



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
City of Bondurant Council Chambers
7 pm
Wednesday, April 7, 2021

With Iowa cases of novel coronavirus, COVID-19, Library staff has been evaluating ways to meet State code requirements for hosting a public meeting while practicing social distancing measures recommended to curb the outbreak of COVID-19.0

*Due to the COVID-19 concerns and social distancing recommendations, a virtual meeting is being offered. Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise.

To connect to the virtual meeting please use the following link

<https://us02web.zoom.us/j/88178144158?pwd=eFJJaHUxWVR5VVICSmRZMVpDb3dVQT09>

To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)
Meeting ID: 881 7814 4158 Password: 306351

Call to order

- 1) Guests Present
 - 2) Perfecting and Approving the Agenda
 - 3) Capital Improvement Project Update.
 - a) Discussion/Approval Application and certificate for payment
 - b) Discussion/Approval of Change Orders
 - 4) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting -- March 2021
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- March
 - e) Director Report -- March
 - f) Statistics
 - 5) Public Comments
 - 6) Foundation Update
 - 7) City Council Liaison Report
 - 8) Old Business
 - 9) New Business
 - a) Review Emergency Management Policy
 - b) Review Sex Offender Policy
 - c) Discussion Storey Kenworthy furniture quote
 - d) Discussion Long-Range plan
 - 10) Board President Items
 - 11) Adjournment
- Next meeting – May 5, 2021

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the Library Board of Trustees during the meeting, should contact the Library Director, (515) 967-4790 or jills@bondurant.lib.ia.us, no fewer than two business days prior to the meeting to enable the Bondurant Community Library to make reasonable arrangements to assure accessibility or language assistance for the meeting.

Meeting Minutes
Bondurant Community Library | Library Board of Trustees
Wednesday, March 3, 2021

1. **Roll Call:** *Members Present:* Pat Kaura, Sue Ugulini, Julie Bergeson, Jen Keeler, Josh Bryant, Library Director Sanders and Assistant Director Klinker-Feld. Member Craig Kinrade attended virtually.
2. **Call to order:** Meeting called to order by President Kaura.
3. **Guests present:** Angela McKenzie, City Council Representative.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Keeler. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.
5. **Capital Improvement Project:** Director Sanders provided an update on the capital improvement project, necessary change orders and financial information.
 - a. **Discussion/Decision Application and Certificate for Payment:** Motion to approve payment of \$363,430.91 for the month of February by Ugulini, seconded by Kinrade. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried
6. **Consent Agenda:**
 - a. Minutes of past meeting
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report
 - e. Director's Report
 - f. Statistics Review

Motion to approve the above consent agenda by Bergeson, seconded by Keeler. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.
7. **Public Comments:** None
8. **Library Foundation Update:** The foundation reported on upcoming grant opportunities and future fundraising efforts. .
9. **City Council Liaison Report:** Angela McKenzie updated the board on the sunseting of tax abatement, expected financial growth and economic development projects for the city of Bondurant.
10. **Old Business:** None
11. **New Business:**
 - a. **Review Returned Check Policy.** Motion to approve by Ugulini, seconded by Bryant. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.
 - b. **Review Selection Collection Development Policy.** Motion to approve by Bryant, seconded by Bergeson. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.

- c. **Review and Approval of Wages for Fiscal Year 2021/2022:** Motion to approve with changes by Ugulini, seconded by Keeler. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.

12. Board President Items: None.

12. Adjournment: Motion to adjourn by Bryant, seconded by Keeler. Motion carried. Roll call vote: Bergeson-Aye, Bryant-Aye, Keeler-Aye, Kaura-Aye, Kinrade-Aye, Ugulini-Aye. Motion carried.

Next Meeting: Wednesday, April 7, 2021



Budget Report

Account Summary

For Fiscal: 2020-2021 Period Ending: 03/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 001 - GENERAL FUND						
Department: 410 - LIBRARY						
001-410-1-4500	FINES & FEES	2,300.00	2,300.00	412.19	2,534.82	234.82 110.21 %
001-410-2-4465	CO CONTRIB LIBRARY-POLK CO AUD	30,000.00	30,000.00	0.00	26,469.00	-3,531.00 11.77 %
001-410-2-4710	REIMBURSEMENT-LIBRARY GRANTS	0.00	0.00	0.00	500.00	500.00 0.00 %
001-410-6010	SALARIES	175,480.00	175,480.00	12,607.61	119,279.58	56,200.42 32.03 %
001-410-6020	SALARIES-PART-TIME	62,660.00	62,660.00	3,576.63	32,513.47	30,146.53 48.11 %
001-410-6210	ASSOCIATION DUES	700.00	700.00	0.00	689.00	11.00 1.57 %
001-410-6230	TRAINING	600.00	600.00	0.00	274.95	325.05 54.18 %
001-410-6240	MEETINGS & CONFERENCES	2,500.00	2,500.00	0.00	113.23	2,386.77 95.47 %
001-410-6310	BUILDING & GROUND MAINTENANCE	15,000.00	15,000.00	0.00	2,595.07	12,404.93 82.70 %
001-410-6340	OFFICE EQUIPMENT REPAIR	200.00	200.00	0.00	0.00	200.00 100.00 %
001-410-6350	OPERATIONAL EQUIPMENT REPAIR	1,000.00	1,000.00	0.00	457.51	542.49 54.25 %
001-410-6371	ELECTRIC / GAS	7,500.00	7,500.00	0.00	4,171.00	3,329.00 44.39 %
001-410-6373	TELECOMMUNICATION EXPENSE	11,000.00	11,000.00	2,784.53	15,940.72	-4,940.72 -44.92 %
001-410-6402	ADVERTISING-PUBLICATIONS	0.00	0.00	60.07	60.07	-60.07 0.00 %
001-410-6411	LEGAL EXPENSE	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
001-410-6419	COMPUTER SUPPORT	8,000.00	8,000.00	89.50	3,280.49	4,719.51 58.99 %
001-410-6499	CONTRACT SERVICES	16,000.00	16,000.00	0.00	14,716.46	1,283.54 8.02 %
001-410-6502	PRINTED MATERIALS	33,000.00	33,000.00	0.00	33,814.28	-814.28 -2.47 %
001-410-6503	DIGITAL MATERIALS	10,000.00	10,000.00	354.58	5,926.18	4,073.82 40.74 %
001-410-6504	MINOR EQUIPMENT	2,000.00	2,000.00	0.00	19.98	1,980.02 99.00 %
001-410-6506	OFFICE SUPPLIES	6,000.00	6,000.00	41.99	4,382.56	1,617.44 26.96 %
001-410-6507	OPERATING SUPPLIES	1,000.00	1,000.00	0.00	121.12	878.88 87.89 %
001-410-6508	POSTAGE-SHIPPING	1,900.00	1,900.00	0.00	1,249.01	650.99 34.26 %
001-410-6580	MISCELLANEOUS	1,000.00	1,000.00	0.00	240.53	759.47 75.95 %
001-410-6599	LIBRARY PROGRAMS	5,000.00	5,000.00	0.00	2,769.11	2,230.89 44.62 %
001-410-6725	TECHNOLOGY REPLACEMENT	9,000.00	9,000.00	0.00	6,853.58	2,146.42 23.85 %
001-410-6770	LIBRARY CAPITAL	2,000.00	2,000.00	0.00	2,712.00	-712.00 -35.60 %
Department: 410 - LIBRARY Surplus (Deficit):		-342,240.00	-342,240.00	-19,102.72	-222,676.08	119,563.92 34.94 %
Fund: 001 - GENERAL FUND Surplus (Deficit):		-342,240.00	-342,240.00	-19,102.72	-222,676.08	119,563.92 34.94 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 03/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 167 - LIBRARY GRANT						
Department: 410 - LIBRARY						
167-410-2-4440	LIBRARY STATE AID	3,600.00	3,600.00	0.00	4,219.65	619.65 117.21 %
167-410-4-4300	INTEREST - LIBRARY T&A	200.00	200.00	0.00	4.78	-195.22 97.61 %
167-410-4-4705	T/A-LIBRARY DONATIONS	4,000.00	4,000.00	701.70	23,131.16	19,131.16 578.28 %
167-410-6506	TRUST & AGENCY LIBRARY EXPENSE	0.00	0.00	0.00	11,342.87	-11,342.87 0.00 %
Department: 410 - LIBRARY Surplus (Deficit):		7,800.00	7,800.00	701.70	16,012.72	8,212.72 -105.29 %
Fund: 167 - LIBRARY GRANT Surplus (Deficit):		7,800.00	7,800.00	701.70	16,012.72	8,212.72 -105.29 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 03/31/2021

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 351 - LIBRARY CAPITAL						
Department: 410 - LIBRARY						
351-410-3-4705	PRIVATE CONTRIBUTIONS (FOUNDAT...	0.00	0.00	60,000.00	60,000.00	60,000.00 0.00 %
351-410-4-4300	INTEREST-GENERAL	0.00	0.00	0.00	135.97	135.97 0.00 %
351-410-4-4820	PROCEEDS FROM DEBT	3,000,000.00	3,000,000.00	0.00	3,688,791.85	688,791.85 122.96 %
351-410-6407	ENGINEERING EXPENSE	187,463.00	187,463.00	0.00	437,111.83	-249,648.83 -133.17 %
351-410-6507	OPERATING SUPPLIES	0.00	0.00	0.00	276.78	-276.78 0.00 %
351-410-6799	OTHER CAPITAL OUTLAY	2,812,537.00	2,812,537.00	634,242.40	997,419.69	1,815,117.31 64.54 %
Department: 410 - LIBRARY Surplus (Deficit):		0.00	0.00	-574,242.40	2,314,119.52	2,314,119.52 0.00 %
Fund: 351 - LIBRARY CAPITAL Surplus (Deficit):		0.00	0.00	-574,242.40	2,314,119.52	2,314,119.52 0.00 %
Report Surplus (Deficit):		-611,998.00	-611,998.00	-592,643.42	2,102,646.91	2,714,644.91 443.57 %



CITY OF BONDURANT
 LIBRARY FUND
 PO BOX 37
 BONDURANT IA 50035

Statement Date: 03/31/2021 Enclosures: (0) Account No.: [REDACTED] Page: 1

PUBLIC FUNDS MONEY MARKET SUMMARY

Category	Number	Type :	REG	Status :	Active	Amount
Balance Forward From 02/26/21						1,456.39
Debits						0.00
Interest Added This Statement						0.07+
Ending Balance On 03/31/21						1,456.46
Annual Percentage Yield Earned			0.05%			
Interest Paid This Year			0.26			
Interest Paid Last Year			7.31			
Average Balance (Ledger)			1,456.39+			

STATEMENT PERIOD ACTIVITY

Date	Check/Description	Amount	Balance
03/31/21	INTEREST PAID	.07+	1,456.46

OVERDRAFT FEE SUMMARY

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

This Statement Cycle Reflects 33 Days

**The Interest Earned And The Annual Percentage Yield Earned
 Are Based On The Period 02/27/2021 Through 03/31/2021**

March 01, 2021 to March 31, 2021

Monthly Statement

City of Bondurant
 Attn: Marketa Oliver
 P.O. Box 37
 Bondurant, IA 50035

Iowa Public Agency Investment Trust
 IPAIT Diversified

Beginning Balance:	\$13,618,262.65
Ending Balance:	\$13,618,366.31
Average Monthly Balance:	\$13,618,366.31
Average Dividend Rate for this Period:	0.010%
Dividend Earned this Period:	\$115.67
Price Per Share:	\$1.00

Account	Settle Date	Transaction Description	Transaction Amount	Balance/Shares
35885	03/01/2021	Reinvested Dividend	\$1.04	\$135,002.84
		Reinvest Dividend same account		
1st & Main Econ Dev				\$1.73
██████		No account activity to report		\$1.73
Omega 353				\$2,900,000.00
██████	03/01/2021	Reinvested Dividend	\$21.45	\$2,900,021.45
		Reinvest Dividend same account		
Downstream Stormwater Capacity				\$1,162,017.84
██████	03/01/2021	Reinvested Dividend	\$8.92	\$1,162,026.76
		Reinvest Dividend same account		
City Hall				\$30,593.64
██████	03/01/2021	Reinvested Dividend	\$0.23	\$30,593.87
		Reinvest Dividend same account		
Debt Service 200				\$295,840.54
██████	03/01/2021	Reinvested Dividend	\$2.27	\$295,842.81
		Reinvest Dividend same account		
Road Use 110				\$201,155.40
██████	03/01/2021	Reinvested Dividend	\$1.54	\$201,156.94
		Reinvest Dividend same account		
Project Blue Jay				\$357,271.85
██████	03/01/2021	Reinvested Dividend	\$2.74	\$357,274.39
		Reinvest Dividend same account		
Commuter Loop 327				\$219,384.93
██████	03/01/2021	Reinvested Dividend	\$1.68	\$219,386.61
		Reinvest Dividend same account		
LOSST 121				\$652,314.01
██████	03/01/2021	Reinvested Dividend	\$5.00	\$652,319.01
		Reinvest Dividend same account		
Library Expansion 351				\$2,862,577.82
██████	03/01/2021	Reinvested Dividend	\$21.96	\$2,862,599.78
		Reinvest Dividend same account		
Storm Water Reserve 2020E				\$143,801.73
██████	03/01/2021	Reinvested Dividend	\$1.10	\$143,802.83
		Reinvest Dividend same account		

Dividends accrue daily and are distributed monthly on the first business day.
 800-872-4024 www.IPAIT.org



March 01, 2021 to March 31, 2021

Monthly Statement

City of Bondurant
 Attn: Marketa Oliver
 P.O. Box 37
 Bondurant, IA 50035

**Iowa Public Agency Investment Trust
 IPAIT Diversified**

Beginning Balance:	\$13,618,262.65
Ending Balance:	\$13,618,366.31
Average Monthly Balance:	\$13,618,366.31
Average Dividend Rate for this Period:	0.010%
Dividend Earned this Period:	\$115.67
Price Per Share:	\$1.00

Account	Settle Date	Transaction Description	Transaction Amount	Balance/Shares
General				\$1,723,648.45
██████	03/01/2021	Reinvested Dividend Reinvest Dividend same account	\$13.22	\$1,723,661.67
Cemetery T/A savings				\$24,334.70
██████	03/01/2021	Reinvested Dividend Reinvest Dividend same account	\$0.19	\$24,334.89
Parks fund 335				\$0.52
██████		No account activity to report		\$0.52
Water 600				\$148,617.88
██████	03/01/2021	Reinvested Dividend Reinvest Dividend same account	\$1.14	\$148,619.02
Sewer 610				\$992,313.61
██████	03/01/2021	Reinvested Dividend Reinvest Dividend same account	\$7.61	\$992,321.22
Sewer Bond 2020C Reserve				\$110,361.07
██████	03/01/2021	Reinvested Dividend Reinvest Dividend same account	\$0.85	\$110,361.92
Library T/A savings				\$7,004.28
██████	03/01/2021	Reinvested Dividend Reinvest Dividend same account	\$0.05	\$7,004.33
333 Creek Improvements				\$600,007.23
██████	03/01/2021	Reinvested Dividend Reinvest Dividend same account	\$4.60	\$600,011.83
Gay Lee Wilson Trail to Altoona				\$2.11
██████		No account activity to report		\$2.11
Underpass HWY65				\$600,982.47
35881	03/01/2021	Reinvested Dividend Reinvest Dividend same account	\$4.61	\$600,987.08
TIF Park Land Purchase				\$246.84
██████		No account activity to report		\$246.84
NW Trunk Sewer				\$450,782.40
██████	03/01/2021	Reinvested Dividend Reinvest Dividend same account	\$3.46	\$450,785.86
338 Main Street Stormwater				\$135,001.80

Dividends accrue daily and are distributed monthly on the first business day.
 800-872-4024 www.IPAIT.org

Company	Description	Budget Code	Invoice	Amount
Access Systems	Copier	001-410-6499	28941469	\$394.53
Baker & Taylor	Books	001-410-6502	Statement	\$1,171.00
Convergent	Security Camera shut down	001-410-6419	W1039108	\$170.00
Demco	Wandoo Reader	167-410-6506	INV00012671	\$500.00
Faronics	Deep Freeze Renewal	001-410-6419	INUS0205003	\$172.05
FEH	Building	351-410-6407	111445	\$4,338.20
Friends of the Grimes Public Library	TixKeeper software-- Adventure Pass	001-410-6599	Statement	\$225.00
MediaCom	Phone and Internet	001-410-6373	Statement	\$118.26
MediaCom	Phone and Internet	001-410-6373	Statement	\$203.71
MediaCom	Phone and Internet	001-410-6419	Statement	\$89.50
MidAmerican	Utilities	001-410-6371	Statement	\$247.00
OverDrive	E-books and audiobooks	001-410-6503	06497CO21118166	\$8,189.22
Petty Cash	Postage	001-410-6508	Receipts	\$126.10
Register Media	Publication of CDBG Grant	001-410-6580	3691518	\$60.07
Sanders, Jill	Reimburse-- tissues	001-410-6507	Receipt	\$9.98
Schincke, Megan	Reimburse-- program supplies	001-410-6599	Statement	\$42.89
Story Construction	Building Project 351-410-6507	351-410-6507	76941	\$53,285.79
Stratus	Cleaning	001-410-6499	4491428	\$443.39
Staples	Office Supplies	001-410-6506	Statement	\$41.99
The Book Farm	Books	001-410-6502	REB12093w-1	\$182.85
T-Mobile	Hotspot data	001-410-6373	Statement	\$500.00
Unique	Collection Service	001-410-6499	599990	\$35.80
US Cellular	Hotspot data	001-410-6373	Statement	\$506.88
Verizon	Hotspot data	001-410-6373	Statement	\$1,452.44

Visa	Books, movies, etc.	001-410-6502	Statement	\$648.91
	Programming	001-410-6599	Statement	\$281.10
	Office Supplies	001-410-6506	Statement	\$148.76
	Technology Replacement	001-410-6725	Statement	\$14.99
	COVID	170-130-6507	Statement	\$158.69
	Building Project	351-410-6507	Statement	\$276.78
	Summer Reading Program	167-410-6506	Statement	\$907.51

Total Operating Expenses	\$15,476.42
COVID Expenses	\$158.69
Building Project Expenses	\$57,900.77
Betterment Grant Expenses	\$0.00
Trust & Agency Expenses	\$1,407.51
Total	\$74,943.39

Bondurant Community Library Board President
SIGNATURE

Bondurant Community Library Board Secretary
SIGNATURE

STAFF REPORT MARCH 2021

Michell:

- Adult Librarian meeting—via Zoom on 3/17
- Webinar—Engagement with PBS film “Hemingway” via Zoom on 3/26

Megan:

- Webinar—Spotlight on Body Positivity
- Webinar—Check it Out
- Webinar—Breaking Barriers: Getting Kids Thinking about Bias
- Webinar—Strong Women and Girls
- Webinar—I-READ Summer Reading planning
- Kid’s Librarian meeting
- New Youth Services Librarians’ meeting

Margaret:

- Kid’s Librarian meeting
- Webinar—Reading Colors Your World

Programming for March:

- Virtual Storytimes via Facebook Live
- Storytime craft kits to in-home day care providers and public
- Virtual BINGO
- Grab-N-Go friendship bracelets
- Grab-N-Go St. Patrick’s Day
- Book Discussion for Adults
- Adult Program to Go—Family Science Kits
- Spring Break BINGO
- Grab-N-Go SuperPuffs and bookmark origami
- Virtual Karaoke
- Grab-N-Go sock bunnies
- Tween and Teen book discussion



Librarian items March 2021

- The Library was closed on Wednesday March 17 and Thursday March 18 due to demolition of the old Post Office building.
- Move of collection and workspace to the new area (south wing) is scheduled for April 7, 8, and 9. Library Furniture International has been contracted to make this move.
- Mark @ Kadeth will move all of the computers/tech to the new south area on Monday April 12.
- The Library will again this year collaborate with the Men's Club on their annual Easter Egg Hunt. This year the event will be at the ballfields. Staff are planning socially distant activities.



	Jul-20	Jul-19	Aug-20	Aug-19	Sep-20	Sep-19
In Library circulation	3883	5639	3516	3828	3310	2731
Bridges Audio Circulation	281	189	225	155	252	189
Bridges E-Books Circulation	266	285	263	268	194	259
Bridges-Streaming Video	0	0	0	0	0	0
Bridges- eMagazines	1		1		0	
Overdrive Advantage - eBooks	38	51	41	51	33	18
Overdrive Advantage - audio	82	59	63	45	70	27
RB Digital	0	0	0	0	0	0
Hoopla	183	78	173	81	167	78
Gale Resources (total searches)	1	0	0	0	0	0
Brainfuse	0	29	0	0	0	0
Credo Reference	0	1	0	0	1	0
Transparent Language (sessions)	3	3	23	1	1	4
Tumblebook Downloads	2	0	0	1	4	18
Tumblebook School Downloads	2	0	0	0	1	6
RB Digital Magazines (was Zinio)	14	9	28	11	15	6
AWE Learning Computers	0	873	0	667	0	376
Hot Spot Circulations	98	92	193	85	111	74
AdventurePass	13	54	14	52	3	20
Total Circulation for month	4867	7362	4540	5245	4162	3806
Doorcount	2319	4133	2126	2790	1642	2441
Catalog Assists	121	112	104	95	90	79
Telephone Assists	529	192	390	171	325	158
Reference Assists	68	37	75	61	70	36
Computer Assists	47	94	51	89	38	70
Number of Story Times Total	21	25	9	12	27	20
Attendance	68	269	72	82	61	151
Bondurant Birdsnest Outreach	0	4@233	0	0		0
Bondurant Elem. Blue Jay Beginnings	0	0	0	0	-	2@148
Bloom (formerly Kids' academy)	0	4@77	0	4@81	-	16
Bloom visits to BCL	0	2@29	0	-	-	0
Bondurant Christian Preschool Outreach	0	0	0		-	2@55
Library Link Outreach	0	0	0			0
Developmental Kindergarten	0	0			VIRTUAL	14
After School Events		0	2@15	-	BINGO	-
Movie		0			12	27
Open Craft		0		-	-	2@26
Children's Programming	33	102	2	19	-	31
Children's Programming	18	38		3@99		13
Children's Programmin	9	57				29
Children's Programming		120				
Children's Programming		137				
Children's Programming		235				
Children's Programming		2@101	-			
Children's Programming		27	-			
Children's Programming		2@145	-			

Total number of children's Programs	24	46	12	20	28	32
Total # attending childrens program	128	1570	89	281	73	510
Date	Jul-20	Jul-19	Aug-20	Aug-19	Sep-20	Sep-19
XBOX & WII Gaming		0	0		virtual	0
Young adult programming		3	0		teen bk	-
Young adult programming		0			5	
Young adult programming		0			6	
Total number of YA programs	0	1	0		2	0
Total number attending YA programs	0	3	0	0	11	0
Computer classes- Adult Programming	0	0		0		
Adult Programming					virtual	-
Book Discussion	9	15	9	9	9	15
Adult Coloring			23			0
Adult Program Event				8@27	-	6@42
Adult Program Event						12
Adult Program event						2@10
Courtyard Estates Outreach		1		11		14
Courtyard Estates Outreach-Memory Unit		2@14		5	-	19
Homebound Delivery		0		0	-	-
Total number of adult programs	1	5	2	11	1	12
Total Number attending adult programs	9	30	32	52	9	112
Website Visits (sessions)	6784	996	5294	760	6431	667
WII & Nintendo/Legos/Trucks Etc.	0	150	0	113	0	118
Wi Fi	593	740	587	640	623	723
Internet	234	481	184	384	187	346
Tablet Usage	0	5	8	3	0	3
Total Electronic Resource Usage	7611	2372	6073	1900	7241	1857
Test Proctoring	0	0	0	0	0	0
Notary Services	7	3	10	2	6	6
Tutoring	0	0	0	0	0	0
Meeting Room Use (No Library events)	0	6	0	12	0	20
Security Corrections	0	23	0	8	0	9
New Patron Cards	15	49	37	40	31	23
Deleted patron cards	0	0	1	0	0	0
Interlibrary Loans						
Borrowed from other libraries	18	23	10	8	7	11
Loaned to other libraries	38	45	54	46	57	31
Collection						
Added to collection	456	202	302	362	276	279
Deleted From collection	156	11	136	56	134	15
Curbside Deliver	129		23		23	
Mobile Printing	19		27		25	
Inside Appointments	18		NO electric 8/10- 12-Aug		0	

	Oct-20	Oct-19	Nov-20	Nov-19	Dec-20	Dec-19
In Library circulation	2799	3443	1732	2834	1102	2608
Bridges Audio Circulation	235	230	222	182	216	217
Bridges E-Books Circulation	299	237	278	228	249	238
Bridges-Streaming Video	2	0	0	0	1	0
Bridges e-Magazine	11		1		4	
Overdrive Advantage - eBooks	30	11	52	25	55	22
Overdrive Advantage - audio	59	29	51	45	73	52
RB Digital	0	0	0	0	0	0
Hoopla	183	115	172	126	166	120
Gale Resources (total searches)	0	0	4	10		32
Brainfuse	0	1	0	6	0	10
Credo Reference	0	70	0	36	0	8
Transparent Language (sessions)	23	2	3	1	0	1
Tumblebook Downloads	16	0	3	4	14	18
Tumblebook School Downloads	15	0	3	3	14	0
RB Digital Magazines (was Zinio)	20	15	18	26	14	12
AWE Learning Computers	0	527	0	459	0	388
Hot Spot Circulations	69	90	130	74	65	85
AdventurePass		8	8	6	2	8
Total Circulation for month	3761	4778	2677	4065	1975	3819
Doorcount	1466	2671	see below	2018	0	2075
Catalog Assists	70	73	97	54	51	56
Telephone Assists	287	189	559	138	531	171
Reference Assists	49	37	31	34	32	48
Computer Assists	29	57	8	52	3	54
			10		12	
Number of Story Times Total	25	25	virtual 19	20	Virtual 10	16
Attendance	49	232	devices	182	Devices	140
Bondurant Birdsnest Outreach						0
Bondurant Elem. Blue Jay Beginnings		2@152		2@151		2@149
Bloom (formerly Kids' academy)		19		2@40		20
School visits						0
Bondurant Christian Preschool Outreach		2@56		2@59		2@30
Library Link Outreach						0
Developmental Kindergarten		14		14		12
After School Events						
Movie		12		13		18
Open Craft		2@35		8		2@25
			Virtual Bingo			
Children's Programming Chamber T&T	349	76	7 & 9 Zoom Tween	215	2@17	31
Children's Programming Lib T&T	9	13	BC 1	26	0	27

			Zoom Tween BC Craft 3	31	0	3@20
Children's Programmin Lib T&T	26	17				
Children's Programming		10				18
Children's Programming		50				250
Children's Programming		5				
Children's Programming		22				
Children's Programming						
Children's Programming						
Total number of children's Programs	28	41	14	32	13	31
Total # attending childrens program	433	713	39	1072	27	770
Date	20- Oct	Oct-20	Nov-20	Nov- 20	Dec-21	Dec-20
XBOX & WII Gaming			0	0		0
Young adult programming Virtual Craft	30	22	Zoom BC 0	0		
Young adult programming Virtual Bk Dis	9			0		
Young adult programming Virtual Tn Triv	0			0		
Total number of YA programs	3	1	1	0	0	0
Total number attending YA programs	39	22	0	0	0	0
Computer classes- Adult Programming						0
Adult Programming		7@40				
Book Discussion Virtual	11	14	10	6	8	11
Adult Coloring		7		13		2
Adult Program Event Virtual Adlt Craft	23	5		0		9@51
Adult Program Event		2		8		
Adult Program event				6@28		
Courtyard Estates Outreach		14		14		11
Courtyard Estates Outreach-Memory Unit		2@10		2@11		4
Homebound Delivery				0		0
Total number of adult programs	2	15	1	13	1	
Total Number attending adult programs	34	92	10	80	8	79
Website Visits (Sessions)	6961	698	4568	721	5092	686
WII & Nintendo/Legos/Trucks Etc.	0	100	0	68	0	45
Wi Fi	604	755	469	670	301	655
Internet	184	310	26	292	10	334
iPad Usage	0	1	0	3	0	6
Total Electronic Resource Usage	7749	1864	5063		5403	1726
Test Proctoring	0	0	0	1	0	1
Notary Services	4	11	2	1	2	1
Tutoring	0	0			0	0
Meeting Room Use (No Library events)	0	38		35	0	25
Security Corrections	0	0		1	0	7
New Patron Cards	29	29	13	23	5	29
Deleted patron cards	0	0	0	0	0	0
Interlibrary Loans						
Borrowed from other libraries	13	24	13	16	20	5

Loaned to other libraries	45	68	26	29	31	25
Collection						
Added to collection	213	278	212	178	219	276
Deleted From collection	50	11	146	157	110	44
Curbside Deliver	10		218		225	
Mobile Printing	17		20		17	
Inside Appointments	0		19		8	
Open completely			7 days		0	
			13			
curbside only			days		20	
closed completely for construction & COVID			3 days		5	
Closed for holidays			3 days		2.5	
Door count on completely open days			396		0	

18	31	18	31	Total number of children's Programs	19	17
43	408	40	518	Total # attending childrens program	56	309
Jan-21	Jan-20	Feb-21	Feb-20	Date	Mar-21	Mar-20
	0	0		XBOX & WII Gaming	2	0
3	-	1	-	Young adult programming	<u>1</u>	-
				Young adult programming	3	
				Young adult programming	<u>0</u>	
1	0	1	0	Total number of YA programs	4	0
3	0	1	0	Total number attending YA programs	6	0
				Computer classes- Adult Programming		
				Adult Programming		<u>2@43</u>
9	12	9	13	Book Discussion	11	12
	8		6	Adult Coloring		
3	birdwatch kit20	7@72		Adult Program Event	-	<u>4@36</u>
	Vir craft			Adult Program Event		
	night12		14	Adult Program event		
	8@83	30 kits	7	Courtyard Estates Outreach		
	2@39	50 FB Live		Courtyard Estates Outreach-Memory		
	<u>0</u>		<u>0</u>	Unit	-	-
4		3	<u>0</u>	Homebound Delivery	-	-
2	12	4	11	Total number of adult programs	1	7
16	142	71	112	Total Number attending adult programs	11	91
	new					
5456	web	5421	3849	Website Visits	5967	4330
0	93	0	103	WII & Nintendo/Legos/Trucks Etc.	0	32
349	723	188	767	Wi Fi	266	756
52	334	128	355	Internet	119	222
0	0	0	0	iPad Usage	0	2
5857	1150	5737	1225	Total Electronic Resource Usage	6352	5342
0	0	0	1	Test Proctoring	0	0
3	5	8	6	Notary Services	5	3
0	0	0	0	Tutoring	0	0
0	22	0	26	Meeting Room Use (No Library events)	0	12
0	0	0	2	Security Corrections	0	0
14	36	12	27	New Patron Cards	19	24
0	1	0	0	Deleted patron cards	0	0
				Interlibrary Loans		
18	16	14	13	Borrowed from other libraries	29	20
52	40	61	53	Loaned to other libraries	59	54
				Collection		
254	277	236	294	Added to collection	495	240
280	62	111	111	Deleted From collection	200	88
196		46		Curbside Deliver	39	
18		16		Mobile Printing	15	
22		0		Inside Appointments	0	
170		270		Youth to go kits	255	
15		15		Teen to go kits	12	

BONDURANT COMMUNITY LIBRARY EMERGENCY MANAGEMENT GUIDE

Staff to be called in the event of a disaster:

Position	Name	Home phone	Cell
Director	Jill Sanders	None	563-880-8611
Assistant Director	Michell Klinker-Feld		515-314-0846
Library Board President-	Pat Kaura		515-201-8361
City Administrator	Marketa Oliver	N/A	515- 332-6597

Emergency Response Team

Library Director
Assistant Director
Library Board of Trustees Chair
Library Board of Trustees

Library Staff

		Cell numbers
Jill Sanders, Director	405 11 th St SE, Bondurant	563-880-8611
Michell Klinker-Feld	1058 Beardsley Street, Monroe	515-314-0846
Margaret Christian	3905 Bayberry Ct, Urbandale	515-664-7881
Megan Schincke	2810 SE Rio Dr Apt 104, Ankeny	515-257-3061

Library Board of Trustees

		Cell numbers
Pat Kaura	President	515-201-8361
Josh Bryant	Vice-President	515-205-2354
Julie Bergeson	Secretary	515-205-3404
Craig Campbell		515-419-1480
Sue Ugulini		515-210-1556
Craig Kinrade		515-729-2783
Jennifer Keeler		515-957-8205hm

Responsibilities of the Emergency Response Team

The Library Director's responsibilities include coordinating the work of the disaster response team, working with city officials on the recovery effort, and meeting with the media. The Library Director will set up an emergency operations center. The Library Director will assist the Assistant Director in the assigned tasks, including but not limited to, negotiate with vendors, recovery contractors, and work with city officials on worker's compensation, safety issues and documentation of loss estimates. The Library Director is designated as the facility's emergency coordinator. The Library Board of Trustees President will assume the duties of the

emergency coordinator in the absence of the Library Director. In the event of an emergency the Library Director has the authority to direct all reasonable and prudent actions necessary to protect employee and patron safety, health and preventing or reducing any resulting injury or harm. Upon arrival of the emergency responders the emergency coordinator shall relinquish command and control authority to the ranking officer on the first arriving unit. The Library Director will request from the city administration support through the County Emergency Management Coordinator, and will collect initial report information to provide to the County Emergency Management Coordinator. In addition, the Library Director will contract with mental health professionals to serve as a resource during crisis situations. The Library Director will oversee the evacuation and recovery of the library's technology inventory; including computers, printers, telephones, copiers, faxes, and other peripherals. The Library Director will communicate with book jobbers and materials vendors to postpone, redirect, or stop materials deliveries, and will manage the website during the recovery period. The Library Director will document every aspect of the disaster.

The Library Director will, with the assistance of the city's Public Works Director, implement basic emergency procedures and secure the building by covering doors and windows when necessary. The Director will assist local law enforcement in keeping unauthorized visitors out, supervise building volunteers in the cleanup of buildings, grounds and fixed plant equipment. The Library Director will be prepared to contract utility services and arrange for the maintenance or disconnect of gas, electrical, and water supplies. The emergency response team will protect the library's assets and the existing facility.

The Assistant Library Director will assist the Library Director with the evacuation, relocation, recovery of the library's collections, and mobilize volunteers to work as recovery teams at the site of the emergency. They will be authorized to generate work schedules, purchase emergency equipment and supplies. The Library Director and Assistant Library Director will seek out volunteers and community organizations, maintain a detailed log of the emergency and recovery effort with input from other members of the disaster response team.

The President of the Library Board of Trustees will act as the public information officer. News releases and other public information should be cleared through the President of the Library Board of Trustees or in his/her absence, the Vice-President of the Library Board of Trustees.

Off-Site Services to be called in the Event of a Disaster

Service	Contact	Phone
Airport	Des Moines International	515-256-5100
	Ankeny Regional	515-965-1020
Ambulance	City of Bondurant	911
Architect-Denny Sharp	FEH Architect	515-288-2000
Carpet Cleaning	Sunny's Specialized Services	515-321-4505
Centers for Disease Control	Atlanta, GA	800-232-4636
Circulation Software	Biblionix-Apollo-Clark	877-800-5625
City Hall		515-967-2418
Computers	Kadeth, Inc	641-842-2840
Des Moines Water Works		515-283-8700
Doors	Automatic Door Group	515-264-0782
Electrician	Stewart Electric	515-967-8877
Exterminator	Diam Pest Control	515-244-3533
FBI	West Des Moines	515-223-4278
Fire Department	City of Bondurant	911
	Non-Emergency-Chief cell	515-867-3666
Fire Alarm Monitoring System	Simplex Grinnell	515-559-0500
		888-746-7539
Glass	Elite Glass	515-284-0141
Hospitals	Iowa Methodist	515-241-6212
	Iowa Lutheran	515-263-5612
	Blank Children's Hospital	515-241-5437
	Mercy Medical Center	515-247-3121
Insurance Carrier	Iowa Communities Assurance Pool	
	5701 Greendale RD	515-727-1597
www.icaptiowa.com	Johnston, Iowa	800-689-1918
IA Homeland Security	Johnston	515-725-3231
IA Secretary of State		515-281-5204
Janitorial Service	Stratus Building Solutions	515-222-3128
Legal Advisor	City of Bondurant	
	David Brick	515-274-1450
Locksmith	Doors, Inc.	515-288-8951
Mental Health Professionals	Mercy Behavioral Health Services	
		515-271-6111
National Response Center	Toxic/Chemical Spills	800-424-8802
News media	KCCI	515-247-8888

	KCCI Closings to report	515-247-8808
	WHOTV13	515-242-3500
	WHO Radio	515-245-8900
	Altoona Herald	515-699-7000
	Des Moines Register	515-395-8000
Phone System	Media Com	877-550-3282
Plumbing/Mechanical	???????	515-964-1810
Poison Control Center		800-222-1222
Police	Polk County Sheriff	911
	Non-emergency	515-286-3333
Polk Co. Admin Building	Des Moines	515-286-3000
Polk County Emergency Management Services		515-286-2107
Roofer	Central States Roofing	515-246-8421
Security System	Convergent Tech	877-990-9430
Telecommunication	???????	
Utilities	MidAmerican	
	Non-Emergency	888-427-5632
	Gas Leaks	800-595-5325
	Power Outage/Wires Down	800-799-4443
Ziegler Cat	Generator Rental	515-957-3838

Resources

Collection Recovery Nancy Kraft-University of Iowa-Preservation Librarian
319-335-5276

Building Maintenance Readiness Checklist

- Operable flashlights on hand.
- Weather radio operable and in a place familiar to all staff.
- Staff will be familiar with location and operation of fire extinguishers.
- Staff will be familiar with the location of gas and electric cutoff switches.
- Well-stocked first aid kits located in staff work area.

Managers' Readiness Checklist

- Emergency telephone numbers posted near every telephone.
- Inside and outside keys accounted for at all times.
- Current department staff list kept at home of Library Director and Assistant Library Director.
- Copy of this plan kept at home of Library Director and Assistant Library Director, in a readily accessible place.

- Plan incorporated into the orientation of all new staff.
- Plan reviewed at least once a year with staff at a departmental meeting.
- Computer files backed up and backups stored in a different location.
- Spare set of batteries for each battery operated device.

Current Emergency Inventory

The Bondurant Community Library holds the following equipment for emergency use in an emergency backpack located in staff work area:

1. Two flashlights.
2. One portable radio.
3. One weather radio.
4. One first aid kit.
5. Three fire extinguishers.
6. Battery operated emergency lighting located in ceiling tiles at various locations throughout the library.

Emergency Call List

The emergency call list will be filled out and posted by all telephones in the library for easy reference. See diagram 1.

Staff Training

Library Staff will be trained in CPR and basic First Aid on a bi-annual basis.

Collection Evacuation Priorities

Items that must be saved first, in order of priority, are:

- Genealogy Section of the Library

Documentation

Every aspect of the disaster needs to be documented for:

- Insurance/FEMA Reimbursement
- Evaluation (to better handle the next emergency)

Historical reasons

Document a minimum of the following:

- Each employee's work schedule.
- Hours worked related to the disaster.
- Items lost or damaged.
- Volunteer, names, donations, hours worked, and work performed.
- Every item or piece of equipment purchased during the disaster.
 - Note whether replacement is for item lost in disaster or new purchase for disaster recovery efforts.
 - List vendor, date of purchase, and time of day.

Emergency Procedures

Instructions for Making 911 Calls

Be prepared to provide the following information:

1. Location of the emergency, including facility name and address.
2. Caller's name.
3. Phone number from which the call is being made from. Cell or library number.
4. Type of Emergency:
 - Fire
 - Medical
 - Rescue
 - Criminal Act
 - Hazardous Materials
5. Extent of emergency:
 - How many people are injured/type and extent of injuries.
 - Fire in/out of control.
6. Any other important information.

Do not hang up first. Let the person you called hang up first.

After making the call:

1. Station someone to flag emergency response vehicles and direct responders to the scene of the emergency.
2. Be prepared to provide additional information.
 - Facility floor plans.
 - Location of the emergency.

Evacuation Plan

Patrons will be alerted of the need to evacuate by the Library Director or staff on duty. Library staff will monitor and safely secure vital operations before they evacuate. When alerted to the need to evacuate, staff/patrons will exit by the designated emergency escape way and gather across the street in front of City Hall. At the designated gathering point, the staff on duty will assess if there is need of EMS services and communicate with emergency personnel as to the scope of the emergency.

Emergency Closing

Emergencies or catastrophes, including, but not limited to, extreme weather, utility failure, demonstration, bomb threat, fire, explosion, or terrorism may require closing the library.

The primary consideration in any emergency or catastrophe is the safety of all persons in the building and on the property. The library will cooperate fully with public safety departments and emergency service providers. Immediate closure in the event of the emergency will be determined by the Library Director and/or senior library staff on duty.

The Library Director or, in his/her absence, the President of the Library Board of Trustees will determine when to close the library in the long term during an emergency or catastrophe and be the library spokesperson.

Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in the library.
- If you are in an office, stay there and secure the door if possible.
- If you are in a hallway, get into a room and secure the door if possible.
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- If possible, use a fire extinguisher to the shooter's face to try and incapacitate him/her.

How to respond when an active shooter is in your vicinity:

- Evacuate-Have an escape plan in mind. Evacuate regardless of whether others agree to follow. Leave your belongings. Help others if possible. Keep your hands visible. Follow the instruction of any police officer. Do not attempt to move wounded people. Call 911 when you are safe.
- Hide out-If evacuation is not possible. Find a place to hide out of the shooter's view that does not trap you or restrict your options for movement, and that would provide protection if shots are fired in your direction. Prevent the shooter from entering your hiding place by locking the door and blocking it with heavy furniture. Silence your phone. Turn off any radios or TV's. Hide behind large furniture. Remain quiet and calm. Call 911; if you cannot talk, just remain on the line for the dispatcher to listen.
- Take action—only as a last resort. Act aggressively as possible. Throw items at the shooter and improvise weapons. Yell. If possible, set off fire extinguisher in shooter's face.

How to respond when law enforcement arrives:

- Remain calm and follow officers' instructions.
- Put down anything in your hands.
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements
- Avoid pointing, screaming or yelling.
- Do not stop and ask officers for help, just proceed in the direction from which the officers are entering the premises.
- Let the law enforcement officer know the location of the shooter, number of shooters, physical description of shooters, number and type of weapons, and number of potential victims at the location.

Bomb Threat

The staff receiving a bomb threat should ask:

- Time and date the bomb is set to explode.
- Size of bomb and physical description.
- Location (specific area) and why it was put there.
- Whether there is more than one bomb.
- Who is calling?

Note any characteristics of the caller, and record for police and library administration:

- Date and time of call.
- Exact words spoken.
- Voice and accent.
- Gender.
- Approximate age (young or old).
- Background noise (music, cars, trains, people, etc.).

Do not hang up. Call the police (911) on another line so that the call can be traced. Evacuate the building. Call the Library Director, if the Library Director is not on site.

If a suspicious object is discovered:

- **DON'T TOUCH ANYTHING.**
- Evacuate the building to at least 500 feet.
- Make sure staff and patrons leave the building.
- Gather staff and patrons in front of city hall for a head count.
- Notify people in the area not to use cell phones or radios since they may accidentally activate the bomb.

If a suspicious package is received by mail:

- Do not handle the package or envelope.
- Leave the immediate area.
- Call 911.
- Secure the area to prevent re-entry.
- Follow emergency evacuation plan.

If a bomb explodes:

- Evacuate and assist any injured to escape.
- Provide first aid to injured (observe universal precautions).
- Call 911.

Difficult Patrons

Library staff are frequently confronted with annoying or threatening behavior from visitors to the library. In these cases, common sense and best judgment come into play when determining how to respond. All employees are responsible for knowing the rules in the Code of Conduct Policy. After each incident, complete an Incident Report and submit it to the Library Director within twenty-four hours of the incident.

When confronted with difficult behavior, use your best judgment to assess the threat to your personal safety and then assign the problem to one of the following three levels of response:

- Level 1: Yourself and any available coworkers.
- Level 2: The Library Director
- Level 3: Police dispatch (911) Polk County Sheriff's Office 515-286-3333.

Listed below are some examples of bad behavior with suggested response levels.

- Inebriated customer who is sleeping in the library (Level 2).
- Rowdy teenagers who are making too much noise – first offense (Level 1), Second offense (Level 2), Third offense (Level 3).
- Inebriated customer who is unsteady on their feet and bothering other patrons (Level 2).
- Angry mother who is shouting at her child (Level 2, and possibly Level 3).
- Angry man who is shouting at you and making threatening statements (Level 3).
- Exhibitionist/flasher (Level 3).

Earthquake

In the event of an earthquake:

- Crouch under desk or table.
- Lie flat on floor and cover head and neck with your arms if you cannot reach shelter.

Avoid any of the following:

- Masonry walls or large glass areas susceptible to collapse.
- Running from the building where you may be struck by collapsing walls, broken glass, overhead power lines or falling debris.

After the danger has passed:

- Assess situation and count heads to account for all staff and patrons.
- Evacuate if building may collapse or if gas lines are broken.
- Provide first aid to injured (observe universal procedures) and get medical assistance.

Fire

Upon the discovery of a fire, proceed according to the following plan:

- Sound the alarm verbally and if the fire is in its early stages, such as in a trash can or a small pile of paper, and use the nearest extinguisher. (Maintain a clear path of escape).
- If electrical, disconnect from power source. Extinguish with a suitable fire extinguisher (Maintain a clear path of escape).
- Evacuate the building to an area of 500 feet. Before leaving, close the door to the burning area to confine the fire and minimize the spread of smoke, if at all possible. Make sure staff and patrons leave the building. Gather staff and patrons in front of City Hall for a head count.
- Call 911 after leaving the building, to confirm that the Fire Department has been notified.
- Do not return to the building for any reason until approval is given by the Fire Department.
- Provide first aid to injured (Observe universal precautions).

Life-Threatening Medical Emergency

Do the following in the event of a life-threatening medical emergency:

- Call 911.

Provide life-saving first aid/CPR (observe universal precautions).

National Emergency

The Civil Defense siren will sound. The attention and alert signal is a five-minute steady blast. The attack-warning signal is a five-minute wavering tone.

Move library staff and patrons to a windowless area, preferably men's/women's restroom. Take the emergency backpack located in staff work area with you to the shelter. Local radio and television stations will broadcast emergency information.

Non-Life Threatening Injury/Illness

Do the following in the event of a non-life threatening injury or illness:

- Get assistance if required.
- Provide first aid and comfort (observe universal procedures).

School Emergency

In the event of an emergency at the Bondurant-Farrar School District. The Bondurant Community Library will act as an evacuation site. Library staff will assist school personnel in whatever capacity that is deemed necessary.

Snow Emergency

In order to provide the best service, the Library is open for scheduled service whenever possible. The Library is however, concerned about the safety of its employees and patrons. During extreme weather situations, the Library Director or the Assistant Library Director may close the Bondurant Community Library. The news media will be notified of the closing to be announced.

Tornado

A tornado WATCH is declared when conditions are favorable for tornadoes but none have been sighted.

A tornado WARNING is declared when a tornado has been sighted in the area. The city's tornado sirens will be activated. A steady siren blast indicates Civil Defense Warning and Tornado Warning.

When the siren sounds, tell staff and patrons what the siren means. Insist that they join you in the designated tornado shelter area for your building. Take emergency backpack with you. The designated shelter area for the Bondurant Community Library is the bathrooms. Do not leave shelter until the danger has passed. Assess the situation and count heads to account for all staff/patrons. Provide first aid to injured (observe universal precautions) and summon emergency assistance if required.

Utility Emergency

In the event of a gas line break:

- Evacuate the library of all staff and patrons.
- Don't use any electrical switches or telephones in the building.
- Call 911 from a phone outside of the library building.
- Call the Library Director from a phone outside of the Library building, if the Library Director is not on site.
- **DO NOT ATTEMPT TO SHUT OFF GAS AT THE SHUT OFF.**

Violence

Listed below are guidelines for library staff when threatened with violence on the job or witnessing a criminal act:

- CALL 911.
- REMAIN CALM, Do not make any quick or sudden moves.
- If the situation involves a weapon, instruct staff and patrons to get down on the floor.
- Speak calmly to the intruder and try to distract him/her.
- Maintain eye contact but stay out of reach.
- Take prudent actions to protect yourself and others. If there is a chance to evacuate, lead people quietly to the nearest exit.
- Alert other staff in area of danger if at all possible.
- Provide first aid to injured (observe universal precautions) and summon emergency assistance if required.

Water Emergency

Stop the flow of water by turning off the building's water supply, by plugging the leak, or by catching the water in any available containers. If water can't be stopped immediately, cover any affected materials with plastic sheeting or remove them from the area. Water turn offs are located at bottom of the sink in each bathroom. Main water turnoffs are indicated on the library floor plan. Contact the Library Director.

Floor Plan

All staff should be familiar with the floor plan of the library on the following page and should know the location of all shutoffs, breakers, fire extinguishers, and exits. Mark in red the location of the evacuation priorities in the collection.

Approved by the Bondurant Community Library Board of Trustees: 1/6/2016,

Revised: 1/2018

UNIVERSAL PRECAUTIONS

1. **Barrier Protection** should be used at all times to prevent skin and mucous membrane contamination with blood, body fluids containing visible blood, or other body fluids (cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids, semen and vaginal secretions).

Barrier protection should be used with ALL tissues.

The type of barrier protection used should be appropriate for the type of procedures being performed and the type of exposure anticipated. Examples of barrier protection include disposable lab coats, gloves, and eye and face protection.

2. **Gloves** are to be worn when there is potential for hand or skin contact with blood, other potentially infectious material, or items and surfaces contaminated with these materials.
3. Wear **face protection** (face shield) during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose and eyes.
4. Wear **protective body clothing** (disposable laboratory coats (Tyvek)) when there is a potential for splashing of blood or body fluids.
5. **Wash hands or other skin surfaces** thoroughly and immediately if contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
6. **Wash hands immediately** after gloves are removed.
7. **Avoid accidental injuries** that can be caused by needles, scalpel blades, laboratory instruments, etc. when performing procedures, cleaning instruments, handling sharp instruments, and disposing of used needles, pipettes, etc.
8. Used needles, disposable syringes, scalpel blades, pipettes, and other **sharp items are to be placed in puncture resistant containers** marked with a biohazard symbol for disposal.

DIAGRAM 1

Emergency call list

Emergency phone numbers

911-Police & Fire Departments

Non-Emergency #'s

Police – **515-286-3333**

Fire Department – Chief Kreuder Cell **515-867-3666**

Library Director – Jill Sanders Cell **563-880-8611**

Company Nurse – In case of workplace injury

In case of life or limb threatening injury call **911**

All other injuries:

1. Injured worker notifies Library Director
2. Library Director & injured worker immediately calls injury hotline.

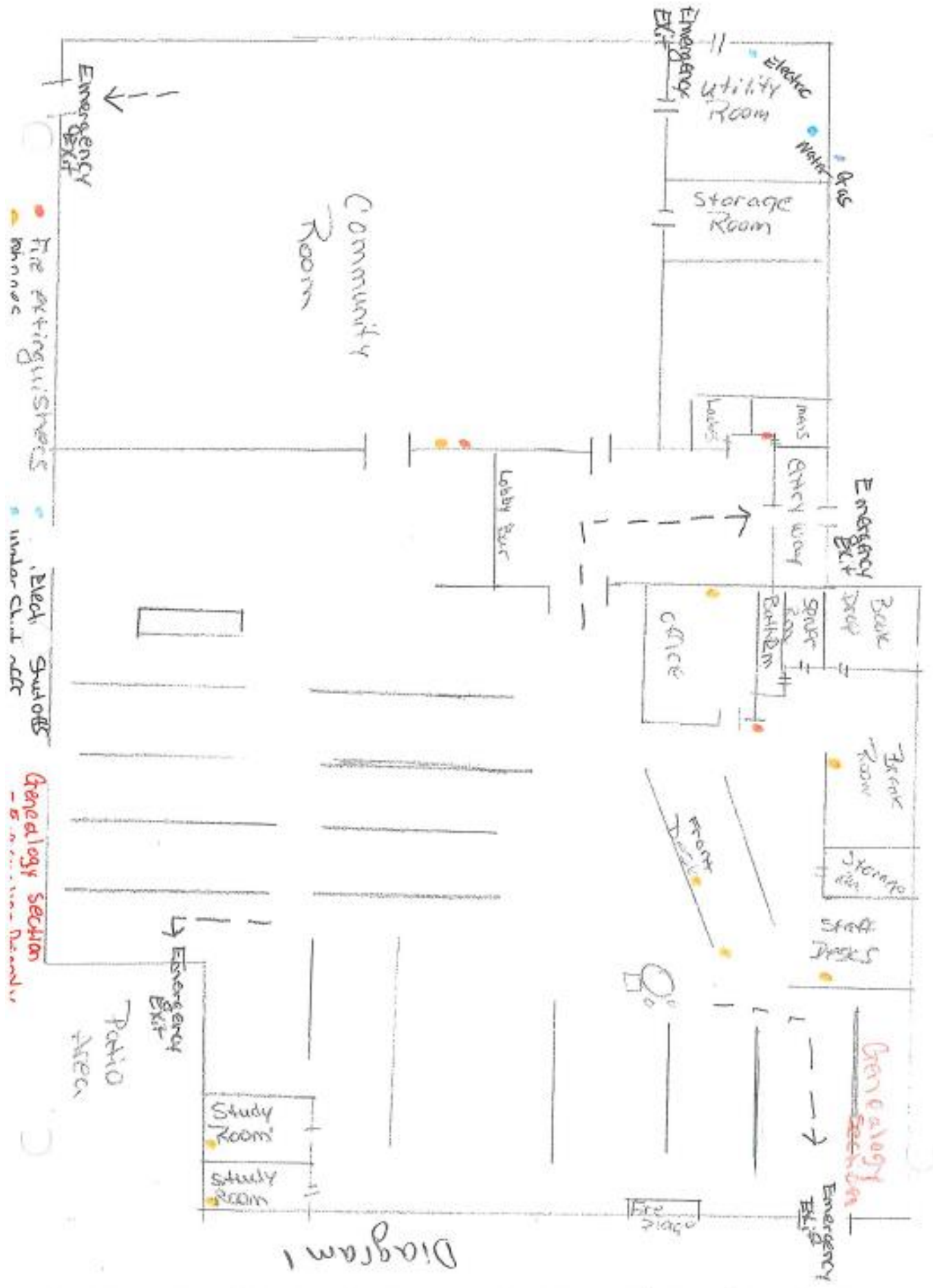
1-888 770-0928 – Company Nurse

Bondurant Community Library

104 2nd Street NE

Bondurant, Iowa 50035

515-967-4790



BONDURANT COMMUNITY LIBRARY SEX OFFENDER POLICY

Iowa Code 692A.113 prohibits those convicted of a sex offense against a minor from being present on the real property of a public library without the written consent of the library administrator. Under Iowa Law, the Bondurant Community Library is considered an “exclusion zone” which will require written permission to be on library grounds (within 300 feet) or in the library building premises.

Requests by a person convicted of a sex offense against a minor to visit the library must be made in writing to the attention of the Library Director. Persons wishing to apply for written permission must contact the Library Director by telephone or e-mail to make arrangements to complete an application. Completion of an application form will be required. Whether or not permission is granted for library access is at the discretion of the Library Director. The Library Director will inform the President of the Library Board of Trustees whenever an application is made to use the library facility. An adverse decision by the Director may be appealed to the Library Board of Trustees. Written notice requesting an appeal must be sent to the Library Board within seven days of receiving the Director’s decision. If no appeal is made within this time frame, the individual waives any further rights to appeal to the Library Board of Trustees.

Persons excluded from library property under this law remain entitled to library services that are not associated with being on the library property. The issuance of a library card to an individual who has been convicted of a sex offense involving a minor does not grant that individual permission to enter the library or to be present on library property. If a person is prohibited from visiting library property by this law but has been issued a library card, it is the responsibility of the affected person to arrange for a designated individual to select, check out, and return materials to the library through possession of the affected person’s library card. Persons excluded from library property under this law will not be served by the library’s homebound delivery service. In addition, they will not be allowed access to any library services that are provided only on the premises, such as the use of public computers.

State law provides for an exception for the purposes of voting. Persons prohibited from being on library property by this law will be allowed on library property solely for the period of time reasonably necessary to exercise the right to vote in a public election if the library is their designated polling location.

Violations of this policy will be immediately reported to law enforcement and violators will lose all library privileges.

Adopted by the Bondurant Community Library Board of Trustees

12/2009

Amended 01/2010

Reviewed: 9/2015, 7/2019



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Quote Date 03/23/21
Customer BONDPL
Terms Net 30
Account Representative Gina Gates

Quote To
Accounts Payable
Bondurant Public Library
City Hall 200 2nd ST NE
Bondurant IA 50035

Ship To
Jill Sanders
Bondurant Public Library
104 2ND ST NE
BONDURANT IA 50035-1389

Phone +1 (515) 967-2418

Phone +1 (515) 967-4790

Jlls@bondurant.lib.ia.us

Sales Location DSM Whse 1333 Ohio

Invoice will include any vendor surcharges in effect at the time of order.

Description	Quantity	Unit Price	Extended Price
Director Office, 127			
1 L919491 - Single Rail Hanging File Racks(Pack of 4) ALLSTEEL Tag For Director Office, 127	2	14.81	29.62
2 CDG - Gussets (1 Pr) \$(P1) P1 Paint Opts .P02 Flint ALLSTEEL Tag For Director Office, 127	1	31.00	31.00
3 CEP2429F - Freestanding 24DX29-1/2H End Pnl Sup \$(P1) P1 Paint Opts .P02 Flint ALLSTEEL Tag For Director Office, 127	2	48.00	96.00
4 AMPTXM29C - Structure X Base Med. Seated Height with Casters \$(P2) P2 Paint Grade .PR6 Silver ALLSTEEL Tag For Director Office, 127	1	175.93	175.93

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 2 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
5 EBC72 - Ess Bookcase 34-1/2Wx12-5/8Dx71H 5-Shelf \$(P1) P1 Paint Opts .P02 Flint ALLSTEEL Tag For Director Office, 127	2	382.52	765.04
6 ST468223-B3 - Worksurface, 46"W x 82"W x 23"D Offset Corner Right, Laminated w/3mm Edgeband (TIER 3) Laminate Tier 3 820BK16 TOP: Fawn Cypress WORKRITE Tag For Director Office, 127	1	323.40	323.40
7 ISLAUTNPB3618S1 - Stor Isla Top 36Wx18D S1 .X Non-FSC Wood \$(L2WDGRN) L2 Woodgrain Lam Opts .LFC1 Lam: Fawn Cypress .FC Fawn Cypress ALLSTEEL Tag For Director Office, 127	1	66.88	66.88
8 LKFE3SLV - Lock Core Kit Silver - 3 Cores 2 Keys \$(KEYNUM) Key Number .X101 Key Number 101 .1 Quantity: 1 ALLSTEEL Tag For Director Office, 127	1	15.00	15.00
9 4682R-SEHX7890-4272OC-F24 Sierra HX, 3 Leg Base, 24" Flat Feet, For 4682R Wksf -PS Programmable Switch ~ Standard Cord -S Silver WORKRITE Tag For Director Office, 127	1	907.67	907.67
10 ELF336NA - Ess Lat 36W 39-1/8H 3-12" Drws Arch Pull \$(P1)	1	453.36	453.36

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 3 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
10 P1 Paint Opts .P02 Flint .EL PULL: Matte Silver .OMT omt Core to Ord key Alike ALLSTEEL Tag For Director Office, 127			
11 T52436S - Primary 24Dx36W Flat Eg Lam w/Grommet \$(L2WDGRN) L2 Woodgrain Lam Opts .LFC1 Lam: Fawn Cypress .FC Fawn Cypress .P Plastic Grommet ALLSTEEL Tag For Director Office, 127	1	88.50	88.50
12 PM188-182A - Essentials Mobile Ped FF 28Hx18Dx15W Arch Pull \$(P1) P1 Paint Opts .P02 Flint .EL PULL: Matte Silver .OMT omt Core to Ord key Alike ALLSTEEL Tag For Director Office, 127	1	200.25	200.25
13 PM187-183A - Essentials Mobile Ped BBF 28Hx18Dx15W BBF Arch Pull \$(P1) P1 Paint Opts .P02 Flint .EL PULL: Matte Silver .OMT omt Core to Ord key Alike ALLSTEEL Tag For Director Office, 127	1	201.50	201.50
14 AMPTLF30RND - Structure 30" Diameter Round Top Lam SqrEdge .X Standard Wood \$(L2WDGRN) L2 Woodgrain Lam Opts	1	124.10	124.10

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 4 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
14 .LFC1 Lam: Fawn Cypress .FC Fawn Cypress ALLSTEEL Tag For Director Office, 127			
15 HIGS6 - Ignition Guest/Multi-Purpose Chair Four-Leg Stacking Select Arm Type .F Arm: Fixed Select Caster/Glide Option .E Glide Select Back .IY Back: Navy Disc 7/1/2021 Select Upholstery \$(16) Gr 16 Uph .S519827XP Designtex Queue Blueprint Select Frame Color .PR8T Textured Titanium HON INDUST Tag For Director Office, 127	2	365.10	730.20
16 HIWMM - Ignition 2 Task Mid-back, ilira back Control Type: .Y1: Syncho-Tilt W Seat Slider Select Arm Type: .A: Arm: Height and Width Adj. Arm Select Caster/Glide Option: .H: Hard Caster Select Mesh Color: .IF: Mesh: Fog Select Upholstery: \$(1): Gr 1 UPH .UR: Contourett 96: COLOR: Ocean Select Lumbar: .AL: Adjustable Lumbar Select base: .SB: Base: Standard Base Select Frame Color: .TI: Frame: Titanium	1	279.82	279.82

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 5 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
16 HON INDUST Tag For Director Office, 127			
Sub Total			4,488.27
Total			4,488.27
Group Study, 135			
17 11NBRS - EXHIBIT,MOUNTING BRACKET NATIONAL O Tag For Group Study, 135	4	6.75	27.00
18 NACG15BELPGS - ACCESSORIES,G15B,DOUBLE PIVOT POWER/USB GROMMET,SILVER NATIONAL O Tag For Group Study, 135	1	707.40	707.40
19 11N72EXP1 - EXHIBIT,72W EXTRUSION PAINT COLOR: 501: PLATINUM METALLIC NATIONAL O Tag For Group Study, 135	1	45.00	45.00
20 11N01ETP - EXHIBIT,1H END CAP PAINT COLOR: 501: PLATINUM METALLIC NATIONAL O Tag For Group Study, 135	2	16.20	32.40
21 15N8428TPOBP - MIO,FOR 84W TOP,TAPER O BASE, EXHIBIT MNT,DESK HEIGHT,PAINT BASE HEIGHT: 6: STD CHANNEL HEIGHT PAINT COLOR: 501: PLATINUM METALLIC NATIONAL O Tag For Group Study, 135	1	1,530.00	1,530.00
22 15N6084WGL - MIO,60DX84W,CONFERENCE TOP,WEDGE, LAMINATE RIM PROFILE: VSM: SOFTENED PVC,SONOMA GROMMET: CUT-G15C: CUTOUT-G15,CENTER TOP LAMINATE GROUP:	1	1,315.35	1,315.35

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 6 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
22 STD: STANDARD LAMINATE SM: SONOMA NATIONAL O Tag For Group Study, 135			
23 CSC-MUCONO - Lyric 4 Leg Side Chair Msh back Uph seat Fixed Arm Cst NO FC .3 Multi Caster .P8T Titanium .FWM60 4-Way Regatta \$(3) GRD 3 UPH .SX Moxie 01 Cobalt ALLSTEEL Tag For Group Study, 135	7	236.68	1,656.76
Sub Total			5,313.91
Total			5,313.91
Group Study, 136			
24 MLMZCA72 - Recharge Dean Z Corded Attachment (72") .STRM Storm ALLSTEEL Tag For Group Study, 136	2	131.56	263.12
25 AMPTP1 - Structure 10' corded Pwr incl 4 Pwr/2 data ports .SVR Silver ALLSTEEL Tag For Group Study, 136	2	225.21	450.42
26 AMPTCL4 - Structure Community 4 Leg Base \$(P2) P2 Paint Grade .PR6 Silver ALLSTEEL Tag For Group Study, 136	2	562.10	1,124.20
27 S911TBRL - Transfer Painted Base Oval Lam \$(P2) P2 Paint Opt .PR6 Silver	2	366.85	733.70

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 7 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
27 \$(L1SLD) L1 Gather Core Lam Opts .LDW1 Lam: Designer White 15051 .DW Designer White ALLSTEEL Tag For Group Study, 136			
28 AMPTLF3696RE - Structure 36" X 96" Rectangle Top Lam SqrEdge .X Standard Wood \$(L2WDGRN) L2 Woodgrain Lam Opts .LFC1 Lam: Fawn Cypress .FC Fawn Cypress .C1 Large Center Cutout ALLSTEEL Tag For Group Study, 136	2	342.37	684.74
29 RETECLM - Retreat Exec/Conf Low-Back Multi Upholstery .S 5-Star with Casters .P71 CLR: Black \$(1) Grade 1 Uph .APX Fab: Apex 13 Navy \$(1) Grade 1 Uph .UR FAB: Contourett 96 Fab: Ocean ALLSTEEL Tag For Group Study, 136	8	913.24	7,305.92
30 MLM4 - Recharge Double Seat Double Bolster No FC .FSC FSC Wood .L Left \$(1) GRD 1 UPH .UR Fab: Contourett 96	1	1,754.30	1,754.30

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
 Des Moines, IA 50314
 Phone 515-288-3243
 Furniture Fax 515-883-3098

Quotation 64497
Page 8 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
30 Fab: Ocean \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean \$(16) GRD 16 UPH (MTS) MTS MTS: S519827XP SLR Supplier: Designtex PTN Pattern: Queue CLR Color: Blueprint DIR Pattern \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean ALLSTEEL Tag For Group Study, 136			
31 MLM4 - Recharge Double Seat Double Bolster No FC .FSC FSC Wood .R Right \$(1) GRD 1 UPH .UR Fab: Contourett 96 Fab: Ocean \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean \$(16) GRD 16 UPH (MTS) MTS MTS: S519827XP SLR Supplier: Designtex PTN Pattern: Queue CLR	1	1,754.30	1,754.30

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
 Des Moines, IA 50314
 Phone 515-288-3243
 Furniture Fax 515-883-3098

Quotation 64497
 Page 9 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
31 Color: Blueprint DIR Pattern \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean ALLSTEEL Tag For Group Study, 136			
32 MLM4 - Recharge Double Seat Double Bolster No FC .FSC FSC Wood .N None \$(1) GRD 1 UPH .UR Fab: Contourett 96 Fab: Ocean \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean \$(16) GRD 16 UPH (MTS) MTS MTS: S519827XP SLR Supplier: Designtex PTN Pattern: Queue CLR Color: Blueprint DIR Pattern \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean ALLSTEEL Tag For Group Study, 136	1	1,736.59	1,736.59
Sub Total			15,807.29
Total			15,807.29

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 10 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
Maker Space, 121			
33 CMPN-PPCANO - Lyric 4Leg MP Poly back-seat Casters Armless NO FC .3 Multi Surface Caster .N ARM: Armless .PR6 Silver .CP Calypso ALLSTEEL Tag For Maker Space, 121	4	122.61	490.44
34 CMPN-PPCANO - Lyric 4Leg MP Poly back-seat Casters Armless NO FC .3 Multi Surface Caster .N ARM: Armless .PR6 Silver .RE Regatta ALLSTEEL Tag For Maker Space, 121	8	122.61	980.88
35 CMPN-PPCANO - Lyric 4Leg MP Poly back-seat Casters Armless NO FC .3 Multi Surface Caster .N ARM: Armless .PR6 Silver .ZE Zest ALLSTEEL Tag For Maker Space, 121	4	122.61	490.44
36 CMPN-PPCONO - Lyric 4LegMP Poly back-seat Casters FixedArm NO FC .3 Multi Surface Caster .H ARM: Non-Flexible .PR6 Silver .RE Regatta ALLSTEEL Tag For Maker Space, 121	4	157.53	630.12

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 11 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
37 HTMC304296BB - Preside 42x96 Seated Mobile Collab Tbl w/ BB Top Select Grommet: .N: No Grommets Select Wood Top Color: .LH903: Birch Butcherblock Select Caster/Glide Option: .C: Caster Paint Selection: \$(P3): P3 Paint Opts .P6M: Regatta HON INDUST Tag For Maker Space, 121	2	1,372.75	2,745.50
Sub Total			5,337.38
Total			5,337.38
Meeting Room A & B, 116 & 117			
38 AW2VM24N60CB - Aware 24D x 60W NestingV-Leg CSTR Pnt(Kit) \$(P2) P2 Paint Opts .PR6 Silver .B Caster: Black ALLSTEEL Tag For Meeting Room A & B, 116 & 117	46	413.55	19,023.30
39 HMS1 - Motivate High Density Stacker-Sled Base-Set/4 Select Arm Type: .N: Arm: No Arm Select Shell Color: .RE: Color: Regatta Select Frame Color: .PLAT: Platinum Metallic HON INDUST Tag For Meeting Room A & B, 116 & 117	20	333.85	6,677.00
40 AW3LF2460V - 24Dx60W Aware Top Lam FlatEdg for V-Fixed/Nest .X Standard Wood \$(L2WDGRN)	46	175.20	8,059.20

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA, 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 12 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
40 L2 Woodgrain Lam Opts .LFC1 Lam: Fawn Cypress .FC Edge: Fawn Cypress .AGO No Cutouts ALLSTEEL Tag For Meeting Room A & B, 116 & 117			
41 1061FT4.AR1.MB - Movi, Nesting Chair, Mesh Back, Fixed Arm Back Frame & Arm Color: SC1: Black Base Finish: FC2: Silver Base ~: Fog Caster Selecton: CS6: Hard Floor and Carpet Casters Movi Mesh Back Colors: MC21: Nickel Mesh CA Technical Bulletin 133 Fire Std Option for Fabric Selecti: ~: No Selection FG3: Fabric Grade 3 BEELINE EPU: Beeline EPU Standard Color Selection TIDAL: Beeline EPU Tidal Packaging Options: AC: Fully Assembled in Carton SIT ON IT Tag For Meeting Room A & B, 116 & 117	30	341.96	10,258.80
Sub Total			44,018.30
Total			44,018.30
Staff Workroom, 133			
42 TSK48 - Ter 48W Segment Kit ALLSTEEL Tag For Staff Workroom, 133	2	6.00	12.00
43 Y348YS - 48W Wall Track Tile Attachment Kit ALLSTEEL Tag For Staff Workroom, 133	2	60.00	120.00

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 13 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
44 TK365YEB - Ter Wall Track Kit 65H-Pair of Ends \$(P1) P1 Paint Opt .P02 Flint ALLSTEEL Tag For Staff Workroom, 133	2	55.75	111.50
45 ST587023-B3 - Worksurface, 58"W x 70"W x 23"D Offset Corner Right, Laminated w/3mm Edgeband (TIER 3) Laminate Tier 3 8208K16 TOP: Fawn Cypress WORKRITE Tag For Staff Workroom, 133	2	323.40	646.80
46 ST705823-B3 - Worksurface, 70"W x 58"W x 23"D Offset Corner Left, Laminated w/3mm Edgeband (TIER 3) Laminate Tier 3 8208K16 TOP: Fawn Cypress WORKRITE Tag For Staff Workroom, 133	2	323.40	646.80
47 TKG43048T - Ter Tackable Acoustic Tile 30H x 48W \$(B) GRD B FAB .COA FAB: Coast 908 CLR: Tide ALLSTEEL Tag For Staff Workroom, 133	2	43.25	86.50
48 ASPT-24SC - Seat Cushion Top 23-1/2D \$(1) GRD 1 UPH .APX FAB: Apex 05 Chive ALLSTEEL Tag For Staff Workroom, 133	2	51.25	102.50
49 LKFE2SLV - Lock Core Kit Silver - 2 Cores 2 Keys \$(KEYNUM) Key Number .X102 Key Number 102 .1 Quantity: 1	1	10.00	10.00

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 14 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
49 ALLSTEEL Tag For Staff Workroom, 133			
50 LKFE2SLV - Lock Core Kit Silver - 2 Cores 2 Keys \$(KEYNUM) Key Number .X103 Key Number 103 .1 Quantity: 1 ALLSTEEL Tag For Staff Workroom, 133	1	10.00	10.00
51 5870R-SEHX5472-4272EOC-F24 Sierra HX, 3 Leg Base, 24" Flat Feet, For 5870R Wksf -PS Programmable Switch ~ Standard Cord -S Silver WORKRITE Tag For Staff Workroom, 133	1	888.07	888.07
52 6464L-SEHX5472-4272EOC-F24 Sierra HX, 3 Leg Base, 24" Flat Feet, For 6464L Wksf -PS Programmable Switch ~ Standard Cord -S Silver WORKRITE Tag For Staff Workroom, 133	2	888.07	1,776.14
53 7058L-SEHX5472-4272EOC-F24 Sierra HX, 3 Leg Base, 24" Flat Feet, For 7058L Wksf -PS Programmable Switch ~ Standard Cord -S Silver WORKRITE Tag For Staff Workroom, 133	1	888.07	888.07
54 PM119-232A - Essentials Mobile Ped BF 22-1/2Hx22-7/8Dx15W Arch Pull \$(P1) P1 Paint Opts	2	175.00	350.00

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
 Des Moines, IA 50314
 Phone 515-288-3243
 Furniture Fax 515-883-3098

Quotation 64497
 Page 15 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
54 .P02 Flint .EL PULL: Matte Silver .STD Standard Random key ALLSTEEL Tag For Staff Workroom, 133			
55 OH1548FDA - 15H x48W Flipper Door Overhead-Arch Pull .YZ Sys:Stride-DNA-Optimize \$(P1) P1 Paint Opts .P02 Flint .EL PULL: Matte Silver .OMT omt Core to Ord key Alike ALLSTEEL Tag For Staff Workroom, 133	2	197.75	395.50
56 FDSC72LL - A8 Left Hand 72" L Screen \$(D) GRD D Fab .PCAMBLT Fab: Camira Blazer Lite 39 CLR: Retreat \$(P2) P2 Paint Grade .PR6 CLR: Silver ALLSTEEL Tag For Staff Workroom, 133	1	433.91	433.91
57 FDSC72LR - A8 Right Hand 72" L Screen \$(D) GRD D Fab .PCAMBLT Fab: Camira Blazer Lite 39 CLR: Retreat \$(P2) P2 Paint Grade .PR6 CLR: Silver ALLSTEEL Tag For Staff Workroom, 133	1	433.91	433.91
58 FDSC60LL - A8 Left Hand 60" L Screen \$(D) GRD D Fab	1	330.79	330.79

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 16 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
58 .PCAMBLT Fab: Camira Blazer Lite 39 CLR: Retreat \$(P2) P2 Paint Grade .PR6 CLR: Silver ALLSTEEL Tag For Staff Workroom, 133			
59 FDSC60LR - A8 Right Hand 60" L Screen \$(D) GRD D Fab .PCAMBLT Fab: Camira Blazer Lite 39 CLR: Retreat \$(P2) P2 Paint Grade .PR6 CLR: Silver ALLSTEEL Tag For Staff Workroom, 133	1	330.79	330.79
60 YTP651824LFFM - Align 65x18x24 LH Personal Twr MetFront Plinth .BX Recessed Plinth .A Arch PRO Anodized Silver \$(P1) P1 Paint Opts .P02 CLR: Flint \$(P1) P1 Paint Opts .NA Match Case .X Omit Lock ALLSTEEL Tag For Staff Workroom, 133	1	709.98	709.98
61 YTP651824RFFM - Align 65x18x24 RH Personal Twr MetFront Plinth .BX Recessed Plinth .A Arch PRO Anodized Silver	1	709.98	709.98

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 17 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
61 \$(P1) P1 Paint Opts .P02 CLR: Flint \$(P1) P1 Paint Opts .NA Match Case .X Omit Lock ALLSTEEL Tag For Staff Workroom, 133			
62 HIWMM - Ignition 2 Task Mid-back, ilira back Control Type: .Y1: Syncho-Tilt W Seat Slider Select Arm Type: .A: Arm: Height and Width Adj. Arm Select Caster/Glide Option: .H: Hard Caster Select Mesh Color: .IF: Mesh: Fog Select Upholstery: \$(1): Gr 1 UPH .UR: Contourett 96: COLOR: Ocean Select Lumbar: .AL: Adjustable Lumbar Select base: .SB: Base: Standard Base Select Frame Color: .TI: Frame: Titanium HON INDUST Tag For Staff Workroom, 133	6	279.82	1,678.92
63 HITSM - Ignition 2 Task Low-back Stool, ilira back Select Control Type: .S0: Limited Synchro Tilt Select Arm Type: .A: Arm: Height and Width Adj. Arm Select Caster/Glide Option:	1	299.86	299.86

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 18 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
63 .H: Hard Caster Select Mesh Color: .IF: Mesh: Fog Select Upholstery: \$(1): Gr 1 UPH .UR: Contourett 96: COLOR: Ocean Select Lumbar: .AL: Adjustable Lumbar Select base: .SB: Base: Standard Base Select Frame Color: .TI: Frame: Titanium HON INDUST Tag For Staff Workroom, 133			
Sub Total			10,972.02
Total			10,972.02
Storage, 115			
64 L919491 - Single Rail Hanging File Racks(Pack of 4) ALLSTEEL Tag For Storage, 115	2	14.81	29.62
65 Z6PL40FL - Fixed Post Leg 40-1/2H LH Flat/Sq Eg \$(P1) P1 Paint Opt .P02 CLR: Flint ALLSTEEL Tag For Storage, 115	2	101.25	202.50
66 Z6PL40FR - Fixed Post Leg 40-1/2H RH Flat/Sq Eg \$(P1) P1 Paint Opt .P02 CLR: Flint ALLSTEEL Tag For Storage, 115	2	101.25	202.50
67 LKFE5SLV - Lock Core Kit Silver - 5 Cores 2 Keys \$(KEYNUM) Key Number .X104 Key Number 104	1	25.00	25.00

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 19 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
67 .1 Quantity: 1 ALLSTEEL Tag For Storage, 115			
68 T51848S - 18Dx48W Rectangular W/S w/Flat Edge Groms \$(L2WDGRN) L2 Woodgrain Lam Opts .LFC1 Lam: Fawn Cypress .FC Fawn Cypress .P Plastic Grommet ALLSTEEL Tag For Storage, 115	1	98.00	98.00
69 ESC530A - Essentials 64-1/4Hx30W Storage Cabinet Arch Pull \$(P1) P1 Paint Opts .P02 Flint .EL PULL: Matte Silver .OMT omt Core to Ord key Alike ALLSTEEL Tag For Storage, 115	2	502.24	1,004.48
70 ECF530NA - Ess Combination 64-1/4Hx30W File No Drs Arch \$(P1) P1 Paint Opts .P02 Flint .EL PULL: Matte Silver .OMT omt Core to Ord key Alike ALLSTEEL Tag For Storage, 115	1	617.58	617.58
71 ECF530HA - Ess Combination 64-1/4Hx30W File Hinge Drs Arch \$(P1) P1 Paint Opts .P02 Flint .EL PULL: Matte Silver .OMT omt 2 Cores To Ord key Alike	1	668.68	668.68

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 20 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
71 ALLSTEEL Tag For Storage, 115			
Sub Total			2,848.36
Total			2,848.36
T/C Storage, 114			
72 HMSCART - Motivate Cart for Stacking Chairs HON INDUST Tag For T/C Storage, 114	2	191.38	382.76
Sub Total			382.76
Total			382.76
Workstations & Private Office			
73 NTMGG - Neat Tech, Pinstripe Graphite Basket / Gray trim HUMANSCALE Tag For Workstations & Prviate Office	5	71.60	358.00
Sub Total			358.00
Total			358.00
Young Adults, 133			
74 MLMZCA72 - Recharge Dean Z Corded Attachment (72") .STRM Storm ALLSTEEL Tag For Young Adults, 133	4	131.56	526.24
75 MLM22 - Recharge Work Table 26x48 \$(L1CORE) L1 Core Lam Opts .LDW1 Designer White 15051 .PL Edge: Plyband .PR8 CLR: Textured Silver ALLSTEEL Tag For Young Adults, 133	3	635.03	1,905.09
76 ACEGUM - Rock Multi Upholstery \$(3) Grade 3 Uph .SX Moxie 01 Cobalt	1	939.64	939.64

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 21 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
76 \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean ALLSTEEL Tag For Young Adults, 133			
77 ACEGUM - Rock Multi Upholstery \$(3) Grade 3 Uph .SX Moxie 33 Kelly \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean ALLSTEEL Tag For Young Adults, 133	1	939.64	939.64
78 HFLYO1DF - Round Mini Dual Fabric Glide Option: .HG: Glide: Hidden Glide Select Top Upholstery: \$(3): GRD III UPHOLSTERY .SX: Moxie 01: Cobalt Select Side Upholstery: \$(1): Gr 1 UPH .NR: Inertia 90: COLOR: Regatta HON INDUST Tag For Young Adults, 133	2	223.22	446.44
79 HFLYO1DF - Round Mini Dual Fabric Glide Option: .HG: Glide: Hidden Glide Select Top Upholstery: \$(3): GRD III UPHOLSTERY .SX: Moxie	2	223.22	446.44

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 22 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
79 33: Kelly Select Side Upholstery: \$(1): Gr 1 UPH .APX: Fab: Apex 05: COLOR: Chive HON INDUST Tag For Young Adults, 133			
80 HFLYO1DF - Round Mini Dual Fabric Glide Option: .HG: Glide: Hidden Glide Select Top Upholstery: \$(3): GRD III UPHOLSTERY .SX: Moxie 42: Pineapple Select Side Upholstery: \$(1): Gr 1 UPH .NR: Inertia 27: COLOR: Glow HON INDUST Tag For Young Adults, 133	2	223.22	446.44
81 MLM4 - Recharge Double Seat Double Bolster No FC .FSC FSC Wood .L Left \$(1) GRD 1 UPH .UR Fab: Contourett 96 Fab: Ocean \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean \$(18) GRD 18 UPH (MTS) MTS MTS: S533772XP SLR Supplier: Designtex PTN	2	1,809.96	3,619.92

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
 Des Moines, IA 50314
 Phone 515-288-3243
 Furniture Fax 515-883-3098

Quotation 64497
 Page 23 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
81 Pattern: Angle CLR Color: Blueprint DIR Direction: Pattern \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean ALLSTEEL Tag For Young Adults, 133			
82 MLM5 - Recharge Dbl Seat Dbl blstr back screen No FC .FSC FSC Wood .L Left \$(1) GRD 1 UPH .UR Fab: Contourett 96 Fab: Ocean \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean \$(18) GRD 18 UPH (MTS) MTS MTS: S533772XP SLR Supplier: Designtex PTN Pattern: Angle CLR Color: Blueprint DIR Direction: Pattern \$(1) Grade 1 Uph .UR Fab: Contourett 96 Fab: Ocean .MDD Medium ALLSTEEL Tag For Young Adults, 133	2	2,178.33	4,356.66

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____



1333 Ohio Street
Des Moines, IA 50314
Phone 515-288-3243
Furniture Fax 515-883-3098

Quotation 64497
Page 24 / 25 (cont'd)

Description	Quantity	Unit Price	Extended Price
Sub Total			13,626.51
Total			13,626.51
Quotation Totals			
Sub Total			103,152.80
STOREY KEN Delivery & Installation Services			7,467.50
STOREY KEN Design			780.00
HUMANSCALE Freight Charges			8.00
ALLSTEEL Surcharge			1,768.94
Grand Total			113,177.24

End of Quotation



TERMS AND CONDITIONS OF SALE

1. **ORDERS:** It is understood and agreed that an order cannot be cancelled except by mutual consent, subject to Manufacturer's approval. If a percentage cancellation charge is made by Manufacturer, the percentage will be applied to the contract cost of the items canceled and will be invoiced to the Customer/Purchaser. If Manufacturer is unable to accommodate the request for cancellation, the sale will be final.
2. **CHANGE ORDERS:** Request to change the scope of the project after product has been ordered or the labor quote has been approved by purchaser may result in additional change order fees.
3. **RETURNS:** Merchandise is not returnable unless it has been authorized by the Manufacturer with the Purchaser bearing all costs including freight, pickup, delivery, Manufacturer restocking fees, plus 15% of purchase cost to offset overhead expenses by Seller.
4. **PRICE:** All prices quoted are firm for 30 days from the date of this proposal, unless otherwise specifically noted.
5. **TAX:** Proposals and orders are subject to applicable sales tax.
6. **TERMS:** Net 30 days.
7. **DELIVERY:** In the event that delivery/installation is provided as part of the sale, the following provisions shall apply:
 - A. Job Site: The job site shall be clear and free of debris prior to installation. Site preparation performed by Seller's employees, including but not limited to, clearing debris or moving of Purchaser's furniture, shall be charged to the Purchaser at Seller's normal hourly rate.
 - B. Job Site Services: Electric current, heat, hoisting and/or elevator service will be furnished without charge to Seller. Adequate facilities for offloading, staging, moving, and handling of goods shall be provided by Purchaser.
 - C. Delivery Hours: The sale price is based on the installation being made during the normal eight-hour, five-day work week, Monday through Friday. If delivery/installation is required at a time other than these, Purchaser agrees to pay Seller at the applicable overtime rate.
 - D. Risk of Loss: Upon delivery of goods by Seller to Purchaser's requested location, all risk of loss or damage shall pass to Purchaser, including, but not limited to any loss or damage by weather, other trades such as painting, plastering, wall covering, drapes, curtains, window coverings, blinds and window treatments; telephone installation, fire or other elements; and Purchaser agrees to hold Seller harmless from loss for such reasons.
 - E. Any changes to delivery/installation location or timing due to job site readiness may include additional labor charges due to redelivery or double handling of products. These charges will be calculated using Seller's normal labor rate.
 - F. Partial deliveries can be made at the Purchaser's request for an additional charge. Unplanned partial deliveries may result in additional overtime charges.
8. **DELIVERY/ INSTALLATION DELAYS:**
 - A. If premises of Purchaser are not ready for installation/delivery, the Purchaser agrees to pay for ninety percent (90%) of the value of the delivered goods in storage and ready for installation/delivery, within 10 days of receipt of goods by Seller.
 - B. STORAGE: If premises are not ready for installation/delivery within 21 days after receipt of goods by Seller, the Purchaser agrees to pay a monthly storage and handling fee to Seller. Seller can only store up to 1 truckload of product.
 - C. If product cannot be installed as originally scheduled due to site readiness, purchaser assumes responsibility of any concealed damages that are revealed after 15 days of shipment receipt.
9. **SHIPMENTS:** Seller continually expedites orders and will attempt to obtain the commitment of the manufacturer to meet the delivery schedule requirements, but cannot be held responsible for delayed deliveries. Orders, once entered, cannot be cancelled due to delayed delivery unless manufacturers will accept cancellation from Seller. Changes in delivery address may incur additional fees.
10. **DEPOSITS:** A 50% deposit is required to place an order. All deposits on goods purchased shall be retained by Seller until shipment, delivery and installation of entire order are complete. Deposit amounts will be deducted from the final invoice. No proration of deposit will be made on partial delivery or installation.
11. **ACCEPTANCE:** All goods shall be considered accepted after the Purchaser or his agent has signed the delivery copy of the "delivery receipt". All claims or exceptions must be made in writing on this copy. If Purchaser is dissatisfied at the time of delivery/installation, it should be noted on the "delivery receipt" or "punch list". Buyer may delay payment of up to 10% of the invoice, without penalty, until all Punch List items are corrected. However, it is expressly understood that the remaining 90% of the invoice is due and payable under the normal credit/payment terms extended by Seller, regardless of the presence or extent of Punch List items.
12. **LIMITED LIABILITY:** the goods and services incidental to their sale described in this proposal are sold subject only to such warranties as are made by manufacturers of the goods. Seller will cooperate with Purchaser in obtaining adjustments from manufacturers for a breach of any such manufacturer's warranty. However, Seller neither guarantees nor warrants that the manufacturer will comply with the terms of its warranty; and Seller does not adopt, guarantee or warranty that the manufacturer will comply with its obligations. Seller shall not be liable for defects in, or loss to the goods sold, or caused by the goods sold. SELLER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND SELLER SHALL NOT BE LIABLE FOR ANY ACTUAL, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES TO PURCHASER OR TO ANY THIRD PARTY AS A CONSEQUENCE OF THE ALLEGED BREACH OF ANY SUCH WARRANTY. Purchaser agrees to indemnify and hold harmless Seller and its agents and employees of and from any claims for damage of loss due to damage or injury caused by the goods after delivery to Purchaser.
13. **LIEN AND SECURITY INTEREST:** Seller shall have and retain a lien on and security interests in all goods until all goods described in this purchase order have been paid for in full. Upon nonpayment within specified terms, Seller shall have the right, at its election, to recover possession of such goods; and in that event, Purchaser authorizes Seller to promptly enter upon its premises and to repossess and remove such goods at the expense of the Purchaser.
14. **COSTS AND ATTORNEY FEES:** In the event the Purchaser should fail to comply with any of the terms, conditions, or provisions hereof, and should it become necessary for Seller to incur costs or engage the services of others, Purchaser agrees to pay all costs and expenses incurred by Seller, including costs and reasonable attorneys' fees, whether out of court, at trial or appellate levels, or in bankruptcy/insolvency proceedings, or otherwise.
15. **TRADE/MANUFACTURE STANDARDS:** The goods shall be subject to reasonable variation from standard in color, quality, finish and variations allowed by the trade customs of the industry.
16. **LACK OF CONTROL:** Seller shall not be liable for any damages arising out of failure, delay or interruption in the performance of this proposal/order caused by strike, flood, wind, war, civil disturbance, fire, act of God, shortage of labor or materials, or any other matter beyond its direct and sole control.
17. **ADDITIONAL TERMS:** Purchaser hereby authorizes Seller to inquire into and make investigation of the credit and credit history of the Customer and its principals in connection with any orders of the Customer. Purchaser acknowledges that this proposal/order and performance hereunder, shall be deemed severable. Purchaser shall be liable for any part of the goods described in the proposal/order and any invoice submitted hereunder. Purchaser shall pay the monies due hereunder and all invoices submitted hereunder in accordance with their terms, and shall not be entitled to any set-off or to withhold any payment or portion thereof. All invoices not paid in accordance with the terms hereof shall accrue interest at the rate of 1.5 per month (18% per annum). All payments on past due invoices shall be first applied to accrued interest and then to open invoice amounts.
18. **PAYMENT OPTIONS:** Seller reserves the right to charge a credit card fee if that payment method is chosen. This fee will be added to the total of the transaction and will be equal to the cost of processing the selected credit card.

ACCEPTANCE SUBJECT TO TERMS AND CONDITIONS

ACCEPTED BY _____ TITLE _____ DATE _____