



BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

October 10, 2023

5:30 PM

Indianola Public Library - Meeting Room B

Agenda

- 1. Call to Order**
- 2. Public Comment**
- 3. Minutes Approval**
 - A. Library Board Sept. 12, 2023 Meeting Minutes*
- 4. Trustee Continuing Education**
 - A. Intersections: Where City and Library Meet
- 5. Financial Reports**
 - A. Approve Monthly Claims*
 - B. Review Financial Reports
- 6. Unfinished Business**
 - A. Policy Revision: IPL Code of Conduct*
 - B. Capital Improvement Plan Update
- 7. New Business**
 - A. Capital Improvement Plan: Operable Wall*
 - B. 2024 Library Building Closures*
 - C. Library Hours Change*
- 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**

BOARD OF TRUSTEES OF THE INDIANOLA PUBLIC LIBRARY

September 12, 2023

5:30 PM

Indianola Public Library - Meeting Room B Agenda

Present: Library Director - Michele Patrick, Andy Brittingham, Cyd Dyer, Randi Malone, Sally Van Dorin, Valerie Craven, Dawn Goodale, Tom Smith

1. Call to Order
2. Public Comment

No public comment.

3. Minutes Approval
 - a. August 8, 2023 Meeting Minutes*

MOTION: Sally moved to approve the August 8 minutes. Cyd seconded. Motion was approved.

4. Trustee Continuing Education
 - a. Trustee Handbook: First Things First

Andy summarized the first chapter of the Trustee Handbook regarding city codes and ordinances in relation to the library.

5. Financial Reports
 - a. Approve Monthly Claims*

Michele reviewed the monthly claims for the board. She also noted there is an additional invoice for W.T. Cox in the amount of \$2,135.15 which is for magazine subscriptions.

MOTION: Cyd motioned to approve the monthly claims and additional invoice for W.T. Cox. Valerie seconded. Motion was approved.

- b. Review Financial Reports

Michele reported on the budget summary and noted a few high areas that are related to one-time contracts. Additionally, we are waiting to be reimbursed for summer reading expenses from the Friends of the Library.

6. Unfinished Business
 - a. Referendum Update

Michele reported that she had a good meeting with the City Manager. Based on that meeting, we do not anticipate any updates on the referendum until after the election. After that time, we hope to discuss time tables.

b. Review of Committee Assignments

Michele provided an updated list of committee assignments and terms for the Library Board.

c. Capital Improvement Plan Update

Michele provided an update on the Capital Improvement plan. She noted that she hopes we will have the inspector's report for the wall soon.

The city has also hired a new facilities manager that Michele will be working with on some specific projects on the Capital Improvement Plan.

7. New Business

a. Capital Improvement Plan: Automatic Door Quotes*

Michele reviewed the various quotes for the automatic doors. She noted that she did check references for DH Pace, since their quote was significantly lower, and the references did report satisfactory services.

MOTION: Tom motioned to accept the bid from DH Pace for the door installation. Dawn seconded. Motion was approved.

b. Capital Improvement Plan: Bathroom Flooring Quote*

Michele reviewed the flooring quote from Phillips Flooring.

MOTION: Randi motioned to accept the quote from Phillips Flooring for renovations to the library restrooms. Cyd seconded. Motion was approved.

c. Capital Improvement Plan: Flooring Installation Timeline and Building Closure*

Michele summarized the flooring installation timeline and upcoming room/library closures. Discussion was held regarding the public perception of the closure time and if services would be available. Michele indicated that no services would be available because there is no way to have the public in and out of the building during the renovations. She also noted that this time of the year is a very low-traffic time of year, so this is a good time to close. Staff will potentially still be able to come in and do projects.

MOTION: Sally motioned to make the changes and accept the closures as listed

by Michele. Tom seconded. Motion was approved.

d. Veterans Day Observation*

Michele explained that city buildings would be closed on Friday, November 10th. However, Michele's recommendation is that the library would be closed on the actual holiday of Veterans Day instead, which is Saturday, Nov 11.

MOTION: Randi motioned to close the library on Saturday, November 11 in observance of Veterans Day. Andy seconded. Motion was approved.

e. Code of Conduct Policy Clarification*

Michele noted that clarification is needed on the code of conduct policy regarding food and drinks in the library and offered suggested wording. Discussion was had about re-working the verbiage.

Michele will bring this back to the table at next month's meeting.

f. Staff Training Oct. 9, 2023*

This staff training focuses on assessing and de-escalating problematic behaviors. There is some urgency to complete the training now, so the date chosen is prior to staff departing for a conference and allows all staff to attend.

There is no regular programming at that time that would need rescheduled.

MOTION: Dawn motions to open the library 2 hours late on October 9th to allow for staff training. Randi seconded. Motion approved.

8. Reports

a. Friends of the Library Report

Sally noted that they are looking for a new high school rep, which Michele said they did. Jacy is preparing a possible campaign for the referendum. Trivia will be scheduled soon once they hear back from the facility.

b. Director's Report

Michele gave her director's report. A few things of note:

- One of the part-time assistants will be leaving and moving to Cedar Rapids.
- An incident earlier this week escalated to the point of requiring the police to intervene with a patron's behavior and issue a restraining order to prevent that person from coming to the library. This is one of the

situations that contributed to the upcoming staff training.

c. Library Statistics

Statistics are looking great. Audiobooks have gone down, but most items are increasing.

Fall programming is off to a great start - especially the Cat Cafe - which was well-attended.

9. Agenda Items for Next Meeting

Code of Conduct Policy clarification has been moved to the next meeting's agenda.

10. Trustee Comments

Andy mentioned the email he forwarded to the Board from the State Library of Iowa development sessions available for Boards of Trustees.

Michele will review how all Trustees can be added to that list.

11. Adjourn

Val motioned to adjourn. Meeting adjourned at 6:25pm.



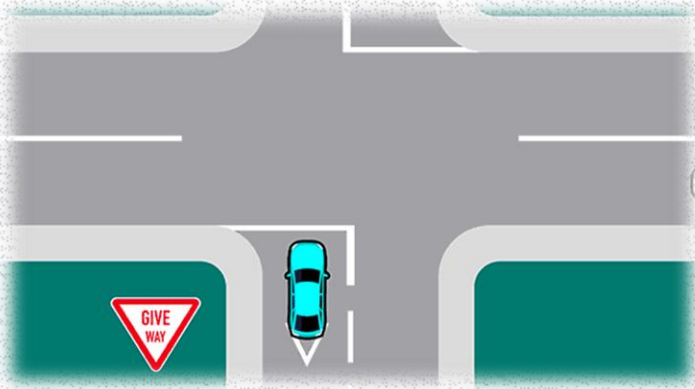
The Boardroom Series Fall 2023

Intersections: Where Cities and Their Libraries Meet

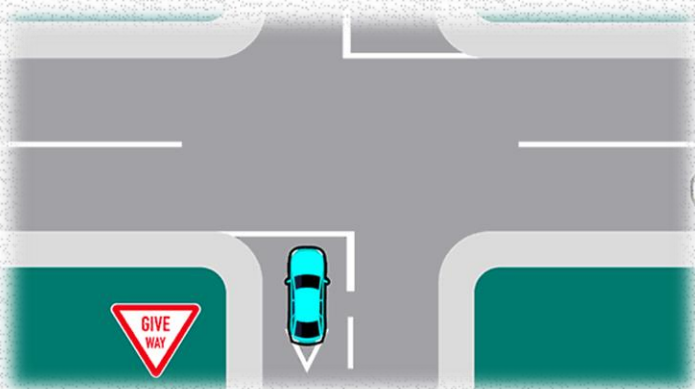
September, October, November

Facilitated By

Bonnie McKewon and Mandy Easter: State Library of Iowa
bonnie.mckewon@iowa.gov / mandy.easter@iowa.gov



Where We're
Headed



Intersections: Cities and Their Libraries

- ❑ **Buildings = September 21**
- ❑ **Budgets = October 26**
- ❑ **People & Personnel = November 30**

City Libraries Are City Buildings



- ☐ Public libraries are city departments
- ☐ Public library buildings are on city property
- ☐ The city carries the library building insurance and its contents insurance
- ☐ Capital improvement projects should include improvements to the public library
- ☐ Policies regarding behaviors like smoking, drinking, carrying weapons, etc apply to the public library, along with all other city government buildings and city property



A Connection to Standards

Chapter 8: The Library Facility

Book Drop, Visitor Count, Parking Stalls,
Staff Work Space and ...



A Connection to Standards

#80 [Tier1] The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years. The checklist can be found at:

<https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand/ada-checklist-existingfacilities>

Building Issue: Library Upkeep and Maintenance

- ☐ Lawn care
- ☐ Shoveling
- ☐ Landscaping
- ☐ Custodial



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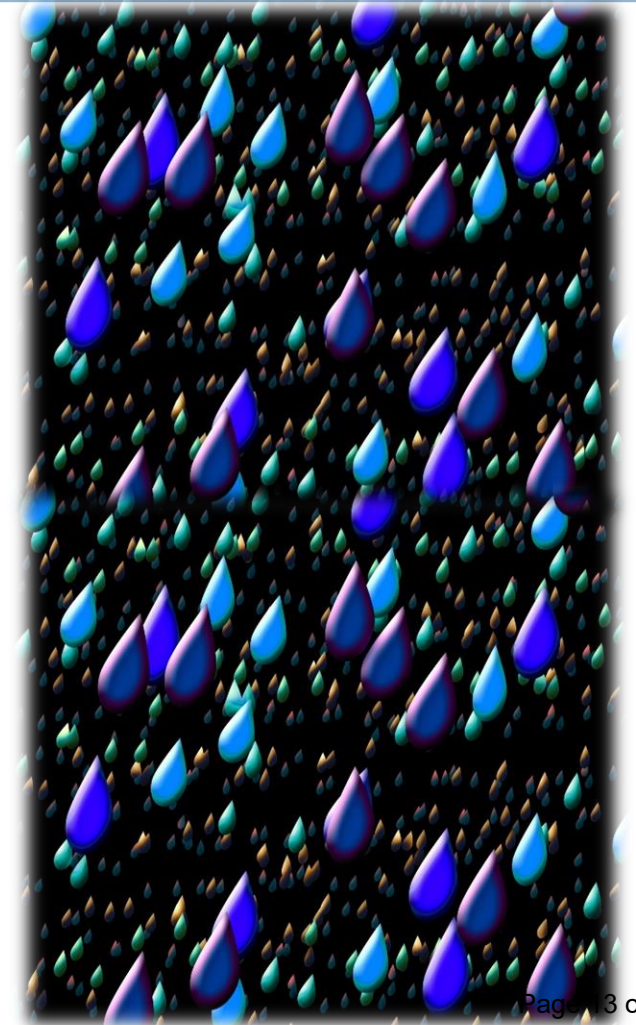


Building Issue: Capital Improvement Plans

- ☐ Many cities develop capital improvement plans for all city buildings; the city library should be included
- ☐ Extensive, expensive projects:
Roofs, windows, energy efficient lighting, HVAC systems, etc
- ☐ Plans are typically developed for 3-5 years, with an estimated life greater than one year, with a project cost approximately \$20,000.00 or greater

Building Issue: Weather Crisis, Infrastructure Failure— Decisions to Close the Library

- ❑ Cities must comply with state and federal orders regarding closing city buildings
- ❑ In turn, library boards must comply with their city's decision to close the library building for weather conditions or infrastructure failure
- ❑ There is no legal precedent for whether a library board can close a library over the objections of its city; that just hasn't been adjudicated yet
- ❑ Libraries **can** remain open through loss of power, water, and restrooms



Building Issue:

Keys to the ~~Kingdom~~ ... To the Library Building



- ❑ Keys to the library should be reserved for library staff, city public works, police chief, fire chief
- ❑ The library's furnishings and fixtures are city property, acquired with taxpayer dollars. Library staff are obliged to ensure that library furnishings and equipment are protected and secured.
- ❑ Library staff is obliged to protect patron confidentiality and confidential records—the library has lots of those (**Iowa Code 22.7**)

Building Issue: WiFi Access

- ❑ A COVID silver lining? Now a larger number of libraries extending WiFi access after hours
- ❑ Examine the “pros and cons” in candid discussions. And also collect stats and stories about WiFi use...WhoFi can help with that ☺
- ❑ The library profession’s standard is to leave WiFi access on 24/7



Resources ...

- ❑ **Code of Iowa** <https://www.legis.iowa.gov/publications/search>
- ❑ **Iowa Leagues of Cities** <https://iowaleague.org/>
- ❑ **Iowa Department of Management** <https://dom.iowa.gov/>
- ❑ **Iowa Building Code** <https://dia.iowa.gov/licensing/building-code>



Invoices for Board Meeting

October 10, 2023

Vendor	Amount	Description of services or goods
Air-Con Mechanical	\$394.36	Boiler vent repair
Amazon	\$1,686.90	Craft supplies, DVDs, unboxed & loot box goodies, books, other materials and supplies
Baker and Taylor	\$4,007.30	Books and TS360 grids
Baker and Taylor Entertainment	\$384.66	DVDs
Baker and Taylor Spoken Word	\$191.63	Books on CD
Center Point Large Print	\$539.28	Large print books- western subscription renewal
City of Indianola (IMU)	\$2,167.46	Utilities
Demco	\$69.23	book repair supplies
Dust Pros	\$1,450.00	Janitorial services, supplies, and ceiling tile replacement
Innovative	\$2,333.32	Mobile App Contract
Iowa Water Management Co.	\$47.50	Monthly agreement
MidAmerican Energy	\$28.71	Natural Gas (Aug and Sept)
Pella Printing	\$185.15	Windowed envelopes
PerMar Security	\$860.29	Service call after ceiling tile installation
Springer Pest Control	\$91.30	Pest management
TE Forensics, LLC	\$1,540.00	structural report
TRM Disposal	\$332.00	trash removal and extra services to haul ceiling tiles
Unique Management	\$65.00	Collection agency
Waste Management	\$8.99	Recycling tote
Wells Fargo	\$7,287.62	See statements for details

Total: **\$23,670.70**

Approved

Date

Approved

Date

Budget Summary



Personnel	September	Year-to-Date	Budget	% Spent
Salaries*	54,005.32	125,624.70	460,283.00	27.29%
Benefits	14,425.24	37,128.46	169,270.00	21.93%
TOTAL	68,430.56	162,753.16	629,553.00	25.85%

*Salaries are over budget because September was a three-paycheck month.

Collection	September	Year-to-Date	Budget	% Spent
Physical	8,025.95	16,102.30	93,975.00	17.13%
Digital	2,000.00	7,624.93	23,850.00	31.97%
Special	788.29	1,869.12	9,400.00	19.88%
TOTAL	10,814.24	25,596.35	127,225.00	20.12%

Operations	September	Year-to-Date	Budget	% Spent
Repair/Maint	1,866.52	5,107.89	31,702.00	16.11%
Operations	22,172.78	54,614.41	140,729.00	38.81%
TOTAL	24,039.30	59,722.30	172,431.00	38.81%

TOTAL	September	Year-to-Date	Budget	% Spent
	113,937.60	248,071.81	929,209.00	26.70%

Capital Improvement FY24	September	Year-to-Date	Budget	% Spent
Dividing Wall Replacement			25,000.00	0.00%
Furniture Replacement			40,000.00	0.00%
Handicap Accessible Door	920.06	920.06	6,000.00	15.33%
Ceiling Tile Replacement	9,733.44	9,733.44	10,000.00	97.33%
Meeting Room Refresh			10,000.00	0.00%
Emergency Exit			12,000.00	0.00%
TOTAL	10,653.50	10,653.50	103,000.00	10.34%

Capital Improvement FY23	September	Year-to-Date	Budget	% Spent
Tuckpointing	12,600.00	12,600.00	18,000.00	70.00%
Bathroom Upgrades			20,000.00	0.00%
Flooring: Entry & Mtg Rooms			20,000.00	0.00%
TOTAL	12,600.00	12,600.00	58,000.00	21.72%

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-40000	Property Taxes(R)	-29,950.43	-600,000.00	-570,049.57	4.99%
041-4100-44700	Library Service Reimbursements(R)	.00	-85,000.00	-85,000.00	0.00%
041-4100-47400	Misc Sales (Copies/Scrap/etc)(R)	-27.09	-1,000.00	-972.91	2.70%
041-4100-47641	Library Fines(R)	-1,145.53	-3,000.00	-1,854.47	38.18%
041-4100-49400	Transfer In--Property Taxes(R)	-9,115.56	-194,165.00	-185,049.44	4.69%
041 - LIBRARY FUND		-40,238.61	-883,165.00	-842,926.39	
Total:		-40,238.61	-883,165.00	-842,926.39	

Account Number	Account Title	YTD	Budget	Variance	% Budget
041 - LIBRARY FUND					
041-4100-60110	Salary/Wages--Administration(E)	32,345.77	123,626.00	91,280.23	26.16%
041-4100-60130	Salary/Wages--Clerical(E)	93,278.91	336,657.00	243,378.09	27.70%
041-4100-61100	FICA(E)	9,400.44	34,895.00	25,494.56	26.93%
041-4100-61300	IPERS(E)	11,858.99	43,060.00	31,201.01	27.54%
041-4100-61420	Deferred Comp--457(E)	975.00	3,900.00	2,925.00	25.00%
041-4100-61430	Employee Assistance Program(E)	.00	255.00	255.00	0.00%
041-4100-61440	Wellness Program(E)	.00	570.00	570.00	0.00%
041-4100-61500	Health Insurance(E)	12,064.04	67,434.00	55,369.96	17.89%
041-4100-61501	Dental Insurance(E)	547.26	3,928.00	3,380.74	13.93%
041-4100-61502	Vision Insurance(E)	61.10	395.00	333.90	15.46%
041-4100-61503	HSA Expense(E)	1,356.88	9,600.00	8,243.12	14.13%
041-4100-61550	Life Insurance/ADD/LTD/STD(E)	617.88	4,833.00	4,215.12	12.78%
041-4100-61599	Workers' Comp Insurance(E)	246.87	400.00	153.13	61.71%
041-4100-62100	Membership Dues/Subscriptions(E)	.00	850.00	850.00	0.00%
041-4100-62300	Education/Training(E)	555.00	3,600.00	3,045.00	15.41%
041-4100-62700	Mileage(E)	.00	1,250.00	1,250.00	0.00%
041-4100-63100	Repair/Maint--Bldg/Grounds(E)	5,107.89	31,702.00	26,594.11	16.11%
041-4100-63710	Utilities(E)	6,411.45	29,365.00	22,953.55	21.83%
041-4100-64020	Advertising & Legal Notices(E)	1,554.77	3,000.00	1,445.23	51.82%
041-4100-64082	Insurance--General Liability(E)	5,608.42	5,500.00	-108.42	101.97%
041-4100-64083	Insurance--Property(E)	6,245.00	6,500.00	255.00	96.07%
041-4100-64084	Insurance--Boiler/Machinery(E)	563.00	700.00	137.00	80.42%
041-4100-64090	Janitorial Services(E)	5,117.51	22,728.00	17,610.49	22.51%
041-4100-64140	Printing(E)	.00	1,200.00	1,200.00	0.00%
041-4100-64990	Misc Contractual(E)	216.55	1,440.00	1,223.45	15.03%
041-4100-65020	Library Books & Periodicals(E)	16,102.30	93,975.00	77,872.70	17.13%
041-4100-65021	Digital Materials(E)	7,624.93	23,850.00	16,225.07	31.97%
041-4100-65022	Special Collections(E)	1,869.12	9,400.00	7,530.88	19.88%
041-4100-65060	Office Supplies(E)	906.68	4,000.00	3,093.32	22.66%
041-4100-65070	Materials/Supplies(E)	1,188.87	11,350.00	10,161.13	10.47%
041-4100-65079	Materials/Supplies--Program(E)	1,386.69	12,500.00	11,113.31	11.09%
041-4100-65080	Postage(E)	294.16	840.00	545.84	35.01%
041-4100-65990	Miscellaneous(E)	.00	870.00	870.00	0.00%
041-4100-67240	Computer Hardware/Software(E)	24,566.31	35,036.00	10,469.69	70.11%
041-4100-69301	Transfer Out-CIP(E)	.00	103,000.00	103,000.00	0.00%

Account Number	Account Title	YTD	Budget	Variance	% Budget
Expenditure		248,071.79	1,032,209.00		
041 - LIBRARY FUND		248,071.79	1,032,209.00		
Total:		248,071.79	1,032,209.00		

Account Number	Account Title	YTD	Budget	Variance	% Budget
141-4100-43000	Interest(R)	.00	.00	.00	100.00%
141-4100-44302	Enrich Iowa(R)	-5,360.52	-5,000.00	360.52	107.21%
141-4100-45040	Program Fees-Summer Reading(R)	.00	-15,000.00	-15,000.00	0.00%
141-4100-47050	Donations/Contributions(R)	-2,671.13	-30,000.00	-27,328.87	8.90%
141-4100-47051	Friends of the Library Contrib(R)	-284.92	-20,000.00	-19,715.08	1.42%
141 - LIBRARY SPECIAL REVENUE FUND		-1,435.46	.00	1,435.46	
Total:		-1,435.46	.00	1,435.46	

Account Number	Account Title	YTD	Budget	Variance	% Budget
141 - LIBRARY SPECIAL REVENUE FUND					
141-4100-65020	Library Books & Periodicals(E)	896.71	20,000.00	19,103.29	4.48%
141-4100-65023	Summer Reading Program Expense(E)	3,169.77	15,000.00	11,830.23	21.13%
141-4100-65024	Friends of the Library Expense(E)	64.96	20,000.00	19,935.04	0.32%
141-4100-65025	Enrich Iowa Expenses(E)	2,350.49	5,000.00	2,649.51	47.00%
141-4100-65070	Materials/Supplies(E)	399.18	10,000.00	9,600.82	3.99%
141-4100-69000	Transfer Out(E)	.00	.00	.00	100.00%

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: October
Subject: Revision to Code of Conduct Policy

I am proposing a clarification to the library's code of conduct policy. While we don't allow food or drink at the public computers, out of consideration to parents with small children or patrons who use the library for extended periods of time we do allow food and drinks in other parts of the library. The intention was to allow beverages with lids and snack-type food but clarification is needed. The excerpt below shows the suggested changes. The full policy follows on the next page.

The following observable behaviors and activities are not allowed:

Using library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended. Examples (including but not limited to):

- Food or drink of any kind around library computers and equipment. Beverages with lids and dry, snack-type food are permitted in other areas of the library.

IPL Code of Conduct

The Indianola Public Library serves a diverse community and strives to do so with tolerance, fairness and respect. To provide a safe and comfortable environment for its users, the library asks patrons to observe the following standards of behavior:

1. Respect patrons and staff
2. Respect library property, equipment, and materials
3. Obey the law
4. Comply with requests from staff

When those expectations are not met, it may become necessary to respond to errant behavior and to mitigate disruptions by temporarily or indefinitely suspending the library privileges of a patron, which includes access to activities, services, or facilities of the Indianola Public library.

The length of suspension will be based on the severity of the offense, and while it is the library's goal to reinstate privileges as quickly as possible, library privileges will not be restored until library staff is confident that incidents will not recur.

The Code of Conduct applies to all and applies everywhere the library provides service. Parents, guardians, or designated caregivers are responsible for their child's personal safety and behavior at all times.

The following observable behaviors and activities are not allowed:

1. Any activity that unreasonably interferes with others' use and enjoyment of the library or with the functioning of library staff. Examples (including but not limited to):

- Creating unreasonable noise that interferes with others' use and enjoyment of the library
- Sleeping or exhibiting the appearance of sleep on library premises
- Use of profane or aggressive language and/or gestures and excessive displays of affection.

- Bodily hygiene or scent so strong as to constitute a nuisance to others.
- Picture taking or videotaping of people, except at library-sponsored events, unless authorized by the library director or designee or by the patrons involved (or their parents or guardians if minors)
- Soliciting, petitioning, or panhandling

2. Using library privileges, materials, equipment, fixtures, furniture, buildings or grounds in any manner other than intended. Examples (including but not limited to):

- Activities or behavior that may result in damage to library property or property of others.
- Use of restrooms for unintended purposes including bathing and laundering.
- Food or drink of any kind around library computers and equipment. Beverages with lids and dry, snack-type food are permitted in other areas of the library.
- Impeding passageways through physical presence or with personal property

3. Any observable behavior that is prohibited by law. Examples (including but not limited to):

- Stalking, harassing or intimidation of patrons or library staff, including but not limited to sexual harassment, and other verbal or physical conduct of a sexual nature.
- Theft, including removing library materials from the building without checking them out
- Indecent exposure
- The use tobacco products or electronic nicotine delivery systems on library premises or within 25 feet of library entrances.
- The consumption, possession, or being under the influence of illicit or intoxicating substances on library property. Alcohol is prohibited except for library-sponsored programs or Friends of the Indianola Public Library Foundation events.

4. Ignoring requests or disobeying the direction of a library staff member. Examples (including but not limited to):

- Failure to exit at closing or during an evacuation

Adopted 10/21

FY 24 Capital Improvement Plan Update

October 2023

Project List:

Dividing Wall Replacement | Meeting Room

- Three quotes received. Waiting for Library Board approval.

Automatic Door | East Entrance

- Product ordered. Waiting for installation date.
- Waiting for power connection by Miller Electric (after power controls installed).

Furniture in Adult Area

- Designers from Pigott visited the library to view the space. Waiting for their initial ideas to share with the committee.

Flooring Replacement

- Installation scheduled for Dec. 11-23.

Bathroom Upgrades

- Installation scheduled for Jan. 29 – Feb. 2.

Meeting Room Upgrades

- Flooring installation scheduled for Oct 25-27.
- Items pending: sewer inspection, contract with painter.

Staff Area Emergency Exit

- Not started. The City's new facilities manager will oversee this project.

Ceiling Tile Replacement

- Completed.

Tuckpointing

- Completed

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: October 2023
Subject: Partition Wall Quotes

Please review the quotes to replace the partition wall in the meeting room. The budget for this project is \$25,000.

Company	Price	STC*	Brand
SGH Concepts	\$26,199	50	ModernFold
SKOLD Door	\$26,230	52	Moderco
DH Pace	\$26,538	51	Kwik Wall

*STC = Sound Transmission Class. Ratings range from 25-65, with a higher number indicating greater soundproofing.



a division of
SGH Redglaze Holdings, Inc.

PROPOSAL

PRODUCT: MODERNFOLD INSTALLED
SUBJECT: Indianola Public Library
Indianola, IA

DATED: 08/15/23
BID DATE: 08/15/23

– Operable Panel Partition

We propose to furnish and install Modernfold's Acousti-Seal Premier, hinged pairs, manually operated folding partition for the following: One (1) 30'-3" x 10'-0", with panels constructed with welded steel frame, gypsum facing, trimless edges, covered with Modernfold's standard vinyl wall covering, 50 STC rating, IA2 automatically operated bottom seals, fixed top seals, expandable panel closure, #17 bracket mounted steel track and steel-wheeled trolleys. Four 4'-0" x 4'-0" white standard marker boards on one side. One 3'-0" x 7'-0" pass door with hand pull and roller latch. Price includes removal of existing panels and track.

DRAWINGS DATED: 00/00/00

SPECIFICATIONS DATED: 00/00/00

SELLER ACKNOWLEDGES ADDENDA:

BASE BID - MATERIAL INSTALLED – excluding taxes _____ **\$ 26,199.00**

If a Performance Bond is required, please **ADD** _____ **\$ 13.00/M.**

Notes:

- Schedule to be as agreed upon by all parties involved upon award.
- All approvals, selections and releases for normal sequence delivery to the jobsite must be accomplished by 9/30/23, or re quoting may be required for supplier price escalations.
- Items shipped direct to jobsite are F.O.B. plant, freight allowed to destination.

Seller includes:

1. Manufacturer's standard warranties.
2. Standard SGH Redglaze Holdings, Inc. certificate of insurance.
3. Shop drawings, field verified dimensions, receiving, unloading, hoisting and freight to the jobsite.

Seller excludes:

1. Stand-alone mock-up of any kind.
2. Field sound testing of any kind.
3. Structural calculations or delegated design.
4. 3D Building Information Model (BIM) drawings
5. Re working of any bulkhead conditions.
6. Sales or use taxes. Exempt projects will require documentation to support status or taxes will be in addition to the proposal amount.

Omaha-Headquarters 742 N. 109th Ct. / Omaha, NE 68154 **P** 402.493.9393 **F** 402.493.5934

Des Moines, IA **Kansas City, MO** **Denver, CO** **Minneapolis, MN** **Billings, MT** **Wichita, KS**

sghconcepts.com **sghredglaze.com** **TF 844.255.9393**





SGH
concepts

a division of
SGH Redglaze Holdings, Inc.

7. Night, weekends, or overtime work hours.
8. Liquidated or consequential damages.
9. Performance or payment bond.
10. Storage of materials or protection of stored or installed materials.
11. Permits of any kind.
12. The overhead structural support and the drilling of the support for our hanger rods.

This proposal is void 9/30/23. We reserve the right to revise our pricing accordingly after that date, if necessary.

Respectfully submitted,

Josh Jirak

Scott Jessick
Sales • SGH Concepts, A Division of SGH Redglaze Holdings, Inc.
Des Moines Office

Attachment: SGH Redglaze Holdings, Inc. Standard Terms and Conditions of Sale

Proposal Accepted: _____
Client Authorized Representative Signature Print Name

Date of Acceptance: _____

Omaha-Headquarters 742 N. 109th Ct. / Omaha, NE 68154 P 402.493.9393 F 402.493.5934

Des Moines, IA **Kansas City, MO** **Denver, CO** **Minneapolis, MN** **Billings, MT** **Wichita, KS**

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Standard Terms & Conditions of Sale

1. All documents must be issued under SGH Concepts, a division of SGH Redglaze Holdings, Inc., or SGH Redglaze Holdings, Inc. FEIN 81-4256977. Subcontracts and accounting correspondence are to be sent to:

SGH Redglaze Holdings, Inc
742 N 109th Ct.
Omaha, Nebraska 68154
402-493-9393 or 844-255-9393
acct@sghredglaze.com

2. For Bids, Quotes or Estimates accepted by Client after March 23, 2020:
 - o The COVID-19 pandemic is impacting us all. Our commitment to you is open and honest communication to minimize the effects of the pandemic impact during an unprecedented time where an act of God or a force majeure has impacted construction. In the event of the impossibility of performance (i.e. your job site is shut down or that any of our suppliers critical to your project are shut down due to the unforeseen disruptions caused by this pandemic), SGH will actively communicate with your team to minimize the impact for your project related to our products and services. Our supply chain has expressed its commitment to us for continuous operations, yet we remain vigilant to the current economic environment.
3. Written documentation needs to be provided for us to process your order. Acceptable forms include an email notice to proceed, signed & dated copy of the proposal, letter of intent, purchase order and/or subcontract document.
4. Once the proposal has been accepted or awarded, written cancellation of the order without cause, as laid out in the specifications, will result in a cancellation fee that is due and payable under the net 30-day terms
 - o Cancellation fee equals the total of the costs incurred (or 25% contract amount minimum, whichever is greater), plus/minus approved change orders, as of the date when the written cancellation notice is received in our offices.
5. For projects we are installing materials: In the designated work area(s) that we will be at we require stable, flat and compacted base/subgrade material or finished surface clear of any obstructions including but not limited to mud, ruts, holes, waterlogged, snow, ice for the safe operation of equipment and manpower.

sghconcepts.com

sghredglaze.com

TF 844.255.9393

Omaha-Headquarters
P 402.493.9393

742 N. 109th Ct., Omaha, NE 68154
F 402.493.5934





a division of
SGH Redglaze Holdings, Inc.

6. Liquidated damages will not be accepted on any project.
7. Jobsite dumpsters are to be provided by the general contractor. We agree to be responsible for maintaining debris and clean-up of our workspace and our debris only. We agree to provide only an initial cleaning of our work surfaces and products once at completion of our installation work. Additional cleaning or wipe-downs will not be provided.
8. Payment Terms:
 - o NET 30 days, no exceptions.
 - o Material only projects (and installation projects under \$10,000) may be billed in ONE single invoice and will not be subject to retainage, even if otherwise noted in subcontract or prime contract.
 - o "Pay when Paid" or "Pay if Paid" terms are not acceptable, regardless of subcontract or prime contract language.
 - o Installation projects: AIA billings will be supported with lien waivers only as sufficient documentation. When first or second-tier supplier lien waivers are requested in the subcontract or prime contract, SGH Redglaze Holdings, Inc. will provide those in summary form only at the end of the project as a closeout document. Copies of actual supplier invoices will not be provided with any AIA billing.
 - o When a deposit of funds is required to secure materials with a supplier, SGH will bill for those materials within the same month and provide a stored materials certificate of insurance. This will constitute sufficient evidence for payment consideration under the agreed upon contract terms and our payment terms.
 - o Joint checks payable to us and our supplier/subcontractor will **NOT** be accepted. Payments shall be made payable to SGH Redglaze Holdings, Inc. only.
 - o We do accept ACH payments for our payment applications. We do not accept credit cards or purchasing cards. If you are interested in setting up the ACH payment process, please email admin@sghredglaze.com or call our offices at the number below for paperwork.
9. SGH Redglaze Holdings, Inc. reserves its right to lien its customer and/or the project owner on every project, regardless of subcontract or prime contract language that attempts to limit or contradict our lien rights, for failure to pay for goods or services provided on a project.
10. After a contract document review is performed upon receipt of all subcontract agreement documents, we may respectfully submit agreement changes necessary from the review to the GC's project management team in order to resolve any issues that may need to be clarified to avoid delays in the progress of the project. It is expected that our accepted proposal will become part of the contract documents.





September 15, 2023

RE: Indianola Public Library
Indianola, IA
SDC Quote #234266

Dear Michelle:

Skold Door Company proposes to furnish and install the following products as per the following terms and conditions. No addenda have been noted.

Operable Partition Wall:

One (1) operable panel partition wall by Moderco, Inc.

(1) 30'-3" wide x 10'-0" high

Folding panel partition model Signature 842 includes as specified below:

- Paired panels, 4" thick
- STC 52
- Protective panel edge trim, clear anodized aluminum finish
- Mechanical retractable top and bottom seals
- Manual operation
- Standard low profile piano hinges
- Wall covering from manufacturer's standard vinyl selection chart
- Aluminum head track, clear anodized finish
- *Use of existing steel head support*

Furnished and Installed: **\$22,400.00**

Upgrade to plastic laminate finish, ADD: \$3,700.00

Add one porcelain marker board, 48"x48", with eraser box: \$230.00 each.

Add one standard pass door with a closer: \$3600.00.

Our proposal is based upon the following terms and conditions:

1. Standard insurance is included. Additional costs for additional insured, extended coverage amounts and/or coverage durations, hold-harmless clauses, etc. shall be added to our contract amount.
2. The above prices **exclude** sales/use tax and include freight to the jobsite.
3. This quote is based on non-union/non-prevailing wages.
4. Excluded are steel channels/embedded steel supports, headers, baffles, wood blocking or trim, finished painting, caulking, field dimensions, access panels, thresholds, and final cleaning.
5. This quote is based upon the opening framing, floor, walls, and ceiling to be of appropriate materials to anchor to and support these doors.
6. We also do not include removal from the site of any paper, boxes, material scraps, of other debris. Waste will be deposited in a waste container on the job site as provided by the general contractor.
7. Electrical and control connections from motor as well as to and from control location by others.
8. Holes in the support steel are provided by others.
9. This proposal is valid for a period of **30 DAYS** from the above date.
10. Terms: Net 30 days - 1 ½% per month penalty for late payments. This proposal is dependent upon signing a standard AGC or AIA contract agreement. Textura Billing is excluded from this quote.

If you have any questions, please feel free to call the undersigned.

Respectfully Submitted,

Jonathan Hapke
Skold Door Company
Jon@skoldcompanies.com

CONTACT



515.264.8420



skoldcompanies.com



5730 NE 17th St
Des Moines, IA 50313

PROPOSAL

CUSTOMER: Indianola Library			PROJECT: Kwik Wall		
Address: 207 North B			Address 1:		
City: Indianola	State: Iowa	Zip: 50125	Address 2:		
Phone: 515-961-9418			City:		
Email: mpatrick@indianolaiowa.gov			State: Iowa Zip:		

Submitted To:	Michele Patrick	Proposal Date: 9/11/2023	Proposal #:
Submitted By:	Brian Simmons	Commercial Sales	515-443-5865
		Brian.simmons@dhpacelowa.com	
Addendums Acknowledged:		Drawings Dated:	Specifications Dated:

Scope of Work:

Furnish and Install:
Qty. 1 – Kwik Wall Systems 2030 -Wall A Panels with Track and Pass Door

Sell Price: \$26,538.00 (no tax)

Price Valid for 14 Days

Options and Special Notes:

Remove and Haul Away Old Panels and Track
Install New Panels and Track
Drop Ceiling by Others
8 Panels – Wall Size 30'2" length X 10' Tall
Steel Frame 2000
Hinged Pair
STC Rated 51S
Bulb Seal
Fixed Tops
Adjustable Bottom
Standard Vinyl Material Front and Back Color TBD
Stacked at One End
Single Pass Door with Left Hand Swing
No Chalk Board or Cork Board
Aluminum Track
Drop Rod Mount
12" Drop Kit

The proposal described herein, including all price(s) quoted, is made conditionally upon Buyer's continued credit status and must be accepted by Buyer as made by Seller. To accept this Proposal, Buyer must date, sign and return the original copy hereof to Seller within 30 days after the date hereof. Unless expressly disclosed and stated, the amount of any sales and use tax is not included in this proposal.

Buyer acknowledges and agrees that each and all of the terms and conditions on Attachment A (**TERMS AND CONDITIONS**) are a part of this Proposal and that upon Buyer's acceptance of this Proposal shall constitute a valid and binding contract between the parties and all prior proposals, discussions and agreements respecting the subject matter hereof are cancelled. **DEPOSIT ON SPECIAL ORDER ITEMS IS NON-REFUNDABLE.**

BUYER ACCEPTANCE

TYPE OR PRINT NAME OF BUYER / / /
ACCEPTANCE DATE REFERENCE #

This is my authorization to proceed with the above stated work at the base price of **Enter text..**

SIGNATURE of: ☐ Owner ☐ Partner ☐ Officer (indicate which) TITLE

Attachment A: TERMS AND CONDITIONS

Terms. The products ("Products") described in this contract and the labor necessary to install the Products ("Labor") are herein collectively referred to as the "Work".

Condition Precedent. Buyer and Seller agree that if, following Buyer's acceptance hereof, a contract is to be executed by them, Seller's performance hereunder shall be subject to the condition precedent that the terms and conditions of such contract are acceptable to Seller.

Scope of Work. Seller agrees to perform for Buyer the Work at the Project. Buyer acknowledges and agrees that: (i) the prices quoted by Seller for the Products are based upon plans, specifications, verbal information or sketches as indicated herein and the addenda hereto; and (ii) that the Work contemplated under this Proposal is fully and correctly described herein.

Unless included in the description of and prices quoted for Products, glass, glazing, painting and electrical wiring is excluded under this Proposal and will be provided only upon receipt of a supplemental order signed by Buyer.

Proposal Price. Conditional upon Seller's prior approval of Buyer's credit, Buyer will pay Seller the unpaid balance for performance of the Work within 30 days of the date of Seller's invoice. If performance of the Work extends over 30 days, Buyer agrees to pay Seller progress payments under Seller's regular billing terms and if Products have been delivered to the Project or stored in a mutually agreed location, Buyer agrees to pay an amount not to exceed 90% of the Proposal Price in payment of the cost of such Products.

If payment of any sum is not made when and as due under this Proposal, Buyer shall pay interest on such delinquent sums at the rate of 1.50% per month or, the highest contract rate allowed under applicable law.

If following Buyer's default Seller refers this account to an attorney for collection, Buyer agrees to pay all attorneys' fees incurred by Seller whether or not a lawsuit for collection is instituted, and all other costs of collection and litigation.

Contract Time. Installation dates are estimates only and Seller cannot guarantee commencement of Work or completion thereof on any given date. Completion dates cannot be given until Seller has been furnished with complete approved drawings and any additional information it may request. Seller shall not be liable for total or partial failure to complete or for any delay in delivering Products or Labor under this Proposal. Seller shall not be liable in any event for any special or consequential damages on account of failure or delay in performance regardless of cause.

Work Performance. Performance of the Work will be made by Seller in a prompt manner but Seller cannot be responsible for damage or delay due to acts of God, accidents, civil disturbances, delays in transportation by common carrier, strikes, war, unavailability of material or other cause beyond the reasonable control of Seller.

If Products are installed before a finished floor is completed, warranty is limited and Seller assumes no responsibility for fitting the Product to the floor. An additional charge may be made to Buyer for returning to the Project for adjustments to the Product.

Seller assumes no responsibilities for failure of installation of the Product due to structural deficiencies in an existing building. Buyer shall prepare the Project for installation in accordance with requirements of Seller.

If special work, requiring additional material and labor is required to meet conditions other than those specifically described in this Proposal, Buyer agrees to pay an additional charge therefore.

Seller shall be allowed uninterrupted and exclusive access to the Project during performance of the Work.

No Product may be returned without Seller's prior written approval. All Product returned is subject to a minimum of 25% restocking fee.

Cancellation. In the event Buyer cancels this Proposal after the Seller has commenced Work, Buyer shall forfeit the amount of the down payment given to Seller at the time of the execution of this Proposal, and in addition, shall pay to the Seller such proportion of the total Proposal Price as the amount of Work bears to the total amount of Work agreed upon to be furnished under this Proposal, plus a sum equal to 25% of the total Proposal Price as liquidated damages, which amount is to be paid within 30 days from the date of such cancellation.

In the event of Buyer's insolvency this Proposal shall be cancelled and Seller shall have no further obligations to Buyer hereunder.

Insurance. Seller shall carry workmen's compensation and public liability insurance to cover the Work. Seller shall not be liable to indemnify, hold harmless or protect in any way the Buyer, or any other party involved in the Work, whether an employee of Seller or Buyer or any third party, except to the extent of the workmen's compensation and public liability insurance maintained by Seller.

Buyer shall keep the Project adequately insured against any loss to Seller by reason of damage to Seller's Product or Work or Seller's vehicles, equipment and tools by vandalism, fire, water, windstorm and any other occurrence during the course of Work.

Alterations. Any alterations or modifications initiated by Buyer must be agreed upon between the parties and the price fixed by them before work on such alteration or modification shall commence. Payment for such alteration or modification shall be made at the time of the completion of the Work.

Permits and Licenses. Buyer shall be responsible for securing the necessary permits and licenses for the Work at Buyer's own cost and expense.

Warranties. Seller warrants the Product sold to be free from defects in material and workmanship under normal and intended use and service. This warranty extends only to the Buyer and expires one year after the date of delivery or installation of the Product by Seller.

Parts and labor for service work are warranted for the following periods: All replacement parts 90 days; labor-service 30 days. Seller's sole obligation is limited to repairing or replacing any parts which shall be determined by Seller to be defective and is conditioned upon Buyer giving notice of any such defect to Seller within the warranty period. If Seller concludes that repair or replacement is necessary, Seller will commence work within a reasonable time after the decision to repair or replace is made.

This warranty does not apply to any Product which has been altered or repaired by any person not authorized by the Seller or which has been subjected to misuse, neglect or accident.

Seller assumes no liability for incidental or consequential damages. Warranties implied by law are limited to duration to one year period described above.

Wood Products will be guaranteed only if properly protected within 10 days of delivery or installation by Seller with a prime and finish coat of manufacturer's recommended paint.

No warranty will be honored unless the Proposal Price has been paid in full, including any applicable service charges.

Modification of Proposal. Any modification of this Proposal or additional obligation assumed by either party in connection with this Proposal shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

Governing Law. It is agreed that this Proposal shall be governed by, construed and enforced in accordance with the laws of the state in which the Project is located.

MEMO

To: Library Board of Trustees
 From: Michele Patrick, Library Director
 Date: October 2023
 Subject: Library Closures for 2024

This year's decision for library closures is refreshingly easy. The ten paid holidays all fall on weekdays, making it possible to align the library with other city building closures.

Holiday	Actual Date	Building Closed
New Year's Day	Monday, Jan. 1	Same as holiday
President's Day	Monday, Feb. 19	Same as holiday
Memorial Day	Monday, May 27	Same as holiday
Independence Day	Thursday, July 4	Same as holiday
Labor Day	Monday, Sept 2	Same as holiday
Veterans Day	Monday, Nov. 11	Same as holiday
Thanksgiving	Thurs, Nov. 28	Same as holiday
Day after Thanksgiving	Fri, Nov. 29	Same as holiday
Christmas Eve	Tue, Dec. 24	Same as holiday
Christmas	Wed, Dec. 25	Same as holiday

Suggested Sunday Closures:

Not paid holidays but good days to close due to staffing issues and low public usage.

Easter	Sunday, March 31
Mother's Day	Sunday, May 12
Father's Day	Sunday, June 16

MEMO



To: Library Board of Trustees
From: Michele Patrick, Library Director
Date: October 2023
Subject: Library Hours

Beginning June 2024, I recommend changing the library's hours to open one hour earlier Monday – Saturday. The main advantage of this change is that it would allow us to add a second storytime on Tuesdays and Thursdays.

This change wouldn't affect the full-time staff's standard schedule of 8 am to 5 pm, but it would require a minor increase in hours for at least one part-time staff member. Funding from the City has been secured for this, pending your approval.

Current Hours:

Monday	10:00 am – 8:00 pm
Tuesday	10:00 am – 8:00 pm
Wednesday	10:00 am – 8:00 pm
Thursday	10:00 am – 8:00 pm
Friday	10:00 am – 5:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	1:00 pm – 5:00 pm

Proposed Hours (June 1, 2024):

Monday	9:00 am – 8:00 pm
Tuesday	9:00 am – 8:00 am
Wednesday	9:00 am – 8:00 am
Thursday	9:00 am – 8:00 am
Friday	9:00 am – 5:00 am
Saturday	9:00 am – 5:00 am
Sunday	1:00 pm – 5:00 pm

October 2023

Director's Report

Parade Winners Again

Once again, the library won the “Merchants’ Choice” award at this year’s Log Cabin Days.

New Staff

Two library assistants will be leaving us later this month – Emma Klocke and Faith Burgin. Emma plans to focus on her graduate school work, and Faith is getting married and moving across the state. We have hired China Johnson for one of the positions and have tentatively hired for the second position (pending HR background check).

Patron Survey

We are gathering opinions during the month of October with a library survey. Goals for the survey include gathering input on what we’re doing right, where we need to improve, and priorities for a new building.

Iowa Library Association Conference

The full-time staff will be in Dubuque on Thursday and Friday for the Iowa Library Association’s annual conference.



Circulation



Print	Sept 2021	Sept 2022	Sept 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adults	3,301	3,696	3,839	10,546	11,913	12,437
Teens	415	558	478	2,296	2,114	1,962
Children	4,300	4,370	4,375	14,713	14,854	16,248
Total	8,016	8,624	8,692	27,555	28,881	30,647

Entertainment	Sept 2021	Sept 2022	Sept 2023	YTD-FY22	YTD-FY23	YTD-FY24
DVDs & Video Games	1,085	1,376	1,404	3,605	4,707	5,038
Magazines	187	189	129	553	591	438
Audiobooks	154	165	185	481	555	510
Games & Puzzles	256	377	493	917	1,306	1,798
Library of Things	35	70	76	101	219	214
Total	1,717	2,177	2,287	5,657	7,378	7,998

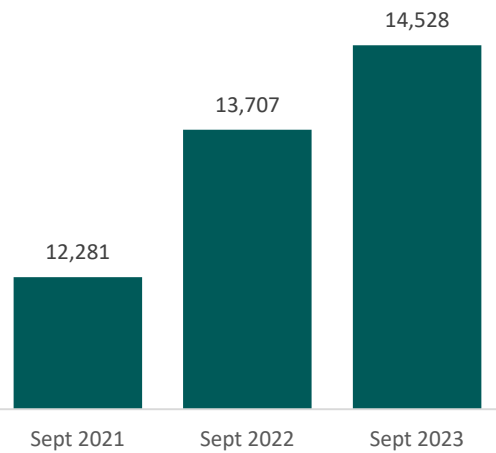
Digital	Sept 2021	Sept 2022	Sept 2023	YTD-FY22	YTD-FY23	YTD-FY24
Ebooks	1,486	1,621	1,694	4,458	5,045	5,344
Eaudio	989	1,181	1,592	3,026	3,654	4,728
Digital Magazines	73	48	117	139	180	217
Streaming Videos	0	56	146	0	276	463
Total	2,548	2,906	3,549	7,623	9,155	10,752

Total	Sept 2021	Sept 2022	Sept 2023	YTD-FY22	YTD-FY23	YTD-FY24
	12,281	13,707	14,528	40,835	45,414	49,397

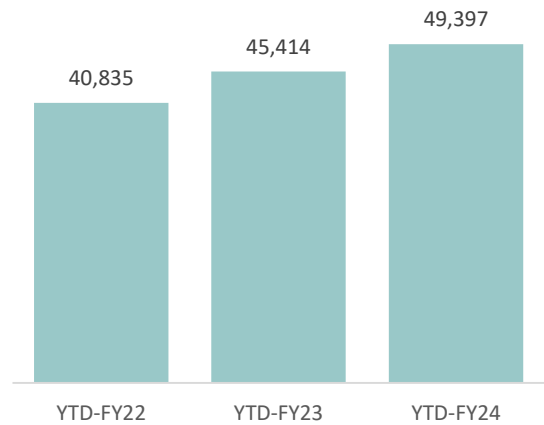
Circulation



Monthly Circulation



Year to Date Circulation

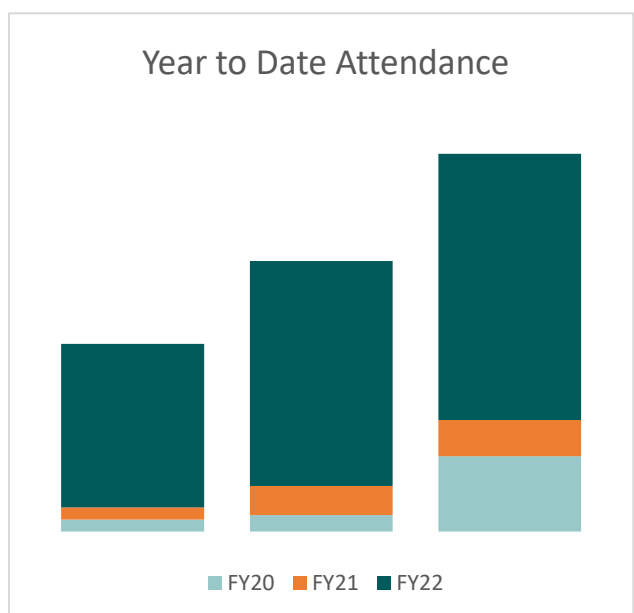
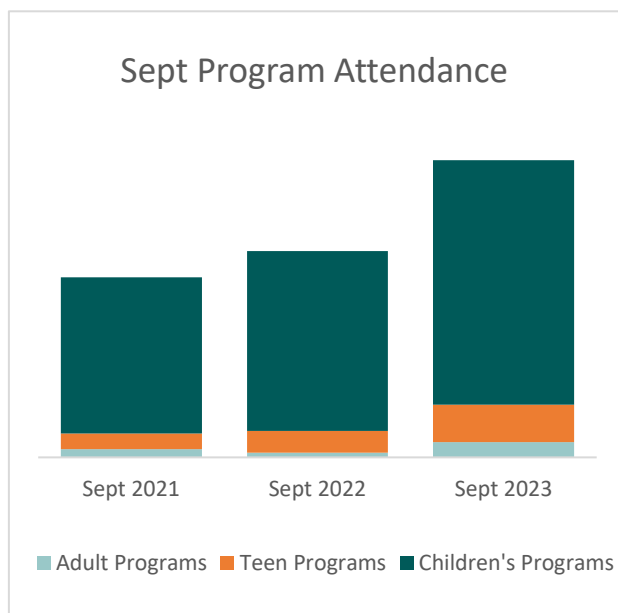


Library Programs



Attendance	Sept 2021	Sept 2022	Sept 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	33	19	62	87	119	539
Teen Programs	63	88	151	85	207	259
Children's Programs	630	725	985	1,171	1,609	1,905
Library Meetings	17	18	19	42	54	48
Total Attendance	743	850	1,217	1,385	1,989	2,751

Number of Programs	Sept 2021	Sept 2022	Sept 2023	YTD-FY22	YTD-FY23	YTD-FY24
Adult Programs	7	5	5	18	20	28
Teen Programs	9	7	6	11	12	11
Children's Programs	36	35	39	49	59	63
Total Number	52	47	50	78	91	102



Library Services



User Statistics	Sept 2021	Sept 2022	Sept 2023	YTD-FY22	YTD-FY23	YTD-FY24
New Library Cards	75	75	72	255	290	291
Door Count	5,303	6,647	6,695	17,617	19,118	22,714
In-House Browsing	443	651	505	1,944	2,005	1,663
Number of Home Deliveries	4	8	8	14	21	29
Number of Home Delivery Items	71	91	118	323	269	387
Interlibrary Loans (IPL loaned)	16	24	19	47	53	60

Computer Usage	Sept 2021	Sept 2022	Sept 2023	YTD-FY22	YTD-FY23	YTD-FY24
Public Computers	219	332	313	731	908	1,098
WiFi Sessions	358	709	815	713	2,034	2,412
WiFi Unique Users	133	265	317	301	773	921
Mobile App Launches	880	1,451	1,953	2,845	5,016	5,964
Mobile App Page Views	980	1,652	2,161	3,285	5,625	6,693

Public Meeting Room	Sept 2021	Sept 2022	Sept 2023	YTD-FY22	YTD-FY23	YTD-FY24
Number of Meetings	16	9	19	28	21	36
Meeting Attendance	54	85	112	83	131	200

