

**City of West Liberty Public Library
Notice and Call of Public Meeting
West Liberty Public Library Board of Trustees
December 15, 2021, at 7 pm:
West Liberty Public Library Meeting Room and
Online via Zoom -- Meeting ID: 889-369-1600
Public Notice is hereby given**

To attend the meeting via Zoom:

<https://zoom.us/j/8893691600>

Meeting ID: 889-369-1600 Phone: +1 312 626 6799 US

That the above-mentioned governmental body will meet at the date, time, and place about set out. The tentative agenda for said meeting is as follows:

- I. Call to Order**
- II. Approval of Agenda**
- III. Approval of Minutes**
- IV. Public Discussion**
- V. Financial Report**
- VI. Director's Report**
- VII. Announcements from Members**
- VIII. Old Business**
 - 1. Trustee Nomination**
 - 2. Climate Engineers Contract Renewal**
 - 3. D.C. Taylor Contract Renewal**
 - 4. Computer Quote**
- IX. New Business**
 - 1. Charitable Fund Usage**
 - 2. Meeting Room Renovation Plans and Schedule**
- X. Adjourn Meeting**

Next meeting Wednesday, January 19 at 7 pm.

West Liberty Public Library Minutes

Date, time: November 17, 2021 7:00pm

Present at meeting: Dick Brand, Aly Henderson, Araceli Hernandez Flores, Shannon McMichael, Virginia Miehe, Larry Miller, library director Allie Paarsmith, and member of the public Carly Duytchaver.

- I) **Call to Order** by President Miehe at 7:00pm
- II) **Approval of Agenda:** Approval: Brand, Miller 5-0
- III) **Approval of Minutes:** approved as read
- IV) **Public Discussion:** Member of the public Carly Duytchaver noted that the library website has out of date staff pictures and inquired about donating used books.
- V) **Financial Report:** Approval: Miller, Brand 5-0
- VI) **Director's Report:** The report included that the library has hired two shelvers.
- VII) **Announcements from Members:** The Building Committee and Director Paarsmith met regarding the Roth Electric quote. A decision was made to seek a second quote from Kessler Electric.
- VIII) **Old Business:**
 - a. **Trustee Term Expiration Dates:** accept term expiration dates as written: Approval: Miller, Hernandez Flores 5-0
 - b. **Closure on November 28:** approve the closure: Approval: Henderson, McMichael 5-0
- IX) **New Business**
 - a. **Computer Quote:** it was decided to table this discussion in order to seek more information about the City's relationship with Dell and possibly get a second quote: Approval: Miller, Henderson 5-0
 - b. **Countywide trustee meeting date:** Director Paarsmith will report that the board prefers December 6 or 7.
 - c. **Policy Review-Homebound Services Policy:** approve policy as written: Approval: Brand, Henderson 5-0
 - d. **Board Continuing Education- chapter 10- Evaluating the Library Director:** Director Paarsmith discussed this with the board.
- X) **Adjournment by** Brand, Hernandez Flores at 7:47pm.

West Liberty Public Library
Unpaid Bills Detail
All Transactions

Type	Date	Num	Memo	Due Date	Aging	Open Balance
Advantage Archives						
Bill	11/30/21	34446		12/30/21		2,100.00
Bill	11/30/21	34448		12/30/21		14,355.00
Total Advantage Archives						16,455.00
Amazon						
Bill	11/01/21	13MH-639...		12/01/21	12	139.33
Bill	11/21/21	19FC-H9Q1...		12/21/21		79.00
Bill	12/05/21	1JWD-KD7...		01/04/22		57.98
Bill	12/09/21	1MYF-JVFJ...		01/08/22		6.78
Bill	12/09/21	1LVC-4LJV...		01/08/22		69.81
Total Amazon						352.90
Baker & Taylor						
Bill	11/15/21	2036330810		12/15/21		161.46
Bill	11/19/21	2036283897		12/19/21		135.83
Bill	11/29/21	2036274765		12/29/21		89.70
Bill	11/29/21	2036308042		12/29/21		331.05
Bill	11/29/21	2036358829		12/29/21		121.44
Total Baker & Taylor						839.48
Cardinal Sign & Graphics						
Bill	10/15/21	10886		10/25/21	49	40.00
Total Cardinal Sign & Graphics						40.00
Dan's Doors						
Bill P...	09/13/21	A26383	Submitted by 7/15/...			-142.18
Total Dan's Doors						-142.18
Demco						
Bill	09/24/21	7012010		10/24/21	50	653.72
Total Demco						653.72
Great Western Supply						
Bill	11/04/21	173338	Submitted 11/19/21	12/04/21	9	145.30
Bill	11/09/21	173653	Submitted 11/19/21	12/09/21	4	72.57
Total Great Western Supply						217.87
Johnson Controls						
Bill	11/23/21	88311557		12/23/21		240.00
Total Johnson Controls						240.00
Library Furniture International						
Bill	11/02/21	7576	Submitted 11/19/21	12/02/21	11	5,634.64
Total Library Furniture International						5,634.64
Marco Technologies						
Bill	11/05/21	457434868	Submitted 11/19/21	11/15/21	28	160.04
Bill	12/07/21	459887303		01/01/22		118.65
Total Marco Technologies						278.69
Overdrive						
Bill	09/30/21	06497CP21...		09/30/21	74	112.79
Bill	10/31/21	06497CP21...	Submitted 11/19/21	10/31/21	43	70.89
Bill	11/30/21	06497CP21...		11/30/21	13	304.94
Total Overdrive						488.62
Sioux City Public Library						
Bill	11/18/21	2885		11/28/21	15	25.00
Total Sioux City Public Library						25.00

West Liberty Public Library Unpaid Bills Detail All Transactions

Type	Date	Num	Memo	Due Date	Aging	Open Balance
State of Iowa- Library						
Bill	07/21/21	2120228	Submitted 11/19/21	08/20/21	115	268.00
Total State of Iowa- Library						268.00
V&K Inc						
Bill	08/27/21	6421-2		09/06/21	98	1,872.00
Bill	11/05/21	6421-4	Submitted 11/19/21	11/15/21	28	1,205.00
Bill	11/19/21	6421-5		11/29/21	14	764.00
Total V&K Inc						3,841.00
TOTAL						29,192.74

Library Director's Report

December 2020

Agenda:

Today we will be reviewing nominees for the Board of Trustees, two PM contracts, and the computer quote from last month. We will also be discussing the some usage of the Charitable fund to make staff lives easier. If information is received in time for board review, we will also discuss a bid for the handrail and some electrical work.

Board of Trustees

As stated in an email, the county-wide Trustee meeting has been pushed back until after the holidays, which will be better for our incoming members.

Building and Technology:

I have called and emailed Kessler Electric for a comparable bid on the various electric work and hope to hear back from them before this meeting. All-American Concrete confirmed that they would be subcontracting the railing project so I contacted Ken Wright as recommended by Dick Brand. This occurred on 12/8/21, so I hope to have information by the meeting, but that is not guaranteed.

The City clarified the relationship with Dell and I will answer further questions later in the meeting regarding that. Keegan has gotten our video game consoles nearly set up and the video game room should be up and running before the end of the calendar year.

Staff and Volunteers:

Staffing levels are perfect as long as we don't have more than 2 staff members absent. Due to a recent bout of something awful, we did have to close on Wednesday, December 8. All full time staff excluding myself were home sick, which does not allow for adequate staffing for our busiest day of the week. I also had to simplify the agenda to exclude our usual monthly tasks of policy review and continuing education, as I did not have the time to complete the preparation required.

We will potentially be partnering with a class at the University of Iowa's School of Library and Information Science to assess our archive collection. This will occur in March-May, but I will be meeting with the professor some time this December.

Collections and Materials:

We continue work on processing our cataloging backlog as well as ordering new books. We will be making decisions about next year's book clubs and purchasing the best of 2021 books within the next month.

Finances:

We did not receive the Mary Jo & Richard H. Stanley Human Conditions Support grant through the Muscatine County Community Foundation, but we will be following up for feedback on our application. We did submit our application for the American Rescue Plan: Humanities Grant through ALA and NEH for \$10,000 as well as a grant from Penguin Random House. The ALA grant will supplement staff salaries for the adult summer reading program, which will be geared towards celebrating the diverse history of our community and hopefully creating a digital repository for archival materials.

Programming and Outreach:

Our programming calendar is full for the month and we will continue to make that available in print as well as online. The behavior of the kids in the library has improved significantly due to establishing firmer boundaries and expectations as well as the cooling weather.

Ali will be working on a Homebound application and marketing that program starting in the new year.

I attended a meeting on 12/10 regarding a study being organized by the University of Iowa School of Library and Information Science and the School of Planning and Public Affairs. They have funds to develop and implement a study regarding community resilience and libraries and are interested in using West Liberty as one of the locations. More information will be available as things progress.

Sum of Attendance				
	Children's	Young Adult	Adult/Family	Grand Total
July	108	141		249
August	71			71
September	140	24	25	189
October	139	38	83	260
November	65		6	71
December	8		15	23
Grand Total	531	203	129	863

Circ by Collection	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20
Adult Books	335	N/A	332	N/A	306	N/A	213	N/A	194	
YA Books	62	N/A	74	N/A	24	N/A	24	N/A	40	
Children's Books	500	N/A	400	N/A	489	N/A	671	N/A	501	
Video	8	N/A	12	N/A	52	N/A	63	N/A	53	
Children's Video	2	N/A	15	N/A	10	N/A	30	N/A	17	
Audio	0	N/A	1	N/A	1	N/A	3	N/A	2	
Children's Audio	0	N/A	0	N/A	0	N/A	0	N/A	0	
Serials	0	0	0	0	1	0	0	1	0	
Computer	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	25	
Others	328	N/A	514	N/A	282	N/A	254	N/A	185	
Children's Others	0	N/A	0	N/A	0	N/A	0	N/A	0	
ILL	?	17	14	27	19	46	45	22	25	
Total	1235	508	1362	388	1184	499	1303	494	1042	355

Added	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20
Books	204	26	13	96	81	141	21	109	65	271
Audio	0	0	0	23	0	0	0	0	0	0
Video	2	0	3	1	1	0	0	0	1	15
Other	0	0	1	0	0	4	0	0	0	23
Total	206	26	17	120	82	145	21	109	66	309
Running	206	26	223	146	305	291	326	400	392	709

Withdrawn	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20
Books	5	0	99	9	17	432	403	1	196	16
Audio	0	0	0	81	0	5	1	0	0	0
Video	0	0	0	0	0	16	1	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
Total	5	0	99	90	17	453	405	1	196	16
Running	5	0	104	90	121	543	526	544	722	560

Circ by Patron Location	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20
Atalissa	8	1	9	1	7		27	3	28	0
Rural Muscatine County	213	189	232	115	199	158	280	144	215	151
Nichols	8	2	2	0	15	11	12	10	11	8
Open Access	16	9	51	4	59		80	14	55	10
West Liberty	990	307	1065	268	904	330	904	323	733	186
Total	1235	508	1359	388	1184	499	1303	494	1042	355

New Patrons	Jul-21	Jul-20	Aug-21	Aug-20	Sep-21	Sep-20	Oct-21	Oct-20	Nov-21	Nov-20
Atalissa					3		2		3	
Rural Muscatine County	4	7		1		2	1	1	1	
Nichols						3	2		1	
Open Access	1		1		4		3	1	4	2
West Liberty	7	2	11	1	7	4	8	3	7	5
Total	12	9	12	2	14	9	16	5	16	7

Action Form- Trustee Nomination

History:

As we adjusted our trustee terms to align with our ordinance, this is the last meeting for Virginia Mieke, Father Martin, and Aly Henderson. As a result we need to recommend 3 individuals to City Council for their approval. To maintain gender balance, we must appoint at least one man and one woman. The Board has previously expressed that we should focus on increasing the racial diversity of the membership to better reflect the community. We have five individuals interested in the three positions: Carly Duytschaver, Vanessa Espinoza, Ariel Levin, Maria Lugo, and Dave Smith.

Applications will be provided with contact information blacked out for privacy.

Budget Impact:

None.

Options:

Vote to recommend two women and one man to Council.

Appoint a search committee and schedule a special meeting to approve other applicants.

Staff's Recommended Action:

I recommend that we approve two women and one man to Council with a focus on increasing the racial diversity of the Board.



Application for Board of Trustees

The West Liberty Public Library Board of Trustees help run and make decisions regarding the library. With coordination and determination, board members have built libraries, restored and increased budgets, and earned respect for the communities they represent.

The Mayor and City Council appoint trustees to serve on a volunteer basis for four years. The Library Board of Trustees hires and evaluates the Library Director, approves and monitors the budget, develops and adapts policies, plans for the future, evaluate services, and advocates for advancement.

Name: Ariel Levin

Address: _____

Phone: _____

Email Address: _____

How long have you been a resident of the West Liberty School District?

since August 2019

Describe your relationship with the West Liberty Public Library.

on the back!

The library has been a huge part of making West Liberty home for me! I love coming here for printing, crafts, schmoozing with the wonderful staff, and books galore. And I love seeing, hearing, and reading about the myriad ways people of so many ages + backgrounds in the community use the space to explore their interests and connect with one another. The staff here is so welcoming, ^{talented} and dedicated, and they make coming here a joy every time.

Please add any other information you would like to share.

The library was my favorite place growing up as a kid, and was one of the first places where I felt my interests were supported and encouraged by other adults. Since then, libraries have played an integral role in ~~my~~ my life everywhere I've lived, whether by giving me access to my favorite fantasy worlds (or a much-needed ^{article +} book for a paper), giving me a space to work on job applications and study with friends, a warm place to hang out when my furnace died one winter, and continued resources and avenues for investigating every question I could possibly ask! Libraries are so critical as free spaces to find information and just be allowed to exist for so many people who are barred by ~~so many~~ cost + discrimination from other spaces, and I've learned so much from being in them about the challenges + opportunities they provide to practice our ideas + values about community. I'm so grateful for the role libraries fellow patrons, and librarians have played in my life + the lives of so many other people, and I'm so excited for →

the chance to give back to the one where
I live now by serving on the board.



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Name: Sharon "Carly" Duytschaver

[Redacted]

[Redacted]

[Redacted]

How long have you been a resident of the West Liberty School District?

My husband and I rented a house in rural Nichols beginning in August, 1978. We purchased our home in West Liberty in April 1980.

Describe your relationship with the West Liberty Public Library.

As a teacher, I have always been a promoter and been a user of the library. However, until retirement, I was unable to use time to read many adult books for enjoyment.

I believe I started serving on the library board in 2007. I completed a term for a board member who was moving out of town, then continued to serve until the limit of years on the board had reached according to the bylaws.

Since my term on the board was over, I have continued to attend board meetings as often as possible. At first more actively, since I was the only person in attendance with history of actions taken by the board since I had been on the board through three library directors. Now I have attended the meetings to stay informed on the actions of the board so that I can continue to serve without a gap of knowledge.

Please add any other information you would like to share.

I feel the West Liberty Library is and should continue to be an inviting center of the community where people can go to read, use the internet and other services with freedom. It is a place where people can go to learn and to relax. Programming should continue to be for all ages. Once people get into the habit of using the library, it will become a part of their routine. The make and take activities used recently are a nice concept for people who are unable to make scheduled activities. I am very proud that the library has books in both English and Spanish.



Application for Board of Trustees

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Name: Maria Lugo



How long have you been a resident of the West Liberty School District?

Since 2019

Describe your relationship with the West Liberty Public Library.

I grew up in West Liberty so I have many memories checking out books.

Please add any other information you would like to share.

I am originally from West Liberty so I have an understanding how important the public library is in our community without it residents would not be able to utilize the services that the library offers. From my experience my family could utilize the resources to expand ^{our} knowledge and a place to enjoy during summer breaks from school.



Application for Board of Trustees

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Name: Vanessa Espinoza

[Redacted]

[Redacted]

[Redacted]

How long have you been a resident of the West Liberty School District? I moved to West Liberty in July 2020.

Describe your relationship with the West Liberty Public Library. I use the services like checking out books. The West Liberty Youth Dream Catcher's Program has used the library in the past to meet with students and do mentoring.

Please add any other information you would like to share.

Please see attached CV

Vanessa “Cueponi Cihuatl” Espinoza

EDUCATION

Master of Education, Student Affairs Administration <i>Certificate, Education for Social Justice</i> Iowa State University, Ames, Iowa	May 2019
Bachelor of Arts, Spanish University of Northern Iowa, Cedar Falls, Iowa	May 2015
Associate of Arts Indian Hills Community College, Ottumwa, IA	Nov 2011
K-12 Spanish and ESL Iowa Teaching Endorsement	2017-22

PROFESSIONAL EXPERIENCES

WLYDC Mentor Coordinator <ul style="list-style-type: none">• Provide support for mentors i• Coordinate summer programming for youth• Communicate in English and Spanish with families	Dec 2021- Present West Liberty, Iowa
Dual Language/AP Spanish teacher <i>West Liberty High School</i> <ul style="list-style-type: none">• Teach Dual Language, Heritage Speakers, and AP Spanish courses<ul style="list-style-type: none">◦ Every student that took 2020 AP Spanish exam passed the exam• Applied and was approved for a \$5,400 grant in Ryan Memorial Trust for diverse curriculum	Aug 20- Present West Liberty, Iowa
Academic Coach <i>Center for Diversity and Enrichment, University of Iowa</i> <ul style="list-style-type: none">• Enhanced and supported student educational experiences and increase retention by fostering a sense of community and engagement for students through the creation of diversity related programs, events, and services• Liaison for students with disabilities and LGBTQIA students• Monitored the academic, career and personal goals/needs of 200 caseload of students and provide individual guidance and assistance through 1:1 academic coaching. Diversity trainer for the BUILD program• Taught CSI:1200:0015; a first year seminar tailored for underrepresented first year students• Presented consistent, high quality advice to first-year undergraduate students at orientation and throughout their first year of enrollment• Established and maintained relationships with campus partners to provide educational support services geared towards underrepresented students	July 2019-20 Iowa City, Iowa
Academic Advising Graduate Assistant <i>TRIO Student Support Services Program, Iowa State University</i> <ul style="list-style-type: none">• Conducted intakes for incoming students of the TRIO Student Support Services Program• Facilitated the transition of first-generation, low-income, and/or students with disabilities at ISU by providing direct student support, mentoring, advising, and coordinating first-year workshops• Administered weekly 1:1 academic coaching by providing study skills sessions that revolve around time management, test taking, study strategies for students, and FAFSA counseling• Collaborated with academic programs and university departments to create programming on first-generation students while coordinating the Office of Admission group tours• Participated in the selection, training, and supervision of student employees by creating and implementing the student staff retreat and weekly professional development• Managed and maintained student contact information by utilizing Student Access database to update information for the federal grant• Developed and implemented assessment/evaluation project for Kindle Fire tablet program	Aug 2017-May 2019 Ames, Iowa

Latinx Affairs Graduate Intern

Aug-Dec 2018

Vice President's Office for Diversity and Inclusion, Iowa State University

Ames, Iowa

- Partnered with the Diversity and Inclusion Project Director in Hispanic/Latinx Affairs to create the Butterfly Campaign, an UndocuAlly training for staff and faculty to better serve undocumented students and collaborated with campus and community partners to design and implement ISUnidad, a mentoring program for Latinx women
- Utilized basic computer programs and systems like Microsoft Word, Excel, Outlook, PowerPoint, and Outlook to maintain contact with campus partners, data, and create presentation materials

Live-In Graduate Assistant

May-July 2018

Academic Program of Excellence (APEX), Multicultural Student Affairs, Iowa State University

- Served as a mentor to over 55 students of color within APEX, a summer bridge and first-year program. Provided informal counseling and support to students and collaborated with campus partners to provide resources
- Supervised the APEX cabinet, five peer-mentors, practiced crisis management strategies, managed and mediated conflict resolution within the residential community
- Guest instructor for the first-year seminar

Spanish/ESL teacher

2015 –17

Mid-Prairie Community School District

Kalona, IA

- Taught Spanish to middle schoolers and piloted the Spanish I program
- Taught English to speakers of other languages in elementary and secondary school
- Strengthened Latinx family and school relationships as the cultural liaison and translator
- Created a Newcomer Action Plan, an effort to create a better experience for ELL families as they came to the district

COMMUNITY ENGAGEMENT AND LEADERSHIP

Iowa State Latinx Student Leader Council

2017-19

- Cultivate leadership development and program collaboration among Latinx student organizations. Collaborated with colleges, staff, and student leaders to host a 5K for DACA and raised \$6,000 to create the first scholarship for DACAmented students

Founder of Espinoza Avila Scholarship

2011-19

- Recognize high school students that have overcome adversity through scholarship

Ronald E. McNair Post-Baccalaureate Program Graduate Student Mentor

2018-19

- Support and provide resources for an undergraduate student through their McNair experience

ACPA Ambassador and Educational Chair

2018-19

- Collaborate with ACPA Ambassadors from across the nation, distribute information and resources regarding Higher Education, and moderate race-centered caucus at ACPA19

Latina Leadership Initiative of Greater Des Moines

2018-19

- Nominated and selected to participate in 9-month intensive bi-weekly leadership program
- Collaborated with Polk County Health Department to create a breast cancer awareness campaign for Latina women in Iowa, presented the information at community workshops

School of Education Graduate Student Advisory Council

2017-18

Iowa State University

- Advised the School of Education and individual graduate programs on the supports and information that would enhance the experience of graduate students
- Led "Microwave Initiative" to bring a microwave for all students to use at the SoE which allowed access to homemade food to students that cannot buy food on campus

Site Leader for Cheyenne River Youth Project

March 2018

Iowa State Alternative Break trip, Eagle Butte, South Dakota

- Supervised a group of 8 students to Eagle Butte, South Dakota where students executed service projects like cleaning, organizing warehouses, and hosting a college night
- Directed pre-departure meetings, managed a budget, and planned itinerary for trip
- Led reflection, team building, group dynamics and problem solving for students

Co-founder of non-profit Latinos for Washington, Inc.

2016-17

Washington, Iowa

- Organized non-profit Latinos for Washington, Inc., a resource for Latinx individuals in Washington, IA that provides scholarships, flu-shot clinics, literacy, immigration, and college workshops in Spanish as well as plan the Latinx Heritage Festival
- Provided administrative and clerical support to the Board, kept minutes, maintained documentation, and managed social media pages that informed the Spanish-speaking community about immigration, education, financial, and local news
- Wrote grant applications and developed fundraising and sponsorship strategies that led to having funds for the Latinx festival, attorney fees, and organization materials.

Published work

Espinoza, V. (2020). More than a piece of paper. In *We the interwoven: An anthology of Bicultural Iowa*. Essay, Iowa Writer's House.

Espinoza, C. C. (2020, October 20). *El Susto*. Spanglish Voces. Retrieved September 21, 2021, from <https://www.spanglishvoces.com/?s=cueponi>.

Espinoza, V. (2018). *Easy women go to college*. Fifth Wednesday Journal.

PRESENTATIONS

Espinoza, V. (2021, Oct.) *More than a piece of paper*. University of Northern Iowa College of Humanities, Arts and Sciences Lecture Series.

Arce, J., Mozee, C., Espinoza, C. (2020, Mar). *Racialization of Latinidad: Understanding our history's impact on today's students*. ACPA20 Convention. Nashville, Tennessee. Presentation cosponsored by CMA Latin@x Network (LN) and CMA Pan African Network (PAN).

Gladney, S. Espinoza, C.C., Louie, G., Padilla, J., Lin, S. (2020, Feb.) *Strategies for Practicing (Self) Care from Racial Battle Fatigue: A Panel Discussion*. Practicing Radical (Self) Love Conference for student staff. University of Iowa.

Resto, F., Pagan, M., Espinoza, C.C., & Yopez, H. (2019, Nov.). *Latinx Experiences Navigating Professional Spaces*. Webinar sponsored by ACPA Latinx Network and Graduate Students and New Professionals Community of Practice.

Espinoza, C.C. (2019, Oct.). *First impressions: The power of hearing people's testimonios*. Presented at the University of Iowa Latinx Youth Summit.

Espinoza, C.C.. & Connelly, J. (2019, Oct.). *Maintaining White Supremacy: Latinx erasure in Iowa's Historical Museums*. Presented at the Latinx Excellence in the Midwest Conference.

Espinoza, V. & Connelly, J. (2019, March). *Latinx in Iowa: Not the new Iowans*. Presented at the Iowa State Conference on Race and Ethnicity.

Espinoza, V. (2019, March). *Leaders lift as they climb*. Presented at the Civil and Human Rights Symposium at Des Moines University.

Espinoza, V. & Hikiji, M. (2019, March). *Change starts with women*. Presented at Leading Legacies: Chrysalis Conversations Speaker Series.

HONORS/AWARDS

<i>Latinx Youth Leadership Award</i> at Iowa Latino Hall of Fame	2018
<i>Purple and Old Gold Award in Spanish</i> at the University of Northern Iowa	2015
<i>Dean of Students Citation Award</i> at the University of Northern Iowa	2015
<i>Outstanding Student Leader Award</i> at the University of Northern Iowa	2015
<i>McNair Scholar</i> at the University of Northern Iowa	2015
<i>Herbert Hoover Uncommon Student Award</i> at the Herbert Hoover Presidential Library Museum	2009
<i>Mariah Becker Volunteer Leadership Award</i> at Herbert Hoover Presidential Library Museum	2009

Action Form- Climate Engineers Contract Renewal

History:

Last year the Board chose Climate Engineers to install the new HVAC components and to provide preventative maintenance. The contract for preventative maintenance has expired and needs to be renewed.

Budget Impact:

The total cost is \$3,682, usually split into four payments. This is the same cost as last year.

Options:

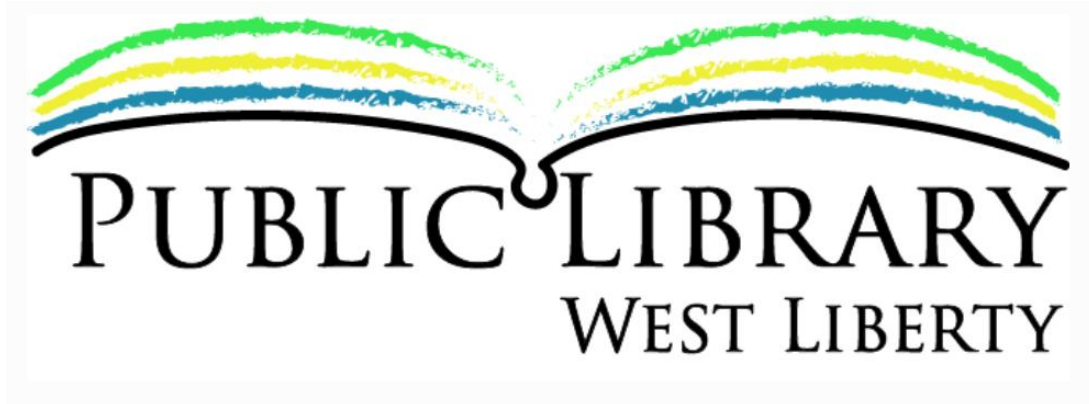
Approve the contract or ask the Maintenance Committee to find other companies for comparison.

Staff's Recommended Action:

I recommend approval of the contract.

MAINTENANCE SERVICE AGREEMENT

For Heating, Ventilation and Air Conditioning Equipment and Systems



West Liberty Public Library

**For Property Location at:
Address
400 North Spencer Street
West Liberty, IA.52776**

HVAC Contractor:



3005 Robins Rd.
Hiawatha, Iowa 52233
P: 319-364-1569 F: 319-364-1861

Heating & Air Conditioning Service Agreement

Coverage Provided Under This Agreement

1. Preventive Maintenance Inspections:

It is hereby agreed that we will provide a qualified technician to inspect your air conditioning and heating system for proper operation to insure that it is in the best and safest possible condition for the oncoming cooling or heating season. We will perform 4 inspections per year.

A. Inspections will include:

- Inspecting, cleaning or replacing filters
- Check refrigerant charges
- Checking electrical connections and tighten if necessary
- Checking for proper voltages and amp draws
- Lubricating components as required
- Checking belts for proper tension and condition; adjust or replace as necessary
- Checking and cleaning condensate drain systems internal to the unit(s)
- Ensure that electrical controls work properly
- Clean indoor and outdoor coils if needed
- Checking heating operation, including ignition sequences, lighting of the pilot and safety controls.

B. Labor Coverage

It is agreed that we will provide such labor as may be required to perform the preventive maintenance and intermediate filter changes as described above, during normal working hours, at no additional charge.

For work not covered by this agreement;

Normal working hours surcharge is \$97.00 per hour will be assessed. Over time is at \$145.00 per hour

C. Parts Coverage:

All filters and belts are covered at no additional charge. All other parts will be quoted and installed pending owner approval.

2. Additional Terms and Conditions:

- A. Any alterations, adjustments or repairs made by others, unless authorized or agreed upon by this Contractor, will be cause to terminate our obligation under this agreement.
- B. Repairs required by fire, floods, acts of God, abuse, or the improper use of the listed equipment will be the sole responsibility of the Owner and are not covered by this agreement.
- C. This agreement does not cover any work or changes which might at some future date be required by government regulations, codes or insurance company needs or requirements. This will include, but

Heating & Air Conditioning Service Agreement

not be limited to, the recovery, recycling, reclamation, handling, and disposal of all refrigerants and additional costs incurred for refrigerant tax and/or increased costs due to shortages.

- D.** This agreement includes all control wiring between indoor and outdoor units and the thermostat(s), and power wiring and controls within the units. Not included is external power wiring, circuit breakers, and disconnects supplying electrical service for the units. Likewise, gas piping that is external to the units is not covered.
- E.** This agreement does not cover ductwork, structural supports or other sheet metal components which may deteriorate due to corrosion or rust.
- F.** Neither party to this agreement shall hold the other responsible for any indirect or consequential damages of a commercial nature such as, but not limited to, loss of revenue or loss of use of any equipment or facilities, or loss of product.
- G.** The limitations on liability and damages excludes claims for damages or losses arising from the Contractor's gross negligence or intentional misconduct.
- H.** Payment for this agreement will be net upon receipt of invoice. The Contractor offering this agreement reserves the right to discontinue service any time payments have not been made as agreed.
- I.** This agreement may be terminated by either party upon 30 days written notice. A refund for the remaining contract period will be made on a pro-rata basis, with deduction for work already completed.

3. List of Equipment Covered by This Agreement:

Qty and List of covered equipment
2 Trane air handlers and condensing units
1 Liebert mini mate system
3 boilers
2 pumps
1 cabinet unit heater
1 exhaust fan
1 water heater

4. Agreement Price and acceptance:

The agreement price is \$3,682.00 per year

Payment plan options:

- One payment of \$3,682.00
- Four Payments of \$920.50 each Invoice to be sent after each service

Heating & Air Conditioning Service Agreement

Coverage begins with the receipt of the first payment and continues as governed by the terms and conditions set forth above. Coverage is for a period of one (3) calendar years from date of commencement.

Customer Acceptance: _____

Date: _____

Contractor Acceptance: _____

Date: _____

Action Form- DC Taylor Contract Renewal

History:

Historically the library has used D.C. Taylor for preventative maintenance on the roof. The contract has expired and needs to be renewed.

Budget Impact:

The total cost is \$1,245, which is less than last year.

Options:

Approve the contract or ask the Maintenance Committee to find other companies for comparison.

Staff's Recommended Action:

I recommend approval of the contract.



9/29/2021

Allie Paarsmith
West Liberty Public Library
400 N Spencer St
West Liberty IA 52776

Subject: West Liberty Public Library-2021 Fall General Preventive Maintenance

D. C. Taylor Co. Proposal # QUO-26671-S8Z2T3-0

Dear Allie,

Attached is our Proposal for West Liberty Public Library-2021 Fall General Preventive Maintenance. The Contract Documents are 9 pages including the Repair Contract, Scope of Work, Warranties and Terms and Conditions. Please carefully review the documents.

The Scope of Work document details the roofing work we submit for your approval, along with the methods to prepare the existing building.

The Terms and Conditions of the Agreement between Owner and Contractor explain the responsibilities and liabilities of each party. We call your attention to our needs for access to your facilities, electricity, water and restrooms listed in Section 3. The payment terms are detailed in Section 4.

You may execute the contract by signing and entering the date on the bottom of the first page of the Repair Contract following this letter. When we receive notice from you, we will introduce you to our Project Team, propose a plan and schedule, and discuss project requirements.

Sincerely,

James Longerbeam
Vice President and Service Manager
Responsible Roofing Services



Agreement between Owner and Contractor

Repair and Maintenance Contract

D. C. Taylor Co. Proposal # QUO-26671-S8Z2T3-0

This Proposal is effective from 9/29/2021 and will expire if not accepted by 10/29/2021.

OWNER		CONTRACTOR	
Owner	West Liberty Public Library	Contractor	D. C. Taylor Co.
Attention	Allie Paarsmith <i>Owner's Representative</i>	Submitted by	James Longerbeam <i>Authorized D. C. Taylor Co. Representative</i>
Address	400 N Spencer St West Liberty IA 52776	Contractor's License #	C098072
PROJECT		PRICING	
Project Name	West Liberty Public Library-2021 Fall General Preventive Maintenance	Contract Price	\$1,245.00
Site Address	400 N Spencer St West Liberty IA 52776		

The following are attached and made a part of this Contract by reference.

- Page 3-----Scope of Work
- Page 4-----Alternates/Options/Unit Prices
- Page 5-7-----Terms and Conditions
- Page 8-----D. C. Taylor Co. Warranty
- Page 9-----Contractor's Form of Insurance Certificate

Executed by _____
Owner's Representative

Date _____

Submitted by _____
Authorized D. C. Taylor Co. Representative

D. C. Taylor Co.

PO Box 97 Cedar Rapids IA 52406-0097

Repair and Maintenance Contract

SCOPE OF WORK

1. Erect and maintain D. C. Taylor Co. fall protection system as per OSHA requirements, utilizing D. C. Taylor Co. Safety Specifications.
2. This scope of work is for work to be performed by two Service Technicians in four (4) hours (1/2 day) for a total of eight (8) man hours. Any additional work can be addressed by separate proposal or additional days as necessary.
3. Prepare roof membrane surface as needed to allow for the proper repair procedure.
4. Furnish and install like membrane to repair splits, tears abrasions and cuts.
5. Furnish and install like membrane to repair weathered, cracked or deteriorated penetration flashings, including scupper and drain flashings.
6. Furnish and install caulking and sealants to replace deteriorated caulking and sealants.
7. Furnish and install fasteners and like membrane where raised fasteners were removed.
8. Furnish and install like membrane to repair open seams.
9. A verbal report will be provided to the customer at project closeout. This report will include the observations made by D. C. Taylor Co., the trade work activities that were performed, and recommendations for additional repairs that are outside the scope of work for Roof System Repairs. Customers will also be provided a PDF file containing before and after photos of trade work activities.
10. Provide labor to remove vegetation, roofing debris and dispose of in owner provided dumpster.

Repair and Maintenance Contract

ALTERNATES			
<i>No.</i>	<i>Description</i>	<i>Total Contract</i>	<i>Owner Initials</i>

OPTIONS			
<i>No.</i>	<i>Description</i>	<i>Add/Deduct</i>	<i>Owner Initials</i>

UNIT PRICES		
<i>No.</i>	<i>Description</i>	<i>Unit Price</i>

Repair and Maintenance Contract

GENERAL CONDITIONS

1. GENERAL CONDITIONS:

- 1.1. Each sentence or paragraph of the Terms and Conditions of the Agreement between Owner and Contractor – Repair and Maintenance Contract shall be construed as an express term or condition of this Contract.
- 1.2. Issuance of a Purchase Order or other communication by Owner authorizing Contractor to perform the Scope of Work will constitute acceptance of each and every term and condition of this Contract. Any additional terms or conditions stated in Owner's Purchase Order, or other communication accepting this Contract shall not be valid under any circumstances, unless specifically approved by written response of Contractor. Failure to respond by Contractor shall be deemed a denial of any additional terms or conditions stated in Owner's acceptance.
- 1.3. Contractor shall comply with Federal, State and Local laws.
- 1.4. Any claim against Contractor alleging any breach of this Contract or asserting negligence by Contractor must be initiated no later than one (1) year after Contract Completion.
- 1.5. Contract Completion shall be the date on which Contractor's work is finished, as distinguished from the date of Owner's Acceptance thereof.
- 1.6. Contractor shall advise Owner of the completion of the work. Upon Owner's prompt inspection and notice to Contractor of any work not in accordance with this Contract, Contractor will correct such work. Owner's inspections shall be performed in sequence with Contractor's work progress, so as avoid delay. If Owner fails to give such notice to Contractor within seventy-two (72) hours from notice of Contract Completion, Contractor's performance shall be deemed to be completed.
- 1.7. If Contractor claims it is required to change the method, manner or sequence of construction, Contractor shall notify the Owner in writing of such claim and if requested, Contractor shall provide owner with a brief report. Contractor reserves the right to obtain a reasonable Change Order for costs or work associated with such changes.
- 1.8. Contractor shall maintain Worker's Compensation and General Liability insurance in limits required by state law. Contractor will furnish appropriate Insurance Certificates if requested. Owner agrees that Contractor's total liability shall not exceed the total amount recoverable from the coverage specified by such Insurance Certificates.
- 1.9. Contractor shall not be responsible for protection of owner's property, except to provide that protection which is itemized in the Scope of Work of this Contract. Contractor shall not be responsible for damages from leaks through any area of the building upon which Contractor's work has not been completed.
- 1.10. Contractor accepts no liability to indemnify or hold Owner harmless for claims or damages to persons or property, except to the extent that such damages occur during performance of Contractor's work, and are the direct result of Contractor's negligent error or omission. Owner understands and agrees that Contractor shall have no responsibility at any time after completion of the work for damages of any kind to persons or property.
- 1.11. Contractor assumes no responsibility for design, structural adequacy, or compliance of the structure with building codes. If "professional" design services are necessary, owner shall be responsible for the results of such services, whether or not such services are provided in relation to this Contract. Contractor shall not be required to provide any services relating to hazardous conditions, materials, mold or any form of pollution. If any such environmental influences are determined to exist, Owner shall hold harmless and indemnify Contractor for costs or claims relating in any way to such conditions.

Repair and Maintenance Contract

CONTRACT CONDITIONS

2. CONTRACT CONDITIONS - DUTIES AND RESPONSIBILITIES OF CONTRACTOR:

2.1. The price for this Contract includes Contractor's labor, trade work, supervision, equipment, and materials necessary to perform the Contract according to conditions which could be reasonably anticipated by roofing tradespersons visually examining the roof. If latent conditions cause delay or require unanticipated cost or expense in the performance of the Contract, Contractor shall promptly notify Owner of such condition.

Contractor shall charge for such additional services or rework, and be compensated as if authorized as by a Change Order to this Contract.

2.2. The Contract Price is based on Contractor's estimated costs and expenses in effect as of this proposal date. Should costs or expenses not under the control of Contractor increase during the performance of Contractor's work, Contractor shall promptly notify owner of its additional costs or expenses. Contractor shall charge for such additional costs and expenses, and be compensated as if authorized by a Change Order to this Contract.

2.3. Owner shall not require Contractor to become a party to or comply with any terms or conditions of any collective bargaining agreement.

3. CONTRACT CONDITIONS - DUTIES AND RESPONSIBILITIES OF OWNER:

3.1. Owner represents to Contractor that the building and the roof deck on which the installation is to be made is in a sound, load-bearing condition, sufficient for the project conditions for Contractor's work. Owner represents that the building's structure will be adequate for Contractor's work. Owner will inform Contractor in writing of any latent or other conditions which could affect the Contractor's work.

3.2. Owner shall provide Contractor with reasonable access to its facilities and shall be responsible for any interruption of Contractor's work. Contractor shall not be responsible for damages arising from delay due to inclement weather, strikes, fires, accidents, delays in shipment or delivery of materials, or any causes beyond its reasonable control. All surfaces shall be dry and free of debris. Owner will manage and be responsible for protection of vehicles and property exposed to damage by Contractor's work.

3.3. Owner shall supply the following (at Owner's expense):

3.3.1. Single-phase, 120/220-volt, 50-amp electrical connection and service to the roof for Contractor's use.

3.3.2. Restroom facilities and water as required for Contractor's use.

3.3.3. The costs of obtaining building or other Permits unless specifically included in this price.

3.3.4. The cost of a Performance bond unless specifically included in this price.

3.4. Owner will respond to Contractor's requests or notices promptly, so as to allow continuous work to contract completion.

Repair and Maintenance Contract

PAYMENT CONDITIONS

4. PAYMENT:

4.1. Invoice - Contractor shall invoice upon commencement and at approximately 30-day intervals thereafter until or upon project completion. Based upon Contractor's estimate of the work completed during each period, progress payments will be made by Owner on Contractor's invoices. Contractor's initial invoice shall be for one-hundred percent 100% of the project preparation and set-up costs and expenses. The invoice amount shall be based upon Contractor's estimate of its labor costs, material costs, and project set-up expenses including technical services, administration, supervision, insurance, bonds, other fees, and overhead expenses related to project preparation and set-up.

4.2. Payment Terms – Net 30 Days: Owner shall make payment promptly, and in no case later than thirty (30) days after the invoice date. Any remaining balance due under this Contract shall be payable thirty (30) days after the date of the final invoice.

4.3. Contractor may accrue and charge interest (at the daily rate of .05 percent, unless a lesser percentage is required by law) on any sum due under this Contract which is not paid by its due date.

4.4. The failure by Owner to make prompt payment shall entitle Contractor, on forty-eight (48) hours written notice, to stop work. The Contract Time shall be extended and the Contract Sum shall be increased by the amount of the Contractor's reasonable expenses, losses and costs of shutdown, delay, and start-up.

4.5. Should Contractor be required to initiate legal proceedings to collect any balance due under this agreement, Owner agrees to pay reasonable attorney's fees and costs incurred in such collection.

4.6. Should leaks occur after Contract Completion, inspections and/or repairs performed by Contractor shall be treated as warranty matters. Such circumstances shall not be grounds for withholding any payments.

OTHER CONDITIONS

5. WARRANTY EXCLUSIONS:

5.1. Contractor makes no warranty respecting the structural characteristics (including wind or drainage) of the installed roof system. Owner shall rely upon the original architect, engineer or designer of the building regarding any structural characteristics of the building.

5.2. Not all products or services provided hereunder are covered by the Manufacturer's Warranty. Owner will rely exclusively upon the warranty, if any, of the Manufacturer of any materials which are not specifically described and included in the Manufacturer's warranty. Owner will request such warranties in advance of Contractor placing any orders for such materials.

6. CONTRACT INSTRUMENT COMPLETE:

6.1. This contract signed by both parties constitutes a final written expression of all of the terms of this agreement and is a complete and exclusive statement of those terms, except as modified by written Change Orders agreed to by each party to this agreement.

6.2. Should this Contract conflict with project specifications, this Contract shall govern. Should the Scope of Work conflict with the Manufacturer's Specifications, the Scope of Work shall govern. Should Drawings prepared by Contractor conflict with Manufacturer's Standard Construction Details, the Contractor's Drawings shall govern.

D. C. Taylor Co. Warranty

Owner enters into this Contract principally to obtain the roof trade labor and craft work of the D. C. Taylor Co. construction service. During any interval between Contract Completion and the issuance of the Manufacturer's Warranty, Contractor will repair defects in its work, subject to the terms, limitations and conditions of this Contract and the Manufacturer's Warranty, the terms of which shall apply during said period.

A sample copy of the Manufacturer's Warranty of the roof product or membrane to be installed is attached to this Contract and incorporated herein by this reference; and if not, is the standard Manufacturer's Warranty issued by the Manufacturer for the roof product or membrane installed under this Contract. Acceptance of this Contract by Owner shall constitute acceptance of and reliance upon the terms, conditions and limitations of said Manufacturer's Warranty.

UPON CONTRACT COMPLETION AND ACCEPTANCE OF CONTRACTOR'S WORK AND UPON ISSUANCE OF THE MANUFACTURER'S WARRANTY TO OWNER, ALL RIGHTS AND REMEDIES OF OWNER RESPECTING CONTRACTOR FOR THE WORK PERFORMED UNDER THIS CONTRACT, INCLUDING LATENT DEFECTS AND IMPLIED OR STATUTORY WARRANTY OBLIGATIONS, SHALL MERGE IN SAID MANUFACTURER'S WARRANTY, WHICH SHALL BE THE SOLE AND EXCLUSIVE REMEDY OF OWNER HEREUNDER. THE MANUFACTURER'S WARRANTY DESCRIBED IN CONTRACT SECTION 5 SHALL BE IN LIEU OF ANY OTHER WARRANTY OF CONTRACTOR, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR OTHER STATUTORY WARRANTY, THE PROVISIONS OF WHICH THE OWNER HEREBY WAIVES.

Contractor warrants that the materials and accessories supplied will be those specified for this Contract and will be new and of recent manufacture and free from obvious defects. All materials and work shall be furnished in accordance with standard industry tolerances for color, variation, thickness, size, weight, amount, spacing, finish, and texture and performance standards. Proposed quantities are intended to represent an average over the entire roof area.

If Owner requests written documentation of any materials or products not covered by the Manufacturer's Warranty, Owner agrees to compensate Contractor for its costs and expenses relating to such request. Contractor expressly states that Contractor shall not be liable in any form or respect due to any failures or claims relating to Contractor's work or materials not covered by the Manufacturer's Warranty for this Contract. Contractor shall deliver the Facility Service Agreement between Owner and Contractor. D. C. Taylor Co. provides the following roofing services: survey, inspect, report and repair leaks; housekeeping and maintenance, preventive maintenance; repairs; coatings; improvements; and technical services. Technical Services include the following: interview, survey, inspect, evaluate, analyze, estimate, investigate, budget, plan, schedule and report. During the period of the Manufacturer's Warranty, D. C. Taylor Co. will provide such services at the Owner's request under the terms and conditions of the Facility Service Agreement and subject to the terms and conditions of the Manufacturer's Warranty.

Action Form- Computer Quote

History:

The Youth Department laptop and the Director computer have not been meeting the needs of the library, often costing significant staff time to troubleshoot or simply waiting between functions. The age of the laptop is not known, but the director computer was purchased approximately seven years ago, which is outside the recommended 5-year recommended replacement rate for computers.

The Board requested further information regarding the relationship between the City and Dell. City Clerk Lee Geertz communicated to me that the City purchases all computers and devices through Apple or Dell to maintain consistency with care, service, and warranties. This information was outlined in the attached email and confirmed by Nick Heath who provides the City with IT support.

I did put together carts of comparable products with similar support from Best Buy, which would cost \$3,100.40, and Newegg, which would cost \$3,042.93.

Budget Impact:

Only the total listed in the quote. The price is higher than was originally budgeted for due to an increase in the cost of technology, however we can postpone the purchase of the updated gaming consoles since those are still not readily available at market price.

Options:

Approve the quote from Dell or purchase from one of the other vendors.

Staff's Recommended Action:

I recommend that the quote is approved.

Allie Paarsmith

From: Nick Heath
Sent: Wednesday, December 1, 2021 9:58 PM
To: Lee Geertz
Cc: Allie Paarsmith; David Haugland
Subject: Re: Dell memo

Yes that is correct. Dell for all laptops/desktops. Microsoft office and Apple for iPads

Nick Heath
City of West Liberty
Parks and Recreation Director
319.321.3179

From: Lee Geertz <lgeertz@cityofwestlibertyia.org>
Sent: Wednesday, December 1, 2021 2:37:07 PM
To: Nick Heath <nheath@cityofwestlibertyia.org>
Cc: Allie Paarsmith <apaarsmith@wpl.org>; David Haugland <dhaugland@CityofWestLibertyIA.org>
Subject: FW: Dell memo

Nick,

I can work with you on putting a memo together, but I just want to make sure we have all of our products with Microsoft other than the IPADS through the DELL company, correct?

It was my understanding this was to create a consistent equipment and due to the performance of the product it was suggested to be with DELL.

Lee Geertz-City Clerk/Finance Officer

City of West Liberty
409 N. Calhoun St.
West Liberty, IA 52776
lgeertz@cityofwestlibertyia.org
Phone: (319) 627-2418
Fax: (319) 627-4847

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From: Allie Paarsmith <apaarsmith@wpl.org>
Sent: Wednesday, December 1, 2021 2:09 PM



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision.

Click the Order Now button below to accept this quote and complete your order. You can also get help with a new quote by contacting your Sales Rep for more assistance.

[Order Now](#)

Quote No.	3000107280998.1	Sales Rep	Blaine Harriman
Total	\$2,725.37	Phone	(800) 456-3355, 6182855
Customer #	530015623835	Email	Blaine_Harriman@Dell.com
Quoted On	Dec. 09, 2021	Billing To	SHERRY HOFFERT
Expires by	Dec. 14, 2021		CITY OF WEST LIBERTY
			409 N CALHOUN ST
			WEST LIBERTY, IA 52776-1494

Message from your Sales Rep

Contact me at Blaine_Harriman@Dell.com or (512) 513-0575 if you have any questions, need to change anything, or when you're ready to place an order!

Regards,
Blaine Harriman

Shipping Group

Shipping To	Shipping Method
SHERRY HOFFERT CITY OF WEST LIBERTY 409 N CALHOUN ST WEST LIBERTY, IA 52776-1494 (319) 627-2418	Standard Delivery

Product	Unit Price	Quantity	Subtotal
3rd Party Accessories	\$85.99	1	\$85.99
Dell 24 Monitor - P2422H, 60.5cm (23.8")	\$262.69	2	\$525.38
Dell Accessories	\$50.04	1	\$50.04
OptiPlex 5090 Tower	\$954.85	2	\$1,909.70

Subtotal:	\$2,571.11
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$0.00
Taxable Amount:	\$2,571.11
Estimated Tax:	\$154.26
Total:	\$2,725.37

Lease Products

Months	Finance Lease	Fair Market Value (FMV)
60	\$56.45	\$54.52
48	\$68.55	\$63.04
36	\$89.69	\$79.14
24	\$132.99	\$110.85

Shipping Group Details

Shipping To

SHERRY HOFFERT
CITY OF WEST LIBERTY
409 N CALHOUN ST
WEST LIBERTY, IA 52776-1494
(319) 627-2418

Shipping Method

Standard Delivery

3rd Party Accessories

Est mated de very f purchased today:
Dec. 20, 2021

Description

Log tech C922 HD Pro Webcam

SKU

A9557958

Unit Price

Quantity

- 1

Subtotal

\$85.99 1 \$85.99

Dell 24 Monitor - P2422H, 60.5cm (23.8")

Est mated de very f purchased today:
Jan. 04, 2022

Description

De 24 Mon tor - P2422H, 60.5cm (23.8")

SKU

210-BBCC

Unit Price

Quantity

- 2

Subtotal

-

De L m ted Hardware Warranty

814-5380

- 2

-

Advanced Exchange Serv ce, 3 Years

814-5381

- 2

-

Quantity

Subtotal

\$50.04 1 \$50.04

Dell Accessories

Est mated de very f purchased today:
Dec. 16, 2021

Description

De Pro Stereo Soundbar – AE515M (Skype for Bus ness cert f ed)

SKU

520-AAOR

Unit Price

Quantity

- 1

Subtotal

-

Quantity

Subtotal

\$954.85 2 \$1,909.70

OptiPlex 5090 Tower

Est mated de very f purchased today:
Dec. 16, 2021

Description

Opt P ex 5090 Tower BTX

SKU

210-AYSD

Unit Price

Quantity

- 2

Subtotal

-

Inte Core 5-10505 (6 Cores/12MB/12T/3.2GHz to 4.6GHz/65W);
supports W ndows 10/L nux

338-BZOV

- 2

-

W ndows 10 Pro Eng sh, French, Span sh

619-AHKN

- 2

-

8GB (1x8GB) DDR4 non ECC memory

370-AGFP

- 2

-

M.2 256GB PCIe NVMe C ass 35 So d State Dr ve

400-BEUW

- 2

-

M2X3.5 Screw for SSD/DDPE

773-BBBC

- 2

-

No Add tona Hard Dr ve

401-AANH

- 2

-

Inte Integrated Graph cs, De Opt P ex

490-BBFG

- 2

-

DVD+/-RW Beze

325-BDSF

- 2

-

8x DVD+/-RW 9.5mm Opt ca D sk Dr ve

429-ABFH

- 2

-

No Med a Card Reader

379-BBHM

- 2

-

No W re ess LAN Card (no W F enab ement)

555-BBFO

- 2

-

No W re ess Dr ver (no W F enab ement)

340-AFMQ

- 2

-

No PCIe add-n card	492-BBFF	-	2	-
Opt P ex 5090 Tower w th 260W up to 85% eff c ent Power Supp y (80P us Bronze)	329-BFHO	-	2	-
De KB216 W red Keyboard Eng sh	580-ADJC	-	2	-
De Opt ca Mouse - MS116 (B ack)	570-ABIE	-	2	-
No Cab e Cover	325-BCZQ	-	2	-
No Add t ona Cab e Requested	379-BBCY	-	2	-
Not se ected n th s conf gurat on	817-BBBC	-	2	-
No Stand Opt on	575-BBBI	-	2	-
SupportAss st	525-BBCL	-	2	-
De (TM) D g ta De very C rrus C ent	640-BBLW	-	2	-
De C ent System Update (Updates atest De Recommended BIOS, Dr vers, F rmware and Apps)	658-BBMR	-	2	-
Waves Maxx Aud o	658-BBRB	-	2	-
De SupportAss st OS Recovery Too	658-BEOK	-	2	-
De Opt m zer	658-BEQP	-	2	-
W ndows PKID Labe	658-BFDQ	-	2	-
OS-W ndows Med a Not Inc uded	620-AALW	-	2	-
ENERGY STAR Qua fed	387-BBLW	-	2	-
System Power Cord (Ph p ne/TH/US)	450-AAOJ	-	2	-
SERI Gu de (ENG/FR/Mu t)	340-AGIK	-	2	-
De Watchdog T mer	379-BEKK	-	2	-
Qu ck Setup Gu de 5090 Tower	340-CVFQ	-	2	-
US Order	332-1286	-	2	-
Chass s Intrus on Sw tch - Tower	461-AAHP	-	2	-
Pr nt on Demand Labe	389-BDQH	-	2	-
Trusted P atform Modu e (D screte TPM Enab ed)	329-BBJL	-	2	-
Sh pp ng Mater a for MT	340-CQZG	-	2	-
Sh pp ng Labe	389-BBUU	-	2	-
CMS Essent a s DVD no Med a	658-BBTV	-	2	-
Regu atory Labe for Opt P ex 5090 MT 260/300W	389-DZDF	-	2	-
No Hard Dr ve Bracket, De Opt P ex	575-BBKX	-	2	-
Inte (R) Core(TM) 5 Processor Labe	340-CNBZ	-	2	-
Desktop BTS/BTP Sh pment	800-BBIP	-	2	-
F xed Hardware Conf gurat on	998-EWID	-	2	-
Speaker for Tower and SFF	520-AARD	-	2	-
No AutoP ot	340-CKSZ	-	2	-
No Add t ona V deo Ports	492-BCKH	-	2	-
No Add t ona Add In Cards	382-BBHx	-	2	-
EPEAT 2018 Reg stered (S ver)	379-BDTO	-	2	-
Inte Standard Manageab ty	631-ACYB	-	2	-
Bas c Ons te Serv ce 36 Months	709-BCGL	-	2	-

Prosupport Plus and Accidental Damage Service, 36 Month(s)	127-BBCZ	-	2	-
ProSupport Plus and Next Business Day Onsite Service In t a , 36 Month(s)	199-BFTG	-	2	-
ProSupport Plus and Keep Your Hard Drive, 36 Month(s)	711-BCCE	-	2	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	2	-
No Anti-Virus Software	650-AAAM	-	2	-

Subtotal:	\$2,571.11
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$154.26
<hr/>	
Total:	\$2,725.37

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are on your estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@del.com or ARSAesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (defined on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/goba or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offerspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on a standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fund and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS does not pay Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronic linked terms and descriptions are available in hard copy upon request.

Action Form- Charitable Fund Request

History:

The West Liberty Public Library Charitable Fund was created last year to house funds that are donated to the library for specific or general needs of the library. The Friends of the Library will soon be donating their savings account funds to the WLPL Charitable Fund. As a result, staff would like to request that we use some of those funds for the following items to make our lives easier, prices are attached:

- 3 book trucks
- 3 Noise Level Monitors
- 1 Time Learning Clock
- 6 Timers

Budget Impact:

These purchases would not affect our budget, but would be using donated funds.

Options:

Approve the purchase or don't.




Staff's Recommended Action:

I recommend that the purchase is approved.



Shopping Cart

Products in Cart

Item	Price	Quantity	Subtotal
 <p>LibraryQuiet Single-side Bktrk End-Range 44-1/2x18"x17" Black Item # W12187030</p> <p><small>Special quick ship. Usually ships in 1 to 2 days.</small></p>	<p>\$381.30 \$409.99</p>	1	\$381.30
 <p>LibraryQuiet End-Range Bktrk 6 Sloping 44-1/2x18"x17" Black Item # W12186930</p> <p><small>Special quick ship. Usually ships in 1 to 2 days.</small></p>	<p>\$372.00 \$399.99</p>	1	\$372.00
 <p>LibraryQuiet Bktrk 2 Flat 41-1/2" x 31" x 17" Black Item # W12187100</p> <p><small>Special quick ship. Usually ships in 1 to 2 days.</small></p>	<p>\$427.80 \$459.99</p>	1	\$427.80

Cart Summary

Cart ID: 2387799

PRINT SHARE

Contract Used: [View Terms](#)

Demco Contract


Merchandise Total	\$1,269.97
Contract Discount	-\$88.87
Shipping	\$197.20
Tax	\$0.00

Cart Total **\$1,378.30**

Shipping Address

Allie Paarsmith
West Liberty Public Library
400 N Spencer St
West Liberty IA 52776-1355

EDIT



Allie, pay invoices how you want.
Make payments through wire, check, or ACH online.

Subtotal (10 items): **\$541.39**

This order contains a gift

[Proceed to checkout](#)

Shopping Cart



Timers, Classroom Timer for Kids, Kitchen Timer for Cooking, Egg Timer, Magnetic **\$8.97**
 includes \$1.00 Prime savings
 n Stock & FREE Returns
 This is a gift [Learn more](#)
 Color: 2 Pack Timer W/ Battery - Senior White [Upgraded Version]
 Qty: 6 [Delete](#) [Save for later](#)
[Compare with similar items](#)




JoFomp Teaching Clock for Kids | 12 inch Educational Wall Clock for Learning Time, **\$19.99**
 n Stock & FREE Returns
 This is a gift [Learn more](#)
 Color: Yellow1
 Qty: 1 [Delete](#) [Save for later](#)
[Compare with similar items](#)




Yacker Tracker Deluxe Noise Level Monitor, LED, 17 Inches **\$155.86**
 n Stock & FREE Returns
 This is a gift [Learn more](#)
 Qty: 3 [Delete](#) [Save for later](#)

Subtotal (10 items): **\$541.39**


Sponsored Products related to items in your cart




Kidde Fire Escape 2... 15,149
\$31.67
[See all buying options](#)



Uigos 2 Pack Digital... 8,966
\$8.95
[See all buying options](#)



Time Timer Digital... 3
\$13.98
[See all buying options](#)



Lavigo Round... 251
\$16.99
[See all buying options](#)

Your Items

[Saved for later \(33 items\)](#)

[Buy it again](#)



Mortal Kombat (DVD + Digital)

Action Form- Meeting Room Renovation

History:

The Library Board identified updating the meeting room as a priority for the capital improvement plan to better meet the needs of the library and the community. V&K were contracted to develop and oversee the contract. In consultation with myself, V&K submitted the attached design proposal and schedule for the Board to review and revise.

Budget Impact:

\$80,000 was budgeted in the CIP for the design and construction costs.

Options:

Approve the plans and schedule as written

Revise the plans and schedule as necessary

Reject the plans and schedule

Staff's Recommended Action:

I recommend that the plans and schedule are revised as best serves the Library.



VEENSTRA & KIMM INC.

1800 5th Avenue
Rock Island, Illinois 61201

309.786.7590 // 877.241.8010
www.v-k.net

**PROPOSED SCHEDULE
FOR**

**WEST LIBERTY PUBLIC LIBRARY
BUILDING IMPROVEMENTS 2021
WEST LIBERTY, IOWA**

December 15, 2021	Review Proposed Schedule for Approval Review Preliminary Drawings for Comment
January 19, 2022	Approve Plans and Specifications, Set Public Hearing
January 24, 2022	Post Notice to Bidders
February 9, 2022	Send Notice of Public Hearing to Paper
February 10, 2022	Prebid Meeting (2:00 pm) at Library
February 16, 2022	Public Hearing on Plans and Specifications at Library
February 22, 2022	Receive Bids for Project (2:00 pm)
February 23, 2022	Library Council to Award Contract
March 2022	Notice to Proceed
June 30, 2022	Final Completion Date

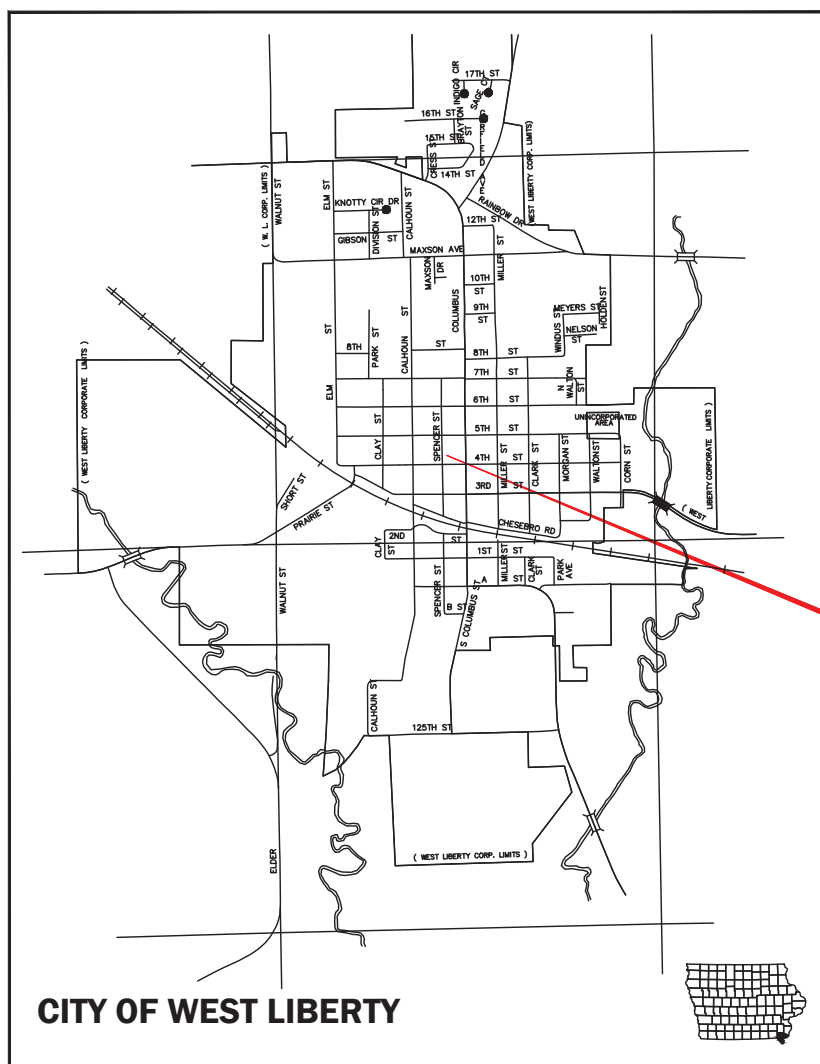
WEST LIBERTY PUBLIC LIBRARY BUILDING IMPROVEMENTS 2021 400 N. SPENCER STREET WEST LIBERTY, IOWA 52776

PLOTTED: 12/14/21

FILE PATH: \\wk-isp\projects\6421\West Liberty Library 12-14-21.dwg

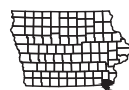
DRAWING INDEX

NO.	DRAWING TITLE
10-C-1	INDEX AND TITLE SHEET
10-A-1	NOTES
10-A-2	BUILDING PLANS
10-A-3	ENLARGED STORAGE ROOM AND KITCHENETTE PLANS
10-A-4	KITCHENETTE SECTIONS
10-A-5	STORAGE ROOM SECTIONS
10-A-6	KITCHENETTE ELEVATIONS
10-A-7	SECTIONS
10-E-1	ELECTRICAL PLANS
10-M-1	PLUMBING PLANS
99-E-1	ELECTRICAL SCHEDULES



**PROJECT
LOCATION**

CITY OF WEST LIBERTY



VICINITY MAP
NOT TO SCALE



DATE	REVISIONS	SCALE	AS SHOWN
		DRAWN	-
		CHECKED	-
		APPROVED	-
		DATE	12/14/21
		ISSUED FOR	PRELIMINARY



WEST LIBERTY PUBLIC LIBRARY
BUILDING IMPROVEMENTS 2021

3000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-225-8000 • 515-225-7848(FAX) • 888-241-8000(WATS)

INDEX AND TITLE SHEET

DWG. NO.
10-C-1
PROJECT 6421

NOTES

- THE SCOPE OF WORK FOR THE PROJECT SHALL INCLUDE ALL LABOR, MATERIALS, DEVICES, SUPPLIES, EQUIPMENT, AND OTHER FACILITIES NECESSARY FOR AND INCIDENTAL TO THE EXECUTION AND COMPLETION OF WORK DESCRIBED IN THESE DOCUMENTS.
- THE CONTRACTOR SHALL SECURE AND PAY FOR THE BUILDING PERMIT AND OTHER PERMITS AND GOVERNMENT FEES, LICENSES AND INSPECTIONS NECESSARY FOR PROPER EXECUTION AND COMPLETION OF WORK.
- THE CONTRACTOR SHALL PAY ALL FEDERAL, STATE, LOCAL AND ALL OTHER TAXES THAT ARE APPLICABLE TO THIS CONTRACT.
- ALL WORK PERFORMED SHALL COMPLY WITH ALL FEDERAL, STATE, AND LOCAL BUILDING CODES AND REQUIREMENTS, AS WELL AS THE MOST RECENT REQUIREMENTS OF THE APPLICABLE ACCESSIBILITY CODES.
- THE GENERAL CONTRACTOR SHALL SUBMIT A WRITTEN GUARANTEE FOR THEIR MATERIALS AND WORKMANSHIP FOR ONE (1) YEAR FROM THE DATE OF FINAL ACCEPTANCE OF OWNER.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO BECOME GENERALLY FAMILIAR WITH THE JOB SITE AND VERIFY EXISTING CONDITIONS IN THE FIELD PRIOR TO PROCEEDING WITH WORK. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT THE SITE AND REPORT ANY DISCREPANCIES TO THE ARCHITECT BEFORE PROCEEDING WITH THE WORK. PLANS ARE SCHEMATIC IN NATURE. LAYOUT IS BASED ON BEST AVAILABLE INFORMATION.
- EXISTING CONDITIONS AND CONNECTIONS ARE BASED UPON INFORMATION TAKEN FROM LIMITED FIELD INVESTIGATIONS. CONTRACTOR SHALL MAKE REQUIRED ADJUSTMENTS TO SYSTEM COMPONENTS AS NECESSITATED BY ACTUAL FIELD CONDITIONS AT NO ADDITIONAL COST TO OWNER OR ARCHITECT. REPORT ANY DISCREPANCIES BETWEEN THE DRAWINGS AND ACTUAL FIELD CONDITIONS TO THE ARCHITECT BEFORE CONSTRUCTION BEGINS.
- THESE DRAWINGS ARE DIAGRAMMATIC AND SHALL NOT BE SCALED. WHERE LACK OF INFORMATION, OR ANY DISCREPANCY SHOULD APPEAR IN THE DRAWINGS OR SPECIFICATIONS, THE G.C. SHALL REQUEST WRITTEN INTERPRETATION FROM THE ARCHITECT BEFORE PROCEEDING WITH THAT PORTION OF THE WORK.
- NO CHANGES, MODIFICATIONS OR DEVIATIONS SHALL BE MADE FROM THE DRAWINGS OR SPECIFICATIONS WITHOUT FIRST SECURING WRITTEN PERMISSION FROM THE ARCHITECT.
- THE DEMOLITION WORK SHALL INVOLVE WORK ABOVE AND/OR BELOW THE FLOOR LEVEL WITHIN THE SCOPE. IT SHALL REQUIRE WORK INVOLVING REMOTE UTILITY LINES (PLUMBING, MECHANICAL, ELECTRICAL, COMMUNICATIONS, ETC.). ANY SUCH WORK SHALL BE INCLUSIVE OF ALL UTILITIES REQUIRED TO RESTORE THE AREA TO FULLY OPERATIONAL CONDITIONS IN COMPLIANCE WITH ALL APPLICABLE BUILDING AND SAFETY CODE REQUISITES. ALL WORK AS DESCRIBED IN THIS NOTE SHALL BE INCLUDED AS PART OF THE BASE CONTRACT PRICE.
- ITEMS LABELED NIC ARE "NOT IN CONTRACT".
- WHERE A SYSTEM OR ASSEMBLY IS CALLED FOR, ALL NECESSARY PARTS AND MATERIALS REQUIRED FOR A COMPLETE INSTALLATION/SYSTEM SHALL BE PROVIDED AND INSTALLED ACCORDING TO THE MANUFACTURERS INSTRUCTIONS.
- ALL SYSTEMS & MATERIALS SHALL BE INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURERS RECOMMENDATIONS, INSTRUCTIONS AND SPECIFICATIONS.
- PROVIDE ADEQUATE CONCEALED BLOCKING AND ANCHORING FOR ALL CEILING AND WALL MOUNTED EQUIPMENT, HARDWARE AND ACCESSORIES. COORDINATE WITH ALL TRADES THE LOCATIONS OF SLEEVES, BLOCKING OR OTHER PRESET ACCESSORIES INVOLVING OTHER TRADES.
- CONTRACTOR TO COORDINATE AND SCHEDULE WORK OF ALL TRADES SO AS TO NOT DELAY AT ANY PHASE OF COMPLETION, CONSTRUCTION DUE TO INTERCONNECTING WORK OR LATE SCHEDULING. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO ENSURE THAT ALL SUB-TRADES ARE FAMILIAR WITH THE COMPLETE CONSTRUCTION DOCUMENTS PACKAGE INCLUDING WORK THAT MAY OR MAY NOT BE PART OF THEIR SCOPE.
- COORDINATE PHASING OF PROJECT WITH OWNER. THE LIBRARY SHALL REMAIN IN OPERATION THROUGHOUT CONSTRUCTION. ELECTRICAL, HVAC AND PLUMBING SERVICES SHALL NOT BE INTERRUPTED. COORDINATE ACCESS TO WORK AREA WITH OWNER.
- ALL WORK MUST BE COORDINATED AND SCHEDULED WITH THE OWNER SO AS TO PROVIDE THE LEAST AMOUNT OF DISRUPTION OF BUILDING ACTIVITIES AS POSSIBLE.
- ALL WORK SHALL BE PERFORMED WITH THE BEST ACCEPTED PRACTICES OF THE RESPECTED TRADES. ALL MATERIALS TO BE NEW (UNLESS OTHERWISE NOTED ON DRAWINGS) AND SHALL CONFORM TO CONTRACT DOCUMENTS.
- CONTRACTOR TO COORDINATE CUTTING & PATCHING OF ALL TRADES. MATCH EXISTING MATERIALS AS REQUIRED.
- EXISTING SURFACES TO BE PAINTED SHALL BE PATCHED, CAULKED, REPAIRED ON TRIM, WALLS, CRACKS AS REQUIRED FOR A UNIFORM LOOK.
- CONTRACTOR TO COORDINATE KEYING SYSTEMS AND ALL HARDWARE FUNCTIONS WITH OWNER.
- CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL OF ALL CONSTRUCTION DEBRIS FROM PROJECT SITE AND SHALL PROVIDE DUMPSTERS ETC. AS REQUIRED. CONTRACTOR SHALL REMOVE ALL TEMPORARY ITEMS, TRASH, TOOLS, AND EXCESS MATERIALS AT THE COMPLETION OF WORK AND LEAVE THE ENTIRE PROJECT SITE IN A NEAT, CLEAN, ACCEPTABLE CONDITION.
- EXECUTION OF DEMOLITION SHALL PROGRESS IN SUCH A MANNER AS NOT TO INTERFERE WITH THE SAFETY AND CONVENIENCE OF THE PUBLIC AND THOSE AROUND THE SITE.
- PRIOR TO TURNING THE COMPLETED PROJECT OVER TO THE OWNER, THE CONTRACTOR SHALL REMOVE ALL GREASE, DUST, DIRT, STAINS, LABELS, FINGERPRINTS AND OTHER FOREIGN MATERIALS FROM SIGHT, AND SWEEP, WET-MOP AND VACUUM ALL FLOORS.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY ELECTRICAL POWER AND LIGHTING AS REQUIRED.
- THE GENERAL CONTRACTOR SHALL MAINTAIN A SAFE AND SECURE SITE DURING ALL PHASES OF CONSTRUCTION.
- ANY EXISTING UTILITIES TO BE ABANDONED SHALL BE PROPERLY DISCONNECTED, PLUGGED OR CAPPED, AS REQUIRED BY CODE AND SOUND CONSTRUCTION PRACTICE.

- UNLESS OTHERWISE NOTED, ELECTRICAL CONDUITS, PLUMBING LINES, ETC., SHALL BE RUN CONCEALED AND FRAMING SHALL BE ADEQUATE SIZE TO ACCOMPLISH RESULT WITHOUT CAUSING ANY VARIATIONS IN THE WALL PLANE.
- CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING BUILDINGS AND OTHER INSTALLATIONS THAT ARE TO REMAIN INTACT WHILE PERFORMING THE WORK. PROVIDE AND MAINTAIN FIRE EXTINGUISHERS ON PROJECT SITE DURING CONSTRUCTION.
- CONTRACTOR TO OBTAIN AND PROVIDE OWNER WITH COLOR SAMPLES FOR PROPER COLOR SELECTION AND FINAL APPROVAL OF ALL FINISHES PRIOR TO INSTALLATION.
- CONTRACTOR SHALL EXERCISE EXTREME CARE WHEN PENETRATING EXISTING WALLS OR FLOOR/CEILING SLABS SO STRUCTURAL INTEGRITY OF SUCH ELEMENTS IS NOT DEGRADED. CONTRACTOR SHALL RESTORE EXISTING SURFACES SCHEDULED TO REMAIN THAT ARE AFFECTED BY SCOPE OF WORK. CONTRACTOR SHALL SEAL TIGHT ALL NEW PENETRATIONS IN WALLS AND FLOOR/CEILING SLABS TO PRESERVE THE REQUIRED FIRE RATING INTEGRITY.
- EXISTING CONCRETE FLOOR SLABS AND/OR SURFACES SHALL BE PREPARED TO RECEIVE NEW SCHEDULED FINISHES BY GRINDING, SCRAPING, FILLING, PATCHING, LEVELING, ETC. AS REQUIRED BY NEW FINISH MANUFACTURER'S RECOMMENDATIONS.
- PATCH AND REPAIR ALL EXISTING SURFACES DAMAGED BY DEMOLITION AND/OR INSTALLATION OF NEW WORK AND/OR UTILITIES, AS REQUIRED TO MATCH ADJACENT SURFACES AND/OR TO RECEIVE NEW SCHEDULED FINISHES.
- ITEMS SHOWN HALF-TONED (OR WITH GRAY LINES) ARE EXISTING ITEMS TO REMAIN. DEMOLISH AND REMOVE EXISTING CONDITIONS AS SHOWN BY DASHED LINE OR AS NOTED, UNLESS OTHERWISE NOTED. SEE OTHER GENERAL NOTES, REFERENCED NOTES AND DEMOLITION PLANS TO DETERMINE WHAT IS TO BE DONE WITH THOSE ITEMS REMOVED.
- ALL WALLS, DOORS, FURNISHINGS AND EQUIPMENT DENOTED WITH DASHED LINES ARE TO BE REMOVED. REFER TO PROPOSED PLAN LAYOUT FOR CLARIFICATION.
- EXISTING DOORS TO BE REMOVED AS DENOTED WITH DASHED LINES. REFER TO PROPOSED PLAN LAYOUT FOR CLARIFICATION.
- HAZARDOUS MATERIALS: IT IS NOT EXPECTED THAT HAZARDOUS MATERIALS WILL BE ENCOUNTERED IN THE WORK. IF MATERIALS SUSPECTED OF CONTAINING HAZARDOUS MATERIALS ARE ENCOUNTERED, DO NOT DISTURB AND IMMEDIATELY NOTIFY THE ARCHITECT AND THE OWNER.
- WHERE REMOVAL OF PARTITIONS OR NEW OPENINGS RESULTS IN ADJACENT SPACES BECOMING ONE, REWORK FLOORS, WALLS, CEILING TO PROVIDE SMOOTH PLACES WITHOUT BREAK, STEPS, OR BULKHEADS.
- ALL EXISTING HOLES/CRACKS IN SLAB AND THOSE RESULTING FROM THE CONSTRUCTION PROCESS SHALL BE FILLED /PREPARED AND SURFACE PATCHED SMOOTH AND LEVEL WITH ADJACENT FLOOR SURFACES. APPROPRIATE FIRE RATED MATERIALS THAT MEET CODE ARE TO BE USED.
- FURNISH, INSTALL, AND MAINTAIN DUST COVERINGS TO PREVENT THE SPREAD OF DUST BEYOND THE IMMEDIATE AREA WHERE DEMOLITION IS BEING PERFORMED.
- PRIOR TO THE START OF DEMOLITION WORK GENERAL CONTRACTOR SHALL DETERMINE THE LOCATION OF LOAD BEARING PARTITIONS AND COLUMNS AND PROVIDE TEMPORARY SUPPORTS AS REQUIRED BY REMOVAL OR RELOCATION OF SUCH PARTITIONS. G.C. TO ENSURE ALL TEMPORARY SUPPORTS ARE CARRIED TO SUFFICIENT BEARING MATERIALS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL AND TEMPORARY RELOCATION OF ALL LIFE SAFETY SYSTEMS INCLUDING FIRE/SMOKE ALARM AS REQUIRED DURING DEMOLITION AND CONSTRUCTION PHASES.
- REMOVE ONLY NON-LOAD BEARING CONSTRUCTION AND PARTITIONS. CONTRACTOR TO VERIFY, PRIOR TO REMOVAL, THAT NO STRUCTURAL COMPONENTS, I.E. BEARING WALLS, BEAMS, HEADERS, ETC., SUPPORTING FLOOR, ROOF OR CEILING JOISTS ARE DESIGNATED FOR REMOVAL. CONTACT THE ARCHITECT PRIOR TO REMOVAL OF ANY CONSTRUCTION IN QUESTION OR DEVIATING FROM THE DESIGN INTENT. CONTRACTOR'S NON-CONTACT OF ARCHITECT PRIOR TO REMOVAL OF ANY WORK INDICATES HIS COMPLETE UNDERSTANDING THAT NO LOAD BEARING OR STRUCTURAL WORK IS BEING ALTERED UNDER THIS CONTRACT.
- REFER TO STRUCTURAL DRAWINGS FOR ALL STRUCTURAL DEMOLITION LOCATIONS & DETAILS.
- DO NOT DRILL OR CUT EXISTING FLOOR JOISTS, BEAMS, COLUMNS, OR OTHER STRUCTURAL MEMBERS, UNLESS SPECIFICALLY INDICATED.
- OPENINGS CREATED IN, OR CUTTING OF, ANY EXISTING SURFACES DURING CONSTRUCTION OR DAMAGED DURING CONSTRUCTION SHALL BE PATCHED SUCH THAT THE MATERIAL DOES NOT APPEAR TO HAVE BEEN DAMAGED, OR THE MATERIAL SHALL BE REPLACED.
- WHERE PERMANENT REMOVAL OF EXISTING MILLWORK, CASEWORK, CABINETWORK, ACCESSORIES, EQUIPMENT, OR FURNISHINGS IS REQUIRED, AND PREVIOUSLY CONCEALED SURFACES ARE TO REMAIN EXPOSED, PATCH PREVIOUSLY CONCEALED SURFACES TO MATCH ADJACENT EXPOSED SURFACES AND PROVIDE A SMOOTH TRANSITION BETWEEN THE EXISTING AND PATCHED AREAS.
- WHERE NEW FINISHES ARE SHOWN TO BE A PART OF THE WORK, EXISTING FINISHES SHALL BE REMOVED IN ITS ENTIRETY AS REQUIRED TO INSTALL THE NEW FINISH.
- FLOOR AREAS THAT HAVE HAD THE EXISTING FLOOR FINISH REMOVED SHALL BE PREPARED TO RECEIVE THE A NEW FLOOR FINISH.
- ALL CUTTING AND CHANNELING OF EXISTING BUILDING SHALL BE ACCOMPLISHED IN A NEAT AND WORKMANLIKE MANNER WITHOUT REMOVAL OF EXCESS MATERIALS. THE CONTRACTOR SHALL PATCH AND REPLACE WITH MATERIAL SIMILAR TO ADJACENT CONSTRUCTION.
- PATCH ALL FINISHES TO MATCH EXISTING, INCLUDING BUT NOT LIMITED TO, GYPSUM BOARD, PLASTER, ACOUSTIC SYSTEMS, WOOD TRIM, COVERS, BASES, PANELS, RAILS AND WAINSCOT. VERIFY MATCH OF NEW FINISH MATERIALS TO EXISTING IN COLOR, TEXTURE, THICKNESS, CUT, ETC. TO SATISFACTION OF OWNER PRIOR TO INSTALLATIONS. PROVIDE OTHER MATERIALS TO MATCH EXISTING WHEN REQUIRED. TO BE APPROVED BY OWNER.
- PATCH EXISTING WALLS GYPSUM DRYWALL OR PLASTER TO MATCH EXISTING OF SUFFICIENT THICKNESS TO MAINTAIN UNIFORM WALL THICKNESS.

GENERAL

ALL CONSTRUCTION SHALL CONFORM TO THE 2018 IBC, CURRENT SUDAS STANDARD AND CITY OF WEST LIBERTY, IOWA BUILDING CODE.
 ALL ELEVATIONS REFERENCED TO FINISHED FLOOR ELEVATION = 0'-0".
 ALL DIMENSIONS, ELEVATIONS AND MEMBER SIZES SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO FABRICATING STEEL OR INITIATING CONSTRUCTION.
 THE CONTRACTOR SHALL VISIT THE SITE TO ENSURE HE IS FAMILIAR WITH EXISTING CONDITIONS, ALL DIMENSIONS AND ALL ELEVATIONS. COORDINATE BUILDING LAYOUT AND FLOOR ELEVATIONS WITH OWNER PRIOR TO INITIATING CONSTRUCTION.
 CONTRACTOR SHALL BE AWARE THAT UNFORESEEN CONDITIONS MAY DEVELOP DURING THE PROJECT WHICH MAY REQUIRE ADDITIONAL WORK OR MODIFICATIONS BY THE ENGINEER. CONTACT ENGINEER IMMEDIATELY FOR DIRECTION IF UNUSUAL OR QUESTIONABLE CONDITIONS ARE DISCOVERED.
 CONTRACTOR TO COORDINATE ALL WORK, SITE ACCESS, UTILITIES AND SCHEDULING WITH THE OWNER'S REPRESENTATIVE.
 CONTRACTOR SHALL EXERCISE CARE TO PROTECT THE EXISTING STREETS, SIDEWALKS AND UTILITIES FROM DAMAGE.
 CONTRACTOR SHALL REGRADE AND SOD LAWN AREAS DAMAGED BY CONSTRUCTION.
 CONTRACTOR TO ASSURE SAFE PASSAGE OF PERSONNEL AROUND THE AREA OF CONSTRUCTION.
 CONTRACTOR IS SOLELY RESPONSIBLE FOR AND WILL HAVE CONTROL OR CHARGE OF THE CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCE OR PROCEDURES, TIME OF PERFORMANCE, PROGRAMS, OR FOR ANY SAFETY PRECAUTIONS IN CONNECTION WITH THE CONSTRUCTION WORK.

SHOP DRAWINGS

PROVIDE SHOP DRAWING SUBMITTALS IN THE FORM OF ONE SET OF ELECTRONIC REPRODUCIBLE PRINTS IN PDF FORMAT.
 ALL SHOP DRAWINGS SHALL BE REVIEWED AND SIGNED BY THE CONTRACTOR PRIOR TO SUBMITTING TO THE ENGINEER. ENGINEER REVIEW OF SHOP DRAWINGS SHALL BE FOR GENERAL CONSIDERATION ONLY. COMPLIANCE WITH REQUIREMENTS FOR MATERIALS, FABRICATION, DIMENSIONS AND ERECTION IS THE CONTRACTOR'S RESPONSIBILITY.

CONCRETE MIX DESIGN:
 SUBMIT MIX DESIGN INCLUDING CEMENT, AGGREGATES AND ADD MIXTURES.

REINFORCING STEEL:
 SUBMIT LAYOUT, DETAILS AND QUANTITIES FOR CONCRETE.

DOORS, FRAMES AND WINDOWS:
 SUBMIT PRODUCT DATA SHEETS.

PLUMBING AND BATHROOM FIXTURES:
 SUBMIT PRODUCT DATA SHEETS.

PAINT:
 SUBMIT PRODUCT DATA SHEETS.

EPOXY:
 SUBMIT PRODUCT LITERATURE AND INSTALLATION DATA.

STRUCTURAL STEEL:
 SUBMIT COMPLETE DETAILS, PROCEDURES, DIAGRAMS, AND SCHEDULES FOR FABRICATION AND ASSEMBLY OF THE STEEL FRAMING SYSTEM. INCLUDE DETAILS FOR CUTS, CONNECTIONS, CAMBER, HOLES, ETC.

SLAB CONTROL JOINTS:
 SUBMIT DRAWING SHOWING SLAB CONTROL JOINT LAYOUT FOR APPROVAL PRIOR TO POURING INTERIOR SLAB ON GRADE.

VAPOR BARRIER:
 SUBMIT MANUFACTURER'S LITERATURE AND INSTALLATION INSTRUCTIONS. INCLUDE ALL ACCESSORIES.

ATTIC ACCESS:
 SUBMIT LADDER AND HATCH SUBMIT PRODUCT DATA SHEETS.

CONCRETE

CONCRETE SHALL BE IN ACCORDANCE WITH IOWA DEPARTMENT OF TRANSPORTATION STANDARD MIX C4-WR-C15 (15% MAX FLVASH).
 REINFORCING STEEL SHALL BE BENT AND PLACED IN ACCORDANCE WITH "MANUAL OF STANDARD PRACTICE FOR DETAILING CONCRETE STRUCTURES" ACI 315 CURRENT EDITION.
 PROVIDE BATCH TICKETS FOR ALL CONCRETE DELIVERED TO JOBSITE. 4000 PSI MIN 28 DAY STRENGTH.
 AIR-ENTRANMENT: ALL CONCRETE: 5-7%.
 SLUMP: 1" MIN. AND 4" MAX.
 CONSOLIDATE ALL PLACED CONCRETE USING MECHANICAL VIBRATING EQUIPMENT SUPPLEMENTED BY HAND SPADING AND RODDING.
 REINFORCING STEEL: ASTM A615 GR 60 (PLAIN).
 WELDED WIRE FABRIC: ASTM A185.

EPOXY ANCHORS

ALL THREAD RODS CONFORMING TO ASTM A365 AND ASTM A307. EPOXY TO CONFORM TO ASTM C881-99, TYPE I, GRADE 2. INSTALL PER MANUFACTURER'S RECOMMENDATIONS.

STRUCTURAL STEEL

STRUCTURAL STEEL TO BE FABRICATED AND ERECTED IN ACCORDANCE WITH AISC "SPECIFICATIONS FOR DESIGN, FABRICATION AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS: - CURRENT EDITION, EXCEPT DELETE ENTIRELY SECTION 4. STRUCTURAL STEEL SHAPES AND PLATES ASTM A36 (UNO)
 ALL STEEL BEAMS ASTM A992
 TUBES ASTM A500, GRADE B (46 KSI)
 WELD ELECTRODES E70XX
 ANCHOR BOLTS ASTM A307
 CONNECTION BOLTS ASTM A325
 NON-SHRINK & NON-STAINING GROUT CDR 621
 ALL BOLTS 3/4" DIAMETER UNLESS OTHERWISE NOTED OR SHOWN. FIELD TIGHTEN HIGH-STRENGTH BOLTS IN ACCORDANCE WITH AISC SPECIFICATIONS FOR STRUCTURAL JOINTS USING ASTM A325 BOLTS.
 SHOP PRIME ALL STRUCTURAL STEEL WITH ONE COAT OF NEMEC 1099 TURBAY COLOR.
 NO HOLES ALLOWED IN BEAMS, COLUMNS OR OTHER MEMBERS UNLESS SPECIFICALLY DETAILED ON THE STRUCTURAL DRAWINGS.
 PROVIDE TEMPORARY SHORING OR BRACING AS REQUIRED TO MAINTAIN WORK IN A SAFE AND STABLE CONDITION DURING ERECTION. REMOVE TEMPORARY MEMBERS AND CONNECTIONS WHEN PERMANENT MEMBERS ARE IN PLACE AND FINAL CONNECTIONS ARE MADE.

STRUCTURAL WOOD

STRUCTURAL ROOF SHEATHING TO BE 5/8" CD-CC EXTERIOR GRADE PLYWOOD.
 STRUCTURAL WALL SHEATHING TO BE 1/2" CD-CC EXTERIOR GRADE PLYWOOD.
 NAIL ROOF SHEATHING WITH 10d NAILS AT 6" O.C. AT EDGES AND 12" O.C. AT INTERMEDIATE SUPPORTS.
 STRUCTURAL FRAMING MEMBERS TO BE DOUGLAS FIR #2 OR SOUTHERN PINE #2 OR BETTER.
 WOOD MEMBERS WERE DESIGNED ASSUMING THE FOLLOWING STRESSES:
 Fd (BENDING) 1000 PSI
 Ft (TENSION) 575 PSI
 Fy (HORIZ. SHEAR) 90 PSI
 Fc (COMP. PERP.) 565 PSI
 Fc (COMP. PARA.) 1300 PSI
 E (MOD. ELAST.) 1,600,000 PSI
 CONVENTIONAL FRAMING DETAILS SHALL CONFORM TO THE 2018 INTERNATIONAL BUILDING CODE CHAPTER 23.
 MINIMUM FASTENER REQUIREMENTS SHALL COMPLY WITH TABLE 2304.9.1 CUTTING, NOTCHING OR DRILLING OF MEMBERS SHALL BE ONLY AS DETAILED OR AS APPROVED IN WRITING BY THE ENGINEER.
 ALL ATTACHMENTS, FASTENERS, BOLTS, CONNECTION PLATES, ETC. TO BE ASTM A7 OR ASTM A36 AND GALVANIZED PER ASTM A525 - G60. ALL FASTENERS AND HARDWARE USED WITH TREATED LUMBER SHALL BE GALVANIZED. STAINLESS STEEL OR COATED TO PREVENT CORROSION DUE TO WOOD TREATMENT CHEMICALS.
 CONTRACTOR/FABRICATOR TO PROVIDE AND INSTALL ALL FASTENERS AND CONNECTORS AS REQUIRED FOR COMPLETE INSTALLATION OF WOOD FRAMING.
 TREATED MEMBERS TO BE AC2 GREEN PRESSURE TREATED LUMBER SOUTHERN YELLOW PINE #2 OR EQUAL.

PLOTTED: 12/14/21

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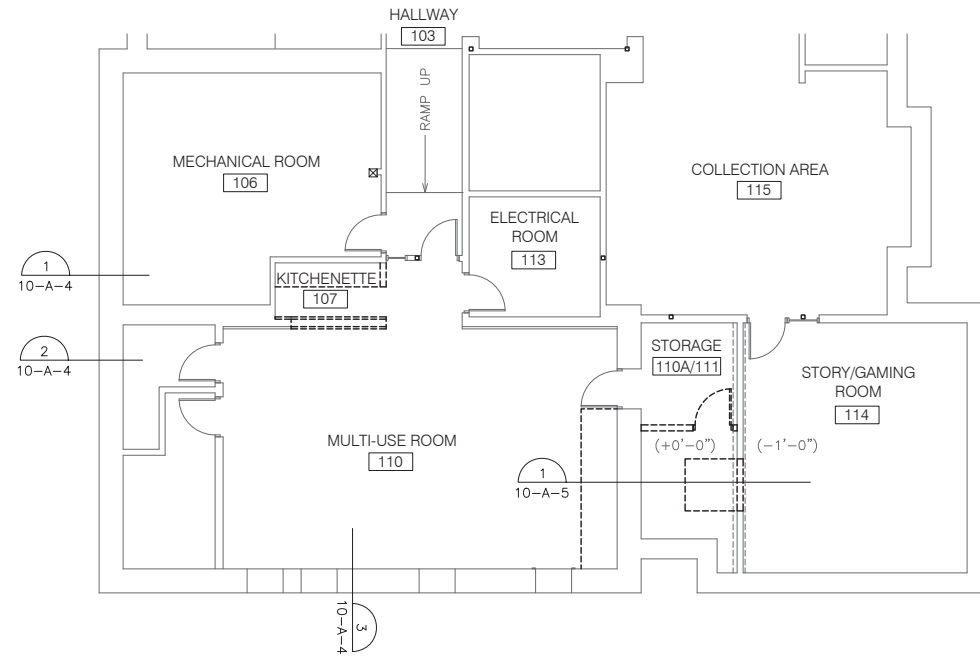
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DWG. NO.	10-A-1
PROJECT	6421

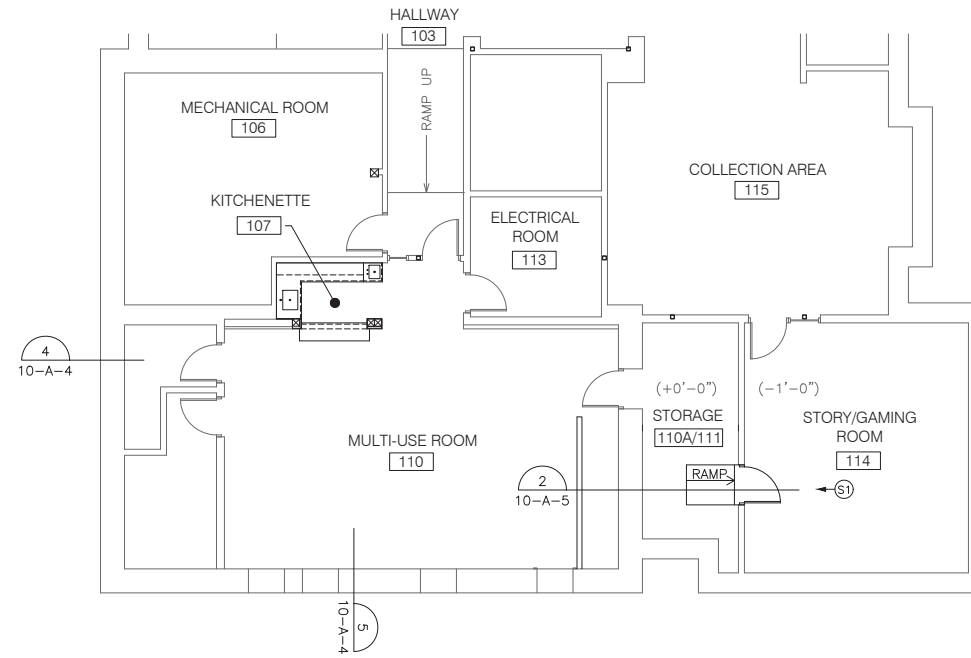
NOTES

PLOTTED: 12/14/21



SEE 10-A-3 FOR ENLARGED FLOOR PLAN.

EXISTING FLOOR PLAN

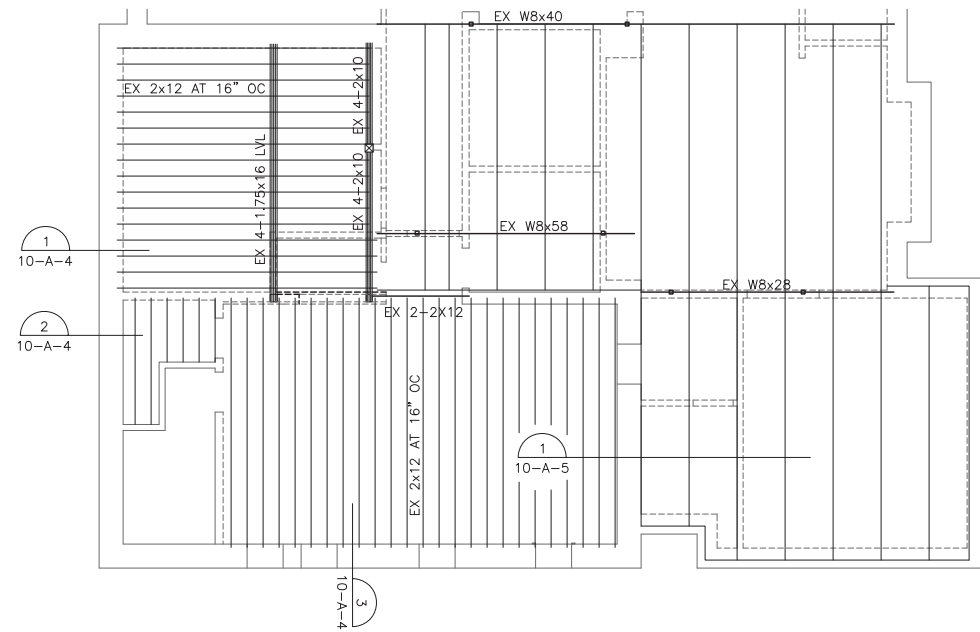


SEE 10-A-3 FOR ENLARGED FLOOR PLAN.

PROPOSED FLOOR PLAN

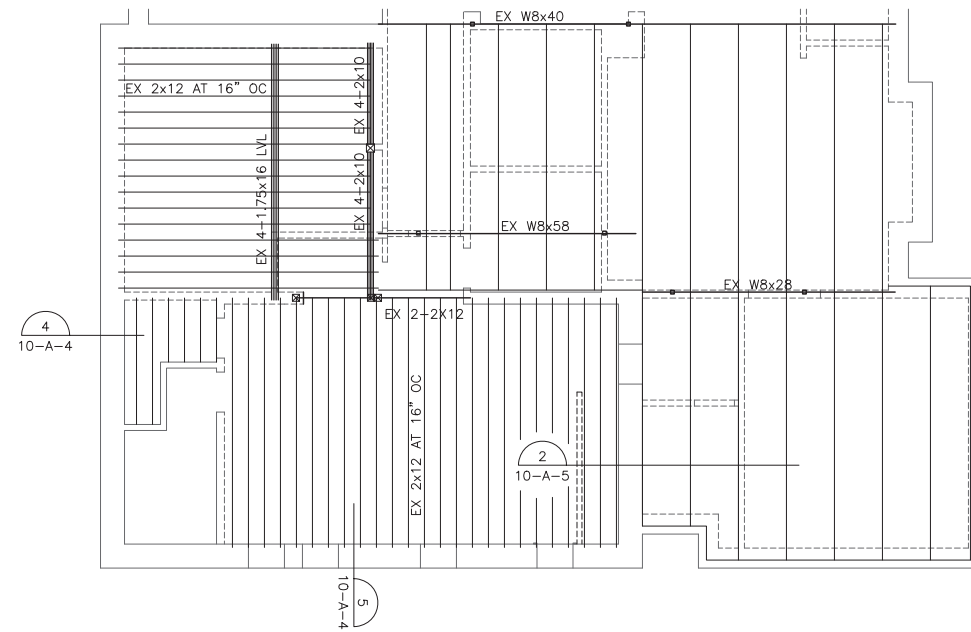
GENERAL NOTES:

1. TOP OF SLAB ELEVATION = (+0'-0").
2. DIMENSIONS ARE NOMINAL.
3. SPECIFIED PRODUCTS AND MATERIALS SHALL BE USED FOR CONSTRUCTION. CONTRACTOR SHALL SUBMIT REQUESTS FOR EQUAL SUBSTITUTIONS FOR CONSIDERATION BY ARCHITECT 7 DAYS PRIOR TO BID DATE.



SEE 10-A-3 FOR ENLARGED FLOOR PLAN.

EXISTING FRAMING PLAN



SEE 10-A-3 FOR ENLARGED FLOOR PLAN.

PROPOSED FRAMING PLAN

NORTH



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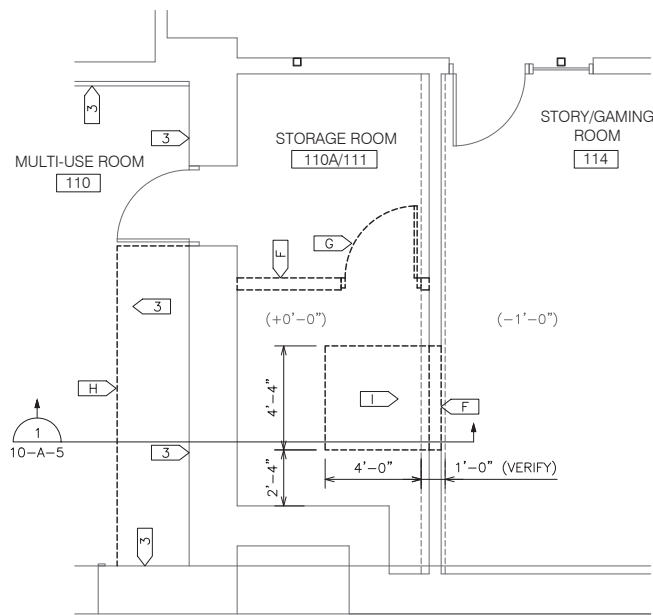
BUILDING PLANS

DWG. NO.

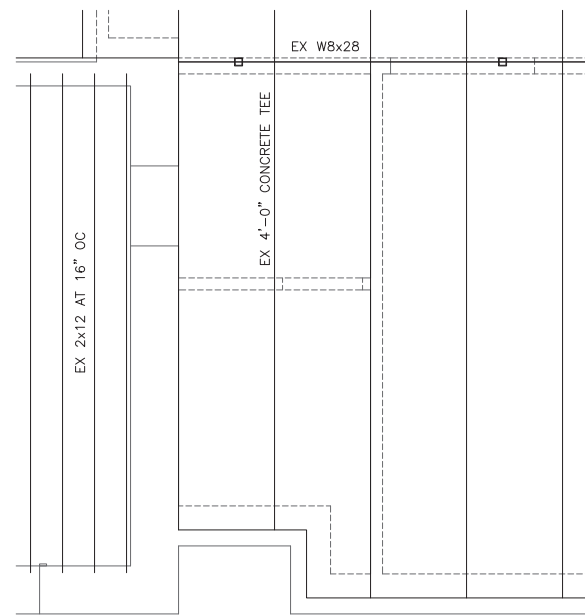
10-A-2

PROJECT 6421

12/14/21



EXISTING STORAGE ROOM FLOOR PLAN & DEMO PLAN



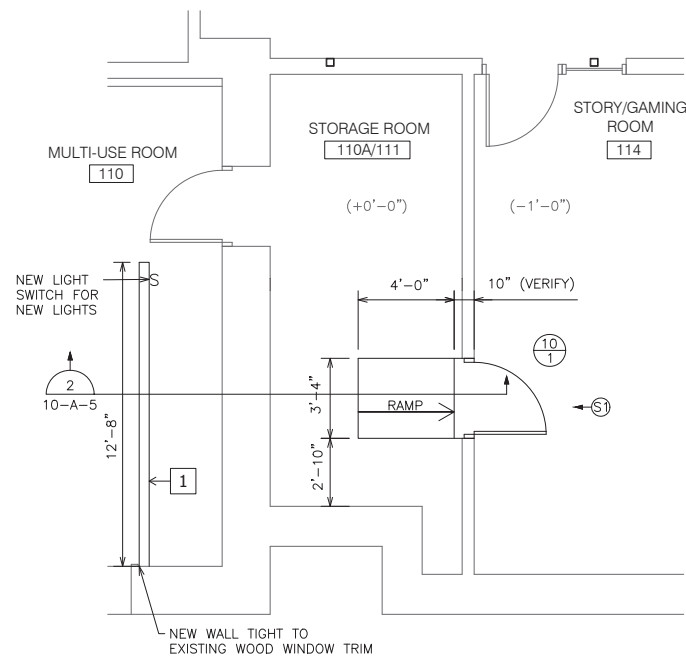
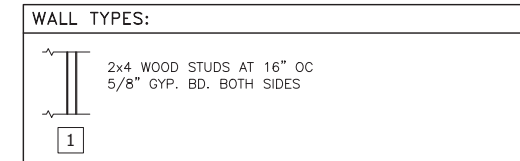
EXISTING STORAGE ROOM FRAMING PLAN

- DEMOLITION KEYNOTES:**
- [A] REMOVE EXISTING FLOOR FINISH THROUGHOUT KITCHEN.
 - [B] REMOVE EXISTING KITCHEN CABINETS, COUNTERS AND FIXTURES. REMOVE EXISTING PLUMBING FIXTURES, ASSOCIATED HARDWARE AND ACCESSORIES.
 - [C] REMOVE EXISTING LIGHT FIXTURE.
 - [D] REMOVE EXISTING STUD AND GYP BD FURRING.
 - [E] REMOVE EXISTING MASONRY WALL.
 - [F] REMOVE EXISTING WALL PARTITION.
 - [G] REMOVE EXISTING DOOR, FRAME AND HARDWARE.
 - [H] REMOVE EXISTING CABINETRY.
 - [I] REMOVE EXISTING CONCRETE SLAB AS SHOWN.

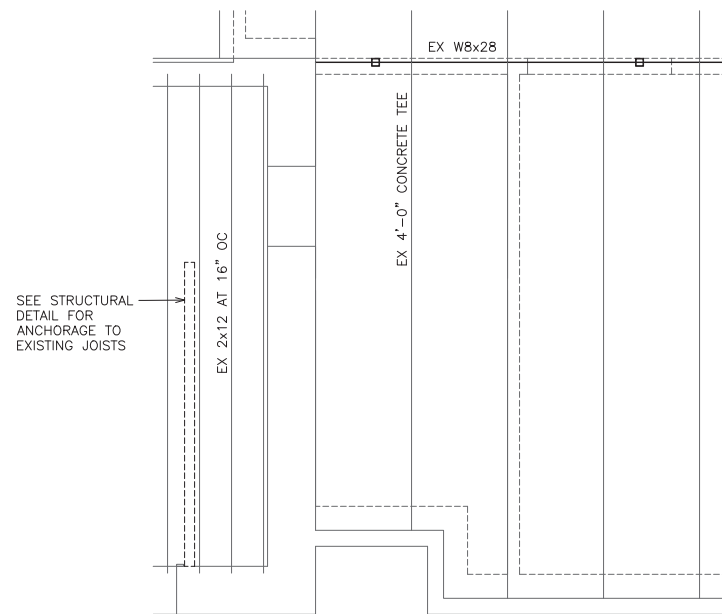
- KEYNOTES:**
- [1] INFILL OPENING WITH WOOD STUD FRAMING AT 16" OC MIN. WITH 5/8" GYP BD BOTH SIDES. GYP BOARD SHALL BE FLUSH TO EXISTING WALL. FUR OUT AS NEEDED. FINISH GYP BOARD TO MATCH ADJACENT EXISTING WALL IN TEXTURE AND PAINT COLOR AS SELECTED. WALL BASE TRIM TO MATCH EXISTING.
 - [2] WALL TILE UP TO 54".
 - [3] PAINT EXISTING WALLS AND GYP. BOARD CEILING. (EXCEPTION: NO PAINTING REQUIRED ON EXISTING ACOUSTIC DROP CEILING GRID OR TILES.) ON ALL WALLS AND CEILING BULKHEADS OF KITCHEN AND CONFERENCE ROOM.
 - [4] INSTALL NEW LVT FLOORING IN KITCHEN.

- GENERAL NOTES:**
1. TOP OF SLAB ELEVATION = (+0'-0").
 2. DIMENSIONS ARE NOMINAL.
 3. SPECIFIED PRODUCTS AND MATERIALS SHALL BE USED FOR CONSTRUCTION. CONTRACTOR SHALL SUBMIT REQUESTS FOR EQUAL SUBSTITUTIONS FOR CONSIDERATION BY ARCHITECT 7 DAYS PRIOR TO BID DATE.

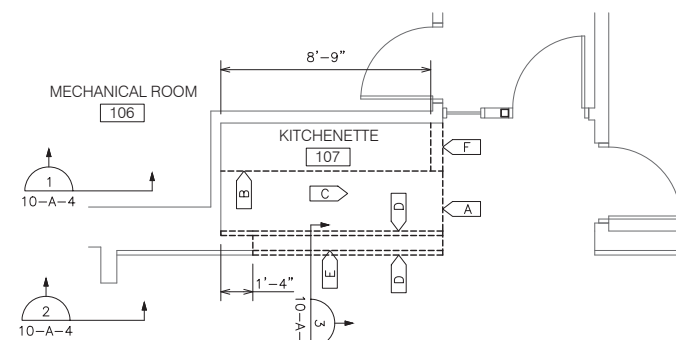
- LEGEND:**
- (10/1) ETC. REFERS TO DOOR SEE DOOR SCHEDULE DWG. NO. 10-A-5.
 - (1) ETC. REFERS TO INTERIOR ELEVATION SEE DWG. NO. 10-A-6.
 - [1] ETC. REFERS TO WALL TYPE SEE BELOW



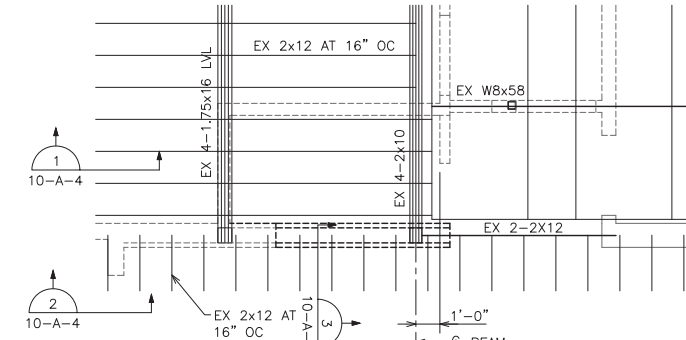
PROPOSED STORAGE ROOM FLOOR PLAN



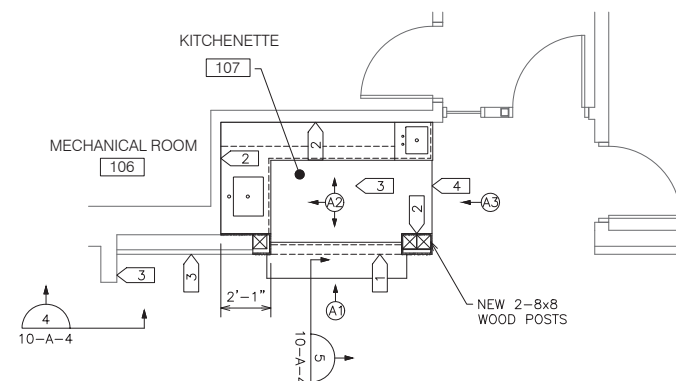
PROPOSED STORAGE ROOM FRAMING PLAN



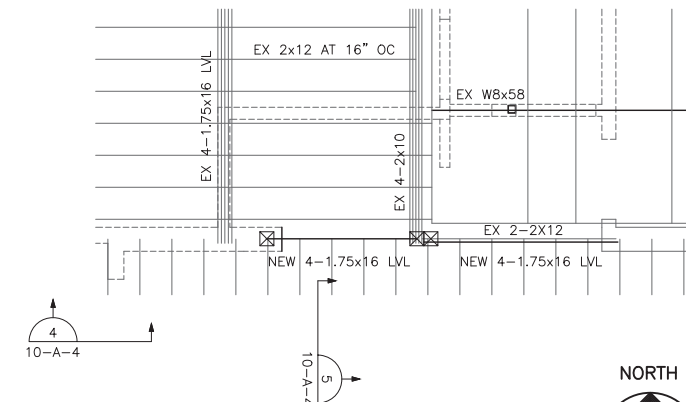
EXISTING KITCHENETTE FLOOR PLAN & DEMO PLAN



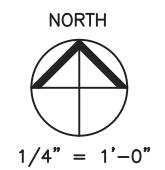
EXISTING KITCHENETTE FRAMING PLAN



PROPOSED KITCHENETTE FLOOR PLAN



PROPOSED KITCHENETTE FRAMING PLAN



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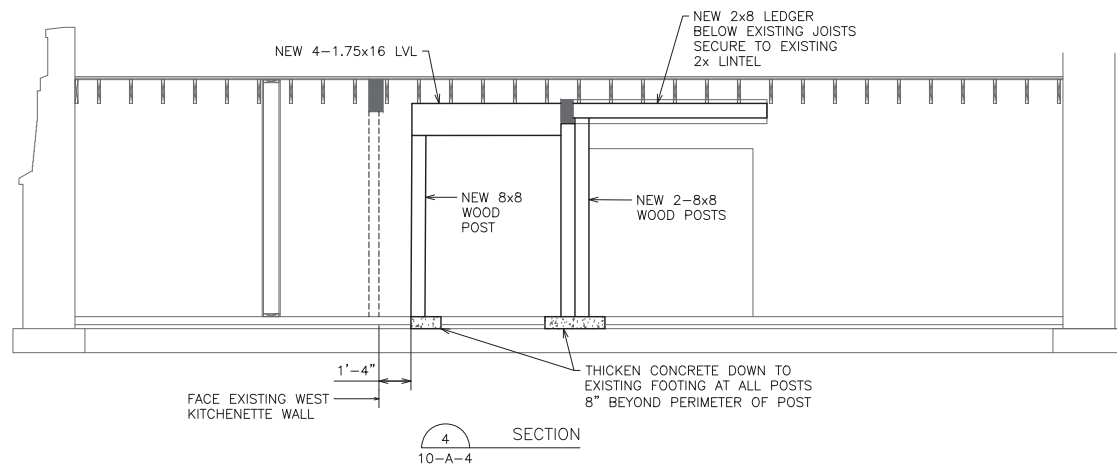
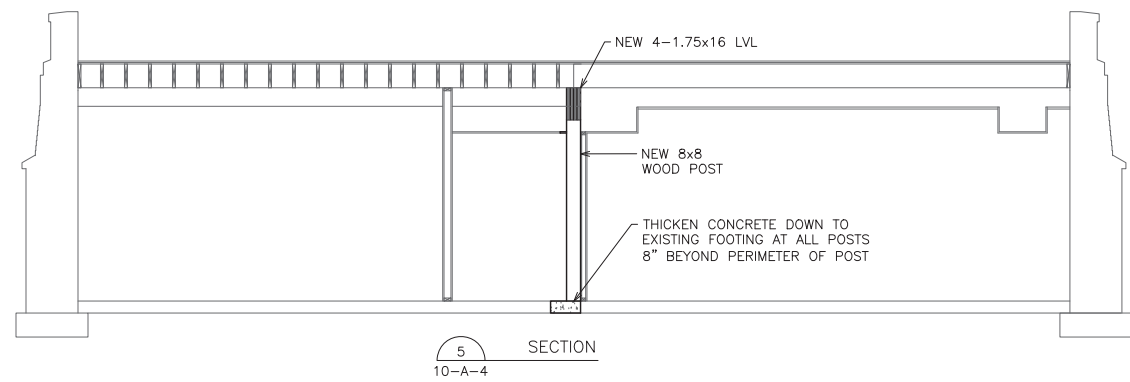
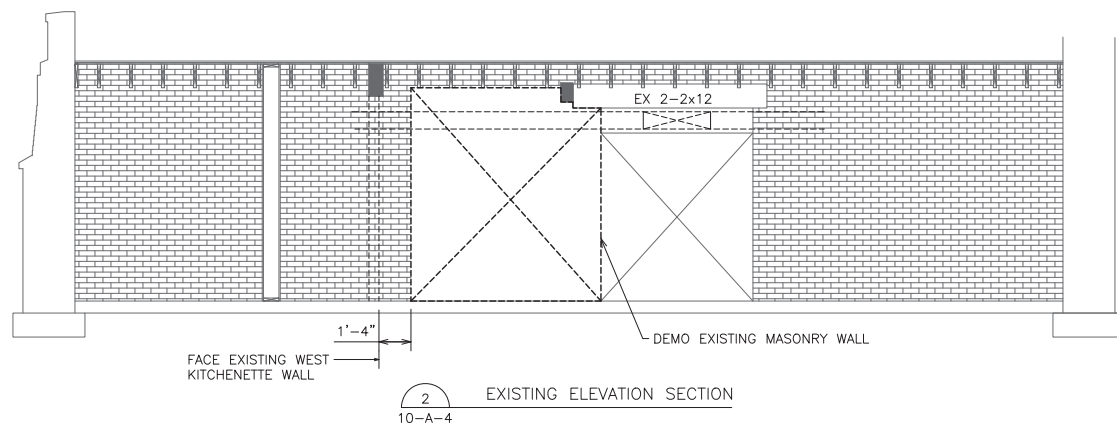
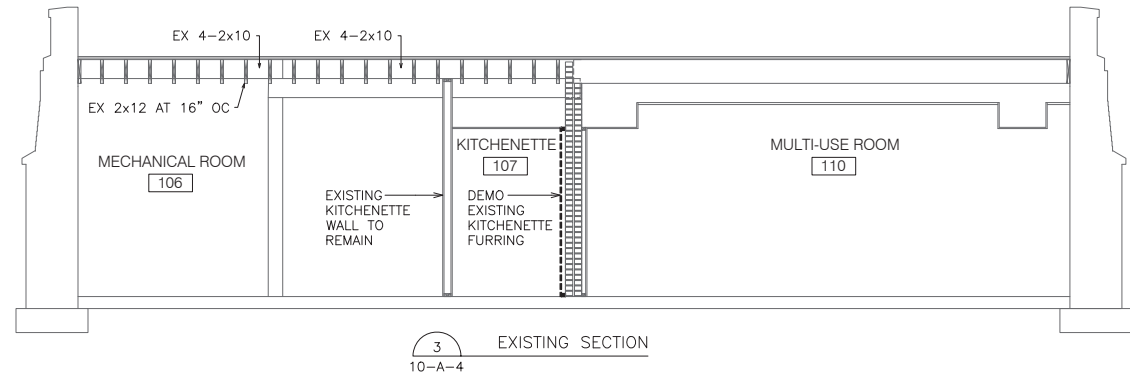
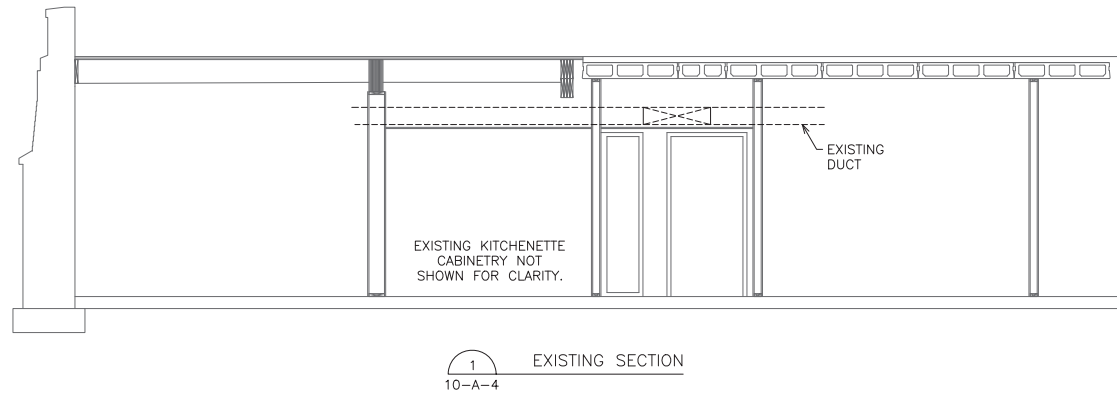
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ENLARGED STORAGE ROOM AND KITCHENETTE PLANS

DWG. NO.	10-A-3
PROJECT	6421

PLOTTED: 12/14/21



1/4" = 1'-0"

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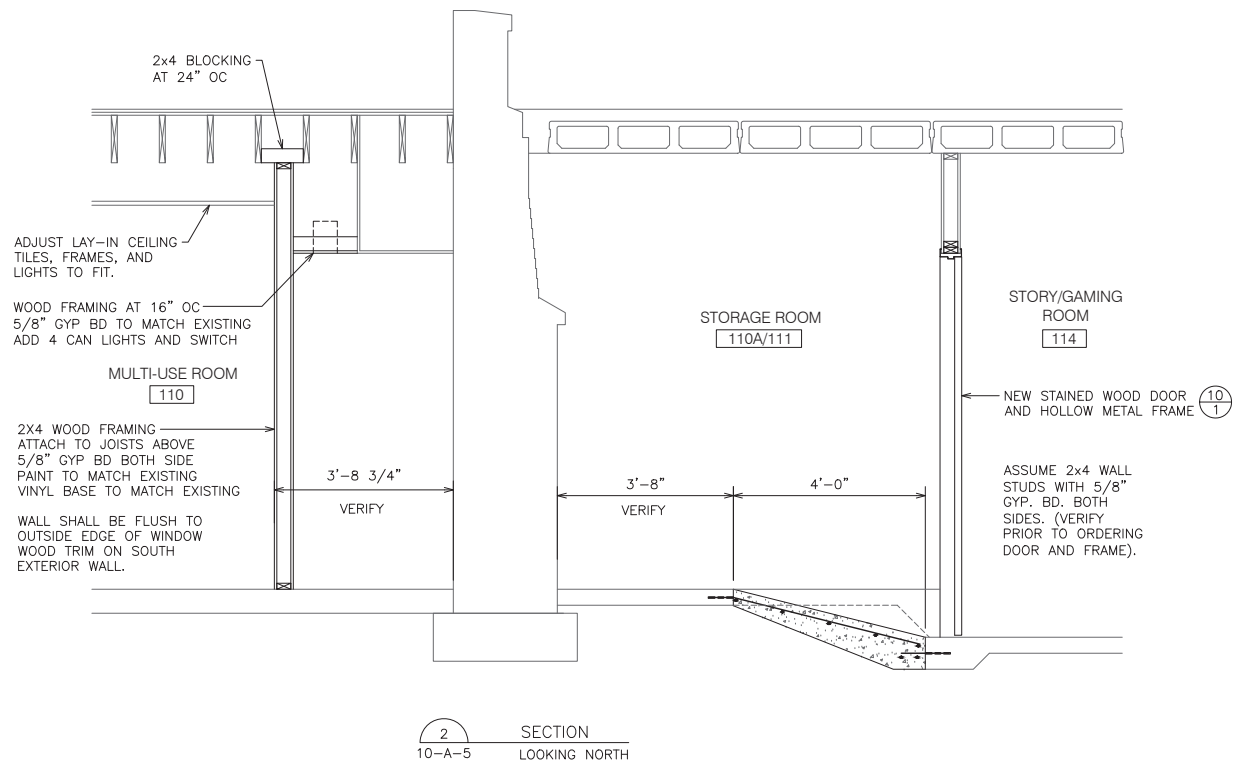
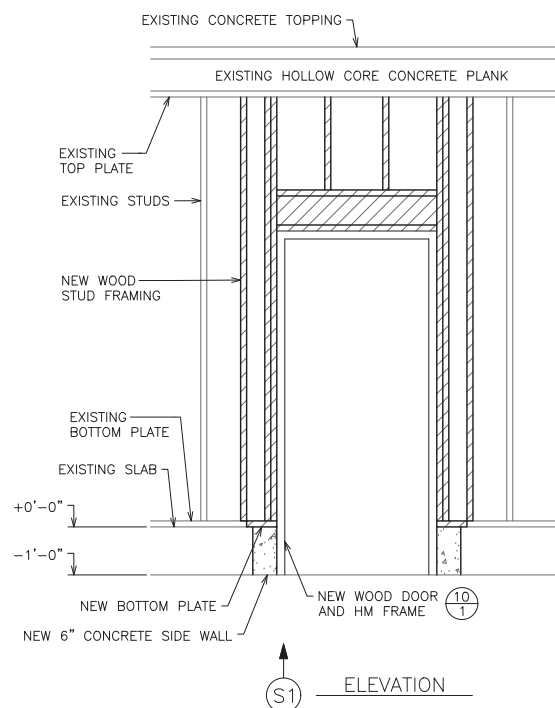
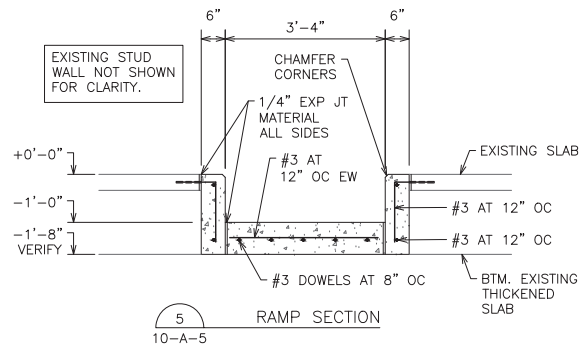
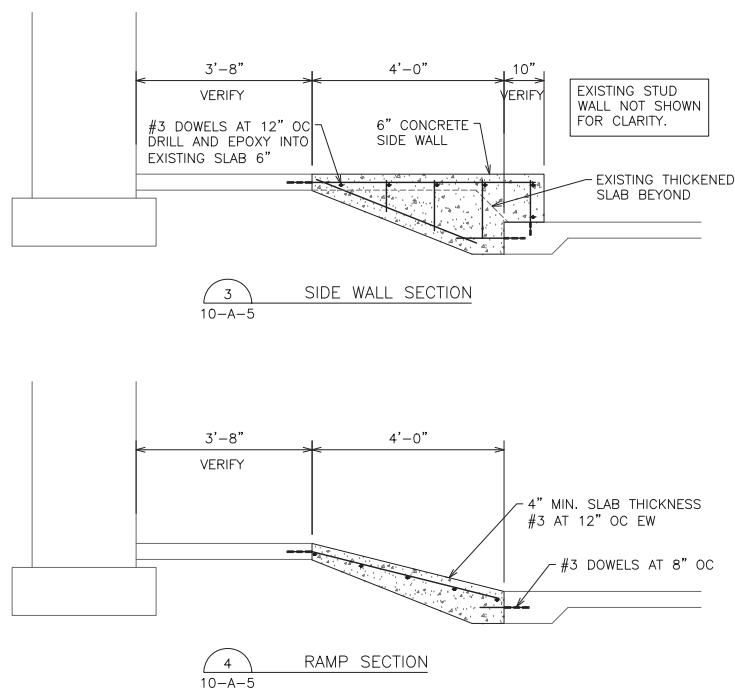
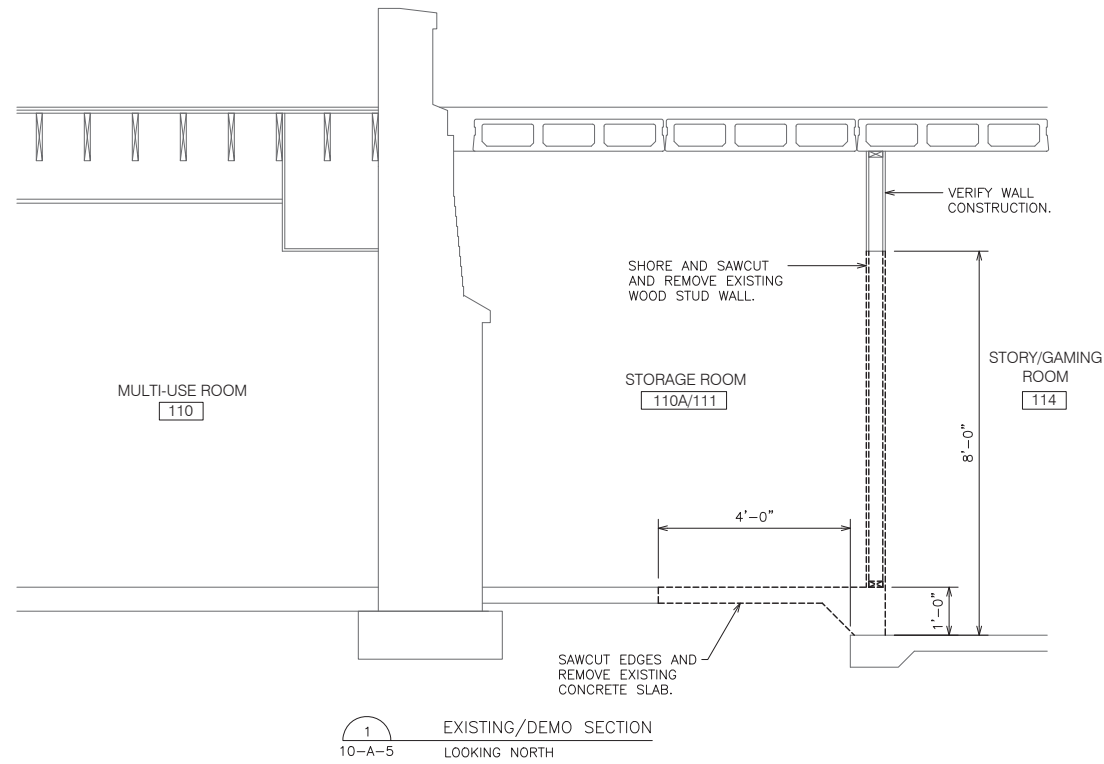
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KITCHENETTE SECTIONS

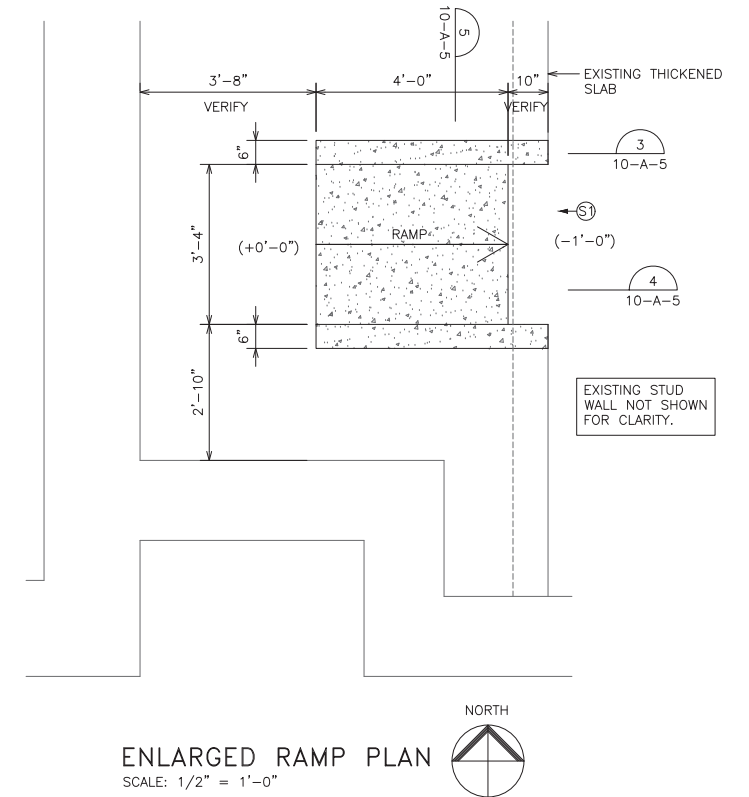
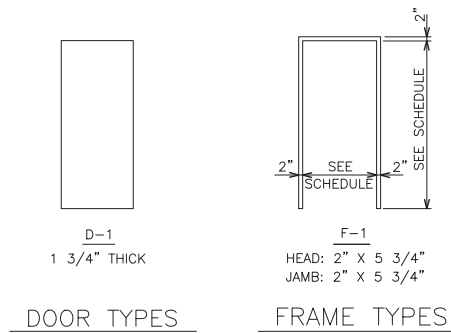
DWG. NO.	10-A-4
PROJECT	6421

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DOOR SCHEDULE									
DOOR NO.	DOOR SIZE	DOOR TYPE	FRAME TYPE	MATERIAL DOOR	MATERIAL FRAME	LINTEL	HDWE GROUP	REMARKS	
10 - PUBLIC LIBRARY IMPROVEMENTS 2021									
10-1	3'-0" X 8'-0"	D-1	F-2	WD	HM		1	①	
DOOR SCHEDULE NOTES									
ABBREVIATIONS					FOOTNOTES				
HM - HOLLOW METAL					① DOOR AND FRAME TO MATCH ADJACENT EXISTING DOOR AND FRAME IN COLOR AND STYLE				
WD - WOOD									
NOTE: SEE STRUCTURAL PLANS FOR LINTELS.									
HARDWARE GROUP 1:		STANLEY 1-1/2 PR.			BUTTS			FBB199-NRP(4-1/2x4-1/2)	
HIAWATHA 1 EA.		KICK PLATE			OFFICE SET			12" HIGH	
SCHLAGE 1 EA.		ALX50P6						US32D	
								US32D	
								US26D	



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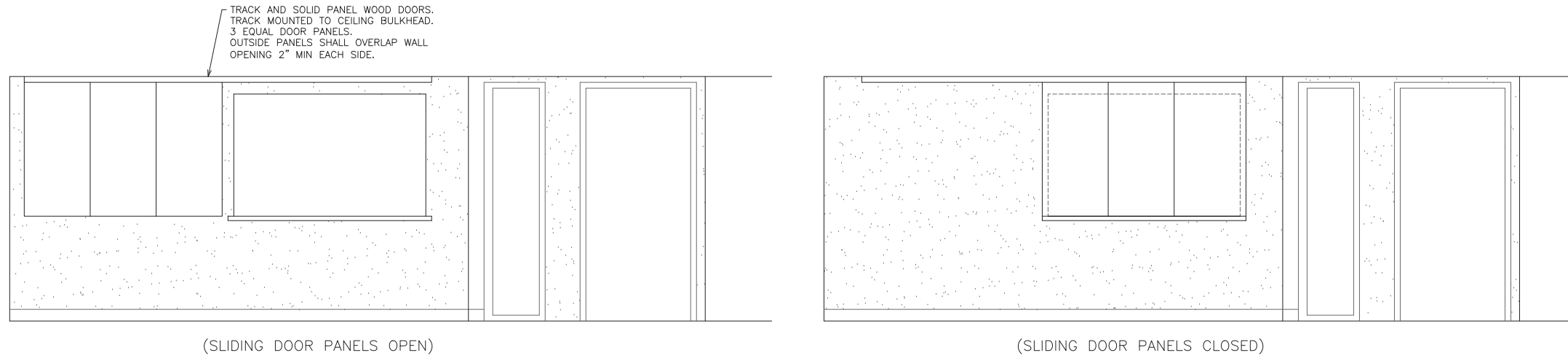
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STORAGE ROOM SECTIONS

DWG. NO.	10-A-5
PROJECT	6421

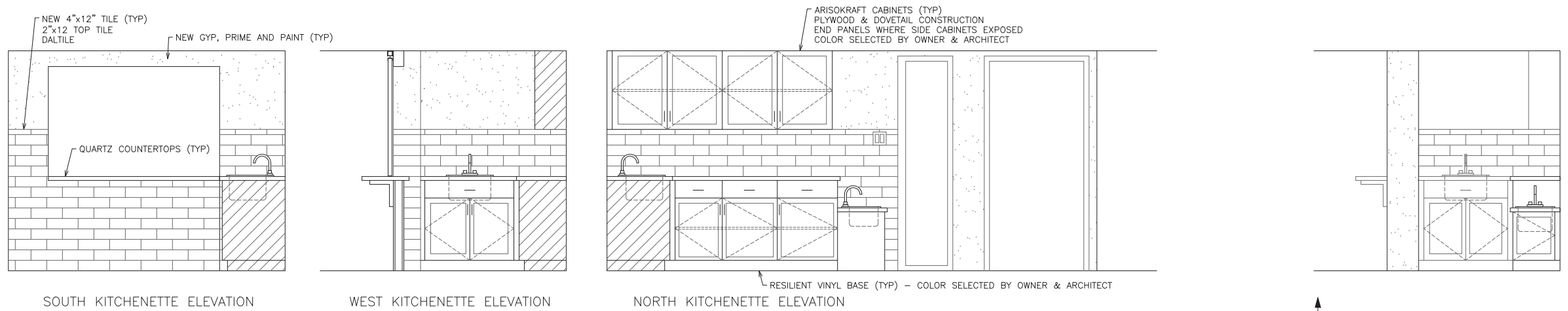
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(SLIDING DOOR PANELS OPEN)

(SLIDING DOOR PANELS CLOSED)

A1 NORTH MULTI-USE ROOM ELEVATIONS



SOUTH KITCHENETTE ELEVATION

WEST KITCHENETTE ELEVATION

NORTH KITCHENETTE ELEVATION

A3 KITCHENETTE ELEVATION FROM HALL

A2 KITCHENETTE ELEVATIONS

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KITCHENETTE ELEVATIONS

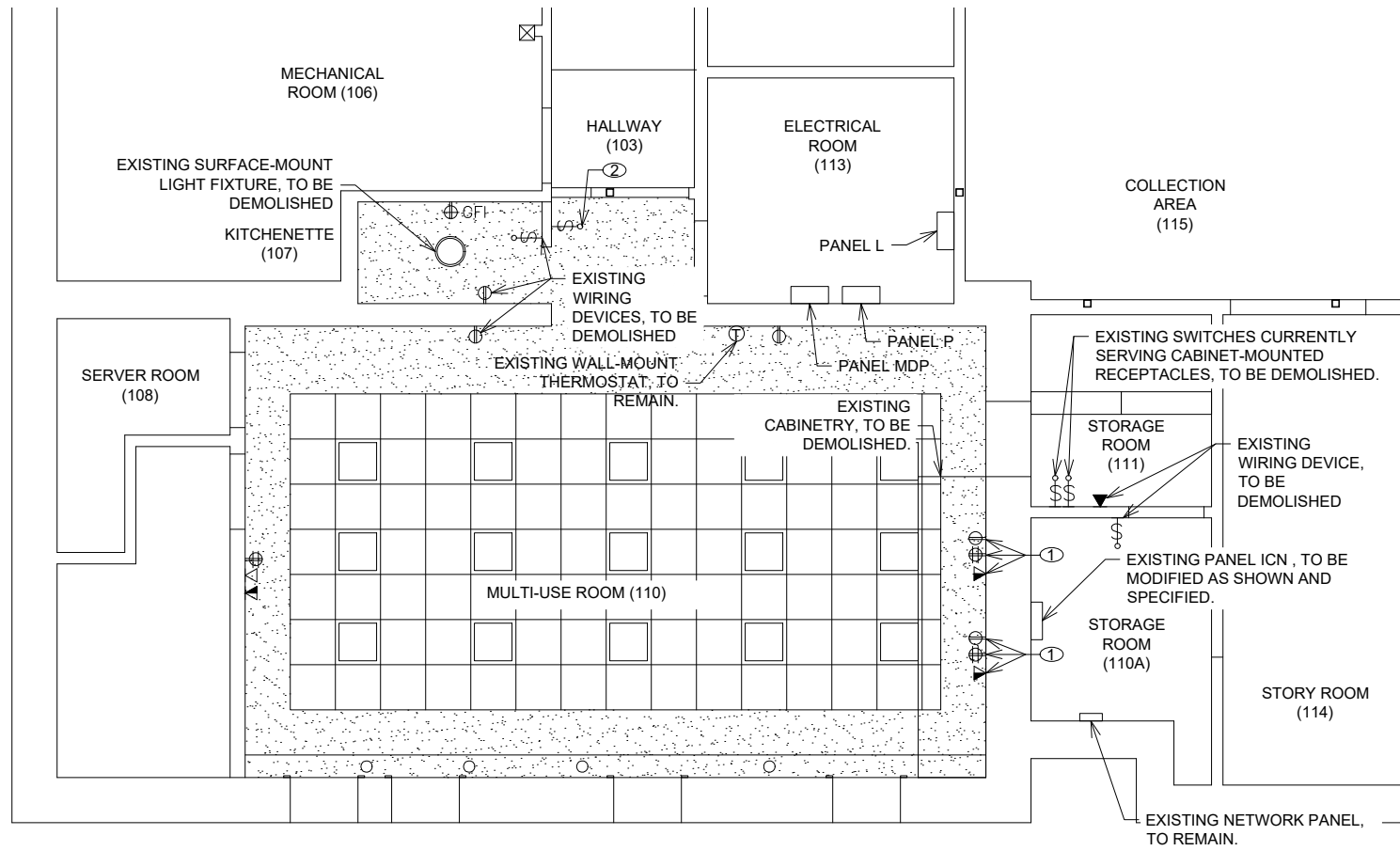
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10-A-6

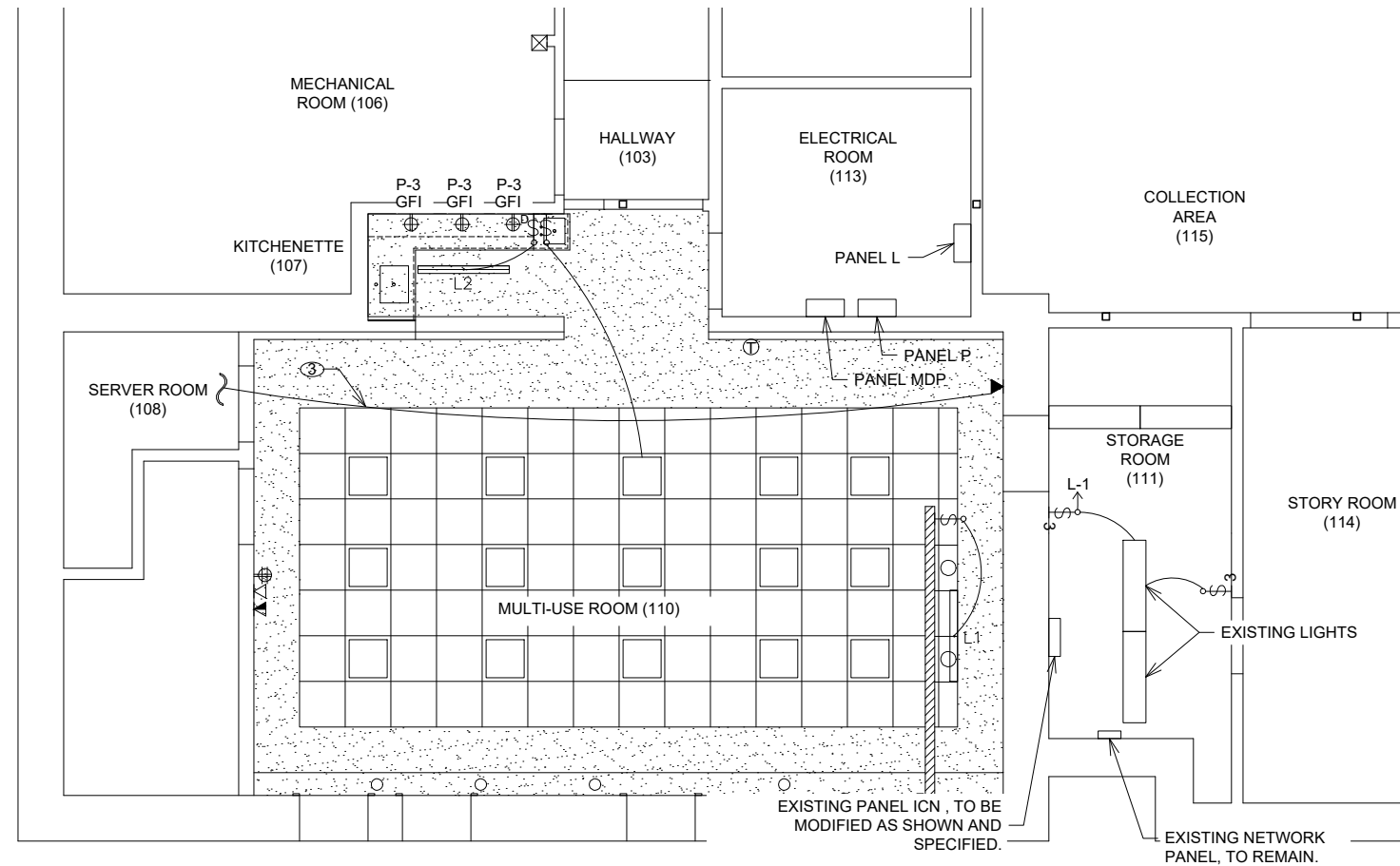
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EXISTING ELECTRICAL PLAN (PARTIAL)
SCALE: 1/4" = 1'-0"



NEW ELECTRICAL PLAN (PARTIAL)
SCALE: 1/4" = 1'-0"

GENERAL NOTES:

- DO NOT SCALE DRAWINGS. IF DIMENSIONS ARE IN QUESTION THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING CLARIFICATION FROM THE ENGINEER PRIOR TO PROCEEDING WITH WORK.
- COORDINATE EXACT LOCATION OF EQUIPMENT AND FIXTURES WITH GENERAL CONTRACTOR, OWNER AND ENGINEER PRIOR TO ROUGH-IN.
- CONDUIT ROUTING IS DIAGRAMMATIC IN NATURE AND IS NOT INTENDED TO DICTATE EXACT LOCATION. CONTRACTOR IS TO DETERMINE BEST ROUTING BASED ON OTHER UTILITIES AND FIELD CONDITIONS.
- CONTRACTOR TO VERIFY ACTUAL FIELD WIRING REQUIREMENTS WITH EQUIPMENT SUPPLIER. PROPER SEPARATION OF POWER AND CONTROL CIRCUITS SHALL BE MAINTAINED.
- EQUIPMENT AND FIXTURES MAY BE SHOWN OUT OF PLANE FOR CLARITY. CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS.
- DRAWING DESIGNATIONS FOR LIGHTING PANEL CIRCUITS ARE AS FOLLOWS, WITH X REPRESENTING THE CIRCUIT NUMBER: L-X (PANEL L) AND P-X (PANEL P).

KEY NOTES: ☒

- WIRING DEVICES WITHIN EXISTING CABINETS SHALL BE DEMOLISHED COMPLETE. CONTRACTOR SHALL PULL WIRE BACK TO SERVING PANELBOARD AND REMOVE. DEMOLISH ALL EXISTING ICN CABLING AND ACCESSORIES.
- EXISTING ROOM LIGHTING CONTROLS, TO BE RELOCATED AS SHOWN. CONTROL SWITCH SERVES EXISTING MULTI-USE ROOM TROFFER FIXTURES AND PERIMETER CAN LIGHTS.
- DATA COMMUNICATION CABLE HOME RUN SHALL TERMINATE AT EXISTING SERVER NETWORK SWITCH.

WIRING DEVICE LEGEND	
	3-WAY LIGHT SWITCH
	LIGHT SWITCH
	LIGHT SWITCH WITH INTEGRAL DIMMER CONTROLS
	DATA COMMUNICATION OUTLET, M.H. 12" AFF
	TELEPHONE OUTLET, M.H. 12" AFF
	CABLE TV OUTLET, M.H. 12" AFF



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		CHECKED	JDL
		APPROVED	TG
		DATE	###
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VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



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ELECTRICAL PLAN

PROJECT 6421

DWG. NO.
10-E-1

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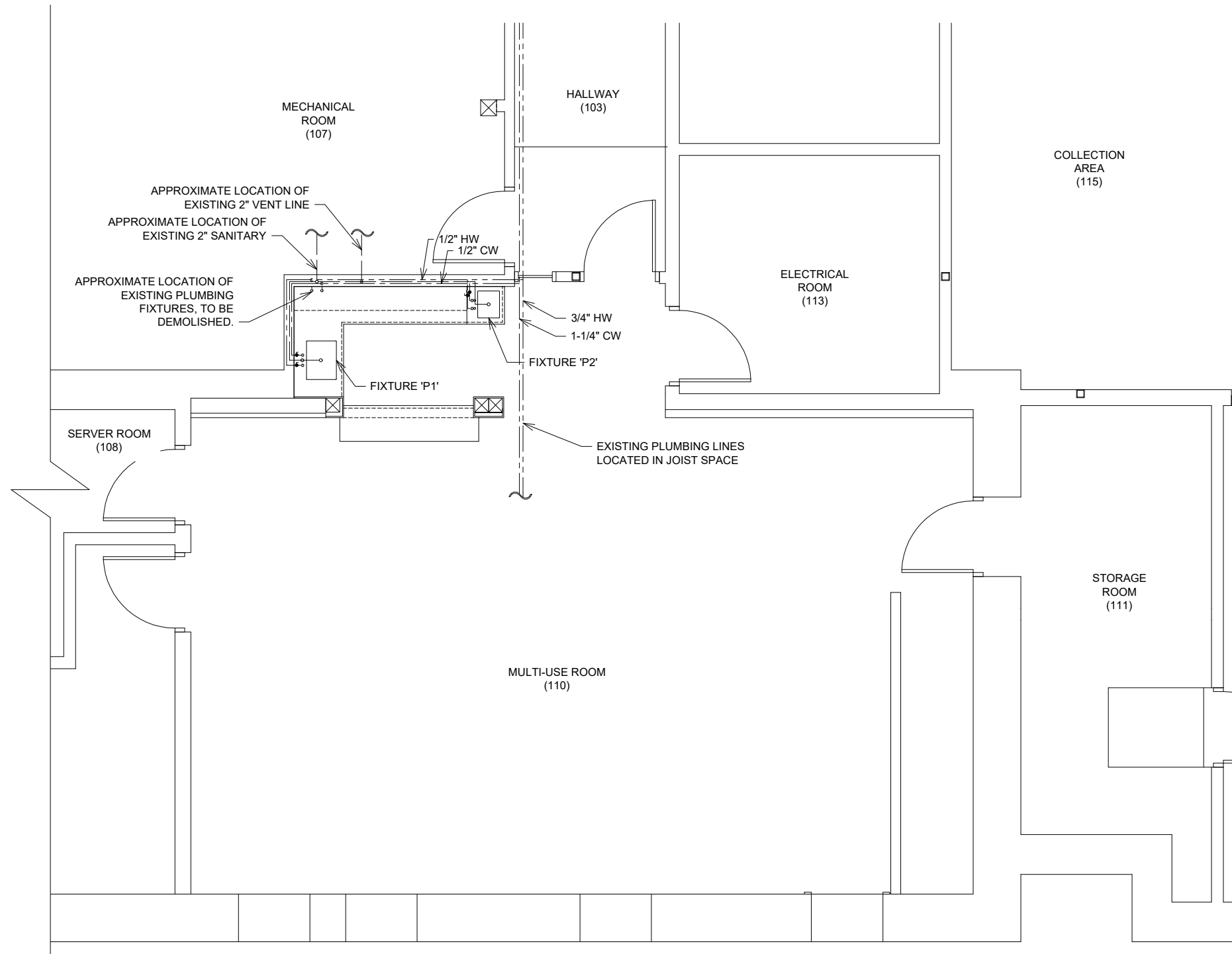
GENERAL NOTES:

1. DO NOT SCALE DRAWINGS. IF DIMENSIONS ARE IN QUESTION THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING CLARIFICATION FROM THE ENGINEER PRIOR TO PROCEEDING WITH WORK.
2. COORDINATE EXACT LOCATION AND SIZE OF PIPING AND FIXTURES PRIOR TO ROUGH-IN.
3. PIPING IS SHOWN IN SCHEMATIC FORM. ROUTE PIPING AS REQUIRED FOR CLEARANCE WITH STRUCTURAL CONDITIONS. COORDINATE WITH OTHER TRADES AS REQUIRED.
4. FURNISH AND INSTALL SHUTOFF VALVES IN ALL DOMESTIC WATER BRANCH PIPING, AS SHOWN AND SPECIFIED.
5. SANITARY PIPING SHALL BE SLOPED AT 1/4" PER FOOT, MINIMUM, UNLESS OTHERWISE NOTED.
6. EQUIPMENT AND FIXTURES MAY BE SHOWN OUT OF PLANE FOR CLARITY. CONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS.



EXISTING PLUMBING FIXTURES, TO BE DEMOLISHED.

EXISTING KITCHENETTE
SCALE: NONE



LOWER LEVEL PARTIAL PLUMBING PLAN
SCALE: 3/8" = 1'-0"

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BUILDING PLUMBING PLAN

DWG. NO.
10-M-1
PROJECT 6421

PLOTTED: Tuesday, December 14, 2021 1:37:15 PM

PANEL P - ELECTRICAL ROOM
120/208 VOLTS, 3 PHASE, 4 WIRE
225 AMP RATED

FEED: 225A
MOUNTING: SURFACE

LOAD	CKT	BREAKER	L1	L2	BREAKER	CKT	LOAD
108, 110 REC.	1	1P-20A			1P-20A	2	110, 111 REC.
107 REC.	3	1P-20A			1P-20A	4	114 REC.
115 REC.	5	1P-20A			1P-20A	6	115 FLOOR REC.
115 REC.	7	1P-20A			1P-20A	8	102, 104, 106, 112, 113, 116 REC.
117, 118 REC.	9	1P-20A			1P-20A	10	118 REC.
119 FLOOR REC.	11	1P-20A			1P-20A	12	119, 120 REC. / EXT. ENTRANCE REC.
BWC	13	1P-20A			1P-20A	14	120, 122, 123 REC.
ELEVATOR CAB	15	1P-20A			1P-20A	16	BOILER B-1
104 REC.	17	1P-20A			1P-20A	18	BOILER B-2
ELEVATOR PIT REC.	19	1P-20A			1P-20A	20	BOILER B-3
206, 212 REC.	21	1P-20A			1P-20A	22	208 REC.
209, 211 REC.	23	1P-20A			1P-20A	24	210 COPIER
210, 213 REC.	25	1P-20A			1P-20A	26	120, 210 REC.
210 REC.	27	1P-20A			1P-20A	28	209 REC.
209 REC.	29	1P-20A			1P-20A	30	205 REC.
205 REC.	31	1P-20A			1P-20A	32	205 REC.
205 REC.	33	1P-20A			1P-20A	34	205 REC.
205 REC.	35	1P-20A			1P-20A	36	204 REC.
204 COPIER	37	1P-20A			1P-20A	38	208 REC.
108 REFRIGERATOR	39	1P-20A			1P-20A	40	201, 202 REC.
SPARE	41	1P-20A			1P-20A	42	MICROWAVE

RLA	0.0	0.0	0.0
RLA	0.0	0.0	0.0
HIGH LEG MCA	0.0	0.0	0.0
HIGH LEG RLA	0.0	0.0	0.0

RLA 0.0 MCA 0.0

PANEL L - ELECTRICAL ROOM
120/208 VOLTS, 3 PHASE, 4 WIRE
225 AMP RATED

FEED: 125A
MOUNTING: SURFACE

LOAD	CKT	BREAKER	L1	L2	BREAKER	CKT	LOAD
110 LIGHT	1	1P-20A			1P-20A	2	114 LIGHT
115 LIGHT	3	1P-20A			1P-20A	4	116, 117, 118 LIGHT
119 LIGHT	5	1P-20A			1P-20A	6	120, 121, 122, 123 LIGHT
103 LIGHT	7	1P-20A			1P-20A	8	104, 105, 106, 107, 108, 110 LIGHT
202 LIGHT	9	1P-20A			1P-20A	10	202 LIGHT
202 LIGHT	11	1P-20A			1P-20A	12	201 LIGHT
203 LIGHT	13	1P-20A			1P-20A	14	209 LIGHT
203 LIGHT	15	1P-20A			1P-20A	16	204 LIGHT
205, 206, 207, 211, 212, 213 LIGHT	17	1P-20A			1P-20A	18	EXTERIOR BLDG. LIGHT
101, 102 LIGHT	19	1P-20A			1P-20A	20	SPARE
SITE LIGHTING	21	1P-20A			1P-20A	22	SPARE
CABLE TV	23	1P-20A			1P-20A	24	SPARE
SPARE	25	1P-20A			1P-20A	26	SPARE
SPARE	27	1P-20A			1P-20A	28	SPARE
LIGHTING CONTROL PWR	29	1P-20A			1P-20A	30	SPARE
SPARE	31	1P-20A			1P-20A	32	SPARE
SPARE	33	1P-20A			1P-20A	34	SPARE
SPARE	35	1P-20A			1P-20A	36	SPARE
SPARE	37	1P-20A			1P-20A	38	SPARE
SPARE	39	1P-20A			1P-20A	40	SPARE
SPARE	41	1P-20A			1P-20A	42	SPARE

RLA	0.0	0.0	0.0
RLA	0.0	0.0	0.0
HIGH LEG MCA	0.0	0.0	0.0
HIGH LEG RLA	0.0	0.0	0.0

RLA 0.0 MCA 0.0

LIGHT FIXTURE SCHEDULE

PLAN ID	BASIS OF DESIGN	LAMP DATA	VOLTAGE	NOTES
L1	HUBBELL CWW4 40 XW G 2WV ED U	15W DIMMABLE LED, 2500 LUMEN OUTPUT	120	1
L2	HOLOPHANE HZL1N L48 3000LM FST MVOLT 40K 90CRI WH	25W DIMMABLE LED, 2700 LUMEN OUTPUT	120	1

NOTES:
1. FURNISH WITH MOUNTING HARDWARE

PANEL ICN - STORAGE ROOM
120/240 VOLTS, 1 PHASE, 3 WIRE
100 AMP MAIN

FEED: 100A
MOUNTING: SURFACE

LOAD	CKT	BREAKER	L1	L2	BREAKER	CKT	LOAD
SPACE	1					2	SPACE
SPACE	3					4	SPACE
SPACE	5					6	SPACE
SPACE	7					8	SPACE
SPACE	9					10	SPACE
SPACE	11					12	SPACE
BLDG EXTERIOR LIGHTS	13	1P-20A				14	SPACE
ICN EQUIP. SOUTH	15	1P-20A			1P-20A	16	LIGHTS
ICN EQUIP. EAST	17	1P-20A			1P-20A	18	ICN EQUIP. WEST
FOTS EQUIP.	19	2P-20A			2P-20A	20	FOTS EQUIP.
ICN MTG ROOM	21	1P-20A			1P-20A	24	SPARE

RLA	0.0	0.0	0.0
RLA	0.0	0.0	0.0
HIGH LEG MCA	0.0	0.0	0.0
HIGH LEG RLA	0.0	0.0	0.0

RLA 0.0 MCA 0.0

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FILE PATH: M:\PROJECTS\6421\WEST LIBERTY LIBRARY_ME

DATE	REVISIONS	SCALE	AS NOTED
		DRAWN	JDL
		CHECKED	JDL
		APPROVED	TG
		DATE	###
		ISSUED FOR	###

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1" IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.



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ELECTRICAL SCHEDULES

DWG. NO.
99-E-1

PROJECT 6421