



6:33pm

## AGENDA – FY17

### NORWALK EASTER PUBLIC LIBRARY Board of Trustees Meeting

**Date:** Monday September 12, 2016

**Time:** 6:30 pm

**Location:** Library Community Room, 1051 North Ave. Norwalk, IA 50211

**Board Trustees:** Judy Corcoran, President; Andrea Johnson, Treasurer; Cindy Gavin, Secretary;  
Dyann Vilez, Tom Dunn, Steve Clarke, and Elizabeth Thompson

- 
1. Call to Order
  2. Roll Call
  3. Public Comment/Guests
  4. Presentations
    - a. Collette Wait – Ultra Green Lighting
      - Information regarding additional costs and projects related to the LED Lighting project
  5. Review /Change of Agenda\*
  6. Review of last Meetings Minutes\*
  7. Pay the Bills\*
  8. Treasurer's Report
  9. Director's Report:
    - a. Statistics from August 2016
    - b. Youth Services Update
    - c. Adult Services Update
    - d. Assistant Director's Update
    - e. General Library Operations Update
  10. Unfinished Business
    - a. UPDATE: Discussion and possible approval of additional Ultra Green Lighting proposals
    - b. UPDATE: Board Trustee By-Laws – adjusting meeting time to 7pm from 6:30pm on 2<sup>nd</sup> Monday of each month (Tabled 8/8/16)

## 11. New Business

- ~~a.~~ Continuing Education / Accreditation Update
  - Report on Director Sealine's attendance of the ILA's Library Leadership Institution
- ~~b.~~ NEPL Foundation Report regarding the Caddy Stacks Fundraiser
- ~~c.~~ Discussion and possible approval of AV Community Room Improvements
  - Includes new LCD Projector, Blu-ray player, speaker/sound system, wiring, etc.
- ~~d.~~ Policy Review
  - Discussion, Review and possible adoption of and/or changes to:
    - Fundraising and Special Events Policy/Procedures
      - a. Seeking direction from Library Board -- No approval necessary
- ~~e.~~ Discussion, Review and possible adoption of changes to Job Descriptions for:
  - Library Director

## 12. Agenda Items for Next Meeting

## 13. Adjournment\* 7:47 pm

The next regularly scheduled meeting will be held at 6:30 p.m. on October 10, 2016 at Norwalk Easter Public Library. The meetings are scheduled for the second Monday of each month.

Denotes "consent agenda" items not requiring a quorum



# LIGHTING PROPOSAL

**Prepared For:**

**Norwalk Library**

1051 North Ave  
Norwalk Ia

**Presented By:**

**Collette Wait**

515-402-0660  
[www.ultragreenlighting.com](http://www.ultragreenlighting.com)  
Proposal Date: August 1, 2016



## CUSTOMER ACKNOWLEDGMENTS

- Pricing Valid for 30 days
- Figures or percentages indicated in this proposal are considered to be generated on the best efforts basis, based on certain stipulated conditions concerning blended kWh electricity rate; hours of operation; existing lighting system data, and proposed lighting system data. **All calculations or figures are estimates or based on estimated information.**
- HVAC operating hours source: Controlling Energy Consumption in Single Buildings, U.S. Department of the Navy, Naval Civil Engineering Lab, CR82.028, 1982
- HVAC savings calculated using formulas created by Rundquist Associates, using data from ASHRAE, validated by DOE-2 Computer modeling. Available at <http://www.lightsearch.com/resources/lightguides/hvac.html>

## PROPOSAL ACCEPTANCE

### Investments

Product, Sales Tax and Shipping	\$2,526.37
Estimated Installation	\$1,145.23
<b>Total Proposed Amount</b>	<b>\$3,671.60</b>
Estimated Rebate	\$1,312.50
Estimated Net Cost	\$2,359.10

Ultragreen proposes hereby to furnish materials and services as specified herein:

#### Cash

- Standard cash payment is due with approval and customer purchase order. With regard to miscellaneous project costs and change orders (if any), a final invoice will be issued and due on receipt of invoice. All major credit cards accepted.

#### Finance/Lease

- Lessee will approve and sign off on payment being made by Leasing Company to Ultragreen upon availability of funds.

- \*Acceptance of proposal:** The prices, specifications and terms contained herein are satisfactory and are hereby accepted. I accept and agree to the items selected above and understand that best effort practices were used in the evaluation of my property. I accept that if some product was missed in the initial review and count of my property, I will be expected to pay for any additional product I choose to add during the installation process. Ultragreen is authorized to proceed with the project and to provide the products and services as specified. Payments will be made as outlined above. I have read and agree to the terms, conditions, and statements contained herein. Ultragreen is not affiliated with, nor represents, any utility company. Any and all presented rebate programs and rebate amounts are estimated and solely based on information given to Ultragreen from the utility company. All rebate matters are handled directly between the customer and the utility company.

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Title: \_\_\_\_\_

Purchase Order#: \_\_\_\_\_

Ultragreen Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



# LIGHTING PROPOSAL

**Prepared For:**

**Norwalk Library Front Project**

Main

Noralk I a50211

**Presented By:**

**Collette Wait**

515-402-0660

[www.ultragreenlighting.com](http://www.ultragreenlighting.com)

Proposal Date: January 1, 2015



## CUSTOMER ACKNOWLEDGMENTS

- Pricing Valid for 30 days
- Figures or percentages indicated in this proposal are considered to be generated on the best efforts basis, based on certain stipulated conditions concerning blended kWh electricity rate; hours of operation; existing lighting system data, and proposed lighting system data. **All calculations or figures are estimates or based on estimated information.**
- HVAC operating hours source: Controlling Energy Consumption in Single Buildings, U.S. Department of the Navy, Naval Civil Engineering Lab, CR82.028, 1982
- HVAC savings calculated using formulas created by Rundquist Associates, using data from ASHRAE, validated by DOE-2 Computer modeling. Available at <http://www.lightsearch.com/resources/lightguides/hvac.html>

## PROPOSAL ACCEPTANCE

### Investments

Product, Sales Tax and Shipping	\$1,750.08
Estimated Installation	TBD
Total Proposed Amount	\$1,750.08
Estimated Rebate	\$200.00
Estimated Net Cost	\$1,550.08

1,000  
1850.08

Ultragreen proposes hereby to furnish materials and services as specified herein:

#### Cash

- Standard cash payment is due with approval and customer purchase order. With regard to miscellaneous project costs and change orders (if any), a final invoice will be issued and due on receipt of invoice. All major credit cards accepted.

#### Finance/Lease

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Customer Signature: .....

Date: .....

Name: .....

Email: .....

Title: .....

Purchase Order#: .....

Ultragreen Signature: .....

Name: .....

Date: .....



# LIGHTING PROPOSAL

**Prepared For:**

**Norwalk Library emergency lighting**

1051 North Ave  
Norwalk Ia

**Presented By:**

**Collette Wait**

515-402-0660  
[www.ultragreenlighting.com](http://www.ultragreenlighting.com)  
Proposal Date: August 30, 2016



## CUSTOMER ACKNOWLEDGMENTS

- Pricing Valid for 30 days
- Figures or percentages indicated in this proposal are considered to be generated on the best efforts basis, based on certain stipulated conditions concerning blended kWh electricity rate; hours of operation; existing lighting system data, and proposed lighting system data. **All calculations or figures are estimates or based on estimated information.**
- HVAC operating hours source: Controlling Energy Consumption in Single Buildings, U.S. Department of the Navy, Naval Civil Engineering Lab, CR82.028, 1982
- HVAC savings calculated using formulas created by Rundquist Associates, using data from ASHRAE, validated by DOE-2 Computer modeling. Available at <http://www.lightsearch.com/resources/lightguides/hvac.html>

## PROPOSAL ACCEPTANCE

### Investments

Product, Sales Tax and Shipping	\$529.44
Estimated Installation	\$340.00
<b>Total Proposed Amount</b>	<b>\$869.44</b>
Estimated Rebate	\$375.00
Estimated Net Cost	\$494.44

Ultragreen proposes hereby to furnish materials and services as specified herein:

#### Cash

- Standard cash payment is due with approval and customer purchase order. With regard to miscellaneous project costs and change orders (if any), a final invoice will be issued and due on receipt of invoice. All major credit cards accepted.

#### Finance/Lease

- Lessee will approve and sign off on payment being made by Leasing Company to Ultragreen upon availability of funds.

- \*Acceptance of proposal:** The prices, specifications and terms contained herein are satisfactory and are hereby accepted. I accept and agree to the items selected above and understand that best effort practices were used in the evaluation of my property. I accept that if some product was missed in the initial review and count of my property, I will be expected to pay for any additional product I choose to add during the installation process. Ultragreen is authorized to proceed with the project and to provide the products and services as specified. Payments will be made as outlined above. I have read and agree to the terms, conditions, and statements contained herein. Ultragreen is not affiliated with, nor represents, any utility company. Any and all presented rebate programs and rebate amounts are estimated and solely based on information given to Ultragreen from the utility company. All rebate matters are handled directly between the customer and the utility company.

Customer Signature: .....

Date: .....

Name: .....

Email: .....

Title: .....

Purchase Order#: .....

Ultragreen Signature: .....

Name: .....

Date: .....



## Norwalk Easter Public Library Board of Trustees Minutes of the Regular Board Meeting on August 8, 2016

### Roll Call

- The meeting was called to order at 6:33 p.m. Steve Clarke, Andrea Johnson, Dyann Vilez, Tom Dunn, Judy Corcoran, and Cindy Gavin were present. Library Director Holly Sealine was not present. Assistant Library Director Annette Clark was present.

### Public Comments/Guests

- None

### Review/Change of Agenda

- The agenda was reviewed and a motion to approve was made by A. Johnson and seconded by T. Dunn.

### Review of Last Meeting Minutes

- The board approved the minutes of the meeting on July 11<sup>th</sup>, 2016 with a motion from D. Vilez and seconded by T. Dunn.

### Director's Report

#### Monthly Statistics (Used for Annual Report to Sate Library):

- Library Visitors during previous month: 9,028
  - **Percentage Change: 3.1% increase from July 2015**
- Circulation of items during previous month:
  - 10,459 (items within library)
  - 647 (Bridges items)
  - 41 (Zinio items)
  - **11,147 Total**
    - **Percentage Change: 4.17% increase from July 2015**
- New Accounts during previous month:
  - 51 adult accounts
  - 29 Juvenile accounts
- Meeting Room Rentals during previous month:

- 14 Rentals
- Reference Interactions during previous month:
  - 30 @ Circulation Desk
  - 127 @ Youth Services Desk
  - **157 Total**
- Library Volunteers during the previous month:
  - 106 participants
  - 157 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	26	1005
Teen	3	35
Adult	6	54
Adult Outreach	4	28
Technology Help Sessions	1	1
Exam Proctoring	1	1

### Youth Services:

July was full of programs at the library – we wrapped up the summer reading program with a total of 1,533 participants! We had weekly art and LEGO programs, beat the heat with two movie showings, and hosted performers like Ben's Bubble Show (who made huge bubbles around kids from the audience, and amazing bubble sculptures) and musician Dino O'Dell, and much more! We wrapped up the program with a pizza party for teens and a pool party for all summer reading finishers. 150 kids and teens came to the pool party!

Our childcare and preschool outreach efforts continued throughout the month – we gave story-times to groups from Stepping Stones who came to the library to check out books, put together theme units of books for Crossroads Preschool, and started coordinating our monthly preschool visits for the fall. This is a great way for us to introduce the library to kids and make new connections in the community.

We had fantastic teen volunteers for many of our events, including Books and Bites, a fruit tasting and story-time for families. Our volunteers helped us hand out samples of exotic fruits to lots of curious kids and parents! Volunteers also helped us with giving out prizes at the summer reading desk, and we couldn't have done it without them. Thank you to all of the sponsors and volunteers who helped make the program a success!

**Adult Services:**

This month, I had 6 programs, with 3 of those shared with youth programs – the two family movies and the craft night (no youth came). Here is a quick summary:

1. Book club met for discussion of the “Kite Runner” and the movie with 17 total for those events
2. Craft night met with 7 in attendance; we made brick books
3. Dan Kaercher, retired editor of Midwest Living Magazine, author and retired host of IPTV programs (Taste of Iowa, Iowa Pleasures, etc.) presented a program on Iowa’s Hidden Treasures. 25+ attended. Dan’s program was funded with a Humanities Iowa Grant.
4. Family movies included “Gabby Douglas Story,” and “McFarland USA,” – youth stats will include these numbers.

**Assistant Director:**

For July, I worked on cataloging 255. Once we get through Summer Reading officially, I will work on weeding the Juvenile Nonfiction collection and checking each record for accuracy. In addition to working on cataloging, I have been working with Apollo to improve staff interface & processes within the system.

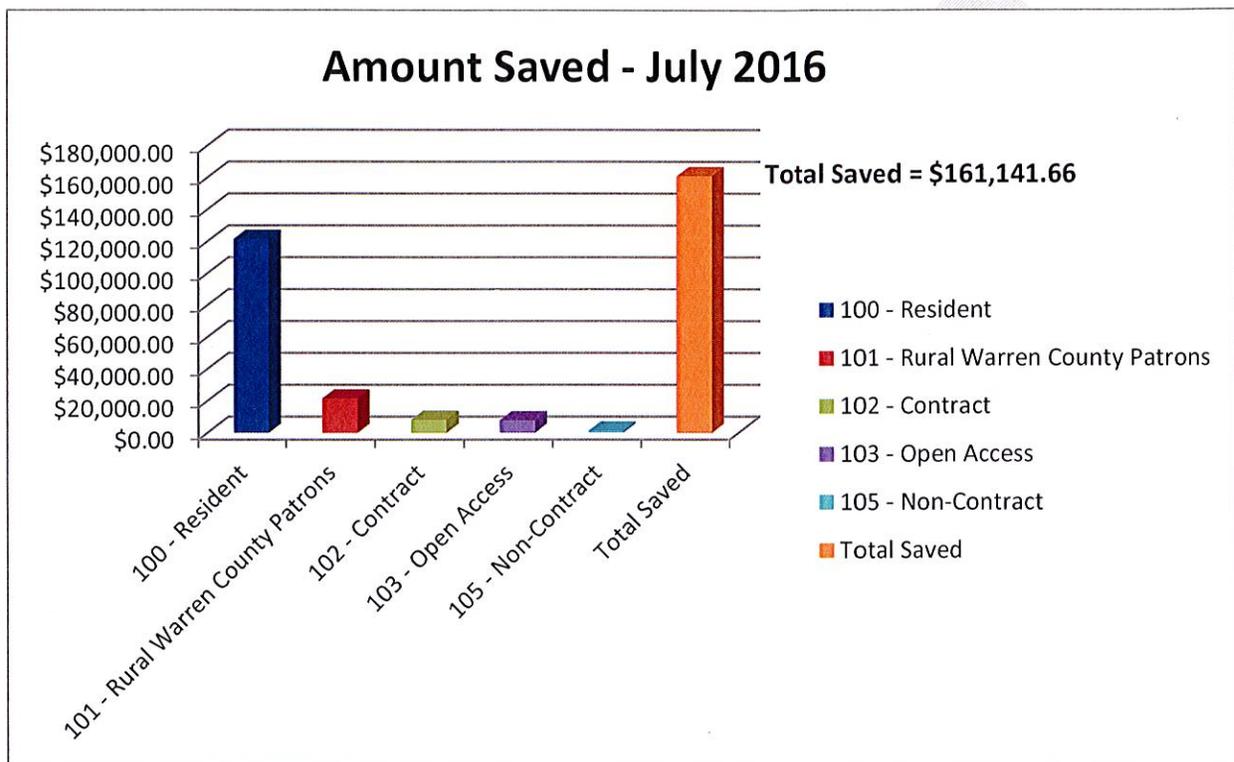
<b>June Stats:</b>	
Total # of Items Added	255
Total # of Items Withdrawn	0

**General Library / Director’s Activities:**

Director Sealine spend July working with various departments to prepare to finalize Summer Reading programming, complete issues related to the Caddy Stacks Fundraiser, and began working on reviewing a building maintenance plan for the library. She also continued to pull together the Open Access State Report and the Annual State Report. Director Sealine also attended a wonderful conference on Library Leadership and has many new ideas to implement at the library to continue building a strong team to serve our community of library users.

Goals for August will be to complete the State Report, compile an annual report for the Board of Trustees and City Council and re-start the review of policies and procedures. Director Sealine is still hopeful that she will be able to review all of the library's job descriptions and organizational chart.

Below is a graph of money that library patrons have saved during the month of July by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.



#### Unfinished Business

N/A

#### New Business

- The board voted with a motion from S. Clarke and seconded by T. Dunn to table the discussion in regards to adjusting monthly meeting times from 6:30pm to 7:00pm.
- Next meeting will be at 6:30pm on September 12<sup>th</sup>.

#### Next Meeting Agenda Items

## **Adjournment**

S. Clarke requested a motion for adjournment: seconded by T. Dunn at 6:59pm.

## **Meeting Activity Record**

- The agenda was reviewed and a motion to approve was made by A. Johnson and seconded by T. Dunn.
- The board approved the minutes of the meeting on July 11<sup>th</sup>, 2016 with a motion from D. Vilez and seconded by T. Dunn.
- The board voted with a motion from S. Clarke and seconded by T. Dunn to table the discussion in regards to adjusting monthly meeting times from 6:30pm to 7:00pm.
- S. Clarke requested a motion for adjournment: seconded by T. Dunn at 6:59pm.

Respectfully submitted by: Cindy Gavin, Secretary

Unapproved

**Library Expenditures**  
September Board Meeting

Account #	Account Title	Company	Amount	Invoice #
001-5-410-2-6240	Meetings & Conferences	ELAN - Iowa Library Association	\$206.00 N/A	
001-5-410-2-6310	Building Maintenance / Repair	Capital Sanitary Supply	\$80.66 C208706	
001-5-410-2-6310	Building Maintenance / Repair	Capital Sanitary Supply	\$90.15 C216986	
001-5-410-2-6310	Building Maintenance / Repair	Excel Mechanical	\$524.00 110344	
001-5-410-2-6350	Operational Equipment Repair	Capital Sanitary Supply	\$202.50 C216058	
001-5-410-2-6371	Electric/Gas Expense	MidAmerican Energy	\$1,841.94 N/A	
001-5-410-2-6373	Telecommunications	CenturyLink	\$260.32 N/A	
001-5-410-2-6413	Payment for Services	Merritt Company	\$867.00 48752	
001-5-410-2-6413	Payment for Services	Delage Landen	\$136.40 N/A	
001-5-410-2-6417	Programming	Amazon Credit	\$50.95 068254222060	
001-5-410-2-6417	Programming	Amazon Credit	\$69.37 177248751453	
001-5-410-2-6417	Programming	Amazon Credit	\$32.22 028956805237	
001-5-410-2-6417	Programming	Amazon Credit	\$16.03 177248233059	
001-5-410-2-6417	Programming	Discount School Supply	\$100.54 W26179260101	
001-5-410-2-6417	Programming	Oriental Trading	\$53.41 679206537-01	
001-5-410-2-6502	Books and Films	Amazon Credit	\$72.84 236136304072	
001-5-410-2-6502	Books and Films	Amazon Credit	\$46.16 236136304072	
001-5-410-2-6502	Books and Films	Amazon Credit	\$38.47 236136304072	
001-5-410-2-6502	Books and Films	Amazon Credit	\$18.21 221614538441	
001-5-410-2-6502	Books and Films	Amazon Credit	\$27.97 221614538441	
001-5-410-2-6502	Books and Films	Amazon Credit	\$31.67 221614538441	
001-5-410-2-6502	Books and Films	Amazon Credit	\$60.54 241806700362	
001-5-410-2-6502	Books and Films	Amazon Credit	\$17.99 241806700362	
001-5-410-2-6502	Books and Films	Amazon Credit	\$9.99 241806700362	
001-5-410-2-6502	Books and Films	Amazon Credit	\$8.59 165207402361	
001-5-410-2-6502	Books and Films	Amazon Credit	\$16.97 165207402361	
001-5-410-2-6502	Books and Films	Amazon Credit	\$18.32 165207402361	
001-5-410-2-6502	Books and Films	Amazon Credit	\$12.91 165207402361	
001-5-410-2-6502	Books and Films	Amazon Credit	\$16.67 165207402361	
001-5-410-2-6502	Books and Films	Amazon Credit	\$50.09 165209650543	

**Library Expenditures**  
September Board Meeting

Account #	Account Title	Company	Amount	Invoice #
001-5-410-2-6502	Books and Films	Amazon Credit	\$13.78	165209650543
001-5-410-2-6502	Books and Films	Amazon Credit	\$59.91	046470011000
001-5-410-2-6502	Books and Films	Amazon Credit	\$57.55	241802026190
001-5-410-2-6502	Books and Films	Amazon Credit	\$7.92	165200515265
001-5-410-2-6502	Books and Films	Amazon Credit	\$31.54	165200515265
001-5-410-2-6502	Books and Films	Amazon Credit	\$11.99	165200515265
001-5-410-2-6502	Books and Films	Amazon Credit	\$50.92	056882575342
001-5-410-2-6502	Books and Films	Amazon Credit	\$21.98	236135157714
001-5-410-2-6502	Books and Films	Amazon Credit	\$25.84	236135157714
001-5-410-2-6502	Books and Films	Amazon Credit	\$12.78	075078512216
001-5-410-2-6502	Books and Films	Amazon Credit	\$14.75	075078512216
001-5-410-2-6502	Books and Films	Amazon Credit	\$18.08	165202410442
001-5-410-2-6502	Books and Films	Amazon Credit	\$15.54	165200217495
001-5-410-2-6502	Books and Films	Amazon Credit	\$13.79	014669757366
001-5-410-2-6502	Books and Films	Amazon Credit	\$7.66	025271703985
001-5-410-2-6502	Books and Films	Amazon Credit	\$37.75	282218036725
001-5-410-2-6502	Books and Films	Amazon Credit	\$16.80	282218036725
001-5-410-2-6502	Books and Films	Amazon Credit	\$42.68	282218036725
001-5-410-2-6502	Books and Films	Amazon Credit	\$25.52	282218036725
001-5-410-2-6502	Books and Films	Amazon Credit	\$64.89	168069954970
001-5-410-2-6502	Books and Films	Amazon Credit	\$24.21	168069954970
001-5-410-2-6502	Books and Films	Amazon Credit	\$74.26	256262393168
001-5-410-2-6502	Books and Films	Amazon Credit	\$61.22	195178179859
001-5-410-2-6502	Books and Films	Amazon Credit	\$27.24	226940439278
001-5-410-2-6502	Books and Films	Amazon Credit	\$22.53	226940439278
001-5-410-2-6502	Books and Films	Amazon Credit	\$10.72	201403297521
001-5-410-2-6502	Books and Films	Amazon Credit	\$20.92	201403297521
001-5-410-2-6502	Books and Films	Amazon Credit	\$30.70	075074060369
001-5-410-2-6502	Books and Films	Amazon Credit	\$17.99	075072009633
001-5-410-2-6502	Books and Films	Amazon Credit	\$12.17	075072009633

**Library Expenditures**  
September Board Meeting

Account #	Account Title	Company	Amount	Invoice #
001-5-410-2-6502	Books and Films	Amazon Credit	\$25.81	028116195666
001-5-410-2-6502	Books and Films	Amazon Credit	\$19.87	014665619904
001-5-410-2-6502	Books and Films	Amazon Credit	\$17.99	096054204112
001-5-410-2-6502	Books and Films	Amazon Credit	\$16.17	014661183293
001-5-410-2-6502	Books and Films	Amazon Credit	\$13.13	204826610177
001-5-410-2-6502	Books and Films	Amazon Credit	\$11.93	025277479631
001-5-410-2-6502	Books and Films	Amazon Credit	\$9.99	256268716785
001-5-410-2-6502	Books and Films	Amazon Credit	\$9.65	036858454944
001-5-410-2-6502	Books and Films	Baker and Taylor	\$138.76	2032245790
001-5-410-2-6502	Books and Films	Baker and Taylor	\$8.37	2032245790
001-5-410-2-6502	Books and Films	Baker and Taylor	\$15.79	2032245790
001-5-410-2-6502	Books and Films	Baker and Taylor	\$10.38	2032261338
001-5-410-2-6502	Books and Films	Baker and Taylor	\$15.11	2032261338
001-5-410-2-6502	Books and Films	Baker and Taylor	\$8.93	2032261338
001-5-410-2-6502	Books and Films	Baker and Taylor	\$89.58	2032195507
001-5-410-2-6502	Books and Films	Baker and Taylor	\$12.78	2032195507
001-5-410-2-6502	Books and Films	Baker and Taylor	\$59.91	2032222738
001-5-410-2-6502	Books and Films	Baker and Taylor	\$12.78	2032222738
001-5-410-2-6502	Books and Films	Baker and Taylor	\$23.43	2032222738
001-5-410-2-6502	Books and Films	Baker and Taylor	\$34.29	5014238089
001-5-410-2-6502	Books and Films	Baker and Taylor	\$34.43	5014229254
001-5-410-2-6502	Books and Films	Cavendish Square	\$261.05	3024932
001-5-410-2-6502	Books and Films	Center Point Large Print	\$104.88	1395351
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$21.74	636292
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$165.59	636426
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$70.55	636426
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$71.35	636426
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$29.73	636426
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$23.80	636426
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$44.17	636426

**Library Expenditures**  
September Board Meeting

Account #	Account Title	Company	Amount	Invoice #
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$24.60	636426
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$30.58	636426
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$16.99	634719
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$39.74	634720
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$19.49	634387
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$15.29	634369
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$15.29	632995
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$23.79	632995
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$59.97	632996
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$22.90	633360
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$17.24	633361
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$19.49	632149
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$20.99	631869
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$19.50	631209
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$24.65	631292
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$14.44	631292
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$25.48	631292
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$25.45	631208
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$16.95	633850
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$25.99	631374
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$109.94	631526
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$19.95	632020
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$430.43	635265
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$125.00	635722
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$51.83	632571
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$360.62	635328
001-5-410-2-6502	Books and Films	MicroMarketing, LLC	\$27.29	636151
001-5-410-2-6502	Books and Films	ODE Design	\$74.00	N/A
001-5-410-2-6502	Books and Films	Overdrive (Advantage Titles)	\$781.95	6497-174540050-081116
001-5-410-2-6502	Books and Films	Overdrive (Advantage Titles)	\$1,157.31	6497-174540050-081116

## Library Expenditures

### September Board Meeting

Account #	Account Title	Company	Amount	Invoice #
001-5-410-2-6502	Books and Films	Recorded Books	\$8.99	75387754
001-5-410-2-6502	Books and Films	Recorded Books	\$13.49	75387820
001-5-410-2-6507	Operating Supplies	Norwalk Hardware	\$13.98	N/A
001-5-410-2-6507	Operating Supplies	CASH	\$130.00	
001-5-410-2-6508	Postage and Shipping	Reimbursement - Smith, Byron	\$8.92	N/A
		<b>Total</b>	<b>\$11,006.97</b>	

CITY OF NORWALK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2016

001-GENERAL FUND

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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LIBRARY SERVICES

USE OF MONEY & PROPERTY							
001-4-410-4-4310 RENTAL INCOME	1,700.00	50.00	0.00	350.00	0.00	1,350.00	20.59
TOTAL USE OF MONEY & PROPERTY	1,700.00	50.00	0.00	350.00	0.00	1,350.00	20.59

INTERGOVERNMENTAL

001-4-410-2-4465 COUNTY CONTRIBUTIONS	19,000.00	0.00	0.00	0.00	0.00	19,000.00	0.00
001-4-410-2-4470 LIBRARY SERVICE	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0.00
001-4-410-3-4440 STATE GRANTS	3,400.00	0.00	0.00	0.00	0.00	3,400.00	0.00
TOTAL INTERGOVERNMENTAL	26,900.00	0.00	0.00	0.00	0.00	26,900.00	0.00

CHARGES FOR SERVICES

001-4-410-1-4500 CHARGES/FEES FOR SERVICE	6,500.00	224.15	0.00	1,471.60	0.00	5,028.40	22.64
TOTAL CHARGES FOR SERVICES	6,500.00	224.15	0.00	1,471.60	0.00	5,028.40	22.64

MISCELLANEOUS REVENUES

001-4-410-2-4705 CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-4-410-2-4710 RETIREMENTS	0.00	30.00	0.00	81.92	0.00	81.92	0.00
TOTAL MISCELLANEOUS REVENUES	0.00	30.00	0.00	81.92	0.00	81.92	0.00

TOTAL LIBRARY SERVICES

TOTAL LIBRARY SERVICES	35,100.00	304.15	0.00	1,903.52	0.00	33,196.48	5.42
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TOTAL REVENUE

TOTAL REVENUE	35,100.00	304.15	0.00	1,903.52	0.00	33,196.48	5.42
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CITY OF NORWALK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2016

001-GENERAL FUND  
LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<b>SALARIES &amp; WAGES</b>							
001-5-410-1-6010 SALARIES AND WAGES-FULLTIME	161,600.00	5,971.47	0.00	29,862.24	0.00	131,717.76	18.49
001-5-410-1-6020 PART-TIME AND TEMPORARY HELP	85,000.00	3,323.48	0.00	17,126.67	0.00	67,873.33	20.15
TOTAL SALARIES & WAGES	246,600.00	9,294.95	0.00	47,008.91	0.00	199,591.09	19.06
<b>EMPLOYEE BENEFITS &amp; COST</b>							
001-5-410-1-6182 ALLOWANCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EMPLOYEE BENEFITS & COST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>STAFF DEVELOPMENT</b>							
001-5-410-1-6210 ASSOCIATION DUES	0.00	0.00	0.00	49.00	0.00	49.00	0.00
001-5-410-1-6220 SUBSCRIPTIONS & EDUCATION MATL	10,000.00	0.00	0.00	7,201.98	0.00	2,798.02	72.02
001-5-410-1-6240 MEETING & CONFERENCES	2,000.00	0.00	0.00	312.50	0.00	1,687.50	15.63
TOTAL STAFF DEVELOPMENT	12,000.00	0.00	0.00	7,563.48	0.00	4,436.52	63.03
<b>REPAIR, MTRCE, UTILITIES</b>							
001-5-410-2-6310 BUILDING MAINTENANCE/REPAIR	15,000.00	0.00	0.00	5,593.01	0.00	9,406.99	37.29
001-5-410-2-6350 OPERATIONAL EQUIPMENT REPAIR	500.00	0.00	0.00	0.00	0.00	500.00	0.00
001-5-410-2-6371 ELECTRIC/GAS EXPENSE	20,000.00	1,841.94	0.00	6,052.41	0.00	13,947.59	30.26
001-5-410-2-6373 TELECOMMUNICATIONS EXPENSE	2,500.00	260.32	0.00	427.44	0.00	2,072.56	17.10
TOTAL REPAIR, MTRCE, UTILITIES	38,000.00	2,102.26	0.00	12,072.86	0.00	25,927.14	31.77
<b>CONTRACTUAL SERVICES</b>							
001-5-410-2-6402 ADVERTISING & LEGAL PUBLICATIO	500.00	0.00	0.00	0.00	0.00	500.00	0.00
001-5-410-2-6413 PAYMENT FOR SERVICES	25,000.00	136.40	0.00	7,136.03	0.00	17,863.97	28.54
001-5-410-2-6414 PRINTING & PUBLISHING EXPENSE	500.00	0.00	0.00	110.00	0.00	390.00	22.00
001-5-410-2-6415 RENTS & LEASES	3,000.00	0.00	0.00	349.00	0.00	2,651.00	11.63
001-5-410-2-6417 PROGRAMMING	12,000.00	0.00	0.00	344.22	0.00	11,655.78	2.87
001-5-410-2-6420 REFUNDS	0.00	50.00	0.00	85.00	0.00	85.00	0.00
001-5-410-2-6490 CONSULTANT & PROFESSIONAL FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	41,000.00	186.40	0.00	8,024.25	0.00	32,975.75	19.57
<b>COMMODITIES</b>							
001-5-410-2-6502 BOOKS/FILMS	65,000.00	0.00	0.00	8,982.86	0.00	56,017.14	13.82
001-5-410-2-6507 OPERATING SUPPLIES	12,000.00	130.00	0.00	3,559.98	0.00	8,440.02	29.67
001-5-410-2-6508 POSTAGE AND SHIPPING	3,500.00	0.00	0.00	17.34	0.00	3,482.66	0.50
TOTAL COMMODITIES	80,500.00	130.00	0.00	12,560.18	0.00	67,939.82	15.60
<b>CAPITAL OUTLAY</b>							
001-5-410-3-6721 FURNITURE & FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-5-410-3-6728 CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LIBRARY SERVICES	418,100.00	11,713.61	0.00	87,229.68	0.00	330,870.32	20.86
TOTAL EXPENDITURES	418,100.00	11,713.61	0.00	87,229.68	0.00	330,870.32	20.86
REVENUE OVER (UNDER) EXPENDITURES	( 383,000.00)	11,409.46	0.00	( 85,326.16)	0.00	297,673.84	22

112-SPECIAL REVENUE  
 LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<b>EMPLOYEE BENEFITS &amp; COST</b>							
112-5-410-1-6110 CITY'S CONTRIBUTION FOR FICA	19,000.00	687.10	0.00	4,153.98	0.00	14,846.02	21.86
112-5-410-1-6130 CITY'S CONTRIBUTION FOR IPERS	18,000.00	830.26	0.00	5,007.18	0.00	12,992.82	27.82
112-5-410-1-6140 DEFERRED COMPENSATION	1,800.00	0.00	0.00	0.00	0.00	1,800.00	0.00
112-5-410-1-6150 GROUP INSURANCE	39,500.00	2,972.46	0.00	6,466.89	0.00	33,033.11	16.37
112-5-410-1-6160 WORKERS' COMPENSATION	900.00	64.00	0.00	342.00	0.00	558.00	38.00
112-5-410-1-6170 UNEMPLOYMENT COMPENSATION	200.00	0.00	0.00	54.13	0.00	145.87	27.07
TOTAL EMPLOYEE BENEFITS & COST	79,400.00	4,553.82	0.00	16,024.18	0.00	63,375.82	20.18
TOTAL LIBRARY SERVICES	79,400.00	4,553.82	0.00	16,024.18	0.00	63,375.82	20.18
TOTAL EXPENDITURES	79,400.00	4,553.82	0.00	16,024.18	0.00	63,375.82	20.18
REVENUE OVER/(UNDER) EXPENDITURES	( 79,400.00)	( 4,553.82)	0.00	( 16,024.18)	0.00	( 63,375.82)	20.18

\*\*\* END OF REPORT \*\*\*

CITY OF NORWALK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2016

183-T & A LIBRARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
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LIBRARY SERVICES

USE OF MONEY & PROPERTY							
183-4-410-4-4300 INTEREST INCOME	0.00	0.00	0.00	3.59	0.00	3.59	0.00
TOTAL USE OF MONEY & PROPERTY	0.00	0.00	0.00	3.59	0.00	3.59	0.00

MISCELLANEOUS REVENUES

183-4-410-2-4705 CONTRIBUTIONS	250.00	32.86	0.00	3,087.07	0.00	3,337.07	1,234.83-
183-4-410-2-4706 CONTRIBUTIONS LIBRARY ROOF	0.00	0.00	0.00	0.00	0.00	0.00	0.00
183-4-410-2-4707 CONTRIBUTIONS-CHILDREN'S PROGR	250.00	47.96	0.00	504.72	0.00	254.72)	201.89
183-4-410-2-4708 CONTRIBUTIONS-BOOK COLLECTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
183-4-410-2-4709 CONTRIBUTIONS-ADULT PROGRAMS	0.00	0.00	0.00	3.00	0.00	3.00)	0.00
TOTAL MISCELLANEOUS REVENUES	500.00	80.82	0.00	2,579.35)	0.00	3,079.35	515.87-

TOTAL LIBRARY SERVICES

	500.00	80.82	0.00	2,575.76)	0.00	3,075.76	515.15-
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TOTAL REVENUE

	500.00	80.82	0.00	2,575.76)	0.00	3,075.76	515.15-
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CITY OF NORWALK  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: SEPTEMBER 30TH, 2016

183-T & A LIBRARY  
 LIBRARY SERVICES

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL SERVICES							
183-5-410-3-6413 PAYMENT FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOTAL LIBRARY SERVICES

TOTAL LIBRARY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES

TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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REVENUE OVER/(UNDER) EXPENDITURES

REVENUE OVER/(UNDER) EXPENDITURES	500.00	80.82	0.00	2,575.76	0.00	3,075.76	515.15-
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\*\*\* END OF REPORT \*\*\*



## NORWALK EASTER PUBLIC LIBRARY

### Director's Report – September 2016 (FY17)

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#### Monthly Statistics (Used for Annual Report to State Library):

- Library Visitors during previous month: 6,101
  - Percentage Change: **11.27 % increase** from August 2015
- Circulation of items during previous month:
  - 8,202 (items within library)
  - 699 (Bridges items)
  - 41 (Zinio items)
  - **8,945 Total**
    - Percentage Change: **12.27 % increase** from August 2015
- New Accounts during previous month:
  - 50 adult accounts
  - 10 Juvenile accounts
- Community Room Rentals during previous month:
  - 17 Rentals
- Reference Interactions during previous month:
  - 45 @ Circulation Desk
  - 28 @ Youth Services Desk
  - **73 Total**
- Library Volunteers during the previous month:
  - 0 participants
  - 0 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	2	16
Teen	0	0
Adult	1	5
Adult Outreach	2	13
Technology Help Sessions	1	1
Exam Proctoring	0	0

**Youth Services:**

August in the Youth Department was all about planning, scheduling, and organizing for Fall and Winter! New program brochures, posters, and bookmarks are made, events are in the calendar, and everything is lined up and ready! Our after school drop-in activities have started on Wednesdays, and story-times are back in session. Upcoming special events include our Teen Anime Afternoon on September 16<sup>th</sup>, Teen Blacklight Party on October 14<sup>th</sup>, and Pumpkin Party: Halloween for Toddlers and Preschoolers, on October 27<sup>th</sup>.

**Adult Services:**

August was spent planning for fall programs and cleaning up from Summer Reading. I had one big traveling display from the Center for the Book "The History of the Book," and one craft night program with 5 participants. New program year is planned and brochures are available. New this year is a patron requested, patron led book-club (Novel Night). It will meet monthly on Thursdays in the library's community room – details are in the brochure.

**Assistant Director:**

In August, I added 215 new items to the collection. I also completed my latest weeding project of the juvenile nonfiction. 1,302 items were weeded and are now for sale to our patrons. I have begun ordering new items for the juvenile nonfiction section and they will be added over the next few months.

In collaboration with the schools, we also order the Iowa Children's Choice, Iowa Teen Award and Iowa High School Book Award winners. Students are responsible for reading from these selections each year and due to the volume of students vs. books available in the school libraries; we always have copies to help offset the need for these titles.

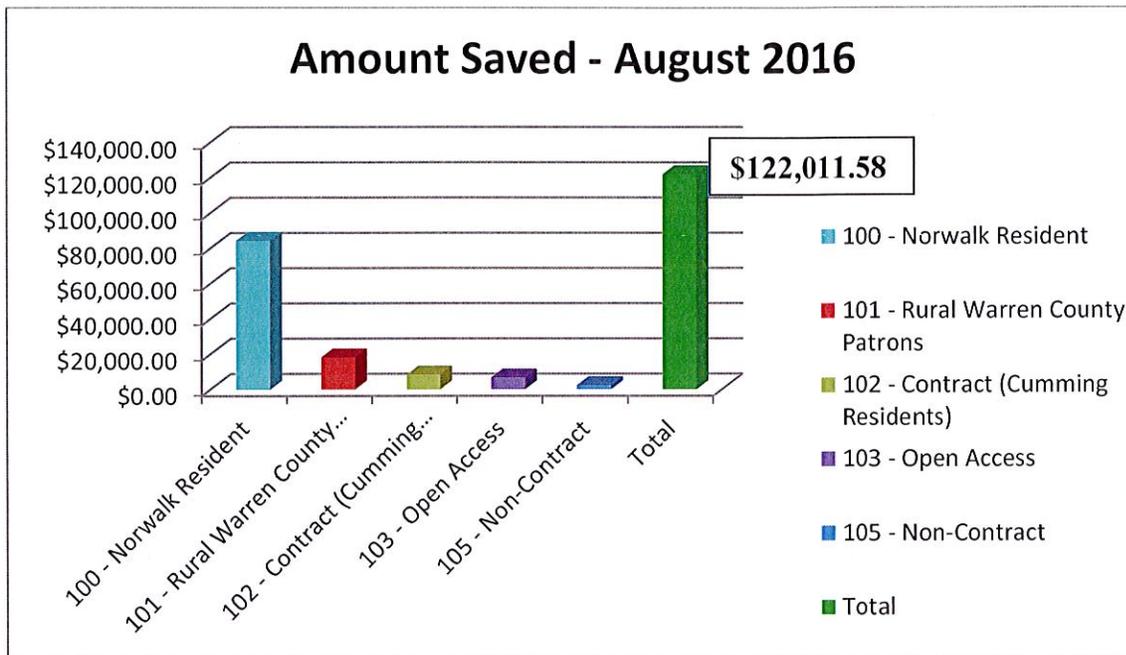
<b>August Stats:</b>	
Total # of Items Added	215
Total # of Items Withdrawn	1,302

**General Library Information:**

Director Sealine spent took some personal vacation time during August, but spent the rest of the month on bills, reviewing the director job description and dealing with staff management issues. Director Sealine also worked with small committee to read and recommend a new website provider to the City of Norwalk. In addition, Director Sealine attended a department head meetings, City Council meetings, and an annual meeting with other librarian<sup>s</sup> regarding our Zinio consortium.

Goals for September will be to complete the State Report (which is currently postponed until a new survey is released from the State Library), compile an annual report for the Board of Trustees and City Council and re-start the review of policies and procedures. Director Sealine is still hopeful that she will be able to review all of the library's job descriptions and organizational chart during the 2016 calendar year.

Below is a graph of money that library patrons have saved during the month of August by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.





**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** Update: Library LED Lighting Project

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:** The LED lighting project has hit a stand-still. The original number of bulbs was incorrect, and the contractor will need to order more in order to finish the project. In addition, the emergency light fixtures (4) were not included in the original count and therefore will need to be a separate project to make the light match within the building. As mentioned in August, the entry way was not included in the original project, which is the 3<sup>rd</sup> proposal provided this evening. Director Sealine asked Ms. Wait with Ultra-Green Lighting to present the proposals and answer questions.

**STAFF RECOMMENDATION:** Director Sealine would like to work with the Board to find the funds to finish the project completely and correctly, including identifying if any funds remain in the CIP line. Other funding sources could include the current year's building maintenance and repair budget line, and/or requesting it in the next fiscal year (2017-2018) budget cycle.

**BOARD RECOMMENDATION:**

Yes       No



**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** Update: Discussion, review and possible adoption and/or changes to the Library Board of Trustees By-Laws (Tabled 8/8/16)

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:** Postponed in August, it was recommended to re-open the discussion on whether or not we would like to move the date and/or time of the Library Board of Trustees meeting. During a discussion in July, it was recommended that we keep the same day of the week/month, but adjust the time from 6:30 pm to 7:00pm to allow for greater community involvement and Trustee participation between commitments.

**STAFF RECOMMENDATION:** No recommendation either way from library staff.

**BOARD RECOMMENDATION:**

Yes                       No



**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** Continuing Education/ Accreditation Update – Iowa Library Association's Leadership Institute 2016

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:**

During the last week of July, Director Sealine attended an intensive 3-day Leadership Institute with 24 other librarians from the State of Iowa sponsored by the Iowa Library Association. It was a VERY informative and interesting experience. I am looking forward to implementing some of the lessons learned. One of the lessons was related to active listening and coaching. As a result, I have worked with library staff to adjust meeting times so that I am able to provide 1:1 coaching as well as team planning time. I have also been working at really learning to actively listen to what is being said, not what I believe is being said.

I will continue to seek out other leadership and continuing education opportunities to grow as a leader, director. I will also be encouraging other library staff members to seek out professional growth opportunities that will easily benefit the Norwalk Library and Library community.

**STAFF RECOMMENDATION:** N/A

**BOARD RECOMMENDATION:**

\_\_\_\_\_ Yes

\_\_\_\_\_ No



**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** Discussion and possible approval of AV Community Room Improvement

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:**

It has become increasingly important for us to update AV equipment in the Library Community Room, including LCD project, speakers, wiring, and DVD player to meet the needs of library program use and community use.

The current equipment is starting to fail rapidly and has been difficult to rely upon throughout the summer. Library Staff helped Norwalk Foundation to host a fundraiser in July to replace this equipment. It appears that the fundraiser will cover the costs of upgrading the equipment.

**STAFF RECOMMENDATION:** It is recommended to move forward as quickly as possible to approve improvements with funds raised by the Norwalk Library Foundation's Caddy Stacks. It is also recommended to accept Midwest Computer Products, a local Norwalk vendor/resident.

**BOARD RECOMMENDATION:**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No



**Berg Audio & Video**

Fax 888-858-1554  
 2761 Hwy 65/69  
 Carlisle, IA 50047

**Quote**

<b>Name / Address</b>
Norwalk Easter Public Library 1051 North Avenue Norwalk, Iowa 50211

<b>Date</b>	8/29/2016
<b>Quote #</b>	2401

<b>Project</b>

Qty	Description
1	Epson 1940W: WXGA Resolution (1280 x 800), 4200 ANSI Lumen, LCD projector
1	Black Universal Projector Mount & Ceiling Adaptor
1	1.5" diameter mounting column
	***projecting on already installed screen***
1	Astronaut XL classroom speaker system with desktop power supply (60 watt)
1	15' Plenum 3.5mm M/M audio cable
1	Orbiter Pendant Microphone with Desktop Receiver
1	A/V Controller - 8-button, in-wall solution; control up to two serial devices
1	6' DB9 F/F Serial RS-232 Cable - Black
0.1	Cat5E Plenum-Rated Cable
1	33' Plenum rated Hybrid High Speed HDMI AOC (Active Optical Cable)
2	35' Plenum VGA M/M Cable (Full 15 Pin EDID and ID/DDC Plug and Play Compliance)
3	35' Plenum 3.5mm M/M audio cable
1	35' 3 RCA M/M Composite Video & Audio cable
1	2-gang wallplate with 1 VGA, 2 3.5mm & 3 RCA connections (back of room)
1	1-gang wallplate with 1 VGA, 1 3.5mm & 1 HDMI connector (front of room)
1	15' HDMI (M) to HDMI (M) Cable
2	15' Micro EDID VGA+AUD M-M combo cable
1	12' Non-Plenum 3.5mm M/M Audio Cable
1	12' Non-Plenum Composite Video + Stereo Audio Cable (3 RCA)
1	Assorted Hardware
1	Installation

Shipping not on quote & would be added to invoice. Customer responsible for all electrical work.	<b>Subtotal</b>	\$4,908.00
	<b>Sales Tax ( )</b>	\$0.00
	<b>Total</b>	\$4,908.00



MIDWEST COMPUTER PRODUCTS, INC.

33W512 Roosevelt Rd

West Chicago, IL 60185

630-232-0010 phone

630-232-0559 fax

## Norwalk Easter Public Library

# Project: Library A/V Refresh

## Project Overview

Replace the current projector while using the existing screen. Also, add updated HDMI connections while still providing existing connections to support current devices and an added Blu Ray player. We will leave shielded Cat6 in the walls to serve as future infrastructure to accommodate future growth.

Finally, replace the audio, with an integrated microphone, and simplify the overall system and user experience.

## Implementation Standards

MCP shall provide

**Project Management:** MCP shall coordinate:

- Developing a project schedule.
- Staging equipment and materials at shop and installation site.
- Submit operator manuals of all equipment documentation.
- Supervise installation.
- Facilitate completion of final punch list items.

**On-Site Installation shall include:**

- Pulling, bundling and terminating audio and control cables.
- Installing structural systems for audiovisual equipment.
- Software/hardware testing.
- Adjusting and balancing audio gain as required.
- Assure the finished system meets the design criteria and functions per the design concept.
- Site cleanup and disposal, etc.
- Provide end-user training on systems operation.
- Facilitate completion of final punch list items.

**Amendments of Design or Contract:**

- Any changes made to the design of the system or the contractual agreements in implementation or functionality will require a "Change of Order" form signed by an authorized decision maker for the client.
- Any price changes that should follow an amendment will be reflected on the final bill unless otherwise stated or agreed upon by MCP and **Norwalk Easter Public Library**

- It is understood by the client that any changes made may affect delivery time tables and work schedules.

## Schedule

Delivery schedule to include:

Receipt of product

TBD

Installation

TBD

Final acceptance

TBD

## Installation Exclusions

- Any necessary ceiling modifications for the projector and screen including T-Bar refinishing.
- Ceiling tile replacement and or repair.
- Any RJ45 terminations.
- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc.
- Painting and patching.
- Permits
- Electrical.

## Assumptions

- There is sufficient accessibility and space in ceiling area for infrastructure support hardware.
- Any owner furnished equipment shall be available to display and test system audio/video connections.
- Any owner-furnished equipment shall be in good working order. Cost to repair or replace defective equipment shall be in addition to the proposed cost herein.
- AC power, including power cabling, equipment and/or receptacles will be furnished, installed and made available at required locations by others.
- This proposal is based on a continuous work cycle, with no delays, performed possibly during and after school hours Monday through Friday, excluding company holidays.
- This proposal if applicable, is based upon the re-utilization of existing cabling and/or equipment, which is assumed to be in proper operating condition. In the event that it is determined that the existing cabling and/or equipment is not in proper operating condition, Midwest Computer Products, Inc. will submit a proposal for the additional costs to furnish and install new cabling and/or equipment where required.
- All above ceiling cable runs are assumed to have an unobstructed path from end to end unless otherwise noted. Any walls, beams etc. discovered during the installation process necessitating additional unplanned labor and time will result in a change order with additional costs.
- The completed project details and photographs may be used for case studies.
- Work is to be performed at **Norwalk Easter Public Library**
- All removed equipment will be taken to a central location and the schools responsibility to recycle or dispose of.
- A secure location will provided to store all proposed hardware and installation equipment.
- School will provide a lift on site for installation

## Standard Warranty

MCP and its installation subcontractor warrant the Audiovisual System furnished to be free from defects in workmanship (i.e. cables, connections and structures) failure for a period of 90 days from the date of acceptance or first beneficial use. Such defects shall be corrected in a timely and responsible manner. Manufacturer's equipment warranties are of varying lengths (usually 90 days to 3 years). MCP shall warranty this equipment for the term established by the manufacturer on a depot bases. Warranty does not apply to any product that has been subject to misuse, neglect, accident or operational error.

## Payment Terms

Payment shall be 50% down payment upon acceptance of the design with remaining 50% due 15 days after system commissioning. Cancellation of this project prior to completion will result in restocking charges for all equipment and materials.

LIGTCA-F-M	LIGHTSPEED, TOPCAT (ACCESS) W. FLEXMIKE AND (MEDIA CONNECTOR)	1
DCPEX-NA	DC POWER EXT - 50'	1
EPSV11H683020	PROJECTOR PL 955WH WXGA 3200 LUMENS	1
CTG39704	CTG, DOUBLE GANG WALL PLATE, ALUMINUM (HDMI, VGA, 3.5MM AUDIO, COMP. VIDEO & RCA)	1
CTG50633	CTG, 25', HIGH SPEED HDMI CABLE W/ETHERNET	2
CTG50228	CABLE, 25' SELECT VGA + 3.5MM	1
CTG40450	25' COMPOSITE VIDEO+STEREO 3RCA	1
C2G60160	C2G HDMI PASS THROUGH SINGLE GANG WALL PLATE (ALUMINUM WITH TWO KEYSTONE JACKS)	1
CTG03820	SNAP-IN BLANK KEYSTONE INSERT MODULE (WHITE)	2
MISC	MISC EXPENSE ASSOCIATED WITH INSTALL	1
00805	25ft Cat6 Snagless Shielded (STP) Network Patch Cable - Blue	2
BD-J5100/ZA	Samsung BD-J5100 1 Disc(s) Blu-ray Disc Player - 1080p	1
LABOR	INSTALLATION LABOR	1
<b>Total = \$3913.64</b>		

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Regards,

**Sean Bolton** CTS, DMC-D | Iowa & Nebraska Sales | [Midwest Computer Products](#)

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**BUSINESS OF THE LIBRARY BOARD OF TRUSTEES  
AGENDA STATEMENT**

**ITEM TITLE:** Discussion, Review and possible adoption of and/or changes to Library Director Job Description

**CONTACT PERSON:** Holly Sealine

**SUMMARY EXPLANATION:**

It has been three years since the last review of job descriptions. To keep descriptions up-to-date and relevant, Director Sealine is reviewing all library positions. I started with the Director position and am seeking input from the Board of Trustees.

**STAFF RECOMMENDATION:** It is recommended to for Trustees to review the description and provide feedback before next meeting.

**BOARD RECOMMENDATION:**

\_\_\_\_\_ Yes

\_\_\_\_\_ No



**Position:** Library Director

**Pay Status:** Full-time

**Pay Grade:**

**Department:** Library

**FLSA Classification:** Exempt

**Last Revised:** September 2013

**MISSION**

Norwalk Easter Public Library's mission is to create a welcoming environment that provides equal access to information, materials, and services for people of all ages.

**PURPOSE OF POSITION:**

Under general direction of the Library Board of Trustees, the Director monitors, coordinates, and supervises the operation of the city library. The Library Director is responsible for library planning, policies, procedures, budget, personnel and represents the library within the community.

**REPORTS TO:**

- Library Board of Trustees

**COORDINATES OR WORKS WITH:**

- Library Board of Trustees
- City Officials
- City Department Heads
- Library Staff
- State and Regional Libraries
- Friends of the Library
- Library Foundation
- Community Members

**HOURS OF WORK:**

Full-time; Hours depend on open library hours and may include evenings and weekends as scheduled. Schedules may vary according to individual positions and service needs.

**SUPERVISES:**

- All Library Staff

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage library operation within the framework of the City of Norwalk and the Library Board of Trustees plans, policies and budget.
- Evaluate library services and make recommendations for improvements; work with community leaders, school officials, and civic organizations to develop programs and partnerships.
- Works with appropriate staff and professionals to implement and monitor the long-range plans for library development.
- Develop and foster partnerships and positive relationships with area agencies, businesses, and organizations; work within appropriate committees within the City of Norwalk and community.
- Work directly with other City departments to provide information and assistance when appropriate to foster the mission and goals of the City and the Library.
- Supervise the day-to-day operations, service objectives and marketing of library programs.
- Administer library policies; oversee the maintenance of a policy handbooks, recommend new polices and revision of policies as necessary.
- Prepare and sustain the library budget; monitor and approve expenditures.
- Monitor maintenance of library facilities and equipment and work in conjunction with other Community leaders on building maintenance issues.
- Provide regular reports on library operations and activities to the City Manager, City Council, Library Board of Trustees and County Board of Supervisors.
- Oversee the preparation of appropriate reports for the Iowa Library Services and local service organizations.
- Oversee/participate in the hiring, evaluating and discipline of library staff.

- Supervise the training and performance of library staff and provide regular feedback and guidance regarding job performance; provide positive leadership, management and mentoring to all library staff.
- Inform the Library Board of Trustees of progress, plans and problems involving the library.
- Maintain and report accurate library budget records, including expenditures and revenue, to the Library Board of Trustees in compliance with City budget practices.
- Supply resources and information, including examples of library service, trends and operation to the Library Board; counsel the Board as to the impact of its decisions.
- Keep current through professional development and literature to evaluate trends and innovations in library services.
- Participate in area, state and national library associations and activities.
- Cooperate with and support the Norwalk Easter Public Library Foundation and the Norwalk Friends of the Library.
- Other duties as assigned by the Library Board of Trustees and City Manager.

**QUALIFICATIONS:**

- Position requires a bachelor's degree in any applicable field of study, Master's Degree in Library and Information Science preferred; a minimum of three years of experience in a library management position; and Iowa Public Library Certification or the ability to obtain within 18 months of employment.

**KNOWLEDGE OF:**

- Must possess knowledge of current library trends in all areas of library operation including technology and library automation;
- Must possess knowledge and experience working and interacting with general public and must be self-motivated, organized, and outgoing; and
- Excellent oral and written communication skills;

**ABILITY TO:**

- Must have the ability to establish and maintain effective working relationship with a variety of groups and individuals;

- Must have the ability to organize, assign and supervise the work of staff and volunteers; and
- Must have the ability to evaluate library services and interpret library policies in order to make recommendations for changes.

**PHYSICAL, MENTAL AND ENVIRONMENTAL REQUIREMENTS:**

- Prolonged sitting with intermittent periods of standing and/or walking
- Occasional lifting and/or carrying up to 35 pounds
- Occasional pushing and/or pulling up to 75 pounds
- Climate controlled;
- Limited exposure to physical risk;
- Exposure to normal dust and common airborne diseases;

**This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary. The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Norwalk will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

Adopted by the Norwalk Easter Public Library Board of Trustees March 1998

Revised May 2011

Revised September 9, 2013

Reviewed and Revised October 10, 2016