\$69,318
Total		\$2,700	\$3,680	\$69,318

Section Overview

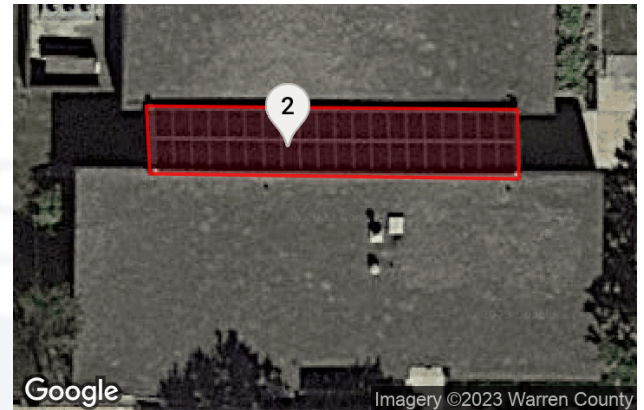
Section: Section 2

Size: 1,201

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



Northwest Corner

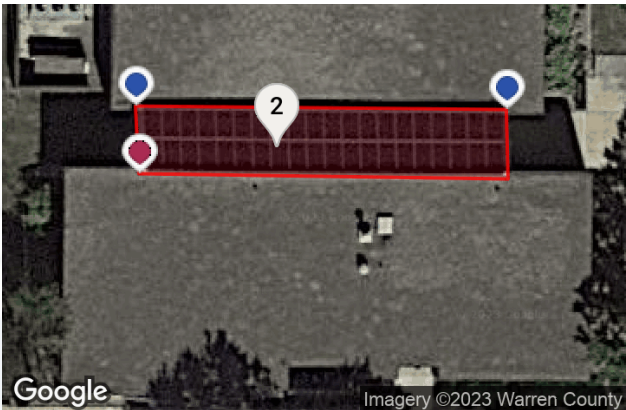


Northeast Corner

Deficiencies

Section: Section 2
Size: 1,201
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Sealant (Emergency)

Quantity: 80 LF

Deficiency:

Existing sealant has deteriorated.

Corrective Action:

Clean and prep area. Install new sealant as per industry standard.

Estimated Repair Cost:

\$900



Sealant (Emergency)

Quantity: 5 LF

Deficiency:

Existing sealant has deteriorated.

Corrective Action:

Clean and prep area. Install new color matching sealant as per industry standard.

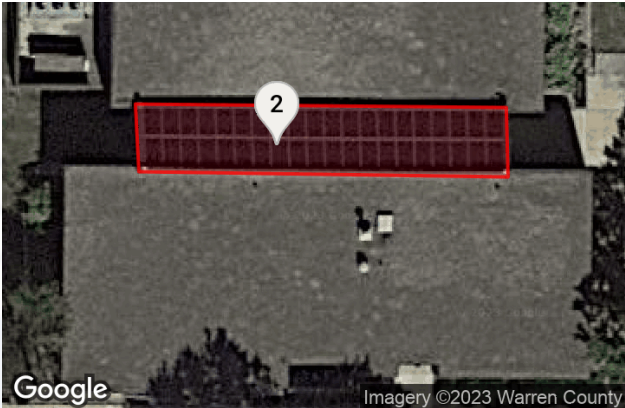
Estimated Repair Cost:

\$175

Summary

Section: Section 2
Size: 1,201
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Condition Summary

Membrane:	B
Flashings:	B
Sheet Metal:	B
Overall:	B
Estimated Replace:	2030

- A Roof is "New" or in "Like New" condition. Continue to monitor and maintain.
- B Roof is "Good" condition. General repairs may be required and a maintenance program may minimize unnecessary leaks
- C Roof is in "Fair" condition. The roof is beginning to show age-related deficiencies, or is a newer roof that is not performing as expected. A maintenance program may help prevent unnecessary leaks and minimize repair costs.
- D Roof is in "Poor" condition and is nearing the end of its useful life. Repairs could help reduce unexpected leaks, depending on the severity.
- F Roof has failed. The roof has exceeded its expected service life. While it may be possible to address active leaks, it should be assumed that leaks will continue to develop.

Recommendations:
Repairs as indicated within inspection report. No budgetary pricing available.

Estimated Repair Cost: \$1,075
Estimated Replacement Cost: \$0

Budget Module

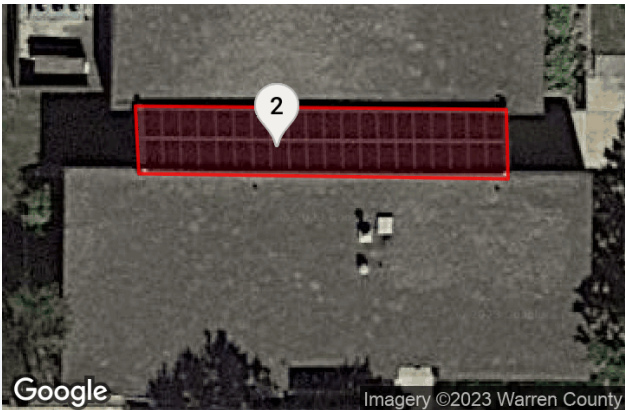
Section: Section 2

Size: 1,201

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



2 - Section 2 (1,201 SF) Grade B

Deficiencies	Qty	Emergency	Proactive	Replacement
Sealant	80 LF	\$900		
Sealant	5 LF	\$175		
Full Replacement	1,201 SF			\$0
Total		\$1,075	\$0	\$0

Section Overview

Section: Section 3

Size: 5,127

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



Northwest Corner



Northeast Corner



Southeast Corner



Southwest Corner

Observations

Section: Section 3

Size: 5,127

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



North wall starting to bridge

Deficiencies

Section: Section 3
Size: 5,127
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Membrane - Bridging at Angle Change - Ballast System

Quantity: 40 LF

Deficiency:

Membrane has come loose and is bridging at an angle change in the roof system.

Corrective Action:

Move back existing ballast materials. Remove and reuse existing metal. Remove and dispose of existing bridged flashing, install new RUSS strip at the 90°. Install new 60 mil EPDM membrane, tie into existing roof field and flash wall as per manufacture specifications.

Estimated Repair Cost:

\$1,600



Perimeter - Corner Flashing Deteriorated - Ballast System (Emergency)

Quantity: 1 EA

Deficiency:

Existing corner flashing detail has deteriorated. (part of occurrence 1)

Corrective Action:

Move back existing ballast materials. Remove deteriorated flashing. Clean and prep the area, Install new corner detail flashing as per manufacture specification. Move back existing ballast materials.

Estimated Repair Cost:

\$225

Deficiencies

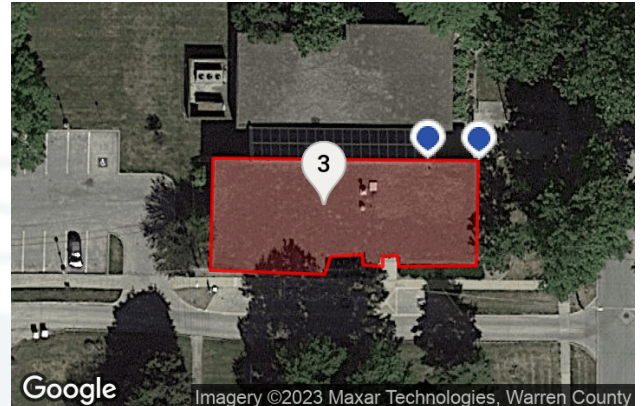
Section: Section 3

Size: 5,127

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



Membrane - Bridging at Angle Change - Ballast System

Quantity: 20 LF

Deficiency:

Membrane has come loose and is bridging at an angle change in the roof system.

Corrective Action:

Move back existing ballast materials. Remove and reuse existing metal. Remove and dispose of existing bridged flashing. Install new 60 mil EPDM membrane, tie into existing roof field and flash wall as per manufacture specifications.

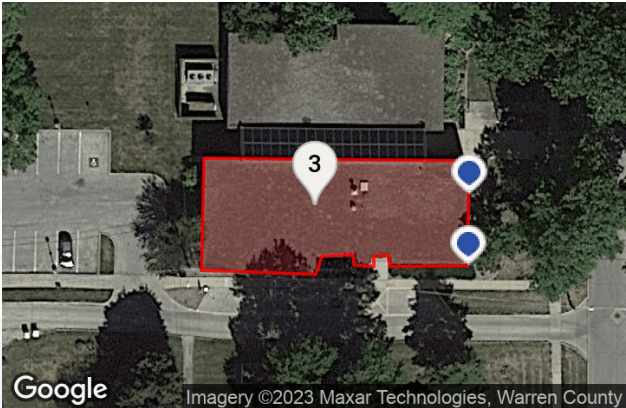
Estimated Repair Cost:

\$765

Deficiencies

Section: Section 3
Size: 5,127
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Perimeter Bridging - Ballast System

Quantity: 38 LF

Deficiency:

Membrane has come loose and is bridging along perimeter.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

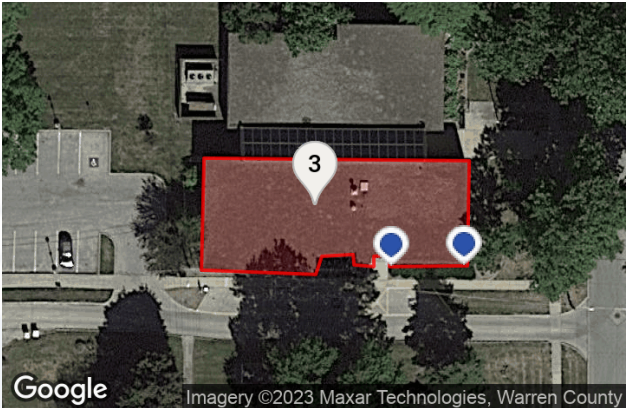
Estimated Repair Cost:

\$1,520

Deficiencies

Section: Section 3
Size: 5,127
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Perimeter Bridging - Ballast System

Quantity: 35 LF

Deficiency:

Membrane has come loose and is bridging along perimeter.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

Estimated Repair Cost:

\$1,400

Deficiencies

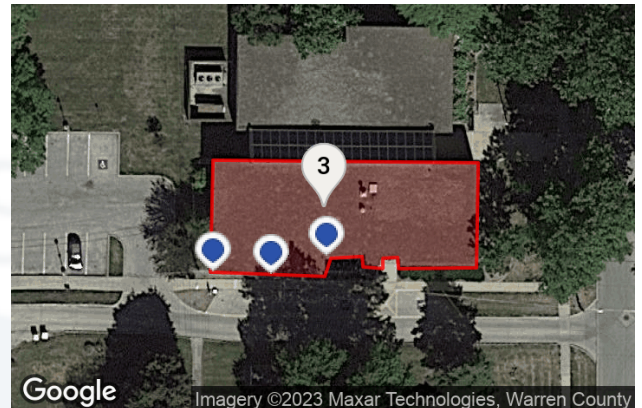
Section: Section 3

Size: 5,127

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



Perimeter Bridging - Ballast System

Quantity: 60 LF

Deficiency:

Membrane has come loose and is bridging along perimeter.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

Estimated Repair Cost:

\$2,250

Deficiencies

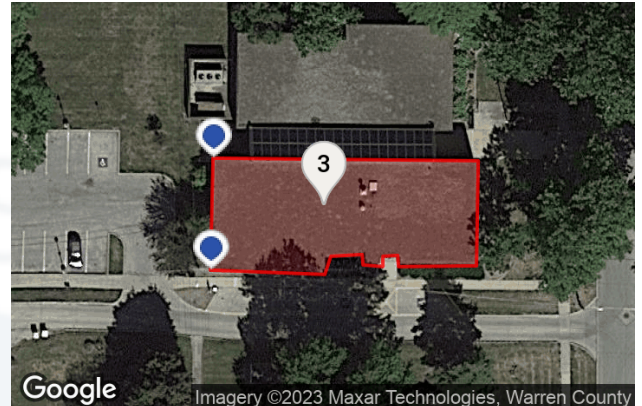
Section: Section 3

Size: 5,127

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



Perimeter Bridging - Ballast System

Quantity: 50 LF

Deficiency:

Membrane has come loose and is bridging along perimeter.

Corrective Action:

Move back existing rock ballast materials. Remove and reuse existing edge metal detail. Remove and dispose of existing bridged membrane. Install new 60 mil EPDM membrane and flash perimeter as per manufacture specifications. Reinstall existing edge metal detail and move back existing rock ballast materials.

Estimated Repair Cost:

\$1,900

Deficiencies

Section: Section 3
Size: 5,127
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Membrane - Curb Bridging - Ballast System

Quantity: 1 LF

Deficiency:

Membrane has become loose and is bridging along the curb angle change. Recommend re-flashing of curb

Corrective Action:

Move back existing ballast materials. Remove and dispose of existing bridged curb flashing, install new RUSS strip at the 90°. Install new 60 mil EPDM membrane, tie into existing roof field and flash curb as per manufacture specifications. Replace existing rock ballast materials.

Estimated Repair Cost:

\$525

Deficiencies

Section: Section 3
Size: 5,127
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Membrane - Curb Bridging - Ballast System

Quantity: 15 LF

Deficiency:

Membrane has become loose and is bridging along the curb angle change.

Corrective Action:

Move back existing ballast materials. Remove and dispose of existing bridged curb flashing, install new RUSS strip at the 90°. Install new 60 mil EPDM membrane, tie into existing roof field and flash curb as per manufacture specifications. Replace existing rock ballast materials.

Estimated Repair Cost:

\$600

Est. 1959

Deficiencies

Section: Section 3
Size: 5,127
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Membrane - Curb Flashing Non-Typical & Deteriorating - Ballast System

Quantity: 10 LF

Deficiency:

Existing curb flashing is non-typical. Existing sealants along termination bar are showing deterioration and curb flashing is beginning to bridge.

Corrective Action:

Move back existing ballast materials. Remove and dispose of existing curb flashing and existing details. Install new RUSS strip at the 90°. Install new 60 mil EPDM membrane, tie into existing roof field and flash curb as per industry standards. Replace existing rock ballast materials.

Estimated Repair Cost:

\$575

Est. 1959

Deficiencies

Section: Section 3
Size: 5,127
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Other Roof Issue (Emergency)

Quantity: 1 EA

Deficiency:

Non-typical penetration through existing RTU. Sealant at the base of existing penetration is deteriorating.

Corrective Action:

Remove existing sealant along base of the existing pipe flashing. Install new 3 course ERsystems® H.E.R. polyurethane roof sealant, embedding a layer of fiberglass mesh between layers as per industry standards.

Estimated Repair Cost:

\$175

Summary

Section: Section 3
Size: 5,127
Overall Grade: B

Inspection Date: 04/19/2023
Inspected By: Matthew Welker



Condition Summary

Membrane:	B
Flashings:	B
Sheet Metal:	B
Overall:	B
Estimated Replace:	2030

- A Roof is "New" or in "Like New" condition. Continue to monitor and maintain.
- B Roof is "Good" condition. General repairs may be required and a maintenance program may minimize unnecessary leaks
- C Roof is in "Fair" condition. The roof is beginning to show age-related deficiencies, or is a newer roof that is not performing as expected. A maintenance program may help prevent unnecessary leaks and minimize repair costs.
- D Roof is in "Poor" condition and is nearing the end of its useful life. Repairs could help reduce unexpected leaks, depending on the severity.
- F Roof has failed. The roof has exceeded its expected service life. While it may be possible to address active leaks, it should be assumed that leaks will continue to develop.

Recommendations:
Repairs as indicated within inspection report. Replacement pricing for budgetary purposes only.

Estimated Repair Cost: \$11,535
Estimated Replacement Cost: \$92,286

Est. 1959

Budget Module

Section: Section 3

Size: 5,127

Overall Grade: B

Inspection Date: 04/19/2023

Inspected By: Matthew Welker



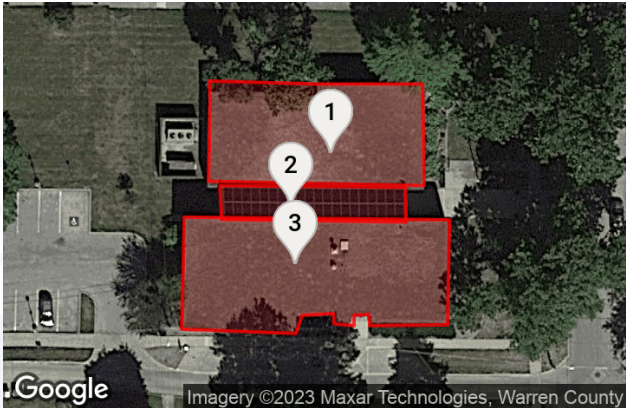
3 - Section 3 (5,127 SF) Grade B

Deficiencies	Qty	Emergency	Proactive	Replacement
Membrane - Bridging at Angle Change -	40 LF		\$1,600	
Perimeter - Corner Flashing Deteriorated -	1 EA	\$225		
Membrane - Bridging at Angle Change -	20 LF		\$765	
Perimeter Bridging - Ballast System	38 LF		\$1,520	
Perimeter Bridging - Ballast System	35 LF		\$1,400	
Perimeter Bridging - Ballast System	60 LF		\$2,250	
Perimeter Bridging - Ballast System	50 LF		\$1,900	
Membrane - Curb Bridging - Ballast System	1 LF		\$525	
Membrane - Curb Bridging - Ballast System	15 LF		\$600	
Membrane - Curb Flashing Non-Typical &	10 LF		\$575	
Other Roof Issue	1 EA	\$175		
Full Replacement	5,127 SF			\$92,286
Total		\$400	\$11,135	\$92,286

Site Overview

Total Sections: 3
Total Sq/Ft: 10,179

- A Roof is "New" or in "Like New" condition. Continue to monitor and maintain.
- B Roof is "Good" condition. General repairs may be required and a maintenance program may minimize unnecessary leaks
- C Roof is in "Fair" condition. The roof is beginning to show age-related deficiencies, or is a newer roof that is not performing as expected. A maintenance program may help prevent unnecessary leaks and minimize repair costs.
- D Roof is in "Poor" condition and is nearing the end of its useful life. Repairs could help reduce unexpected leaks, depending on the severity.
- F Roof has failed. The roof has exceeded its expected service life. While it may be possible to address active leaks, it should be assumed that leaks will continue to develop.



1 - Section 1 (3,851 SF) Grade B

Deficiencies	Qty	Emergency	Proactive	Replacement
Perimeter Bridging - Ballast System	40 LF		\$1,600	
Punctures - Rips - Tears	1 EA	\$125		
Deteriorated Repair Patch - Ballast System	1 EA	\$225		
Deteriorated Repair Patch - Ballast System	1 EA	\$225		
Perimeter Bridging - Ballast System	22 LF		\$880	
Perimeter Bridging - Ballast System	10 LF		\$400	
Membrane - Bridging at Angle Change -	10 LF		\$400	
Perimeter Bridging - Ballast System	50 LF	\$2,000		
Membrane - Bridging at Angle Change -	10 LF		\$400	
Punctures - Rips - Tears	1 EA	\$125		
Full Replacement	3,851 SF			\$69,318
Total		\$2,700	\$3,680	\$69,318

2 - Section 2 (1,201 SF) Grade B

Deficiencies	Qty	Emergency	Proactive	Replacement
Sealant	80 LF	\$900		
Sealant	5 LF	\$175		
Full Replacement	1,201 SF			\$0
Total		\$1,075	\$0	\$0

3 - Section 3 (5,127 SF) Grade B

Deficiencies	Qty	Emergency	Proactive	Replacement
Membrane - Bridging at Angle Change -	40 LF		\$1,600	
Perimeter - Corner Flashing Deteriorated -	1 EA	\$225		
Membrane - Bridging at Angle Change -	20 LF		\$765	
Perimeter Bridging - Ballast System	38 LF		\$1,520	
Perimeter Bridging - Ballast System	35 LF		\$1,400	
Perimeter Bridging - Ballast System	60 LF		\$2,250	
Perimeter Bridging - Ballast System	50 LF		\$1,900	
Membrane - Curb Bridging - Ballast System	1 LF		\$525	
Membrane - Curb Bridging - Ballast System	15 LF		\$600	

Membrane - Curb Flashing Non-	10 LF		\$575	
Other Roof Issue	1 EA	\$175		
Full Replacement	5,127 SF			\$92,286
Total		\$400	\$11,135	\$92,286

Budget Totals		Emergency	Proactive	Replacement
		\$4,175	\$14,815	\$161,604



June 2023

Director's Report

Summer Kickoff

Thunderstorms moved the kickoff party indoors, but several hundred people still attended.

Kudos to Janis, Alison, and Jacy for planning a great event – and pivoting when the weather changed plans.



Space Issues

After more than 100 people attended our first summer storytime, we added a second time slot on Tuesdays and Thursdays. To fit this into the schedule, we now open an hour early on these days and will continue this through June.

Social Media

Hopefully you follow the Library's posts on Tik Tok, Instagram, or Facebook and have seen what a phenomenal job Alison is doing with our social media posts.

Memorial Tree

The small ornamental tree in honor of Alice Gaumer was heavily damaged in a recent storm and had to be removed. We will be replacing it with something similar.



Circulation



Print	May 2021	May 2022	May 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adults	2,522	3,090	3,720	26,644	35,429	38,556
Teens	459	520	478	3,966	5,612	5,359
Children	2,732	4,232	4,604	28,612	46,822	48,578
Total	5,713	7,842	8,802	59,222	87,863	92,493

Entertainment	May 2021	May 2022	May 2023	YTD-FY21	YTD-FY22	YTD-FY23
DVDs, CDs, & Video Games	828	1,169	1,525	8,041	12,202	15,680
Magazines	98	141	163	1,435	1,801	1,831
Audiobooks	128	151	398	1,277	1,685	2,014
Games & Puzzles	174	316	439	1,292	3,385	4,707
Library of Things	19	82	64	52	500	689
Total	1,247	1,859	2,589	12,097	19,573	24,921

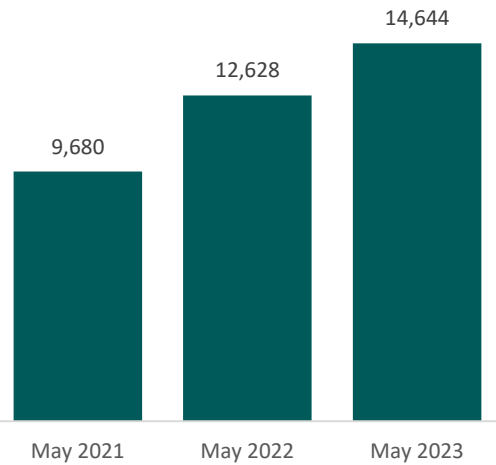
Digital	May 2021	May 2022	May 2023	YTD-FY21	YTD-FY22	YTD-FY23
Ebooks	1,601	1,621	1,633	15,663	17,162	18,787
Eaudio books	1,091	1,096	1,369	10,634	11,492	14,074
Digital Magazines	28	59	64	493	547	758
Streaming Videos	0	151	187	14	157	1,335
Total	2,720	2,927	3,253	26,804	29,358	34,954

Total	May 2021	May 2022	May 2023	YTD-FY21	YTD-FY22	YTD-FY23
	9,680	12,628	14,644	98,123	136,794	152,368

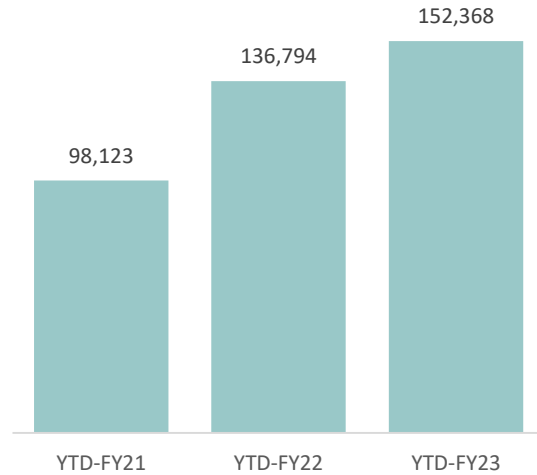
Circulation



Monthly Circulation



Year to Date Circulation

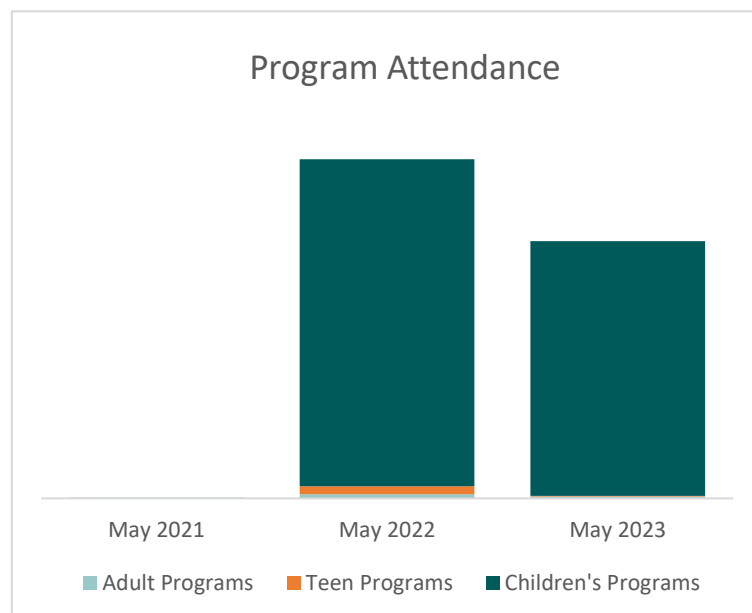


Library Programs



Attendance	May 2021	May 2022	May 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	7	32	14	115	339	893
Teen Programs	0	62	6	0	678	701
Children's Programs	0	2,528	1,969	25	9,367	11,188
Library Meetings	16	16	9	164	211	224
Total Attendance	23	2,638	1,998	304	10,595	13,006

Number of Programs	May 2021	May 2022	May 2023	YTD-FY21	YTD-FY22	YTD-FY23
Adult Programs	1	4	2	11	85	76
Teen Programs	0	3	1	0	69	55
Children's Programs	0	24	16	2	300	337
Total Number	1	31	19	13	454	468



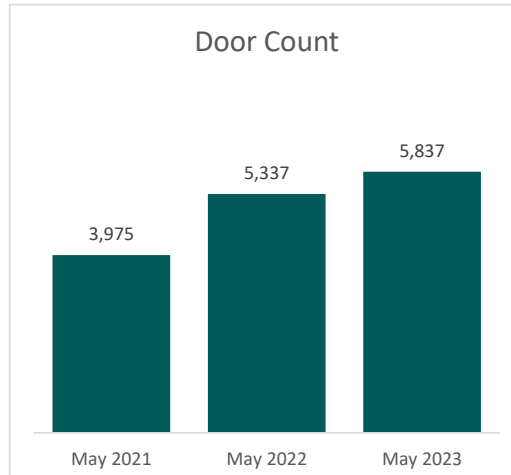
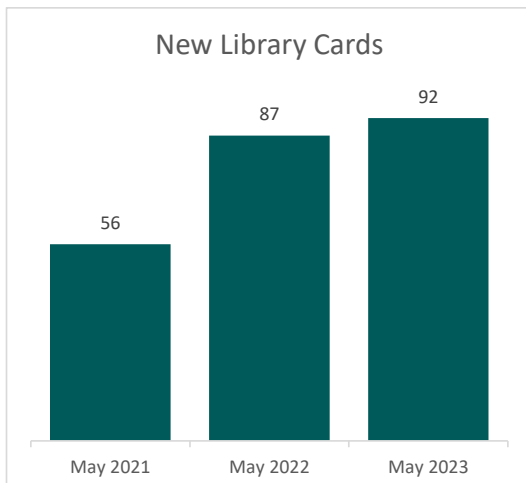
Library Services



User Statistics	May 2021	May 2022	May 2023	YTD-FY21	YTD-FY22	YTD-FY23
New Library Cards	56	87	92	462	766	995
Door Count	3,975	5,337	5,837	31,931	57,881	78,380
In-House Browsing	158	452	796	301	5,057	6,262
Number of Home Deliveries	Not tracked	5	7	Not tracked	56	179
Number of Home Delivery Items	Not tracked	87	95	Not tracked	1,098	837
Interlibrary Loans (IPL loaned)	13	12	23	168	184	196

Computer Usage	May 2021	May 2022	May 2023	YTD-FY21	YTD-FY22	YTD-FY23
Public Computers	158	226	367	1,946	2,554	3,216
WiFi Sessions	data error	628	693	data error	4,035	7,303
WiFi Unique Users	data error	231	260	data error	1,773	2,865
Mobile App Launches	864	1,380	1,696	11,906	11,024	17,871
Mobile App Page Views	945	1,663	1,900	13,196	13,307	20,200

Public Meeting Room	May 2021	May 2022	May 2023	YTD-FY21	YTD-FY22	YTD-FY23
Number of Meetings	0	18	12	0	107	127
Meeting Attendance	0	42	49	0	539	752



POLICY: Public Comment Policy

During the Public Comment agenda item of a Library Board meeting, members of the public may address the Library Board on any subject over which the Library Board has the authority to act.

- Individuals shall be limited to three minutes speaking time.
- A maximum of twenty minutes per meeting will be set aside for Public Comment, unless additional time is granted by the presiding officer. A majority vote of the Trustees may extend or decrease the time limitations on this rule.
- Preference will be given to individuals who did not speak at the previous meeting's Public Comment.
- Individuals may not speak more than once during Public Comment.
- All remarks shall be addressed to the Board as a whole and not to an individual Trustee or Library staff member.

Any individual addressing the Library Board will be asked by the presiding officer to clearly state their name and address prior to speaking so that their name may be accurately recorded in the minutes of the meeting.

Possible addition: Residents may submit online public comment cards. Cards must be submitted at least 30 minutes prior to the meeting and will be distributed to board members. Submitted comment cards are public record.

Group Presentations

Organized groups that wish to make a presentation longer than the time allowed will be required to contact the presiding officer prior to the meeting and be granted permission by the presiding officer.

Further Action

Matters presented during Public Comment which require further investigation or information shall be referred to library staff, and if the Library Board determines that action is required, the item may be placed on a future agenda.

Adopted 9/22

POLICY: Reconsideration Procedure

The following procedure will be followed when a resident feels that action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. When a library patron expresses concern about a book or other material in the library's collection, library staff will listen neutrally, taking care not to appear to agree or disagree.
2. Library staff will offer a packet of materials that includes the library's Collection Development Policy, Statement of Concern form, the Library Bill of Rights, the Freedom to Read statement, and the library director's business card.
3. At this point, the patron has the option to speak to the director and/or submit a Statement of Concern.
4. If a patron would like multiple items considered, a separate Statement of Concern form must be completed for each item.
5. Once a formal Statement of Concern is received, the director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
6. The director will notify the concerned person by letter of the decision.
7. If the individual is not satisfied with the decision, they may submit a written appeal to the Board of Trustees.
8. The Board of Trustees will review the Statement of Concern and evaluate whether the item was correctly selected using the library's Collection Development Policy.
9. The concerned individual will be notified by the Board President of the time and place where the public meeting addressing the appeal will take place.
10. The Board of Trustees reserves the right to limit the length of public comments.
11. The decision of the board is final, and the item will not be considered again by the board.

Adopted 12/21

DRAFT: Library Board Operating Policy for Reconsideration Requests

1. If an appeal is submitted to the Library Board, the original Statement of Concern will be distributed to the trustees.
2. At the assigned Library Board Meeting, the director will give the board a synopsis of the challenged item, explain why the item was selected for the collection, and the specific reasons why it does or does not fit within the Collection Development policy.
3. The library trustees will then determine if the director correctly followed the Collection Development policy. If the board determines that the Collection Development policy was not followed or if director's explanation doesn't adequately explain how the item fits within the policy, the board can vote to overturn the director's decision.
4. A majority vote will determine the outcome.
5. The Library Board President will notify the patron of the decision.

The Library Board President and library director will be the designated media spokespersons.