

Bertha Bartlett Public Library

Board Meeting

Tuesday, August 26, 2025 6:30 p.m.

Opening of Meeting: Theresa Sens, President

Approval of Agenda

Approval of July Meeting Minutes

Citizens' Appearance

Foundation update – Shelley Hart

Treasurer's Report: Duane Fournier

- Review City reports
- August Bills

Library update/ Circulation Report: Tara Turner

Correspondence/Communications:

Gilbert Update: Tera Sitzman

Board Training : Election of Board Officers: Treasurer

Building Project Update:

Handicap railing
Landscaping – see attached proposal
HVAC -
Bookcases
Rudder's Reading Room

Old Business:

Strategic Planning Meeting – September 20, 1 pm (See attached info)
Pano tour of Library – see attached proposal
Staff raises

Policy updates: Maker space Policy

New Business:

Consideration of Ancestry.com
Masonry repair
Partnership with City for October 2 event, ask Foundation for \$300 sponsorship
Director evaluations/Bonus

Adjournment:

Next monthly Board Meeting: Monday, September 22, 6:30 pm

Bertha Bartlett Public Library
Board of Trustees
Minutes
July 28, 2025

Theresa Sens, board secretary, opened the meeting at 6:30p.m. Attending were Trustees Theresa Sens, Ashlee Mullenbach, Lynn Cummins, Jenna Cline, Denise Carlson, and Laura Donaldson; Tara Turner, library director; Shelley Hart of the foundation; Mary Kay Solberg and Mark Jackson.

The agenda was reviewed. A motion was made by Lynn, second by Ashlee to approve the agenda as written. All approved.

Minutes were reviewed from the June meeting. A motion to approve the minutes as written was made by Laura, second by Ashlee. All approved.

Citizens Appearance – nothing today.

Foundation Report - Shelley gave the report to the board. Donor wall has been installed, to be revealed at the donor reception July 31. August 1 there will be the public re-opening event with ribbon cutting. A grant to commission Jarod Hart to compose a song cycle grant has been approved.

Treasurer's Report - Financial and Budget reports were reviewed by Tara. A review of city reports and of fiscal year 2025 was given.

A motion to approve the bills for July 2025 was made by Lynn, second by Ashlee. All approved.

Circulation Report/Library Update – Tara reviewed the Circulation report for the board and gave a library update.

Correspondence – None this month.

Gilbert Update - Tara gave the Gilbert update.

Board Training– Election of new officers.

Theresa called for nominations for the offices. Nominations were: Theresa was nominated as board president; Laura was nominated as board vice president; Denise was nominated as board secretary. With no further nominations, Ashlee moved to approve all nominations, second by Jenna. All approved. There were no nominations for Treasurer; This will be done at our next meeting.

Building Project Updates – Tara gave a building project update to the board.

Change Orders

Handicapped ramp, book drop bollards, rear sidewalk

Old Business:

Change in city library ordinance/board of trustees bylaws to consider at-large representatives.

After some discussion, **Ashlee moved to recommend to the city that the upcoming general election ballot include a provision in which the Mayor can consider appointing up to/no more than two of our trustees being at-large.**

Second by Laura; All approved.

Policy Updates- Tara proposed adoption of a proposed Maker Space Policy.

The board was given a draft policy to review. It will be voted on and approved at the next meeting.

New Business

- Panoramic photography of library. There is a cost of \$1,188 for this service. \$250 hosting for the year.
 - Decision tabled for now, Board to review the current tour and decide next month.
- Change of Library Hours (Monday 8-7, Tues 10-7, Wed 8-5, Thurs 10-7, Friday 8-5, Saturday 9-2)
 - Tara proposed a change to opening hours upon a member of staff willing to work on site instead of from home as she had been doing.
 - **Ashlee made a motion to begin these proposed hours on August 1, to be reevaluated and further discussed at our October meeting. Laura second. Lynn opposed. Motion carries with one opposed.**
- Staff pay increase
 - The board previously discussed shifting pay raises to July to align with City wage increases with the fiscal year.
 - **Laura moved to increase all staff wages up to 2.5%, contingent on the numbers remaining within the budget for fiscal year 25/26. Effective August 11. If the numbers are not within the budget, we will not make the increase now and vote again in August.**
Second by Lynn. All approved. Tara will email out the result of this number crunch.
- Need for volunteers, disposal of unneeded items, selling of book carts, moving items from storage to building.

Our next meeting will be **Tuesday August 26 2025 at 6:30pm.**

Reminder of Strategic Planning meeting **September 20, 2025, 1:00.**

Laura made a motion to adjourn the meeting at 8:05. Jenna second. All approved.

Respectfully

Theresa Sens, Secretary/Trustee

July 2025

Code	Written To	Date	Amount	Comments/Mileage @ .655/mile-2023
	Story City Bills			
001-4410-6150	Wellmark	auto	\$ 553.00	Health Insurance, TT (split with Gilbert)
001-4410-6371	Black Hills Energy		\$ 49.71	
001-4410-6320	Aspen	auto	\$ 39.16	Trash removal (automatic monthly
001-4410-6320	Sabrina Gogerty	June	\$ 262.50	Cleaning for July
001-4410-6320	Story City Space Center	August	\$ 70.00	Rent for August
001-4410-6320	Computer Resources Specialists	6/28/2025	\$ 112.50	Server issue due to move
001-4410-6320	AA Concrete - front walk	7/25/2025	\$ 7,925.00	ADA ramp, back walk, bollards
001-4410-6320	Converse Air	7/20/2025	\$ 678.93	new control panel
001-4410-6320	Amazon # PD3R, W4R7, 7YLN, 6YMK, XFJY, YF	June	\$ 470.61	Door Stoppers, wall anchors, paint, thermostats
001-4410-6373	Aureon	July	\$ 64.94	Telephone service May
001-4410-6490	Konica Minolta	6/2	\$ 1,316.68	Drum replacement
001-4410-6500	Laura Loots -	7/1	\$ 9.82	Meta - Advertising
001-4410-6500	GNB Visa 48 Hour Printing		\$ 116.93	Grand opening banner
001-4410-6502	Amazon #F3VJ	7/17/2025	\$ 12.79	converting cable
001-4410-6502	GNB Visa - Efax	6/3/2025	\$ 20.32	Fax service
001-4410-6502	GNB Visa Ebay - Printer part fax	7/9/2025	\$ 101.65	Fax module printer
001-4410-6505	Amazon #7yln, 6ymk,xfjy, f3vj,	june	\$ 263.66	laminare, rings, supplies
001-4410-6505	Vernon #746670	7/14/2025	\$ 75.20	date due slips
001-4410-6506	Amazon #7yln, 6ymk, xfjyfv1t, qj	6/19/2025	\$ 376.17	polish, batteries, papertowels
001-4410-6506	GNB Visa USPS	7/12/2025	\$ 75.55	100 stamps
001-4410-6506	Quill #44764522	7/3/2025	\$ 271.68	tape, paper
001-4410-6770	Sports Illustrated	July	\$ 15.00	Annual Renewal - reduced rate
001-4410-6770	South hamilton Record	July	\$ 34.00	Annual Renewal
001-4410-6772	Amazon tkh6,7yln,fpvt, fv1t	june	\$ 87.07	Books
001-4410-6772	Baker and Taylor			
001-4410-6772	2039150660	5/21	\$ 108.53	Books
001-4410-6772	2039167641	5/28	\$ 155.34	Books
001-4410-6772	2039159250	6/9	\$ 224.24	Books
001-4410-6772	2039184138	6/13	\$ 154.62	Books
001-4410-6772	GNB Visa Thriftbooks refund	6/12	\$ (40.73)	refund
001-4410-6772	GNB VisaThriftbooks	7/7	\$ 14.78	Books
001-4410-6772	Clive Library		\$ 14.49	Fine paid - book replacement
001-4410-6772	Fayette Library		\$ 20.00	Audio Books
001-4410-6774	Overdrive/Bridges/Libby	July	\$ 552.24	Online books
		Total	\$ 14,206.38	
	Gilbert Bills			

Bertha Bartlett Public Libraries

July 2025

033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
001-4410-6505	Vernon #746670	7/14/2025	\$ 75.20	date due slips
033-4410-6772	Baker and Taylor			
033-4410-6772	2039150660	6/23	\$ 26.20	Books
033-4410-6772	2039167641	7/2	\$ 11.40	Books
033-4410-6772	2039159250	6/27	\$ 73.49	Books
033-4410-6772	2039184138	7/14	\$ 102.18	Books
033-4410-6774	Overdrive/Libby/Bridges	July	\$ 552.24	Online books
		Total	\$ 1,040.71	

Submitted

7/24/2025

Approved on this day _____ by _____

BBPL - Expenses August 2025 - Goal 86 %

<u>Acct #</u>	<u>Story City Expenses</u>	2025-2026 Budget	Balance July 31, 2025	% July 92	August 2025 Submitted expenses	Projected Budget remaining
001-4410-6010	Salaries: Full Time	\$ 50,250.00	\$ 44,706.12	88.97%	\$ 4,200.00	80.61%
001-4410-6020	Salaries: Part-time	\$ 106,000.00	\$ 92,963.29	87.70%	\$ 12.00	87.69%
001-4410-6110	FICA/Medicare (7.65%)	\$ 11,953.00	\$ 10,554.36	88.30%	\$ 322.22	85.60%
001-4410-6130	IPERS (8.75%)	\$ 14,750.00	\$ 13,040.30	88.41%	\$ 368.55	85.91%
001-4410-6150	Insurance - Group Health	\$ 6,500.00	\$ 5,426.54	83.49%	\$ 553.00	74.98%
001-4410-6230	Travel/Training	\$ 847.00	\$ 847.00	100.00%	\$ -	100.00%
001-4410-6320	Building/Grounds	\$ 5,000.00	\$ (4,556.70)	-91.13%	\$ 3,356.67	-158.27%
001-4410-6371	Utilities	\$ 4,500.00	\$ 4,401.61	97.81%	\$ 49.71	96.71%
001-4410-6373	Telephone	\$ 500.00	\$ 435.06	87.01%	\$ 28.97	81.22%
001-4410-6408	Insurance-General	\$ 10,800.00	\$ 10,800.00	100.00%	\$ -	100.00%
001-4410-6490	Professional Services	\$ 1,500.00	\$ 163.00	10.87%		10.87%
001-4410-6499	Miscellaneous	\$ 250.00	\$ 230.05	92.02%		92.02%
001-4410-6500	Programming	\$ 3,250.00	\$ 3,150.20	96.93%	\$ 235.98	89.67%
001-4410-6501	Building Supplies	\$ 500.00	\$ 500.00	100.00%		100.00%
001-4410-6502	Technology	\$ 1,000.00	\$ 687.24	68.72%	\$ 98.51	58.87%
	Minor Equipment	\$ 250.00	\$ 250.00	100.00%		100.00%
001-4410-6505	Cataloging Supplies	\$ 1,550.00	\$ 1,211.15	78.14%	\$ 35.41	75.85%
001-4410-6506	Office Supplies	\$ 2,500.00	\$ 1,852.15	74.09%	\$ 272.38	63.19%
001-4410-6507	Misc. Operating supplies	\$ 250.00	\$ 250.00	100.00%		100.00%
001-4410-6508	Petty Cash/Postage	\$ 250.00	\$ 250.00	100.00%		100.00%
001-4410-6770	Magazines	\$ 1,500.00	\$ 1,451.00	96.73%	\$ 282.03	77.93%
001-4410-6771	Audio	\$ 250.00	\$ 250.00	100.00%		100.00%
001-4410-6772	Books	\$ 15,500.00	\$ 14,735.71	95.07%	\$ 492.19	91.89%
001-4410-6773	Video	\$ 600.00	\$ 600.00	100.00%	\$ -	100.00%
001-4410-6774	Online Databases	\$ 2,750.00	\$ 2,197.76	79.92%	\$ 552.24	59.84%
		\$ 243,000.00	\$206,395.84	84.94%	\$ 10,859.86	80.47%

Construction costs

\$12,431.21

estimates

Actual August budget remaining

\$207,967.19

Gilbert - Expenses August 2025 - Goal 86 %

<u>Acct #</u>	<u>Gilbert Expenses</u>	2025-2026 Budget	Balance July 31, 2025	August 2025 Submitted expenses	Projected Budget remaining
033-4410-6010	Salaries, Full-time	\$16,750.00	\$ 14,902.05	\$ 1,200.00	81.8%
033-4410-6020	Salaries, Part-time	\$42,000.00	\$ 37,689.85	\$ 2,700.00	83.3%
033-4410-6110	FICA & Medicare	\$4,465.00	\$ 3,963.23	\$ 298.35	82.1%
033-4410-6130	IPERS	\$5,546.00	\$ 5,017.88	\$ 341.25	84.3%
033-4410-6150	Insurance,	\$1,400.00	\$ 1,052.84	\$ 215.00	59.8%
033-4410-6230	Travel & Training	\$339.00	\$ 339.00		100.0%
033-4410-6490	Professional Services	\$500.00	\$ 500.00		100.0%
033-4410-6500	Programming	\$2,000.00	\$ 2,000.00		100.0%
033-4410-6502	Technology				
033-4410-6504	Minor Equipment				
033-4410-6505	Cataloging Supplies	\$1,500.00	\$ 1,424.80		95.0%
033-4410-6506	Office Supplies	\$750.00	\$ 750.00	\$ 9.98	98.7%
033-4410-6507	Misc. Operating Supplies				
033-4410-6770	Magazines	\$500.00	\$ 500.00		100.0%
033-4410-6772	Books (have Foundation	\$7,500.00	\$ 7,286.73	\$ 340.18	92.6%
033-4410-6773	Video	\$-			
033-4410-6774	Online Licensing/Databas	\$1,750.00	\$ 1,197.76		68.4%
033-4410-6910	Transfer	\$3,000.00	\$ 3,000.00		100.0%
	Total Gilbert Exp.	\$ 88,000.00	\$ 79,624.14	\$ 5,104.76	84.7%

Bertha Bartlett Public Libraries

August 2025

[illegible]

Bertha Bartlett Public Libraries

August 2025

	Gilbert Bills			
033-4410-6150	Wellmark	auto	\$ 200.00	Health Insurance, TT (split with Gilbert)
001-4410-6506	Amazon #jylk	8/18/2025	\$ 9.98	Charger
033-4410-6772	#2039194997,2039211682,203	August	\$ 159.90	Books
033-4410-6772	Dog Eared Books	8/18	\$ 22.08	Books
033-4410-6772	Ingram #89375452	7/24	\$ 142.85	Books
033-4410-6772	Amazon #jylk	8/18	\$ 15.35	USB expansion port
033-4410-6774				
		Total	\$ 550.16	

Submitted

8/24/2025

Approved on this day _____ by _____

BBPL Change Order/Contingency Fund

08/25/2025

Beginning Contingency Fund balance \$ 200,000.00

Amount Spent to Date \$149,128.45

Obligated (budget numbers) \$39,273.14

Budgeted Funds Remaining \$ 11,598.41

	Contingency Items Paid to Kingland		Credit back	
CPR/PR #1	West Entrance/Vestibule	\$28,488.97		
PCO#002	Door #133	\$414.00		
CPR #003	Wall change	\$494.00		
CPR#002	Operable Partition (credit)		\$4,350	
PCO# 003	Brick - special order color	\$1,586.11		
PCO #004	Foundation Soil Correction	\$2,813.97		
PR #004	Flooring change (credit)		\$560	
PCO #007	Metal Clad Cabling (credit)		\$1,912	
PCO #008	Door #122b	\$854.00		
PCO #6	Back Splash (credit)		\$250	
PCO #5	Slab Soil Ammendment	\$19,027.78		
CPR #6	Restroom Removal	\$8,400.18		
	Foam Insulation	\$3,012.35		
	Lintel for brick	\$965.65		
CPR 7	Relocation of Door 113	\$2,859.59		
PCO 3	Mortar color change		\$595	
Room 102	Vinyl base to tile	\$1,502.50		donor
CPr 10	Garbage disposal power			Should be paid for in full by architect or we will forgo garbage disposal and receive a credit
CPR 11	Emergency Light relocation	\$1,109.86		donor wall
PR #12	IT Changes	0		Paid by engineering consultant
PR #13	Circulation Desk changes	\$357.07		
PCO ther	2 new thermostats installed		458.85	
PR #15	Emergency fixtures in 108			To be paid by architect - due interference with function of gallery wall
CO #5	Eliminate blinds		346	
CO#5	Asphalt		3800	\$3800 to city
PR #14	Office addition (2 offices added)	\$14,529.27		Billed to city but not paid for from contingency acct - may be covered by architect credit
	Total contingency paid to Kingland	\$86,415.30		
	Less total credits		\$12,272	
	Total PAID TO KINGLAND	\$74,143.45		\$3800 asphalt credit to City of Story City
	Items paid for directly using contingency funds	Spent		
	Blinds - sun screens (7200)	\$3,625.00	\$3,625.00	Suncreens throughout library
	Converse Air - Replace condensers	\$10,435.00	\$10,435.00	Replaced 2 units
	Shelving for storage including wall shel	\$835.00	\$835.00	Shelving for storage rooms
	Phone system (budget 2890)	\$2,349	\$2,349.00	7 phones, contoller, POE - hardware

Converse Conditioned Air - 2 more condensors	\$13,441	\$ 13,441.00	Replace last two condensers on roof
Lighting - DDM	\$32,800	\$35,060.00	DDM - Electric - replace all lights added dimmers and extra fixture
DDM electric - billed through City	\$1,500	\$1,445.07	Emergency Lights/ cable for printer
Park Avenue Entrance - AA Concrete	\$10,000	\$7,925.00	Concrete ramp - city paid
Drywall Repair - Mullenbach		\$772.60	Should be reimbursed to City
TOTAL Contingency Directly PAID	\$74,985.00	\$75,887.67	
Items not yet paid allotted to Contingency account	Budget	Actual (budget number used if not pending)	
Soil Testing	\$7,000	\$7,000.00	Terracon
Closet hardware	\$5,600	\$5,600.00	Rail shelf, hangers and hooks for backpacks
Signage throughout Library - fire rooms, restrooms, collection	\$5,000	\$5,000.00	Some may be covered by ALA grant - spent so far: \$356.26+33.34 still need signs for large meeting room, small meeting room, conference room, and collection signage
Exterior signage over new entrance - L	\$1,500	\$1,500.00	Metal "Library" door signage
Toiletry items (5 bathrooms)	\$1,500	\$883.14	Amazon/J Lorenz - \$373+108=\$481 (5 paper towel dispense (182.14)r+4 lidded garbage cans \$220)
Park Avenue Entrance stainless rail	\$7,490	\$7,490.00	architect designed ramp \$10,315 AA concrete, ramp, rail, bollards and back walk replacement. Signage, curbs will be extra
City reimbursment for asphalt		\$ 3,800.00	Reimbursemnt to City for asphalt
Doors Inc.	\$18,000	\$ 8,000.00	Replace doors to meeting room with double doors (Just recv's \$10,000 add'l donation)
TOTAL Budgeted	\$46,090.00	\$39,273.14	
Total Spent to date		\$149,128.45	
Total obligated and/or budgeted		\$39,273.14	
TOTAL		\$188,401.59	
Estimated Contingency Fund remaining at project completion		\$ 11,598.41	



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PROPOSAL #: 0240426
SALESPERSON: Ward Wester
CUSTOMER NO: BERBAR2
ORDER DATE: 8/22/2025

Page: 1

JOB TITLE: **AUGUST 2025 - BIKE RACK PAVING**

Sold To:

BERTHA BARTLETT PUBLIC LIBRARY
503 BROAD ST
STORY CITY, IA 50248

Ship To:

BERTHA BARTLETT PUBLIC LIBRARY
503 BROAD ST
STORY CITY, IA 50248

01. BIKE RACK PAVING

ITEM	QTY	SIZE
EXCAVATION (INCL. HAULING AND LANDFILL)	1.00	LS
PAVE TECH EDGING	32.00	LNFT
BROOKLYN 3x9 PAVERS - 4" BASE ROSEWOOD FIELD WITH SCANDINA GRAY SOLDIER COURSE	65.00	SQFT
GRAY POLYMERIC SAND - NEXTGEL - TIGHT JOINTS	65.00	SQFT
CONCRETE PAD	1.00	L S

SECTION TOTAL: \$4,385.65

WE PROPOSE to furnish material and labor in accordance with the above specifications for the sum of \$ 4,487.69.

A minimum deposit of \$ 1,121.92 is due with signed proposal before work can be scheduled.

Invoicing will occur either at completion or at month's end (for projects exceeding one month in duration). Items not completed will be backordered to be installed and invoiced as a separate invoice.

AUTHORIZED SIGNATURE _____ DATE _____

Net Order: \$4,385.65

Sales Tax: 102.04

Order Total: \$4,487.69

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions (including those in Attachment A, warranty, & general terms) are satisfactory and are hereby accepted. Country Landscapes, Inc. is authorized to do the work as specified.

The balance of received invoices will be paid within 10 days of invoice date. Deposits & payments accepted as a check or a credit card (plus a 3% surcharge).

A finance charge of 1 1/2 % per month, which is an annual percentage rate of 18%, will be charged on accounts over 30 days past due, plus attorney's fees and costs related to the collection of amounts owed & not paid when due.

SIGNATURE _____

SIGNATURE _____

Date of Acceptance: _____

\$ _____ is hereby paid as a deposit with check # _____

*This proposal may be subject to repricing after *** 9/21/2025 ****

BBPL - budget for 2.5% raise all employees

Ac ct #	Story City Expenses	2024-2025 Budget	2025-2026 Budget	Revised budget with 2.5% increase	FY 2025 Year end totals
001	Salaries: Full Time	\$ 50,000.00	\$ 50,250.00	\$ 49,248.00	\$ 47,325.81
001	Salaries: Part-time	\$ 91,500.00	\$ 106,000.00	\$ 110,000.00	\$ 84,772.38
001	FICA/Medicare (7.65%)	\$ 10,825.00	\$ 11,953.00	\$ 12,182.47	\$ 9,978.55
001	IPERS (.0925%)	\$ 13,358.00	\$ 14,750.00	\$ 14,730.44	\$ 12,219.33
001	Insurance - Group Health	\$ 6,250.00	\$ 6,500.00	\$ 6,700.00	\$ 5,770.48
001	Travel/Training	\$ 750.00	\$ 847.00	\$ 750.00	\$ 271.43
001	Building/Grounds	\$ 8,800.00	\$ 5,000.00	\$ 4,000.00	\$ 12,017.88
001	Utilities	\$ 4,500.00	\$ 4,500.00	\$ 4,000.00	\$ 2,422.01
001	Telephone	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 724.75
001	Insurance-General	\$ 8,200.00	\$ 10,800.00	\$ 10,500.00	\$ 10,237.66
001	Professional Services	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,495.00
001	Miscellaneous	\$ 200.00	\$ 250.00		\$ 363.88
001	Programming	\$ 1,000.00	\$ 3,250.00	\$ 3,250.00	\$ 1,716.87
001	Building Supplies		\$ 500.00	\$ 500.00	\$ 1,641.74
001	Technology	\$ 1,000.00	\$ 1,000.00	\$ 750.00	\$ 1,671.33
	Minor Equipment		\$ 250.00		
001	Cataloging Supplies	\$ 1,500.00	\$ 1,550.00	\$ 1,500.00	\$ 1,254.65
001	Office Supplies	\$ 2,300.00	\$ 2,500.00	\$ 2,110.00	\$ 2,878.46
001	Misc. Operating supplies	\$ 250.00	\$ 250.00	\$ -	\$ 1,316.49
001	Petty Cash/Postage	\$ 250.00	\$ 250.00	\$ 179.09	\$ 100.00
001	Capital Equipment	\$ -			
001	Magazines	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 1,412.84
001	Audio	\$ 250.00	\$ 250.00	\$ 250.00	
001	Books	\$ 13,067.00	\$ 15,500.00	\$ 15,500.00	\$ 11,935.97
001	Video	\$ 1,000.00	\$ 600.00	\$ 600.00	\$ 377.31
001	Online Databases	\$ 1,500.00	\$ 2,750.00	\$ 2,750.00	\$ 2,176.50
		\$ 220,000.00	\$ 243,000.00	\$ 243,000.00	\$216,081.32



BID PROPOSAL

PROJECT NAME: Bertha Bartlett – West Flying Beam Brick Repair

WORK DESCRIPTION: Remove and replace damaged brick

DATE OF BID: August 19, 2025

Seedorff Masonry, Inc. offers and agrees to furnish all labor, materials and equipment to complete the masonry work called for by the project plans and specifications for the Lump Sum of:

Total Base Bid: \$4,000

(This price is subject to mutually acceptable clarifications and/or acknowledgements.)

TAXES: SMI shall pay all taxes of any taxing authority applicable to its operations and comply with applicable wage and price laws. Sales Tax to be paid by SMI has been included in this proposal.

BID SECURITY: Excluded

PERFORMANCE & PAYMENT BONDS: Excluded

Schedule and Masonry Work Scope

The scope of work will require approximately **(2) working days** to complete the masonry work, excluding weather days, virus related delays, Saturdays, Sundays or Holidays. No shift or overtime premiums are allowed for in this bid unless specifically noted in the inclusions under "SMI will furnish and install".

SMI WILL FURNISH AND INSTALL

Remove and replace ~25 damaged brick at West Flying Beam
Brick
Mortar
Patch South end of concrete – See photo



SMI HAS EXCLUDED

Waterproofing, damp proofing, or water repellent.
Winter enclosures, fuel, equipment or admixtures, if required
Fuel to heat mixing station and water in cold weather.
Protection and/or repair of project site areas and construction travel paths due to normal construction activities and access.
Masonry testing or special inspections of any kind.
Masonry rebar material and rebar shop drawings.
Dumpsters – all rubbish to be placed in dumpster and disposed of offsite by others at no cost to mason.
Welding of any kind, if required.
Caulking of any kind, if required.

Scope Clarifications:

- * Hose bib and water supplied at no cost to mason by Contractor and located within 100'-0" of work area(s).
- * Access required to all masonry work location(s) with equipment necessary to facilitate schedule and productivity. Haul roads for access to be provided and maintained by the Contractor.
- * SMI will provide scaffold (erection & dismantle) per SMI standard safety program & OSHA standards.
- * All interior masonry to be installed prior to any overhead MEP's.
- * SMI reserves the right to recoup price escalation and fuel surcharges

We look forward to the opportunity to be part of your construction team.

This agreement is binding if signed, accepted, and returned to Seedorff Masonry, Inc. within 20 days of the project bid date.

Matt Banse

CONTRACTOR

OFFICIAL ADDRESS

**408 West Mission St.
Strawberry Point, IA 52076
Phone: 563-933-2296
Email: banse.matt@seedorff.com**

Terms and Conditions

1. This agreement is binding if signed, accepted and returned to Seedorff Masonry, Inc. within **20 days** of the project bid date.
2. CONTRACTOR shall furnish SMI with copies of any and all contract documents.
3. The CONTRACTOR shall, at the request of SMI, furnish reasonable evidence that financial arrangements have been made to fulfill the Owner's obligations under the Prime Contract.
4. Modification of the contract price due to changes in the agreement between the Owner and CONTRACTOR subsequent to the date of this agreement involving masonry shall be negotiated separately, reduced to writing and attached hereto as amendments. All modifications of this contract shall be written and attached hereto as amendments.
5. SMI shall be paid monthly progress payments on or before the last day of each month for the value of work completed plus the amount of materials and equipment suitably stored on or off site through the last working day of the previous month. Final payment shall be due thirty (30) days after the work described in the proposal is substantially completed. No provisions of this agreement shall serve to void SMI's entitlement to payment for properly performed work or suitably stored materials.
6. Nothing in this proposal or any other subcontract agreement shall require SMI to continue performance if timely payments are not made to SMI for suitably performed work or stored materials or void SMI right to file a lien or claim on its behalf in the event that timely payments are not made to SMI.
7. The CONTRACTOR shall not withhold more retention from SMI than is being withheld by the OWNER from the CONTRACTOR with respect to SMI's work. The retained percentage shall be paid by the CONTRACTOR to SMI within thirty (30) days after completion of the masonry work and acceptance thereof by the OWNER. SMI shall, if requested, provide final lien waivers upon final payment of all sums due SMI. All sums not paid when due shall bear interest at the rate of 1.5% per month or the maximum legal rate permitted by law, whichever is greater; and all costs of collection, including reasonable attorneys' fees.
8. No back charges or claim of the CONTRACTOR for services shall be valid except by mutual agreement in writing before the work is executed, except in the case of SMI's failure to meet any requirement of this Masonry Contract. In such event, the CONTRACTOR shall notify SMI of such default, in writing, and allow SMI reasonable time (minimum 72 hours) to correct any deficiency before incurring any cost chargeable to SMI.
9. SMI shall not be responsible for damage to its work by other parties or for improper use of equipment by others.
10. The CONTRACTOR shall make no demand for liquidated damages for delays or actual delays in any sum in excess of such amount as may be specifically named in this Proposed Masonry Contract and no liquidated damages may be assessed against SMI for more than the amount paid by the CONTRACTOR for unexcused delays to the extent specifically caused by SMI.
11. CONTRACTOR shall prepare all access and work areas to a safe and acceptable condition prior to SMI beginning its work. SMI will not be called upon to start work until sufficient areas are ready to insure uninterrupted work.
12. SMI shall be given a reasonable time in which to make delivery of materials and/or labor to commence and complete the performance of the contract. SMI shall not be responsible for delays or defaults were occasioned by any causes of any kind and extent beyond its control, including but not limited to: delays caused by the OWNER, CONTRACTOR, ARCHITECT and/or ENGINEERS, delays in transportation, shortages of raw materials, civil disorders, labor difficulties, vendor allocations, fires, floods, accidents, pandemic events and acts of God. SMI shall be entitled to equitable adjustment in the Masonry Contract amount for additional costs due to unanticipated delays or accelerations. CONTRACTOR shall allow SMI input for activities and durations to be included in the project schedule. CONTRACTOR shall provide SMI a copy of said schedule along with all subsequent updates. Any subsequent updates shall be subject to review by SMI and, if appropriate, a change in SMI's price. Work called for herein is to be performed during SMI regular working hours. All work performed outside of such hours shall be paid for at premium overtime rates.
13. SMI shall, in performance of all work required of it by agreement, observe and comply with all ordinances or statutes in place at the time of bidding and applicable to SMI's work (including the Occupational Safety and Health Act of 1970) and any other rules or regulations applicable to SMI specified in the contract documents. The CONTRACTOR shall furnish and install guarding of every open sided floor, all openings in floors, roofs, walls and temporary stairways and runways per OSHA specifications, Section 1926.500. In addition, the CONTRACTOR shall be responsible for all requirements of the "Limited Access Zone" per OSHA specifications, Section 1926.700-706. Any requirements involving forced vaccination, masking or testing for COVID-19 or any variant of COVID-19 are not included in this bid unless **SPECIFICALLY** listed under inclusions.
14. All masonry is guaranteed against defects in workmanship for a period of ONE YEAR from the date of installation. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. The exclusive remedy shall be that SMI will replace or repair any part of its work which is found to be defective. SMI will not be responsible for special, incidental, or consequential damages, even if notified of the possibility of such damages.
15. Bid proposal is based on Seedorff Masonry, Inc. Standard Safety Program and current OSHA Standards as applicable.
16. The CONTRACTOR shall furnish water at no cost to SMI. Water shall be within 100 feet of all equipment requiring same. The CONTRACTOR shall furnish all wall lines, elevations and benchmarks necessary for starting and completing the masonry.

INSURANCE CLARIFICATION

1. S.M.I. excludes insurance in excess of S.M.I.'s standard coverage.
2. **INDEMNIFICATION** - SMI shall be responsible for the conduct of ONLY its employees relative to the masonry work.
3. Any additional insured endorsement is intended to apply only to the extent that a negligent act or omission by the Subcontractor caused by the performance of its Subcontract Work causes a claim to be asserted or a loss to be sustained by the Contractor. This additional insured endorsement is not intended and shall not be construed to cause the Subcontractor's insurer(s) to be liable either to defend or to indemnify the Contractor for claims.
4. Hold Harmless and Indemnification: Notwithstanding anything to the contrary, Seedorff Masonry, Inc.'s acceptance of the indemnity and insurance provisions is specifically conditioned on the understanding that our liability is limited to bodily injury and property damage losses to the extent caused by us or by our employees, agents and representatives during performance of our work but not to the extent such losses are caused by others. Under no circumstances do we accept liability for consequential or incidental damages, or the negligence of others.
5. SMI is unable to comply with any requirement to delete the Employment Exclusion under our Personal Injury liability coverage. Our coverage, therefore, will include the employment exclusion.
6. Contractor shall, if the Owner does not, purchase and maintain **NONDEDUCTIBLE BUILDER'S RISK PROPERTY INSURANCE** for the full value of the entire work and/or materials delivered to the jobsite which shall include the interest of SMI.

SEEDORFF MASONRY, INC. IS A DRUG-FREE WORKPLACE

AND

“ AN EQUAL OPPORTUNITY EMPLOYER “

Bertha Bartlett Public Library Makerspace Use Policy

The Bertha Bartlett Public Library Makerspace (“BBPL,” “Makerspace,” or the “Library”) is a creative space that provides library patrons access to high quality equipment to support their entrepreneurial, educational, and personal endeavors.

Eligibility and Rules of Use

Eligibility

The BBPL Makerspace is available to Library patrons ages 14 and up. An adult must accompany users under age 14 at all times. Users 14-17 must have a parent or legal guardian sign the agreement form on their behalf before using the Makerspace.

Users must complete and sign the Bertha Bartlett Public Library Makerspace Agreement before using Makerspace electronic equipment including but not limited to the Cricut and the 3d Printer.

Rules of Use

Use of the BBPL Makerspace is subject to the rules in this policy as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Makerspace use privileges.

Users of the Library’s Makerspace agree to respect any and all applicable copyright laws and licensing agreements. Further users agree not to use the Makerspace in violation of any local, state, or federal ordinances, regulations, or laws.

Users agree to be courteous to other Makerspace users and Library patrons.

Some of the equipment located in the Makerspace may contain aspects, parts, or components that will cause injury to the user if all rules, policies, procedures, and restrictions are not followed. Mandatory training may be required for certain pieces of equipment prior to first use. Applicable safety supplies will be available in the Makerspace to be used as directed. Any accident or injury that occurs in the Makerspace must be reported to a staff member. Users agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Makerspace, including the equipment, tools, and materials.

The computers located in the BBPL Makerspace are intended for patrons utilizing the specialized software programs or equipment located in the Makerspace. The Library reserves the right to reassign patrons to other computers in the Library if they are not utilizing the Makerspace computers for their intended purpose.

The Makerspace is a self-directed area, with the expectation that users will complete designs and projects mostly on their own, following initial guidance and information from Makerspace staff on the capabilities, safety, and basic operation of Makerspace equipment and software. Staff may not be experts on use or operation of everything that is available in the Makerspace. One-on-one

appointments can be made with Makerspace staff to learn the more in-depth initial operation of Makerspace software and hardware.

No food or drinks of any kind are permitted in the BBPL Makerspace.

Makerspace Materials and Tools

There may be a charge for use of some Makerspace equipment. Likewise, there may be a charge for use of some material and supplies used by some Makerspace equipment. Any applicable costs are listed in the Makerspace Fee Schedule. Users are responsible for paying for all use and material costs associated with use of the Makerspace, even if the project attempted fails or does not complete. Failure to self-report material usage and pay for use of equipment and/or material will result in suspension of Makerspace use privileges.

If equipment breaks, please alert staff immediately. Patrons may be responsible for replacement costs for damage to equipment or the physical space incurred due to patron negligent usage or intentional misuse.

Checking In, Reservations, Session Length and Limitations

Patrons are required to check-in with Makerspace staff prior to using equipment in the Makerspace to ensure a Makerspace Agreement has been completed and that equipment is available for use.

Reservations for Makerspace equipment are not required but are highly encouraged. The Library reserves the right to make advanced reservations for special purposes and events. The Library does not guarantee the availability of any equipment in the Makerspace. Reservations can be made using the Library's online calendar or by calling the Library during regular business hours.

The Makerspace closes 15 minutes before the Library closes. With prior permission, projects, print jobs, etc. may be left running or suspended while the Library is closed. The Library assumes no responsibility for projects. Patrons are responsible for all use and material costs associated with incomplete projects. **Limitations On Use**

The BBPL Makerspace is designed for design, production and fabrication for entrepreneurial, creative, and recreational purposes. The space and equipment are not intended for significant production or manufacturing, and the Library reserves the right to refuse or limit the use of any equipment or service.

The Makerspace equipment, including, but not limited to, 3D printers, craft and cutting machines, etc. may be used for lawful purposes only. Patrons are not permitted to use the Makerspace equipment for projects or to produce materials that:

1. Violate local, state, or federal laws or regulations;
2. Appear unsafe, harmful, dangerous, or that otherwise pose a threat to the health or safety of others;

3. May be construed as obscene or otherwise inappropriate for the Library environment; or
4. That violate the intellectual property rights of another

The Library reserves the right to limit use of Makerspace equipment and refuse to produce any projects, including, without limitation, those that it believes may violate this policy or any other applicable library policy, or that may result in legal action against the Library or its employees.

Protection of Patron Intellectual Property

While the Library encourages patrons to use its Makerspace equipment and services for innovation and invention, due to the public nature of its facilities, the Library cannot guarantee the security of patrons' intellectual property rights such as copyright or trade secrets. Projects may be produced within view of the public, and the Library may photograph and/or record the printing process and publish such photographs and/or recordings in any type of media now in existence or hereafter created, including, without limitation, print, social media, television, and the Internet. Patrons using the Library's Makerspace equipment and services must accept the risk that their intellectual property may be exposed to or copied by others. The Public Library reserves the right to delete patrons' design, model, or files submitted to the library or saved on library computers at any time. By utilizing Makerspace equipment, submitting or requesting content or objects to be produced, the patron agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to the production of that item, as set forth below

3D Printing Service

The BBPL Makerspace contains 3D printers that are reservable for direct use by patrons. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. Because of limited staff and hardware resources, Library staff cannot guarantee completion times. If models are not picked up within three weeks following completion, then Library staff may dispose of them in any manner it deems appropriate.

The cost for 3D printing is based on the weight of plastic used and must be paid prior to printing.

Library provided filament may only be used in the 3d printer.

Because of inherent limitations with equipment, the Library does not guarantee that any 3D model will print successfully. If a print fails due to hardware failure, the Library will attempt to reprint the object, and the patron will not be charged for the failed attempt. The Library may refuse to reprint the object after two unsuccessful attempts.

Failed prints due to hardware/printer failure will not incur a charge.

Supervising the printing of a patron's 3D model or item by the Library or with staff assistance does not relieve a patron of the indemnification obligations discussed below and shall not expose the Library to liability. Printing or supervising the printing of a patron's 3D model by Library staff does not constitute an acknowledgment that the patron's 3D model comports with this policy, any other library policy, intellectual property laws or other laws, or that the 3D model is

safe or fit for patron's specific purpose (and in fact the Library expressly disclaims any knowledge thereof).

Indemnification and Disclaimer of Liability

Indemnification

By using the Library's Makerspace equipment and/or services, you agree to release from, indemnify, and hold harmless the Bertha Bartlett Public Library, its officers, employees, board members, agents, and representatives from and against any and all suits, claims, damages, losses, expenses (including reasonable attorney's fees), settlements, and judgments arising out of or relating to your use of Makerspace 3D equipment and services, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent

Disclaimer of Liability and Warranty

By using the Library's Makerspace equipment and services, you agree to assume the risk of, and acknowledge that the Library disclaims all liability for, any and all injuries (including death) resulting from use of equipment and/or items created using equipment owned by the Library. You also agree that objects produced may contain certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. You further agree to assume the risk of, and acknowledge that the Bertha Bartlett Public Library disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the Library's Makerspace services.

THE BERTHA BARTLETT PUBLIC LIBRARY DISCLAIMS AND EXCLUDES ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, ASSOCIATED WITH ITEMS PRODUCED AND/OR DESIGNED USING ITS EQUIPMENT.

Makerspace Material Fees

3D Printer Filament	\$0.05/gram
Cardstock	\$.50/sheet
Vinyl, standard adhesive, 24" roll, per inch	\$0.15/inch
Print standard adhesive, 8.5" x 11" sheet	\$1.00/sheet
Vinyl, heat transfer, 12" roll, per inch	\$0.25/inch
Print Vinyl, heat transfer, 8.5" x 11" sheet	\$1.00/sheet
Window cling material, 30" roll, per inch	\$0.25/inch
Specialty/Limited Run Items	Varies

Makerspace materials fees are charged for all materials consumed, including errors and waste. Not all materials may be in stock. Prices will be reevaluated every 3 months.

8/14/2025
Tara Turner
Bertha Bartlett Public Library
503 Broad St Story City IA United States 50248-1133



Q-00827377

We are pleased to provide you with the following proposal:

Bundle: Genealogy Promo 2025

Product:	Access:	Discount:
Ancestry Library	12-Month Subscription Fee	-40.0000%
Fold3 Library Edition	12-Month Subscription Fee	-40.0000%
Pricing is valid until 11/11/2025		Total: 1,771.20 USD

Product Notes:

Ancestry Library Edition – No remote access is allowed for public libraries, genealogical and historical societies, government agencies, for-profit corporations, and non-profit organizations. Remote access may be available for academic institutions, with the following certain restrictions:

- Only currently enrolled students and active faculty are allowed remote access.*
- No remote access for alumni and faculty emeritus. (However, on-campus access is permissible for all groups.)*
- Users must be authenticated via the schools' website using IP address or Referring URL. No username/password access*

Additional Information:

Billing Information:

Tara Turner librarydirector@cityofstorycity.org

Bertha Bartlett Public Library

503 Broad St Story City IA United States 50248-1133

Please review your billing address to ensure its accuracy.

If your institution requires the use of Purchases Orders, please have the information available to prevent delay in order processing.

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I greatly appreciate your consideration. If you have any questions or concerns, my contact information is as follows:

Chris Michaels *Digital Account Manager*
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