

# Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a Special Meeting on

**Thursday, September 10, 2020 at 8 a.m.**

**THIS MEETING WILL BE HELD ELECTRONICALLY.**

**PUBLIC INPUT CAN BE PROVIDED BY GOING TO THIS WEB ADDRESS:**

By computer, tablet, or phone:

Join Zoom Meeting

<https://us02web.zoom.us/j/84309807138?pwd=YURDQURLUkhGV0JtQzhudkNENEmQT09>

Meeting ID: 843 0980 7138

Passcode: 50220

Dial by your location +1 312 626 6799 US (Chicago)

**The format of this meeting is due to the  
State Public Health Emergency Declaration regarding Covid-19  
and will be conducted pursuant to  
Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds  
dated March 19, 2020.**

1. Roll Call
2. Approval of Agenda
3. Approval of August 13, 2020 Meeting Minutes
4. Approval of Financial Statements: Gift Claims and City of Perry Library Line Items
5. Unfinished Business:
  - a. Building Project
    - i. Change Order #2 for the update of the steel lintel to wood for \$0.
    - ii. Change Order #3 for addition of tile backsplash for drinking fountains for \$796.63
    - iii. Change Order #4 for the upgrade in quartz thickness for \$1,364.00.
    - iv. Change Order #5 for the update and additional corner guards for \$819.22.
    - v. Pay Request #1 to Blue Ribbon Builders for \$75,960.
  - b. Health Initiatives Grant
6. New Business:
7. Board Education – Capital Fund Accounts
8. Open Forum
9. Next Regularly Scheduled Meeting is on October 15??, 2020 at 8 a.m.
10. Adjourn

Following the Governor's Emergency Public Health declaration in response to the current COVID-19 situation, this meeting was held electronically. Public access to the meeting was obtained by one of the following methods:

By computer, tablet, or phone:

Join Zoom Meeting

<https://us02web.zoom.us/j/86061733527?pwd=Y2VBNm5ScGNNRHB2VFZrc1hsSmx6QT09>

Meeting ID: 860 6173 3527

Passcode: 50220

Dial by your location

+1 312 626 6799 US (Chicago)

**The format of this meeting is due to the State Public Health Emergency Declaration regarding Covid-19 and will be conducted pursuant to Iowa Code 21.8 and the Proclamation of Governor Kim Reynolds dated March 19, 2020.**

The Perry Public Library Board of Trustees met in regular session on Thursday, August 13, 2020 at 8 a.m.

Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, Rosa Gonzalez, and Jeremy Winter were present. Library Director Mary Murphy, Deputy Director Misty VonBehren, and Henry Winter were also present.

President Mark Miller called the meeting to order.

Agenda –Heather Karolus moved to approve the agenda with Margaret Ruggle seconding the motion. MCU.

Minutes – Margaret Ruggle moved and Rosa Gonzalez seconded a motion to approve the minutes of the July 16, 2020 meetings. MCU.

Financial Statements – Gift Fund bills were presented with deposits and expenses explained. Heather Karolus moved and Jeremy Winter seconded a motion to approve checks #5980 - #5984 in the amount of \$681.51 from the Gift Fund and the City of Perry Library Fund Status Report. MCU.

Unfinished Business:

Building Project – The library renovation is on schedule and good progress is being made. Margaret Ruggle moved to approve Change Oder #1 for the repair of the power and conduit in the floor of the women's bathroom for \$2,800 with Rosa Gonzalez seconding. MCU.

Health Initiatives – The cooking classes finished at the end of July. The StoryWalk™ will be changed out on the 15<sup>th</sup> of the month, next week. The Nature Walk is still a work in

progress while the fresh fruit and vegetable recovery is on hold due to the Covid-19 outbreak. Rosa Gonzalez suggested a bilingual book to be added to the StoryWalk™.

Reopening – At this time in the renovation, the library will stay at the Phase 2.5 in the Reopening Plan. Curbside service and patron appointments for computer services continues and will probably through the end of the library renovation. In looking forward to moving back into the library and unpacking, we will need at least a week when the renovation is done.

#### New Business:

Behavioral Policy – Heather Karolus moved to amend the Behavioral Policy with Rosa Gonzalez seconding. MCU.

Annual Report for Fiscal 2019-2020 – Please find attached.

#### Librarian's Report:

##### Statistics

We are still in Phase 2.5 of our Phased-In Reopening Plan.

Date – July 1, 2020

##### Criteria to Implement

- Dallas County Covid-19 statistics are declining
- Governor recommendation & Phase 2 of Federal Reopen Plan
- Gatherings of fewer than 10 people allowed
- ALA and State of Iowa Library recommendations
- Bars, restaurants, and other establishments allowed to serve groups of people
- Non-essential businesses open with limited services
- Similar organizations open (other libraries, science center, youth sports, schools) operating with positive results

##### Library Services

- Accept returns with continued cleaning and quarantine protocols
- Curbside service continues for materials, copying, printing, faxing, and Notary
- Computer use with restrictions by appointment, must clean before and after
- No meeting rooms used
- Programs: online only
- Outreach: suspended
- No library material donations accepted

##### Library Hours

- 10 a.m. to 7 p.m. Mon – Thurs
- 10 a.m. to 6 p.m. Fri
- 10 a.m. to 2 p.m. Sat

#### Library Staffing

- Limit staff in building to FT and 2 PT at any one time
- Staff to maintain physical distancing as much as possible with PPE

#### Needs

- Procure PPE masks, gloves, googles/glasses and hand sanitizer, disinfecting wipes, and disinfectant - supply assured
- Staff encouraged to wear PPE
- Training: Safety and new library procedures
- Signage: Safety and Directional
- Promotion via website, social media, and city
- Building supplies: cleaning products and toilet paper, supply assured
- Expanded cleaning service
- Update to encourage patrons to have short visits, no large groups, no congregating, encourage the use of masks and hand sanitizing as entering the building
- Update policies if needed

#### Concerns

- Patron and staff susceptibility to infection
- If staff infected, do library staff quarantine and library closes?
- Deep cleaning of library?
- Is public notified if library staff tests positive?

Library staff successfully relocated at the Carnegie Library Museum on July 24. We have adjusted to evolve into a more efficient and functional layout. Phase 2.5 of the reopening plan allows for curbside service of materials, copying, printing, and notary service. The staff goes over to the library between noon and 1 p.m. to retrieve materials. Patrons can make appointments to use a public computer for 45-minute appointments. We will be in this phase until the library building renovation is done. We will start some virtual programming in September with the return of the Craft Club for adults. Also, virtual storytimes will resume in September.

Progress has been steady on the renovation with minor hang ups and the one change order. We have had some disturbances in the electrical flow to the server. It, hopefully, has been solved and the electrical box has been moved.

The Health Initiatives grant will be entering its final months to end in November. The pilot project will be presented at Iowa Library Association Conference this October. Both the director of the Cedar Rapids Library and I will be participating in the session presentation.

Board Education – According to the City of Perry Library Ordinance, all trustees must reside inside the city limits of Perry. Jeremy Winter will be moving to an acreage west of Perry's city limits at the beginning of September. A new Board member will be needed to fill Jeremy's vacated position that expires June 30, 2021.

The next normally scheduled meeting is on Thursday, September 10, 2020 at 8 a.m. in the library's small meeting room or may be held electronically depending on the Covid-19 situation. The public is always welcome.

Margaret Ruggle moved to adjourn the meeting with Rosa Gonzalez seconding. MCU. Meeting adjourned.

Respectfully submitted, Mary K. Murphy, Library Director

**Register Report**  
8/8/2020 through 9/2/2020

9/2/2020

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Date	Num	Description	Memo	Category	Amount
<b>BALANCE 8/7/2020</b>					<b>26,007.39</b>
8/12/2020	DEP	... Deposit	Jim Mace Memorial	Gifts And Memorials	100.00
				Gifts And Memorials	5.45
8/20/2020	5985	Bill Gomez		Health Grant Expenses	<b>-100.00</b>
8/24/2020	DEP	Deposit		Donation Income	2.00
9/1/2020	DEP	Deposit	Cash Register	PPLF	2,100.00
9/1/2020	5986	...Wells Fargo		Programming	<b>-323.74</b>
			Vestubule Light Fixture	Memorial Expense	<b>-1,374.00</b>
				Marketing	<b>-93.33</b>
			StoryWalk-TM Books	Health Grant Expenses	<b>-63.60</b>
9/1/2020	5987	Fareway	August Store Account	Children's Activities	<b>-12.15</b>
9/1/2020	DEP	Deposit	Cash Register	Gifts And Memorials	260.27
9/2/2020	5989	City Of Perry	May, June, and July ETHOS Reimbursa...	Building Project Reimb...	<b>-2,581.61</b>
9/2/2020	5988	ETHOS Desi...	Invoice # 2020.113.5 / Invoice Date 8/25...	Building Project Reimb...	<b>-60.32</b>
<b>8/8/2020 - 9/2/2020</b>					<b>-2,141.03</b>
<b>BALANCE 9/2/2020</b>					<b>23,866.36</b>
<b>TOTAL INFLOWS</b>					<b>2,467.72</b>
<b>TOTAL OUTFLOWS</b>					<b>-4,608.75</b>
<b>NET TOTAL</b>					<b>-2,141.03</b>

**Banking Summary**  
8/8/2020 through 9/2/2020

9/2/2020

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Category	8/8/2020-9/2/2020
<b>INCOME</b>	
Donation Income	2.00
Gifts And Memorials	365.72
PPLF	2,100.00
<b>TOTAL INCOME</b>	<b>2,467.72</b>
<b>EXPENSES</b>	
Building Project Reimbursable Exp.	2,641.93
Children's Activities	12.15
Health Grant Expenses	163.60
Marketing	93.33
Memorial Expense	1,374.00
Programming	323.74
<b>TOTAL EXPENSES</b>	<b>4,608.75</b>
<b>OVERALL TOTAL</b>	<b>-2,141.03</b>

**City of Perry**  
**Library Fund Status Report**  
**September 3, 2020**

Account Number	Account Title	Total Budget	YTD Exp	YTD Balance	Pct Expended
<b>General Fund</b>					
001-410-6010	WAGES	\$181,648.00	\$34,697.75	\$146,950.25	19%
001-410-6020	WAGES - PT	\$54,500.00	\$10,135.58	\$44,364.42	19%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$0.00	\$1,000.00	0%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$209.94	\$790.06	21%
001-410-6371	UTILITIES	\$32,000.00	\$5,319.82	\$26,680.18	17%
001-410-6373	TELEPHONE	\$4,500.00	\$723.60	\$3,776.40	16%
001-410-6408	INSURANCE TORT/GENERAL	\$6,330.00	\$0.00	\$6,330.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$2,411.19	\$13,588.81	15%
001-410-6414	PRINTING	\$0.00	\$0.00	\$0.00	0%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$0.00	\$9,500.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$292.33	\$4,707.67	6%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$17.90	\$2,482.10	1%
<b>Benefit Fund</b>					
112-410-6110	SOCIAL SECURITY	\$18,065.00	\$3,204.50	\$14,860.50	18%
112-410-6130	IPERS	\$22,292.00	\$3,807.40	\$18,484.60	17%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$66,526.00	\$10,577.90	\$55,948.10	16%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$87.95	\$967.05	8%
112-410-6160	WORKERS COMPENSATION	\$303.00	\$99.82	\$203.18	33%
<b>Capital Fund</b>					
121-410-6721	CAP OUTLAY-FURN/FIXTURES	\$72,135.00	\$0.00	\$72,135.00	0%
121-410-6725	CAP OUTLAY-OFFICE EQUIP	\$10,000.00	\$0.00	\$10,000.00	0%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$8,764.70	\$31,235.30	22%
122-410-6750	CAPITAL/BUILDING	\$29,000.00	\$3,136.95	\$25,863.05	11%
<b>Gift Fund</b>					
167-410-6520	MISCELLANEOUS	\$45,000.00	\$0.00	\$45,000.00	0%
167-410-6770	CAPITAL/BOOKS	\$25,200.00	\$0.00	\$25,200.00	0%
<b>LIBRARY TOTAL</b>		<b>\$643,554.00</b>	<b>\$83,487.33</b>	<b>\$560,066.67</b>	<b>13%</b>

## Board Overview

	FY 2019-2020	FY 2020-2021 Year to Date	Fiscal Year % Change	Jul.	Aug.	Last FY Aug.
<b>Volumes Held at Start of Period</b>	110,940		<b>0.58%</b>	110,969	111,580	111,990
Freegal Music Circulation	295	72	<b>46.44%</b>	41	31	46
Electronic Audiobook Circulation	2,185	349	<b>-4.16%</b>	185	164	161
Electronic Book Circulation	2,999	557	<b>11.44%</b>	279	278	213
Electronic Video Circulation	417	21	<b>-70%</b>	15	6	12
<b>Total Circulation</b>	<b>70,422</b>	<b>6,261</b>	<b>-46.66%</b>	<b>3,757</b>	<b>2,504</b>	<b>5,406</b>
<b>Number of Borrowers at End of Period</b>	<b>4,880</b>		<b>6.17%</b>	<b>5,172</b>	<b>5,181</b>	<b>4,948</b>
<b>Library Visits</b>	<b>51,372</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>0</b>	<b>5,530</b>
<b>Total Number of Reference Questions</b>	<b>2,974</b>	<b>344</b>	<b>-30.60%</b>	<b>186</b>	<b>158</b>	<b>286</b>
<b>Total Number of Programs</b>	<b>620</b>	<b>39</b>	<b>-62.26%</b>	<b>39</b>	<b>0</b>	<b>33</b>
<b>Total Number Attending Programs</b>	<b>10,741</b>	<b>395</b>	<b>-77.94%</b>	<b>395</b>	<b>0</b>	<b>374</b>
<b>Annual Meeting Room Use</b>	<b>335</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>0</b>	<b>33</b>
<b>Public Computer Usage</b>	<b>15,428</b>	<b>490</b>	<b>-80.94%</b>	<b>305</b>	<b>185</b>	<b>1,736</b>
<b>Wireless Computer Usage</b>	<b>7,347</b>	<b>434</b>	<b>-64.56%</b>	<b>279</b>	<b>155</b>	<b>700</b>
<b>Pages Viewed on Web Site</b>	<b>38,244</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>0</b>	<b>2,138</b>
<b>Unique Visitors to Web Site</b>	<b>8,597</b>	<b>0</b>	<b>-100.00%</b>	<b>0</b>	<b>0</b>	<b>634</b>
<b>Pages Viewed Online Catalog</b>	<b>17,023</b>	<b>2,857</b>	<b>0.70%</b>	<b>1,669</b>	<b>1,188</b>	<b>1,710</b>
<b>Unique Visitors to Online Catalog</b>	<b>1,683</b>	<b>368</b>	<b>31.19%</b>	<b>194</b>	<b>174</b>	<b>0</b>
<b>Wowbrary users</b>	<b>2,221</b>		<b>-1.35%</b>	<b>2,195</b>	<b>2,191</b>	<b>1,686</b>
<b>Wowbrary pages viewed</b>	<b>5,699</b>	<b>1,142</b>	<b>20.23%</b>	<b>642</b>	<b>500</b>	<b>320</b>
<b>Wowbrary Click-Thru to Catalog</b>	<b>1,604</b>	<b>225</b>	<b>-15.84%</b>	<b>164</b>	<b>61</b>	<b>161</b>





**Library Building Project Fund Sources Report  
September 2, 2020 After Pay Request #1**

DATE	SOURCE / ITEM	REVENUES	EXPENSES	BALANCE
<b>CITY OF PERRY LINE ITEM - Major Capital Project</b>				
2/22/19	Adjusted from Previous Balance	0.05		
2/22/19	PPLF FY19 - Wiese Funds	10000.00		10000.05
3/4/19	SVPA		3265.49	6734.56
4/15/19	SVPA		1070.00	5664.56
6/27/19	SVPA		1452.52	4212.04
2/3/20	SVPA		2425.00	1787.04
2/3/20	SVPA		390.00	1397.04
5/7/20	Bock Foundation Grant	1500.00		2897.04
5/7/20	Donation	50.00		2947.04
5/7/20	Donation	100.00		3047.04
5/7/20	Dallas County Foundation	8000.00		11047.04
5/7/20	Roy J Carver Charitable Trust	60000.00		71047.04
5/18/20	ETHOS Design Group		13423.75	57623.29
5/18/20	PPL -Barkley Construction Reimb		2400.00	55223.29
6/15/20	Impact 7-G		1850.00	53373.29
6/29/20	ETHOS Design Group		13328.46	40044.83
7/20/20	ETHOS Design Group		6051.38	33993.45
8/3/20	Ethos Design Group		4172.52	29820.93
9/8/20	Ethos Design Group - Pay Req #1		29820.93	0.00

DATE	SOURCE / ITEM	REVENUES	EXPENSES	BALANCE
<b>CITY OF PERRY LINE ITEM</b>				
7/1/20	City of Perry - Capital/Building	19000.00		19000.00
9/8/20	Ethos Design Group - Pay Req #1		19000.00	0.00

DATE	SOURCE / ITEM	REVENUES	EXPENSES	BALANCE
<b>CITY OF PERRY LINE ITEM</b>				
7/1/20	City Of Perry - Capital - Furn/Fixtures	72153.49		72153.49
9/8/20	Ethos Design Group - Pay Req #1		27139.07	45014.42
9/8/20	Ethos Design Group		1812.50	43201.92

DATE	SOURCE / ITEM	REVENUES	EXPENSES	BALANCE
<b>PERRY PUBLIC LIBRARY FOUNDATION</b>				
6/15/20	Wiese Funds - FY20 & FY21	20000.00		20000.00
6/15/20	Perry Public Library Foundation	200778.00		220778.00

DATE	SOURCE / ITEM	REVENUES	EXPENSES	BALANCE
<b>GIFT FUND</b>				
	Allocation to Library Building Project Reimbursables	5500.00		5500.00
5/6/20	Reimburseables April		282.46	5217.54
9/2/20	Reimburseables August		60.32	5157.22
9/2/20	Reimburseables May, June, July		2581.61	2575.61



Attn: Mr. Sven Peterson, City Administrator  
 City of Perry  
 Client: 1102 Willis Avenue, Suite 300  
 Perry, IA 50220

Invoice Number: 2020.113.05  
 Invoice Date: 8/25/2020  
 Billing Period: 7/20/2020 thru 8/19/2020

Project Name: City of Perry - Public Library Renovation and Finishes  
 ETHOS Project Number: 2020.113  
 Contract Type: Lump Sum Fee, plus Reimbursables

Contract: \$40,705

Labor Hours by Personnel	Activity	Hours	Rate	Total Labor
Principal / Senior Architect		0.00	\$175	\$0.00
Sr. Project Manager	Construction Meetings, Site Visit	4.50	\$135	\$607.50
Architectural Technician	Submittals, PR#1	8.00	\$90	\$720.00
Interior Designer	Submittals	4.50	\$90	\$405.00
Office Manager		0.00	\$80	\$0.00

Subtotal ETHOS Labor Expenses: \$1,732.50  
 ETHOS Donation to Project: Total of Donations Including This Invoice: \$13,000.00  
 Subtotal ETHOS Labor Expenses: \$1,732.50

Consultants	Date	Contract	Previous Billings	This Period	Balance to Finish	Total Invoice
KCL Engineering		\$8,145.00	\$6,516.00	\$0.00	\$1,629.00	\$0.00
KPFF Engineering	8/19/2020	\$1,600.00	\$1,200.00	\$80.00	\$320.00	\$80.00
<b>Subtotal Consultant Labor</b>		<b>\$9,745.00</b>	<b>\$7,716.00</b>	<b>\$80.00</b>	<b>\$1,949.00</b>	<b>\$80.00</b>

Expenses	Date	Invoice	Qty	Rate	Total
Auto - Gas & Mileage			104.00	\$0.580	\$60.32
Postage			\$0.00	1	\$0.00
Printing		8.5x11 B/W	0	0.050	\$0.00
Printing		8.5x11 Color	0	0.150	\$0.00
Printing		11x17 B/W	0	\$0.20	\$0.00
Printing		11x17 Color	0	\$0.60	\$0.00
Printing		24x36	0	\$3.60	\$0.00
Printing		30x42	0	\$5.25	\$0.00
Action Reprographics			\$0.00	1	\$0.00
Consultant Reimbursables			\$0.00	1	\$0.00
<b>Subtotal of Reimbursable Expenses</b>					<b>\$60.32</b>

	Previous Billings	Date	Labor Only	Reimbursables	Total Invoice
	2020.113.01	4/30/2020	\$13,423.75	\$282.46	\$13,706.21
	2020.113.02	5/21/2020	\$13,198.50	\$129.96	\$13,328.46
	2020.113.03	6/25/2020	\$5,992.50	\$58.88	\$6,051.38
	2020.113.04	7/27/2020	\$1,743.75	\$2,428.77	\$4,172.52
<b>Total of Previous Billings</b>			<b>\$34,358.50</b>	<b>\$2,900.07</b>	<b>\$37,258.57</b>
<b>Remaining Fee Prior to this invoice</b>			<b>\$6,346.50</b>		
<b>This invoice:</b>		8/25/2020	<b>\$1,812.50</b>	<b>\$60.32</b>	<b>\$1,872.82</b>
<b>Balance to Finish</b>			<b>\$4,534.00</b>	<b>\$2,960.39</b>	

Please make payment to: ETHOS Design Group, PO Box 169, Polk City, Iowa 50226  
 Total of Hours & Expenses: \$1,872.82  
 Total Due This Period: \$1,872.82  
 Payment Due by: 9/9/2020

Questions about your invoice? Please call Tim Olson at 515.984.3077. Thank you for choosing ETHOS Design Group to provide Design Services for your project! We appreciate your trust and confidence in our service. ETHOS Design Group practices "paperless correspondence". If you would prefer to receive a printed invoice in the mail, please let us know! Otherwise, please print this invoice for your records.

CITY OF PERRY  
 Perry Public Library

GIFT FUND

Payee Ethos Design Group  
 Amount \$1812.50  
 Account # 306-410-6490  
 Approved By M2

Payee Ethos Design Group  
 Amount \$60.32  
 Account # GIFT FUND  
 Approved By M2

transfer from 121-410-6721

Date	Task	Job #	Job Name	From	To	Total	Total	Mileage	Expenses	8.5x11 Copies	11x17 Copies	Plotting
										BW	Color	30x42
8/20/2020	Detailed Time & Expense Log	2020-113	City of Perry - Library Renovation									
Tuesday, July 28, 2021	Construction Meeting / Site Visit	2020-113	City of Perry - Library Renovation									
Friday, August 14, 2021	Construction Meeting	2020-113	City of Perry - Library Renovation									
DP				Tim \$		175.00	0.00					
DP						4.75 AM	2.00					
						8:30 AM	4.50	65				
				Dana \$		135.00	4.50	55				
						6:07 AM						
HH		2020-113	City of Perry - Library Renovation			8:30 AM	0.75					
HH		2020-113	City of Perry - Library Renovation			10:45 AM	2.25					
HH		2020-113	City of Perry - Library Renovation			10:30 AM	5.00					
CM		2020-113	City of Perry - Library Renovation			7:20 AM	8.00					
CM		2020-113	City of Perry - Library Renovation			2:30 PM	0.5					
CM		2020-113	City of Perry - Library Renovation			10:30 AM	1					
CM		2020-113	City of Perry - Library Renovation			11:00 AM	0.5					
CM		2020-113	City of Perry - Library Renovation			1:00 PM	1					
CM		2020-113	City of Perry - Library Renovation			2:45 PM	1					
CM		2020-113	City of Perry - Library Renovation			4:05 PM	4.50					
				Mary \$		80.00	0.00					
				Total Labor \$		1,732.50						
				Total Expenses				104	50.00	0	0	0
										0	0	0



Attention: Mary Luna-Duffy  
ETHOS DESIGN GROUP, INC.  
P.O. BOX 169  
POLK CITY, IA 50226-0169

Project Name : City of Perry - Library Renovation  
Project Fee: 1,600.00

**INVOICE**

Invoice Date: 8/19/2020  
Invoice #: 338190  
KPFF Project #: 10232000045  
KPFF PM: Nathan Kress  
KPFF PIC: Brad Stork  
KPFF Tax ID: 91-0755897

**For Professional Services Rendered Through 7/31/2020**

	Fee	% Complete	Invoice		
			To Date	Previous	Current
Engineering Services	1,600.00	80.00	1,280.00	1,200.00	80.00
Total:	1,600.00	80.00	1,280.00	1,200.00	80.00
<b>Amount Due This Invoice</b>					<u>80.00</u>

<b>Project Summary</b>	<b>Project Budget</b>	<b>Previously Invoiced</b>	<b>Current Invoice</b>	<b>Budget Remaining</b>
	1,600.00	1,200.00	80.00	320.00
<b>A/R Summary</b>	<b>Previously Invoiced</b>	<b>Current Invoice</b>	<b>Total Paid to Date</b>	<b>Amount Outstanding</b>
	1,200.00	80.00	1,200.00	80.00

Gave to Lisa 9/1/20

# CITY OF PERRY

## Perry Public Library

Payee Blue Ribbon Builders  
 Amount \$29,820.93  
 Account # 306-410-6490  
 Approved By MZ

29,820.93  
 19,000.00  
 27,139.07  
 \_\_\_\_\_

Payee Blue Ribbon Builders  
 Amount \$19,000.00  
 Account # 122-410-6750 transfer to  
 Approved By MZ 306-410-6490

75,960.00  
 total of  
 pay out # 1

Payee Blue Ribbon Builders  
 Amount 27,139.07  
 Account # 121-410-6721 - transfer to  
 Approved By MZ 306-410-6490

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO OWNER:  
City of Perry

PROJECT:  
Perry Public Library Renovation

APPLICATION # 1  
PERIOD TO: 08/20/20  
PROJECT NOS:

Distribution to:

Owner	
Const. Mgr	
Architect	
Contractor	X

FROM CONTRACTOR:  
Blue Ribbon Builders

VIA ARCHITECT:

CONTRACT DATE: 06/30/20

CONTRACT FOR: General contracting

**Perry Public Library**

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown therein is now due.

1. ORIGINAL CONTRACT SUM	\$ 300,480.00
2. Net change by Change Orders	\$
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$ 300,480.00
4. TOTAL COMPLETED & STORED TO DATE-\$ (Column G on Continuation Sheet)	\$ 84,400.00

**5. RETAINAGE:**

- a. 10.0% of Completed Work  
(Columns D+E on Continuation Sheet) \$ 8,440.00
- b. of Stored Material  
(Column F on Continuation Sheet) \$

Total in Column 1 of Continuation Sheet	\$ 8,440.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 75,960.00

**7. LESS PREVIOUS CERTIFICATES FOR PAYMENT**

(Line 6 from prior Certificate)	\$
8. CURRENT PAYMENT DUE	\$ 75,960.00

**9. BALANCE TO FINISH, INCLUDING RETAINAGE**

(Line 3 less Line 6) \$ 224,520.00

CONTRACTOR:

By: Brian Sheffield  
Not Publicly Signed by Brian Sheffield  
Not Publicly Signed by Brian Sheffield  
Not Publicly Signed by Brian Sheffield  
Not Publicly Signed by Brian Sheffield

Date: \_\_\_\_\_  
State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and sworn to before  
me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

**CERTIFICATE FOR PAYMENT**

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

AMOUNT CERTIFIED \$ 75,960.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: *Secthorf Johnson*

Date: 08.21.2020

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

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
<b>TOTALS</b>		
NET CHANGES by Change Order		

**CONTINUATION SHEET**

ATTACHMENT TO PAY APPLICATION

PROJECT:

Perry Public Library Renovation

APPLICATION NUMBER: 1

APPLICATION DATE: 08/10/20

PERIOD TO: 20-Aug-20

ARCHITECT'S PROJECT NO:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Presently Stored (Not In D or E)	G Total Completed And Stored To Date (D + E + F)	H Balance To Finish (C - G)	I Retainage
			From Previous Application (D + E)	% (G/C)					
1	General Conditions	41,180.00			20,000.00		20,000.00	21,180.00	2,000.00
2	Mobilization	5,600.00			4,000.00		4,000.00	1,600.00	400.00
3	Division 02 Demolition	22,800.00			17,000.00		17,000.00	5,800.00	1,700.00
4	Division 03 Concrete	2,500.00			1,800.00		1,800.00	700.00	180.00
5	Division 04 Masonry	4,900.00			4,200.00		4,200.00	700.00	420.00
6	Division 05 Metals	2,900.00			2,900.00		2,900.00		290.00
7	06 10 00- Rough Carpentry	3,500.00			3,500.00		3,500.00		350.00
8	06 40 23- Arch Woodwork	44,900.00						44,900.00	
9	Division 07 Thermal and Moisture	1,100.00			500.00		500.00	600.00	50.00
10	08 11 13- Steel doors/frames	12,200.00			1,500.00		1,500.00	10,700.00	150.00
11	08 41 13- Aluminum Storefront	14,300.00						14,300.00	
12	08 71 00 Door hardware	2,600.00						2,600.00	
13	08 80 00- Glazing	400.00						400.00	
14	09 26 00- Gyp Board	2,600.00						2,600.00	
15	Division 09 Flooring/base/wall tile	65,900.00						65,900.00	
16	09 90 00 Painting	3,700.00						3,700.00	
17	Division 10 Bathroom Specialties	15,900.00						15,900.00	
18	10 43 00 Metal Letters	4,900.00						4,900.00	
19	10 89 51 Depository	1,500.00						1,500.00	
20	Division 22 Plumbing	24,300.00			15,000.00		15,000.00	9,300.00	1,500.00
21	Division 26,28 Electrical/ E safety	22,800.00			14,000.00		14,000.00	8,800.00	1,400.00
22									
23									
24									
25									
26									
27									
28									
	<b>SUBTOTALS PAGE 2</b>	<b>300,480.00</b>			<b>84,400.00</b>		<b>84,400.00</b>	<b>216,080.00</b>	<b>8,440.00</b>