

Public Meeting Notice and Agenda

PERRY PUBLIC LIBRARY BOARD OF TRUSTEES

will hold a Special Meeting on

Thursday, October 15, 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/86201094070?pwd=d0ZXN1RtZ1ppQkg3QkcvcmlNHL2lQZz09>

Meeting ID: 862 0109 4070 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 September 10, 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 #6 +\$2571.06 for Circulation Desk fix.
 - ii. Change Order #7 +\$195 for New 4-inch recessed fire extinguisher cabinet
 - iii. Change Order #8 +\$1350 for additional painting
 - iv. Change Order #9 +\$250 for adding two 2'x2' lights in storage room
 - v. Pay Request #2 for \$90,720 from Blue Ribbon Builders
 - b. Health Initiatives Grant
 - c. Reopening Plan
6. New Business
 - a. Capital Request FY21-22
7. Board Education
8. Open Forum
9. Next Regularly Scheduled Meeting is on November 12, 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/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.**

The Perry Public Library Board of Trustees met in regular session on Thursday, September 10, 2020 at 8 a.m. Note: This meeting was entirely conducted electronically.

Board members Mark Miller, Margaret Ruggle, Heather Karolus, and Jeremy Winter were present. Please note: Rosa Gonzalez tried to attend but due to unfortunate circumstances was not admitted into the Zoom meeting. Library Director Mary Murphy and Deputy Director Misty VonBehren 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 Jeremy Winter seconded a motion to approve the minutes of the August 13, 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 #5985 - #5988 in the amount of \$4,608.75 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. A construction meeting was held on Tuesday, September 8, 2020 to review progress and set a date of September 29, 2020 for the walk through and punch list. Blue Ribbon Builders feels confident that the project will be finished on time, October 1, or shortly thereafter.

Margaret Ruggle moved to approve Change Order #2 for changing the specified steel lintel on the new east entrance to a wood lintel for \$0 with Heather Karolus seconding. MCU.

Heather Karolus moved to approve Change Order #3 for the addition of a tile backsplash for the new drinking fountains for \$796.63 with Jeremy Winter seconding. MCU.

Jeremy Winter moved to approve Change Order #4 for the upgrade of the quartz thickness to 2.3" for \$1364.00 with Heather Karolus seconding. MCU.

Margaret Ruggle moved to approve Change Order #5 for an update and additional corner guards for \$819.22 with Jeremy Winter seconding. MCU.

Heather Karolus moved to give authority to approve change orders under \$1500 to Director Mary Murphy with Jeremy Winter seconding. MCU.

Margaret Ruggle moved to approve Pay Request #1 in the amount of \$75,960 with Heather Karolus seconding. The pay request has been reviewed and certified by ETHOS Design Group. MCU.

Health Initiatives Grant – The watermelon give-away at the Farmer's Market was phenomenally successful. We gave away ~180 watermelons. The December book for the StoryWalk™ will be bilingual presentation of "The Legend of the Poinsettia."

As of the last grant report with grant expenses submitted on September 9, 2020, the balance of unspent funds is \$148.52 from total grant funds of \$21,128. Most of the funds were expended on the StoryWalk™. Labor from the Perry Parks and Rec Department and Perry Public Works Department were donated to the project. All the materials were paid for by the grant. The library will oversee changing out the Story in the future.

StoryWalk™ maps have been made and the Info Box to contain the maps will be mounted on four out of 16 stations of the StoryWalk™. A special flag will be mounted on the first station to mark the beginning of the StoryWalk™.

The Health Initiatives grant will be entering its final months to end in November. The Perry Public Library's Health Initiatives Programming will be presented at virtual Iowa Library Association Conference on October 15.

New Business:

Librarian's Report:

Statistics – Discuss at meeting.

Library staff are serving our patrons curbside with checking out materials, printing, copying, faxing, and notary service. We are accepting appointments for computer use for one patron per hour. The patron is greatly encouraged to wear a mask. One of the greatest services that we are doing right now is the readers' advisory. We are continually advising patrons about new authors and series.

Register Report
9/3/2020 through 10/8/2020

Date	Num	Description	Memo	Category	Amount
BALANCE 9/2/2020					23,866.36
9/9/2020	DEP	... Deposit		Health Grant Reimbur...	3,885.47
				Gifts And Memorials	20.00
				Gifts And Memorials	9.15
9/14/2020	DEP	... Deposit	Rathje for C Smith	Gifts And Memorials	20.00
				Craft Club Income	70.00
				Donation Income	120.00
				Gifts And Memorials	6.00
9/14/2020	5990	Deal's Orchard	More Apples to Give ...	Health Grant Expenses	-100.00
9/22/2020	DEP	Deposit	Direct State Aid	State Of Iowa	2,883.88
9/28/2020	DEP	Deposit		Gifts And Memorials	78.50
9/29/2020	5991	...Wells Fargo Visa	Michaels	Children's Activities	-56.54
			Oriental Trading Inc	Children's Activities	-95.06
			Michaels	Children's Activities	-49.14
9/29/2020	5992	...Wells Fargo Visa		Programming	-599.02
				Courtesy Expenses	-13.60
			FB Boost	Marketing	-55.17
9/29/2020	5993	Demco	Slatwall	Office Supply	-2,366.35
9/29/2020	5994	...Fareway		Programming	-20.45
				Programmimg	-7.32
				Programming	-5.56
				Programming	-245.45
9/29/2020	5995	...Misty VonBehren	Spooktacular Expenses	Programming	-100.66
			Spooktacular Expenses	Programming	-103.42
9/29/2020	5996	Mary K. Murphy	Spooktacular Expenses	Programming	-100.66
9/29/2020	5997	Suzanne Kestel	Spooktacular Expenses	Programming	-100.66
10/8/2020	5998	Sue Brickner	Mulch	Landscaping Expenses	-6.32
10/8/2020	5999	City Of Perry	Architect Reimburabl...	2020 Building Project	-29.58
9/3/2020 - 10/8/2020					3,038.04
BALANCE 10/8/2020					26,904.40
TOTAL INFLOWS					7,093.00
TOTAL OUTFLOWS					-4,054.96
NET TOTAL					3,038.04

10/8/2020

Banking Summary
9/3/2020 through 10/8/2020

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Category	9/3/2020- 10/8/2020
INCOME	
Craft Club Income	70.00
Donation Income	120.00
Gifts And Memorials	133.65
Health Grant Reimbursement	3,885.47
State Of Iowa	2,883.88
TOTAL INCOME	7,093.00
EXPENSES	
2020 Building Project	29.58
Children's Activities	200.74
Courtesy Expenses	13.60
Health Grant Expenses	100.00
Landscaping Expenses	6.32
Marketing	55.17
Office Supply	2,366.35
Programming	7.32
Programming	1,275.88
TOTAL EXPENSES	4,054.96
OVERALL TOTAL	3,038.04

City of Perry
Perry Public Library Line Items
Fund Status Report
October 8, 2020

GL Budget Report: CULTURE & RECREATION - LIBRARY

Account Number	Account Title	Total Budget	YTD Expend	YTD Balance	Pct Expend ed
GENERAL FUND					
001-410-6010	WAGES	\$181,648.00	\$55,525.63	\$126,122.37	31%
001-410-6020	WAGES - PT	\$54,500.00	\$15,146.06	\$39,353.94	28%
001-410-6240	TRAVEL AND CONFERENCE	\$1,000.00	\$694.98	\$305.02	69%
001-410-6310	REPAIR & MAINTENANCE BLDG	\$1,000.00	\$374.57	\$625.43	37%
001-410-6371	UTILITIES	\$32,000.00	\$10,041.93	\$21,958.07	31%
001-410-6373	TELEPHONE	\$4,500.00	\$1,081.42	\$3,418.58	24%
001-410-6408	INSURANCE TORT/GENERAL	\$6,330.00	\$0.00	\$6,330.00	0%
001-410-6413	CONTRACT SERVICES	\$16,000.00	\$3,947.29	\$12,052.71	25%
001-410-6490	CONSULTANT & PROFESSIONAL	\$9,500.00	\$0.00	\$9,500.00	0%
001-410-6506	OFFICE SUPPLY	\$5,000.00	\$693.15	\$4,306.85	14%
001-410-6508	POSTAGE & SHIPPING	\$2,500.00	\$47.90	\$2,452.10	2%
BENEFIT FUND					
112-410-6110	SOCIAL SECURITY	\$18,065.00	\$5,044.30	\$13,020.70	28%
112-410-6130	IPERS	\$22,292.00	\$6,073.88	\$16,218.12	27%
112-410-6150	PREMIUMS HEALTH INSURANCE	\$66,526.00	\$21,507.07	\$45,018.93	32%
112-410-6152	PREMIUMS/LIFE/DISABILITY	\$1,055.00	\$263.85	\$791.15	25%
112-410-6160	WORKERS COMPENSATION	\$303.00	\$145.88	\$157.12	48%
CAPITAL FUNDS					
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	\$377.08	\$9,622.92	4%
121-410-6770	CAP OUTLAY - LIBRARY	\$40,000.00	\$13,841.34	\$26,158.66	35%
122-410-6750	CAPITAL/BUILDING	\$29,000.00	\$3,136.95	\$25,863.05	11%
GIFT FUND					
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%
LIBRARY TOTAL		\$643,554.00	\$137,943.28	\$505,610.72	21%

Approval of Change Orders for the Public Library Renovations: Construction is still moving quickly, and additional change orders have occurred during renovation. Change orders six through nine are listed below for council approval. They are as follows:

- **Change Pricing no. 6** is an owner initiated change order to modify the circulation desk design during construction. As the desk wall installation was in progress, the library director and staff noticed a section of the desk that was not going to meet their preferred needs. To maximize a staff work area and change the flow of a transaction desk surface, the staff requested flipping two sections of the cabinet and some countertop modifications, to better meet their needs. This pricing includes the additional quartz countertop and plastic laminate end panels for the requested changes. Please see the attached pricing documentation. **The net increase of this change is \$2,571.06**
- **Change Pricing no. 7** includes work necessary to address the inability to reuse an existing fire extinguisher cabinet. The construction documents identified removal of an existing Fire Extinguisher Cabinet (FEC) that was located where the new east entrance is being added and reuse of that FEC in a new wall. After removal it was identified that the existing wall with the FEC was a 6" deep stud wall. And the existing FEC depth was too great to fit within the identified new 4" deep stud wall. Alternative options were reviewed, however to meet building code, the original location must be used, and a new FEC is required to fit within this location. **The net increase of this change is \$195.00.**
- **Change Pricing no. 8** is an owner initiated change order to include additional painting scope in the project. The library director requested pricing from the contractor to paint the staff offices, workroom, and break room. Since these areas were cleared for flooring installation and there was remaining contingency money for the project, it seems like a good opportunity to paint those areas. **The net increase of this change is \$1,350.00.**
- **Change Pricing no. 9** is an owner initiated change order to add two new light fixtures to the existing storage room. The library director requested pricing from the contractor for two new light fixtures in the existing storage room. The additional lighting will better support the new configuration of the room and improve visibility. **The net increase of this change is \$250.00.**

Approval of Pay Application #2 for Public Library Renovations: Pay application #2 for Blue Ribbon Builders for the renovation work completed through 09/20/2020, in the amount of \$90,720.00. Construction is nearing completion and a punch list is scheduled for October 8th. Below is a list of items in progress that will be wrapping up in the next two weeks.

- Circulation desk installation is in progress.
- Painting is in progress.
- Flooring installation is nearly complete.
- Storefront installation is scheduled for the week of October 5th.

Progress photos were included in the council's packet.

Wednesday, September 30, 2020

Mr. Sven Peterson, City Administrator
City of Perry
1102 Willis Avenue
Perry, Iowa 50220

RE: Perry Public Library Renovation— Pay Application #2 and Change Pricing No. 6-9; and Construction Progress Update

Dear Sven:

Attached for your review and council action are the following items:

1. Pay Application #2 for Blue Ribbon Builders
2. Change pricing no. 6, 7, 8, and 9

Please include this on the September 30th council meeting agenda.

Change Pricing no. 6 is an owner initiated change order to modify the circulation desk design during construction. As the desk wall installation was in progress, the library director and staff noticed a section of the desk that was not going to meet their preferred needs. To maximize a staff work area and change the flow of a transaction desk surface, the staff requested flipping two sections of the cabinet and some countertop modifications, to better meet their needs. This pricing includes the additional quartz countertop and plastic laminate end panels for the requested changes. Please see the attached pricing documentation. **The net increase of this change is \$2,571.06**

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Construction Progress Update: Construction is nearing completion and a punchlist is scheduled for October 8th. Here are a list of items in progress and wrapping up in the next two weeks. Below are some progress photos from our last site visit on 09-29-2020.

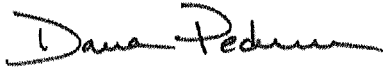
- Circulation desk installation is in progress.
- Painting is in progress.
- Flooring installation is nearly complete.
- Storefront installation is scheduled for the week of the October 5th.



119 Second Street
Polk City, IA 50226
515.984.3077
www.ethos.archi

Please do not hesitate to contact me should you have any questions. ETHOS Design Group will be present at the October 5th, 2020 council meeting.

Sincerely,



Dana Pedersen, AIA
Senior Project Manager | Project Architect

ETHOS Design Group, Inc.
119 Second Street, PO Box 169
Polk City, IA 50226

ATTACHMENTS:

1. Change order log
2. Construction Progress Photos
3. Pay Application no. 2 for Blue Ribbon Builders
4. Change Pricing no. 6 – Circulation Desk Modifications: Pricing
5. Change Pricing no. 7 – Fire Extinguisher Cabinet: Pricing
6. Change Pricing no. 8 – Additional Painting: Pricing
7. Change Pricing no. 9 – Additional Lighting in Storage Room: Pricing

CHANGE ORDER LOG

CHANGE ORDER LOG	
CP #1 Electrical repair	\$2,800.00
CP #2 Update steel lintel to wood	\$0.00
CP #3 Tile backsplash at drinking fountains	\$796.63
CP #4 Quartz thickness	\$1,364.00
CP #5 Update and additional corner guards	\$819.22
CP #6 Circulation Desk Modifications	\$2,571.06
CP #7 Fire Extinguisher Cabinet	\$195.00
CP #8 Additional Painting	\$1,350.00
CP #9 Additional Lighting in Storage Room	\$250.00
Change order total	\$10,145.91
Change orders as percent of construction cost	4.26%
Remaining Contingency	\$13,892.49

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Perry
 PROJECT: Perry Public Library Renovation
 APPLICATION #: 2
 PERIOD TO: 09/20/20
 PROJECT NOS:
 CONTRACT DATE: 06/30/20

Distribution to:

Owner	
Const. Mgr	
Architect	
Contractor	X

FROM CONTRACTOR: Blue Ribbon Builders

VIA ARCHITECT:

CONTRACT FOR: General contracting

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$ 300,480.00
2. Net change by Change Orders	\$ 300,480.00
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$ 185,200.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet)	\$ 18,520.00
5. RETAINAGE:	
a. 10.0% of Completed Work (Columns D+E on Continuation Sheet)	
b. of Stored Material (Column F on Continuation Sheet)	
Total Retainage (Line 5a + 5b or Total in Column 1 of Continuation Sheet)	\$ 18,520.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$ 166,680.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 75,960.00
8. CURRENT PAYMENT DUE	\$ 90,720.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 133,800.00

CONTRACTOR: [Signature]
 By: [Signature] Date: Sept. 22, 2020
 State of: Florida
 County of: Madison
 Subscribed and sworn to before me this 22nd day of September



Notary Public: Brian L. Sheffield
 My Commission expires: May 6, 2022

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: \$90,720
 (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.)

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

ARCHITECT: [Signature] Date: 09-22-2020
 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.

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:

Perry Public Library Renovation

Page 2 of 2 Pages

APPLICATION NUMBER: 2

APPLICATION DATE: 09/20/20

PERIOD TO: 20-Sep-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)	Work Completed This Period					
1	General Conditions	41,180.00	20,000.00	18,000.00			38,000.00	3,180.00	3,800.00
2	Mobilization	5,500.00	4,000.00	1,500.00			5,500.00		560.00
3	Division 02 Demolition	22,800.00	17,000.00	5,800.00			22,800.00		2,280.00
4	Division 03 Concrete	2,500.00	1,800.00	700.00			2,500.00		250.00
5	Division 04 Masonry	4,900.00	4,200.00	700.00			4,900.00		490.00
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		31,000.00			31,000.00	13,900.00	3,100.00
9	Division 07 Thermal and Moisture	1,100.00	500.00	600.00			1,100.00		110.00
10	08 11 13- Steel doors/frames	12,200.00	1,500.00	7,000.00			8,500.00	3,700.00	850.00
11	08 41 13- Aluminum Storefront	14,300.00						14,300.00	
12	08 71 00 Door hardware	2,500.00		1,300.00			1,300.00	1,300.00	130.00
13	08 80 00- Glazing	400.00						400.00	
14	09 26 00- Gyp Board	2,600.00		2,600.00			2,600.00		260.00
15	Division 09 Flooring/base/wall tile	65,900.00		54,000.00			54,000.00	11,900.00	5,400.00
16	09 98 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			1,500.00		150.00
20	Division 22 Plumbing	24,300.00						24,300.00	
21	Division 26.28 Electrical/ E safety	22,800.00		5,000.00			5,000.00	17,800.00	500.00
22									
23									
24									
25									
26									
27									
28									
		SUBTOTALS:PAGE 2	300,480.00	128,800.00	55,400.00	155,200.00	115,280.00	62%	18,520.00

CITY OF PERRY

Perry Public Library

Payee Blue Ribbon Builders
Amount \$2581.61
Account # 306-410-~~6490~~6802
Approved By MZ

Payee Blue Ribbon Builders
Amount \$43,201.43
Account # 121-410-6721 transfer to 306-410-~~6490~~⁶⁸⁰²
Approved By MZ

Payee Blue Ribbon Builders
Amount \$44,936.96 6802
Account # PPLF check to 306-410-~~6490~~
Approved By MZ

Library Renovation 2020
Distribution of Pay Request #2

Total Pay Request #2	90720.00
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Source:	
City LibCapProject 306--410- ⁶⁸⁰² 6490	2581.61
City Capitals: Furn/Fixt	43201.43
PPLF	44936.96

Total	90720.00
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**Library Building Project Fund Sources Report
September 2, 2020 After Pay Request #1**

DATE	SOURCE / ITEM	REVENUES	EXPENSES	BALANCE
CITY OF PERRY LINE ITEM - Major Capital Project				
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
9/15/20	GIFT Fund Paying Reimbursables	2581.61		2581.61
9/23/20	Blue Ribbon Builders- Pay Req #2		2581.61	0.00

DATE	SOURCE / ITEM	REVENUES	EXPENSES	BALANCE
CITY OF PERRY LINE ITEM				
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
CITY OF PERRY LINE ITEM				
7/1/20	City Of Perry - Capital - Furn/Fixtures	72153.00		72153.00
9/8/20	Blue Ribbon Builders- Pay Req #1		27139.07	45013.93
9/8/20	Ethos Design Group		1812.50	43201.43
9/23/20	Blue Ribbon Builders- Pay Req #2		43201.43	0.00

DATE	SOURCE / ITEM	REVENUES	EXPENSES	BALANCE
PERRY PUBLIC LIBRARY FOUNDATION				
6/15/20	Wiese Funds - FY20 & FY21	20000.00		20000.00
6/15/20	Perry Public Library Foundation	200778.00		220778.00
9/23/20	Blue Ribbon Builders - Pay Req #2		44936.96	175841.04

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

CHANGE PRICING #6



Quotation
Date 09/16/20

To: BLUE RIBBON
BLUE RIBBON BUILDERS
35983 KNOX AVE
EARLHAM, IA 50072

Phone (800) 680-4670

Ship To: Perry Public Library

Attention	: n/a	Project Id	: 200752-1
Project Desc.	: Add on Quartz top at reception desk	Ship Via	: Our Truck
Terms	: NET 30	P.O. Number	: n/a
Bid Time	: 2:00	Salesperson	: Bruce Egeness

*This quote is valid for 30 days. Changes must be agreed to, in writing, by both parties. Revisions, or additions, to the quote are subject to additional charges. Any typographical or stenographic errors are subject to correction.

**This quote is accompanied by addendum, incorporated by reference. The quote and the addendum comprise the single contract between Customer and DRAS.

***Customer's signature is required below (and initials on Addendum). Please fax or e-mail a signed copy of this quote and the initialed addendum to DRAS for your acceptance of this quote and formation of the contract.

****Freight Is Estimated Actual Will Apply

****Dras Standard Hardware. Listed Below.

- Hinge = Blum 120 degree hinge (full overlay) with 0mm plate
- Slides = DS PRO 100# FULL EXTENSION PRO2020
- Pulls = 4" Wire Pull Liberty LHP604DC-SC
- Edgebanding = 1mm on cabinets, doors (.05mm veneer banding)
- Locks = Timberline (255, 256, 280,290 lock bodies)
- Support Brackets = A&M Standard color Black
- Shelf Pins = Epco 522-N 5mm
- Shelf Brackets = KV87 and KV187 anochrome finish
- Grommets = 50mm or 80mm (black)
- 4" high toe kick with 2" recess (raw plywood)

Item No	Description	Qty UOM	Selling Price
Quartz Countertop			
1	Quartz - Countertop	1 ea	
2	Plam End Panel	2 ea	
3	Quartz Countertop	1	\$ 2,571.06

Comments
Includes Trip Charge

Item No	Description	Qty UOM	Selling Price
5	Base Bid	1	\$ 2,571.06
TOTAL			<u>\$ 2,571.06</u>

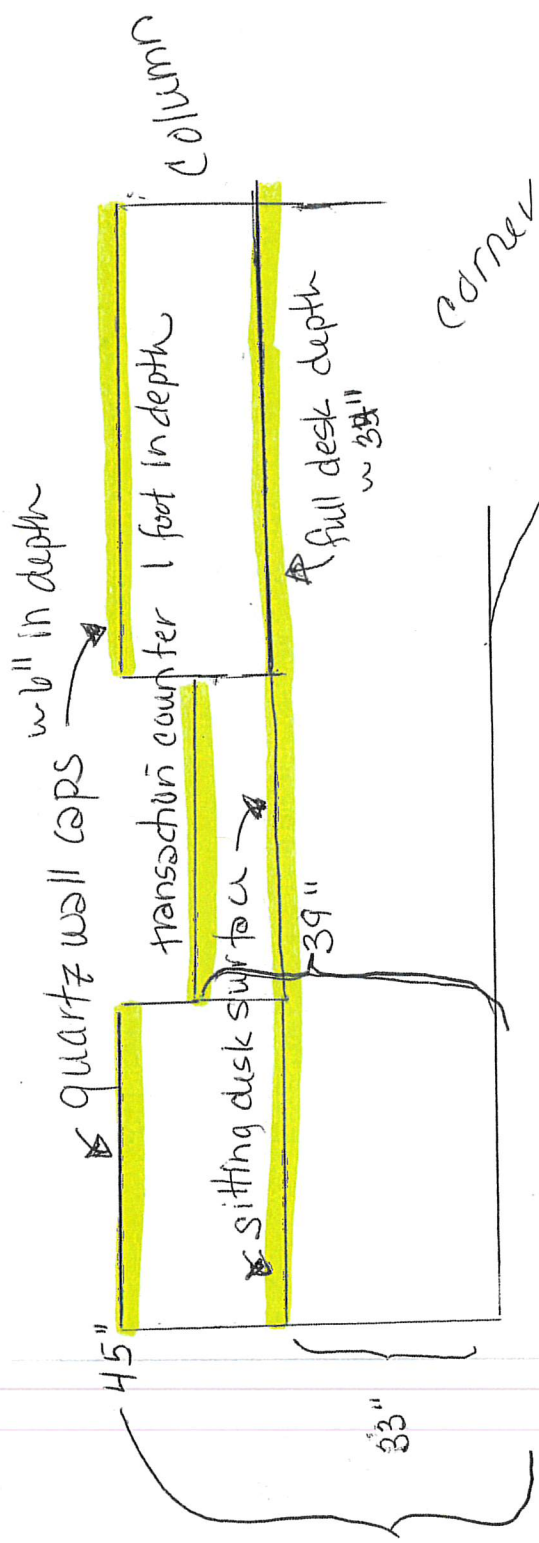
PAYMENT TERMS: 50% on approved Shop Drawings, 25% Prior to shipment, and 25% upon delivery. Payment is due within 30 days of receipt of statement. Freight and crating charges are additional.

Acceptance of Quotation

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

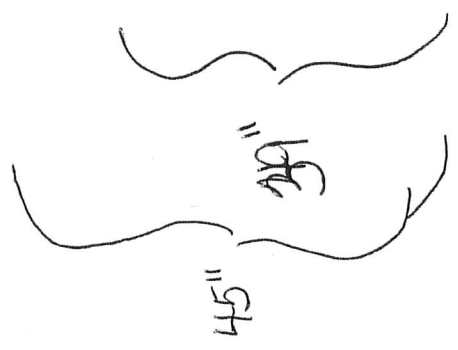
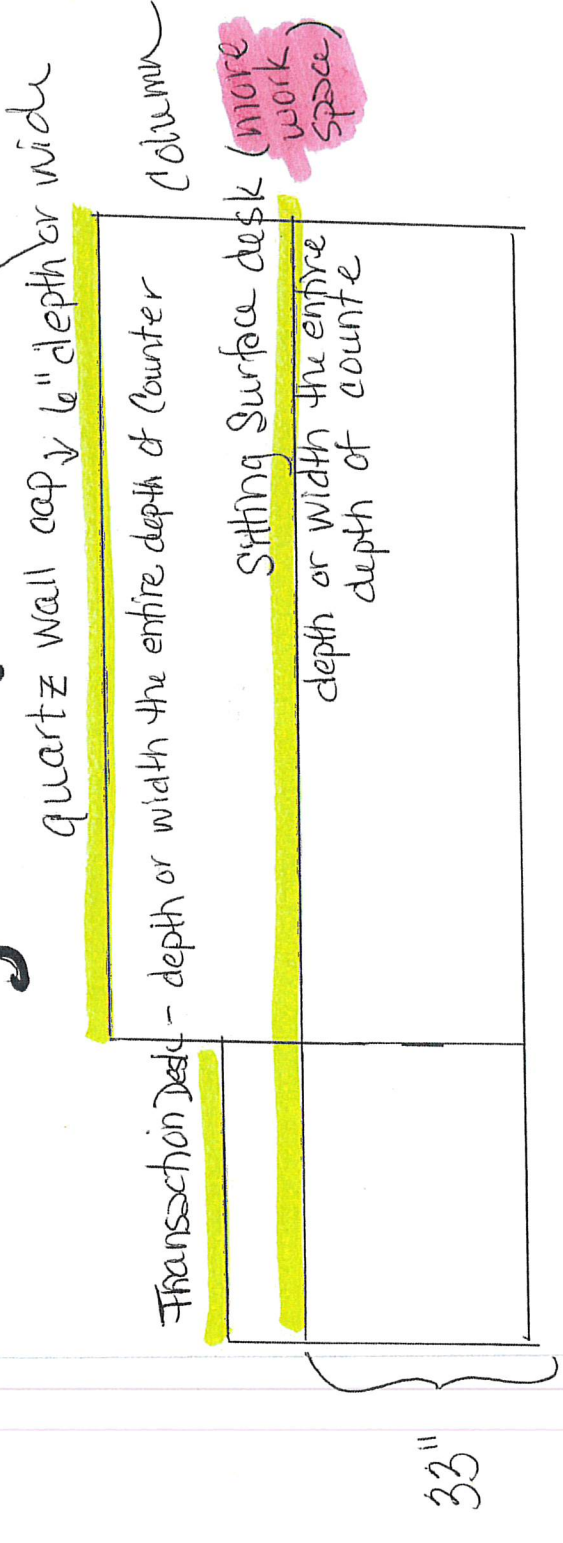
Accepted: BLUE RIBBON By: _____ Date: _____

Accepted: DRAS CASES By: _____ Date: _____

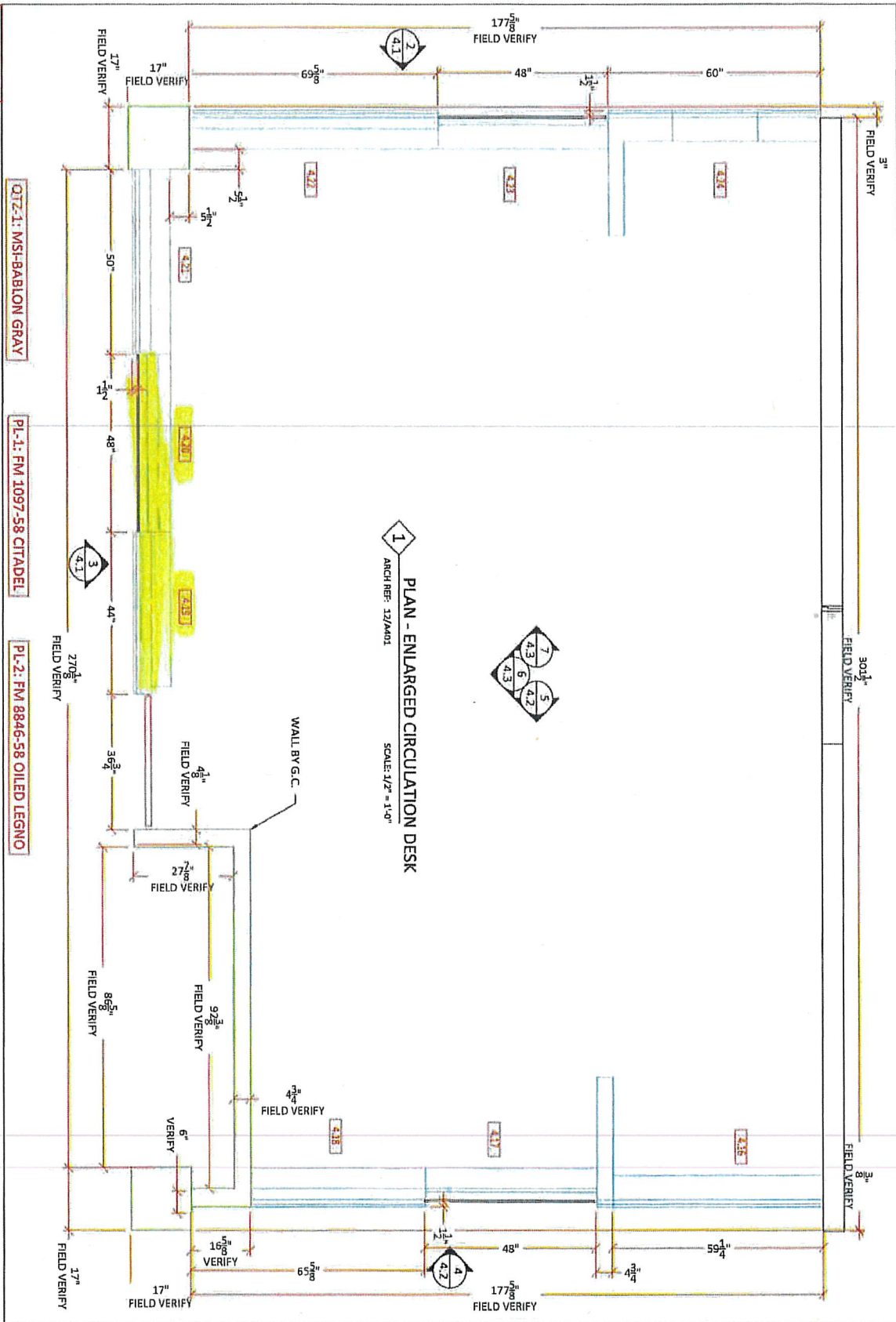


Yellow indicates quartz tops

Change to →



**CHANGE
PRICING
#6**



1 PLAN - ENLARGED CIRCULATION DESK
 ARCH REF: 12/A401
 SCALE: 1/2" = 1'-0"

QTZ-1: MSI-BABLON GRAY

PL-1: FM 1097-58 CITADEL

PL-2: FM 8846-58 OILED LEGNO

REV	DATE	BY	DESCRIPTION
D	08/07/20	JS	RELEASED TO PLANT
C	-	JS	FIELD VERIFICATIONS
B	-	JS	REVISE & RESUBMIT
A	07/08/20	JS	SUBMITTAL DRAWINGS
REV			

PROJECT TITLE:
200752 - PERRY PUBLIC LIBRARY
 1101 WILLIS AVE
 PERRY, IA 50220

DRAWING TITLE:
PLANS/ELEVATIONS

SHOP DRAWINGS PROPERTY OF:
DRAS
 Cases
 LAKE MILLS, IA
 PH: 641.592.3333

DRAWN: JS
 DATE: 07/08/20
 SHEET: 4.9 OF 19
B

CHANGE PRICING #7

Dana Pedersen

From: John Costello <johnc@tbienterprises.com>
Sent: Wednesday, September 23, 2020 9:22 AM
To: Dana Pedersen; mmurphy@perry.lib.ia.us; Brian Sheffield
Subject: FE Cabinet Submittal
Attachments: Perry Library FE Cabinet Submittal.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

All,

Please find attached the submittal for the semi-recessed Fire Extinguisher Cabinet. The cost is \$195.00. Please let me know if you have any questions. Thank you.

--

John Costello
Blue Ribbon Builders | TBI Enterprises
www.blueribbonbuild.com
800-680-4670 - main
515-249-6665 - mobile

SUBMITTAL: COSMOPOLITAN™ STAINLESS STEEL FIRE EXTINGUISHER CABINETS

The Cosmopolitan Series in Stainless Steel Is a Modern, Clean Look for Recessed, Semi-Recessed & Surface-Mounted Cabinets.

Door & Trim Construction: # 4 stainless steel. Flush cabinet doors with a 5/8" door stop are attached by a continuous hinge and equipped with zinc-plated handle and roller catch. All models have 1-3/4" wide trim on frame and 1-1/4" trim on doors with glazing.

Trim Style & Depth: Recessed 3/8" flat trim **Semi Recessed** 1-1/4", 1-1/2" Square Edge or 2-1/2" 3" 4" 4-1/2" **Rolled Edge** 4" has recessed flush pull). **Surface-mount** models have a square edge. See separate submittal for Trimless or Surface-mount with rolled edge.

Tube: The tub is constructed of cold rolled steel with white powder-coat finish standard. Surface-mount models have a stainless tub.

Fire-Rated Option Available: Yes - See separate Submittal Form.

STEP 1: SELECT MODEL NUMBER AND QUANTITY ON CHART (refer to chart on pg 2)

- A. Determine Trim Style according to wall depth.
- B. Determine Tub I.D. according to size most suited for extinguisher and wall opening.

STEP 2: SELECT DOOR STYLE WITH HANDLE

F Full Glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G Full Glazing with SAF-T-LOK™	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D Horizontal Duo Panel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E Horizontal Dual Panel with SAF-T-LOK™	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S21 Solid Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check one box below Examples on Page 2

- L22 Solid with SAF-T-LOK™
- L24 Solid with Cylinder Lock - No Handle
- V Vertical Duo
- W Vertical Duo with SAF-T-LOK™
- B Solid with 2" x 4" View Window & SAF-T-LOK™

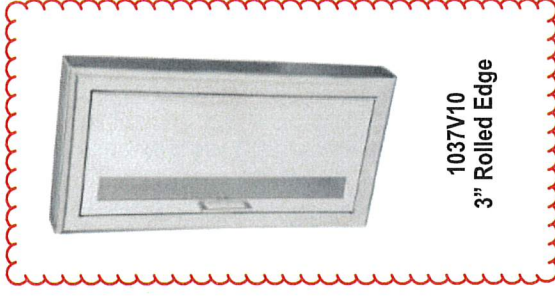
STEP 3: SELECT DOOR GLAZING (Check one box below)

10 Clear Acrylic	<input type="checkbox"/>	15 Bronze Acrylic	<input checked="" type="checkbox"/>	17 Clear Tempered Glass	<input type="checkbox"/>
13 Clear Wire Glass with Safety Film	<input type="checkbox"/>	16 Gray Acrylic	<input type="checkbox"/>	18 Laminated Safety Glass	<input type="checkbox"/>

STEP 4: OPTIONAL FEATURES AT ADDED COST (SELECT ANY)

Optional Tub Color: <input type="checkbox"/> Black <input type="checkbox"/> Red	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Futura "Fire" Pull <input type="checkbox"/> Mill Alum <input type="checkbox"/> Red	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flush Pull Handle (PRH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	White
Polished Chrome Pull (PUCH)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stainless Tub #4 Finish View Stainless Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Stainless Finish: #6 #7 #8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rolled Edge Surface Mount Cabinet



1035G10
Recessed

1033S21
Surface Mount

1037V10
3" Rolled Edge

- Black Vertical Decal LDVBFE
- Red Vertical Decal LDVRFE
- White Vertical Decal LDVWFE
- Black Horizontal Decal LDHBF
- Red Horizontal Decal LDHRFE
- White Horizontal Decal LDHWFE

- Black Vertical FE Letters LDCVBFE
- Red Vertical FE Letters LDCVRF
- White Vertical FE Letters LDCVWFE
- Black Horizontal FE Letters LDCHBFE
- Red Horizontal FE Letters LDCHRFE
- White Horizontal FE Letters LDCHWFE

- (CA) Commander Alarm
- (BA) Brigadier Alarm
- (SA) Sirobe Alarm (Surface Mount Models)

Etched/Engraved Lettering in Glass or Metal- Attach Sub
For More Information on Options See Other Submittals: [Handles & Levers](#), [Decals/Die Cuts & Wall Signs](#), [More Alarm Information](#)



COSMOPOLITAN AND SAF-T-LOK ARE TRADEMARKS OF ACPG
 PLEASE DOWNLOAD MOST CURRENT SUBMITTAL FROM WEBSITE BEFORE ORDERING
 HEADQUARTERS: 9702 NEWTON AV S, BLOOMINGTON, MN 55431 PH: 800-554-6077 FAX: 952-835-2218 EMAIL: SALES@ACTIVARCPG.COM WWW.ACTIVARCPG.COM
 MANUFACTURING: BLOOMINGTON MN & COMMERCE, CA • WAREHOUSES: FT MYERS FL, ATLANTA GA, DALLAS TX, SEATTLE WA, LANCASTER PA, FARGO ND, OMAHA NE 4/29/19

Distributor: J Laurenzo	Quantity: 1
Contractor: Blue Ribbon Builders	Approved By:
Model #: 1037V17	Architect:
Project: Perry Library	Date:
© 2019 Activar Construction Products Group, Inc	



JCTOLAND
PAINTING

CHANGE PRICING #8

P: 515-288-2402

W: www.JCToland.com

September 25, 2020

PROPOSE CHANGE ORDER

Project: Perry Public Library
Address: 1102 Willis Avenue PO Box 545
City, State Zip: Perry, IA 50220
Plans Dated: 06/2020
Addendum Acknowledgement: N/A

J.C. Toland Painting is pleased to submit this proposal for the following work on the above-mentioned project.

Scope of Work

Includes:

- Paint VWC outside of the public restrooms in hallway
- Paint all walls in break room/kitchen
- Paint all walls in reception/office space
- Paint all walls in single office with minor drywall repair in corner

** Figured for paint to match existing colors at these locations

** Did not figure for any additional ceiling paint as it is ACT tile

** Did not figure to paint the roof access ladder

Add to base bid total: **\$1350.00**

Notes/Clarifications:

- All cleaning is limited to our work area and will be kept in a broom-clean condition.
- General Contractor is to comply with and be responsible to see that the job-site meets all OSHA and ANSI regulations necessary for JC Toland Painting LLC to safely complete the contracted Scope of Work.
- JC Toland Painting are open shop companies, therefore this proposal does not include union wages and their fringes benefits.
- General Contractor will provide water, heat, ventilation, traffic controls, signage, electricity, security and all sanitary facilities for the project.
- All work will be performed in a workmanlike manner. Any alteration or deviation from the above Scope of Work involving extra cost of materials and/or labor will only

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:
City of Perry

PROJECT:
Perry Public Library Renovation

APPLICATION #: 2
PERIOD TO: 09/20/20

Distribution to:

Owner	
Const. Mgr	
Architect	
Contractor	X

FROM CONTRACTOR:
Blue Ribbon Builders

VIA ARCHITECT:

CONTRACT DATE: 06/30/20

CONTRACT FOR: General contracting

CONTRACTOR'S APPLICATION FOR PAYMENT

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

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	\$	185,200.00
(Column G on Continuation Sheet)		
5. RETAINAGE:		
a. 10.0% of Completed Work	\$	18,520.00
(Columns D+E on Continuation Sheet)		
b. of Stored Material	\$	
(Column F on Continuation Sheet)		
Total Retainage (Line 5a + 5b or		
Total in Column 1 of Continuation Sheet	\$	18,520.00
6. TOTAL EARNED LESS RETAINAGE	\$	166,680.00
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	75,960.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	90,720.00
(Line 3 less Line 6)		
	\$	133,800.00

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

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.

CONTRACTOR:

By: [Signature] Date: Sept. 22, 2020

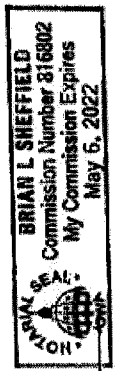
State of: Florida

County of: Madison

Subscribed and sworn to before me this 22nd day of September

Notary Public: Brian L. Sheffield

My Commission expires: May 6, 2022



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 \$ 90,720

(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: [Signature] Date: 09-22-2020

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.

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

Page 2 of 2 Pages

PROJECT:
Perry Public Library Renovation

APPLICATION NUMBER: 2

APPLICATION DATE: 09/20/20

PERIOD TO: 20-Sep-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	18,000.00			38,000.00	3,180.00	3,800.00
2	Mobilization	5,600.00	4,000.00	1,600.00			5,600.00		560.00
3	Division 02 Demolition	22,800.00	17,000.00	5,800.00			22,800.00		2,280.00
4	Division 03 Concrete	2,500.00	1,800.00	700.00			2,500.00		250.00
5	Division 04 Masonry	4,900.00	4,200.00	700.00			4,900.00		490.00
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		31,000.00			31,000.00	13,900.00	3,100.00
9	Division 07 Thermal and Moisture	1,100.00	500.00	600.00			1,100.00		110.00
10	08 11 13- Steel doors/frames	12,200.00	1,500.00	7,000.00			8,500.00	3,700.00	850.00
11	08 41 13- Aluminum Storefront	14,300.00						14,300.00	
12	08 71 00 Door hardware	2,600.00		1,300.00			1,300.00	1,300.00	130.00
13	08 80 00- Glazing	400.00						400.00	
14	09 26 00- Gyp Beard	2,600.00		2,600.00			2,600.00		260.00
15	Division 09 Flooring/base/wall tile	65,900.00		54,000.00			54,000.00	11,900.00	5,400.00
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			1,500.00		150.00
20	Division 22 Plumbing	24,300.00						24,300.00	
21	Division 26,28 Electrical/ E safety	22,800.00		5,000.00			5,000.00	17,800.00	500.00
22									
23									
24									
25									
26									
27									
28									
SUBTOTALS PAGE 2		300,480.00	55,400.00	129,800.00			185,200.00	115,280.00	18,520.00

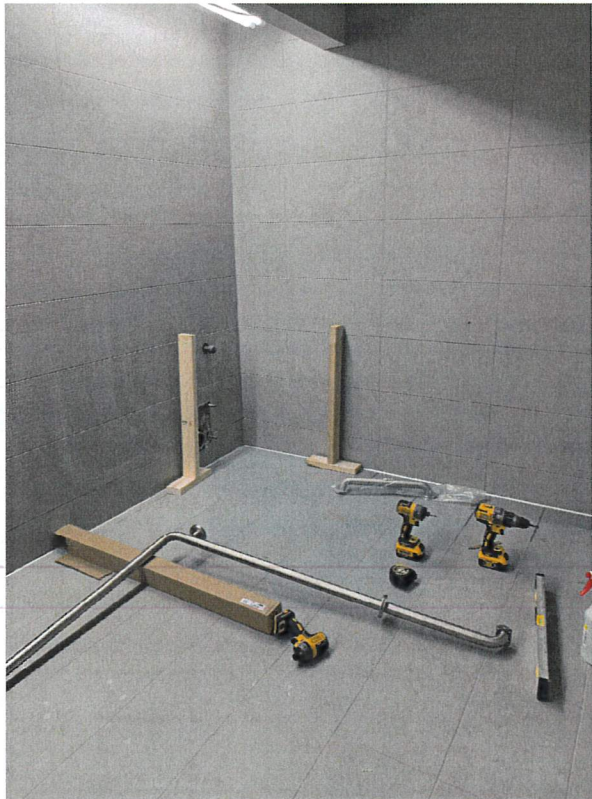
CONSTRUCTION PROGRESS PHOTOS

Circulation Desk Installation

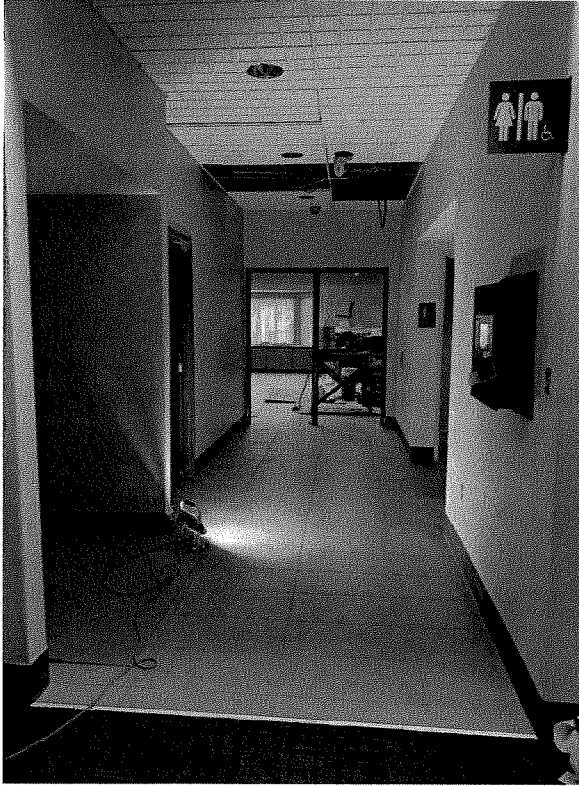




Men's and Women's Restroom- Tile Installation Complete



Lobby Flooring



Board Overview

	FY 2019-2020	FY 2020-2021 Year to Date	Fiscal Year % Change	Jul.	Aug.	Sep.	Last FY Sep.
Volumes Held at Start of Period	110,940		0.71%	110,969	111,580	111,725	111,395
Freegal Music Circulation	295	103	39.66%	41	31	31	12
Electronic Audiobook Circulation	2,185	543	-0.59%	185	164	194	163
Electronic Book Circulation	2,999	800	6.70%	279	278	243	199
Electronic Video Circulation	417	57	-45%	15	6	36	84
Total Circulation	70,422	9,740	-44.68%	3,757	2,504	3,479	5,712
Number of Borrowers at End of Period	4,880		6.25%	5,172	5,181	5,185	4,997
Library Visits	51,372	0	-100.00%	0	0	0	5,293
Total Number of Reference Questions	2,974	560	-24.68%	186	158	216	345
Total Number of Programs	620	82	-47.10%	39	0	43	58
Total Number Attending Programs	10,741	481	-82.09%	395	0	86	787
Annual Meeting Room Use	335	0	-100.00%	0	0	0	45
Public Computer Usage (Wireless Included)	15,428	691	-82.08%	305	185	201	1,903
Wireless Computer Usage	7,347	614	-66.57%	279	155	180	0
Pages Viewed Online Catalog	17,023	4,289	0.78%	1,669	1,188	1,432	1,745
Unique Visitors to Online Catalog	1,683	539	28.10%	194	174	171	137
Wowbrary users	2,221		-0.59%	2,195	2,191	2,208	1,681
Wowbrary pages viewed	5,699	1,958	37.43%	642	500	816	263
Wowbrary Click-Thru to Catalog	1,604	317	-20.95%	164	61	92	72

Statistics – Discuss at meeting.

Library staff is still serving our patrons curbside with checking out materials, printing, copying, faxing, and Notary Service. One of the greatest services that we are doing right now is the readers' advisory. We are continually advising patrons about new authors and series.

In October, the Craft Club, Online Storytimes and Wee Wonders will continue along with a Family Pumpkin Evening Storytime. All programming is virtual.

Progress has been steady on the renovation with minor hang ups and the four more change orders. Partitions are starting to be put in the women's and men's bathroom. The inside doors for the new entrance were put in today and the outside door will be put it tomorrow. Architect Dana Pedersen, Deputy Director Misty VonBehren, and I did a walk through today with Job Supervisor John Costello. We reviewed work to be done and scheduled the punch list date. Updated report at meeting. Also please find pages following this one, explanations concerning the change orders.

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 15th. Both the Public Programming Manager of the Cedar Rapids Library and I will be participating in the session presentation.

Reopening the library after the 2020 Library Renovation Project is finished is on everyone's mind. We have been monitoring the covid-19 cases in zip code 50220 that is published by Dallas County Public Health. On October 8th, they reported a 14-day average of 23 cases. The 14-day average has been declining. Updated report at the meeting.