



Agenda
Bondurant Community Library - Library Board of Trustees
104 2nd Street NE
Bondurant, Iowa 50035
Bondurant Community Library – Group Study B
6 pm
Wednesday, October 4, 2023

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/82171876215?pwd=aXNaS253MCtqWk05SIRBMXIPQTRiQT09>

To phone into the meeting please call the following number: 1 312 626 6799 US (Chicago)

Meeting ID: 821 7187 6215 Password: 861592

Roll Call

Call to order

- 1) Guests Present
- 2) Perfecting and Approving the Agenda
- 3) Approval of Consent Agenda
 - a) Approval of Minutes from past meeting –September 2023
 - b) Financial Report
 - c) Approval of Warrant List/Authorize expenditures
 - d) Staff Report -- September
 - e) Director Report -- September
 - f) Statistics
- 4) Public Comments
- 5) Foundation Update
- 6) Friends of the Library Update
- 7) City Council Liaison Report
- 8) Old Business
- 9) New Business
 - a) Trustee Training – Chapter 7 Trustee Handbook
 - b) Discuss/Approve Polk County Rural Service Structure Plan
 - c) Discuss/Approve Story Construction's Recommendation of Substantial Completion
 - d) Discuss/Approve Sex Offender policy
 - e) Discuss/Approve Social Networking policy

10)Board President Items

11)Adjournment

Next meeting November 1, 2023

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@bondurantlib.com, 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, September 6, 2023

1. **Roll Call:** *Members Present:* Josh Bryant, Sue Ugulini, Julie Bergeson, Mike Kramer, Amber Flinn and Jen Keeler. Library Director Sanders and assistant Director Klinker-Feld were also present.
2. **Call to order:** Meeting called to order at 6:00 PM by President Bryant.
3. **Guests present:** None.
4. **Perfecting and Approving the Agenda:** Motion to approve the agenda by Ugulini, seconded by Bergeson. Motion carried.
5. **Approval of Consent Agenda:**
 - a. Minutes of past meeting – August 2023
 - b. Financial Report
 - c. Approve Warrant list / authorize expenditures
 - d. Staff Report - August
 - e. Director's Report – August
 - f. Statistics Review

Discussion around the Warrant List and expenditure. Motion to approve the above consent agenda with further discussion with Director Sanders and the City Administrator regarding the NeoGov charge (and potential future charges) by Kramer, seconded by Ugulini. Motion carried.

Director Sanders reported that the Library received a Public Library Association (PLA) Digital Workshop Incentive of \$6,000. Funds will be used for digital literacy courses.

6. **Public Comments:** None.
7. **Library Foundation Update:** Upcoming events: Book Sale, 10/20/23 – 10/23/23; Trivia Night, 11/18/23; 3rd Annual Mini-Golf Event: February 2024.
8. **Friends of the Library Update:** Upcoming events: Book Sale, 10/20/23 – 10/23/23; Trivia Night, 11/18/23; 3rd Annual Mini-Golf Event: February 2024.
9. **City Council Liaison Report:** None.
10. **Old Business:** None.
10. **New Business:**
 - a. **Trustee Training – Brainfuse resources.** Assistant Director Klinker-feld provided training on the many resources available on Brainfuse.
 - b. **Discussion/Approve Mission/Vision Statement.** Motion to approve and by Ugulini, seconded by Kramer. Motion carried.

c. Discussion/Approve Pandemic Policy: Motion to approve by Bergeson, seconded by Keeler. Motion carried.

B. Board President Items: None.

12. Adjournment: Motion to adjourn by Bergeson, seconded by Keeler. Motion carried.

Next Meeting: Wednesday, October 4, 2023 at 6PM.



Budget Report Account Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2023

| | 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 | 4,000.00 | 4,000.00 | 337.34 | 1,561.42 | -2,438.58 60.96 % |
| 001-410-2-4465 | CO CONTRIB LIBRARY-POLK CO AUD | 33,000.00 | 33,000.00 | 0.00 | 0.00 | -33,000.00 100.00 % |
| 001-410-2-4710 | REIMBURSEMENT-LIBRARY GRANTS | 1,000.00 | 1,000.00 | 0.00 | 0.00 | -1,000.00 100.00 % |
| 001-410-6010 | SALARIES | 330,886.31 | 330,886.31 | 23,997.73 | 73,630.47 | 257,255.84 77.75 % |
| 001-410-6020 | SALARIES-PART-TIME | 76,633.81 | 76,633.81 | 5,538.94 | 19,103.43 | 57,530.38 75.07 % |
| 001-410-6210 | ASSOCIATION DUES | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 100.00 % |
| 001-410-6230 | TRAINING | 2,997.86 | 2,997.86 | 5.66 | 2,478.86 | 519.00 17.31 % |
| 001-410-6240 | MEETINGS & CONFERENCES | 5,000.00 | 5,000.00 | 245.00 | 618.73 | 4,381.27 87.63 % |
| 001-410-6310 | BUILDING & GROUND MAINTENAN... | 15,000.00 | 15,000.00 | 665.07 | 3,432.70 | 11,567.30 77.12 % |
| 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 | 440.00 | 560.00 56.00 % |
| 001-410-6371 | ELECTRIC / GAS | 24,000.00 | 24,000.00 | 1,995.00 | 5,985.00 | 18,015.00 75.06 % |
| 001-410-6373 | TELECOMMUNICATION EXPENSE | 42,000.00 | 42,000.00 | 2,513.59 | 11,472.36 | 30,527.64 72.68 % |
| 001-410-6411 | LEGAL EXPENSE | 1,500.00 | 1,500.00 | 0.00 | 0.00 | 1,500.00 100.00 % |
| 001-410-6419 | COMPUTER SUPPORT | 8,000.00 | 8,000.00 | 141.70 | 1,718.71 | 6,281.29 78.52 % |
| 001-410-6499 | CONTRACT SERVICES | 33,500.00 | 33,500.00 | 1,158.74 | 4,102.82 | 29,397.18 87.75 % |
| 001-410-6502 | PRINTED MATERIALS | 49,000.00 | 49,000.00 | 2,969.53 | 9,652.71 | 39,347.29 80.30 % |
| 001-410-6503 | DIGITAL MATERIALS | 21,000.00 | 21,000.00 | 722.00 | 5,563.45 | 15,436.55 73.51 % |
| 001-410-6504 | MINOR EQUIPMENT | 2,500.00 | 2,500.00 | 0.00 | 526.70 | 1,973.30 78.93 % |
| 001-410-6506 | OFFICE SUPPLIES | 6,000.00 | 6,000.00 | 137.80 | 1,616.40 | 4,383.60 73.06 % |
| 001-410-6507 | OPERATING SUPPLIES | 1,000.00 | 1,000.00 | 148.91 | 309.56 | 690.44 69.04 % |
| 001-410-6508 | POSTAGE-SHIPPING | 1,500.00 | 1,500.00 | 120.22 | 409.57 | 1,090.43 72.70 % |
| 001-410-6580 | MISCELLANEOUS | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 100.00 % |
| 001-410-6599 | LIBRARY PROGRAMS | 11,000.00 | 11,000.00 | 1,087.06 | 1,422.54 | 9,577.46 87.07 % |
| 001-410-6725 | TECHNOLOGY REPLACEMENT | 9,000.00 | 9,000.00 | 0.00 | 790.00 | 8,210.00 91.22 % |
| Department: 410 - LIBRARY Surplus (Deficit): | | -606,217.98 | -606,217.98 | -41,109.61 | -141,712.59 | 464,505.39 76.62% |
| Fund: 001 - GENERAL FUND Surplus (Deficit): | | -606,217.98 | -606,217.98 | -41,109.61 | -141,712.59 | 464,505.39 76.62% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2023

| | 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 | 4,500.00 | 4,500.00 | 0.00 | 0.00 | -4,500.00 100.00 % |
| 167-410-2-4705 | T/A-LIBRARY DONATIONS | 1,500.00 | 1,500.00 | 1,045.75 | 14,358.10 | 12,858.10 957.21 % |
| 167-410-4-4300 | INTEREST - LIBRARY T&A | 0.00 | 0.00 | 0.00 | 61.18 | 61.18 0.00 % |
| 167-410-6450 | REFUNDS/REIMBURSEMENTS | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 100.00 % |
| 167-410-6506 | TRUST & AGENCY LIBRARY EXPENSE | 20,000.00 | 20,000.00 | 4,051.07 | 4,414.05 | 15,585.95 77.93 % |
| Department: 410 - LIBRARY Surplus (Deficit): | | -15,000.00 | -15,000.00 | -3,005.32 | 10,005.23 | 25,005.23 166.70% |
| Fund: 167 - LIBRARY GRANT Surplus (Deficit): | | -15,000.00 | -15,000.00 | -3,005.32 | 10,005.23 | 25,005.23 166.70% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2023

| | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Remaining |
|---|----------------------------------|---------------------------------|----------------------------|----------------------------|---|------------------------------|
| Fund: 351 - LIBRARY CAPITAL | | | | | | |
| Department: 410 - LIBRARY | | | | | | |
| 351-410-6799 | | | | | | |
| OTHER CAPITAL OUTLAY | 130,000.00 | 130,000.00 | 0.00 | 0.00 | 130,000.00 | 100.00 % |
| Department: 410 - LIBRARY Total: | 130,000.00 | 130,000.00 | 0.00 | 0.00 | 130,000.00 | 100.00% |
| Fund: 351 - LIBRARY CAPITAL Total: | 130,000.00 | 130,000.00 | 0.00 | 0.00 | 130,000.00 | 100.00% |
| Report Surplus (Deficit): | -771,217.98 | -771,217.98 | -40,439.93 | -132,798.36 | 638,419.62 | 82.78% |

Group Summary

| Departmen... | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Remaining |
|--|--------------------------|-------------------------|--------------------|--------------------|--|----------------------|
| Fund: 001 - GENERAL FUND | | | | | | |
| 410 - LIBRARY | -606,217.98 | -606,217.98 | -41,109.61 | -141,712.59 | 464,505.39 | 76.62% |
| Fund: 001 - GENERAL FUND Surplus (Deficit): | -606,217.98 | -606,217.98 | -41,109.61 | -141,712.59 | 464,505.39 | 76.62% |

Budget Report

For Fiscal: 2023-2024 Period Ending: 09/30/2023

| Departmen... | Original Total Budget | Current Total Budget | Period Activity | Fiscal Activity | Variance Favorable (Unfavorable) | Percent Remaining |
|---|----------------------------------|---------------------------------|----------------------------|----------------------------|---|------------------------------|
| Fund: 167 - LIBRARY GRANT | | | | | | |
| 410 - LIBRARY | -15,000.00 | -15,000.00 | -3,005.32 | 10,005.23 | 25,005.23 | 166.70% |
| Fund: 167 - LIBRARY GRANT Surplus (Deficit): | -15,000.00 | -15,000.00 | -3,005.32 | 10,005.23 | 25,005.23 | 166.70% |

Bondurant Community Library
Library Board of Trustees
October 4, 2023
Warrant List

| Company | Description | Budget Code | Invoice | Amount |
|-------------------------|--|--------------------|----------------|-------------------|
| Baker & Taylor | Books | 001-410-6502 | 2037696380 | \$56.71 |
| | Books | 001-410-6502 | 3286303 credit | -\$9.58 |
| | Books | 001-410-6502 | 2037699644 | \$473.31 |
| | Books | 001-410-6502 | 2037709945 | \$86.62 |
| | Books - | 001-410-6502 | 20377149800 | \$529.82 |
| | Books | 001-410-6502 | 3287235 credit | -\$18.04 |
| | books | 001-410-6502 | 3287236 credit | -\$43.78 |
| | books | 001-410-6502 | 3887237 credit | -\$18.04 |
| | Books | 001-410-6502 | 3287238 credit | -\$11.39 |
| | Books | 001-410-6502 | 2037739777 | \$218.52 |
| | Books | 001-410-6502 | 2037743040 | \$220.79 |
| | | 001-410-6502 | 2037762977 | \$943.51 |
| Central Iowa Mechanical | HVAC repair | 001-410-6310 | 23490 | \$867.00 |
| Convergint | Yearly software | 001-410-6499 | IN00087137 | \$1,139.00 |
| Demco | book processing supplies | 001-410-6506 | 7371329 | \$151.21 |
| Demco | book processing supplies | 001-410-6506 | 7366232 | \$154.01 |
| Envisionware | Annual maintenance/subscription | 001-410-6499 | INV-US-67443 | \$2,382.23 |
| Hoopla | digital content | 001-410-6503 | 504294492 | \$694.89 |
| Kadeth | 2/13 Computer Support | 001-410-6419 | 6494 | \$197.92 |
| Kadeth | 3/10 Computer Support | 001-410-6419 | 6517 | \$771.25 |
| Kadeth | 4/14 Computer Support | 001-410-6419 | 6533 | \$156.25 |
| Kadeth | 5/5/ Computer Support | 001-410-6419 | 6548 | \$312.50 |
| Kadeth | 6/15/2023 Computer Support | 001-410-6419 | 6568 | \$521.25 |
| Klinker-Feld, Michell | mileage to ARSL conference Wichita, KS | 001-410-6240 | 100 | \$525.31 |
| Konica Minolta | copier | 001-410-6499 | 5026592915 | \$251.35 |
| Konica Minolta | phone | 001-410-6373 | 820002954 | \$281.75 |

Bondurant Community Library
Library Board of Trustees
October 4, 2023
Warrant List

| | | | | |
|-----------------------|---|--------------|---------------------|-------------------|
| Lightner Books | children's books | 001-410-6502 | statement | \$726.00 |
| Menards | faucet replacement in staff break room | 001-410-6310 | 88229 | \$69.99 |
| Menards | parts for faucet replacement | 001-410-6310 | 88253 | \$9.98 |
| Micromrketing | Large Print books | 001-410-6502 | 933637 | \$210.03 |
| Midwest Alarm | Alarm repair | 001-410-6310 | 428713 | \$412.50 |
| MidAmerican | utitlities | 001-410-6371 | 543659752 | \$1,995.00 |
| Mi-Fiber | Monthly Internet | 001-410-6373 | 11402570 | \$0.00 |
| Overdrive | digital content | 001-410-6503 | 06497CO23312 328 | \$3,149.41 |
| Petty cash | postage | 001-410-6508 | receipts | \$127.28 |
| Playaway | Wonderbooks | 001-410-6502 | 437350 | \$54.14 |
| Playaway | Wonderbooks | 001-410-6502 | 441586 | \$1,096.10 |
| Protex Central | Fire extinguisher inspection | 001-410-6310 | 145191 | \$100.00 |
| Reiman Gardens | Adventure Passes | 001-410-6599 | statement | \$300.00 |
| Sanders, Jill | Mileage to PCLA meeting in Grimes | 001-410-6240 | 100 | \$28.17 |
| State Library Of Iowa | Learning Circuit Registration - Changel | 001-410-6240 | statement | \$20.00 |
| Stratus | cleaning | 001-410-6499 | 6324194 | \$851.56 |
| Unique | collection service | 001-410-6499 | 6116751 | \$81.55 |

Bondurant Community Library
Library Board of Trustees
October 4, 2023
Warrant List

| | | | | |
|---------------------------|---|--------------|------------|--------------------|
| US Cellular | Hotspot service | 001-410-6373 | 605673143 | \$462.58 |
| Verizon | Hotspot service | 001-410-6373 | 9943630060 | \$1,995.33 |
| Visa | Books and movies | 001-410-6502 | Statement | \$379.02 |
| | Programming supplies | 001-410-6599 | Statement | \$165.11 |
| | Office supplies | 001-410-6506 | Statement | \$36.48 |
| | T&A fall programming Friends/Foundation donation | 167-410-6506 | Statement | \$77.93 |
| | Adobe licensing | 01-410-6419 | Statement | \$254.27 |
| | Zoom | 001-410-6499 | Statement | \$15.99 |
| | ARSL- Michell | 001-410-6240 | Statement | \$13.98 |
| | Battery backup batteris | 001-410-6507 | Statement | \$224.40 |
| WT Cox | Magazines subscription | 001-410-6502 | 3126422 | \$809.74 |
| Total Operating Expenses | | | | \$23,120.59 |
| Trust and Agency Expenses | | | | \$77.93 |
| Total | | | | \$24,232.66 |

Bondurant Community Library Board President
SIGNATURE

Date

Bondurant Community Library Board Secretary
SIGNATURE

Date

STAFF REPORT SEPTEMBER 2023



Michell:

- Attended Prairie Meadows/Polk County Awards Banquet
- Webinar “Lunch with the State Library: Library Statistics”
- Attended Association of Rural and Small Libraries conference in Wichita, KS
- One session of Leadership Excellence program by Dale Carnegie
- State Library “Learning Circuit: Productive Partnerships”

Megan S:

- State Library “Building and Maintaining a Book Club at your Library”
- State Library “Pop YS-TeenTober”
- State Library Kernels “Teen After Hours Events”
- State Library “Check it Out”
- Booklist Publications “Building a Teen Book Club”
- Kids Lib meeting

Megan M:

- “Youth Services: Collection Development”
- “Youth Services: Programming”
- “Pop YS Live: Baby Bounce Basics”

Chantel:

- “Building and Maintaining a Book Club at your Library”
- “We’re All Tech Librarians” Endorsement Course Discussion section
- State Library “Learning Circuit: Productive Partnerships”
- Adult Librarian meeting

Christina:

- “We’re All Tech Librarians” Endorsement Course Discussion section
- Earned Public Library Staff Endorsement certificate

Events in August:

- 17 Story Times at the Library
- 4 Sessions of Baby Story & Play
- 6 Sessions of Fit for Life!
- Adult Craft Night
- Book Discussion for Adults
- Third Thursday at Hoover’s

- Books on Tap book discussion at Reclaimed Rails
- Book Club for grades 3-5
- Book Club for grades 6-8
- Teens Only Sunday Funday
- Pokémon Club
- STEAM Club
- After School Open STEAM Play
- After School BINGO
- After School Craft
- After School Movie
- Raising Readers in the Heartland Launch Party
- Library CLOSED September 3 & 4 for Labor Day



Librarian items September 2023

- Director Sanders attended City Council on September 5.
- No Library staff meeting in September
- Director Sanders attended Bondurant Community Library Foundation and Friends of the Library meeting on September.
- September 18 Director Sanders presented to the Bondurant Historical Society on the history of the Library in Bondurant.
- Director Sanders attended a Polk County Library Association Meeting in Grimes on September 7.
- Director Sanders attended annual City Department Head meeting on 9/19. Discussion was held on future staffing, job descriptions and employee survey.
- State Library held the annual Learning Circuit at the Bondurant Community Library on 9/28 with 36 attending.
- On 9/28 the Clive Library staff toured the Library.
- Librarian Christina King has completed the training and achieved a Public Library Staff Endorsements. Congratulations Christina.
- The Library has received the year's Direct State Aid funding. This year is \$3,114.34, up \$124.15 from last year.



You may have heard that Dolly Parton's Imagination Library, in partnership with Raising Readers in the Heartland, has launched in Bondurant! That means if you have children ages 0-5 and live within the 50035 zip code you can sign up to receive a beautiful FREE book mailed to children's home EACH MONTH! Looking good Dolly!



Chapter 7: Planning for the Library's Future

Strategic planning is another major responsibility of library boards. Boards continuously guide and shape library service for their community as they make decisions about money, buildings, programming, technology and staffing levels. The challenge is to make these decisions based on solicited community input, crafted into a written plan. A carefully considered plan is a road map assisting the board and the director in making decisions that are in the best interests of the community. A plan also publicizes the library's priorities and its vision of the future. There are examples of service options to consider in the **Appendix**.

Strategic Planning is a Required Standard

Standard #17 [Tier 2]: *"The library has a written plan...projecting up to 5 years into the future and outlines the library's goals and objectives to meet community needs. Developing a plan involves the staff, the board, and the public."*

To meet this standard, the plan must:

- ❖ Be current at the time of submission
- ❖ Address community needs based on community data
- ❖ Contain a mission statement, which describes the library's purpose in the community
- ❖ Include goals and measurable objectives

While not required, it is still good practice for the board to evaluate the plan annually in order to review progress achieved and discuss future goals.

Planning Approaches

There are several ways to approach a planning process. As a department of city

government, public libraries often join a broader planning effort conducted by the city, involving all city services. Another approach is to look at current trends in culture, business, and education and how libraries fit into those trends. Boards can opt to study and apply demographic data and census data. They can involve community members in focus group discussions.

There are also comprehensive planning models designed especially for public libraries, such as **Strategic Planning for Results** from the Public Library Association and **Libraries Transform** from the American Library Association.

Common Elements of Strategic Plans

Regardless of the planning method, strategic plans tend to address these common elements:

Demographics & Community Input

The first step in library planning is looking outward, not inward. What is your community like? What are the demographic, economic, technological, political, social, and cultural factors that may have an impact on library services? What is important to your community now and in the future?

To answer these questions, gather information about the community and involve stakeholders such as the city officials, business leaders, along with cultural, educational, human service, and social organizations. This could involve focus groups, surveys, and studying city demographic data and census data.

Reflective Mission Statement

Generally defined as an organization's purpose, a mission statement should be an easily understood expression of what the library does for the community. A mission statement should reflect the library's service priorities. For example: "Ida Grove Public Library stimulates imagination, providing a place where children develop a love of reading, where adults access community resources, and where people of all ages gather to become creative, lifelong learners."

Customer-Driven Goals

The words goals and objectives are often used interchangeably, but they are different. Goals should be written with the focus on community members, indicating the benefit, value, or enjoyment that people will realize as a result of the library providing a specific service or program. For example: "Patrons will receive assistance on using their personal devices (tablets, e-readers, smart phones) either through one-on-one training support or through group sessions."

Measurable Objectives

Objectives, on the other hand, are defined as "the way the library will measure its progress toward reaching a goal". Every objective contains these three elements:

- ❖ **Target Audience:** a target audience could be any age group – children, teens, senior citizens, or the entire community.
- ❖ **Measurement:** a measure is something to count, i.e. number of programs presented, number of people who attended programs. A measure can also gauge people’s reaction to or satisfaction with a service, discovering the difference that a service or program made in someone’s life.
- ❖ **Date or Time Frame:** an objective needs to predict a date – a month or a season of the year – when the objective will be accomplished. For example: By fall of 2020, library staff will have added Bold360 Chat service for community residents.

Plan Evaluation

While not required by standards, it is recommended that the board, director, and staff evaluate the library’s plan at least annually. Having a deliberate discussion about planning progress reveals what was accomplished in the past year. It also helps decide whether unmet goals are still worthy of moving forward and whether new goals and objectives should be added. Annually evaluating the library’s planning progress celebrates successes and points the way toward future endeavors.

In Summary

A library should undertake a formal planning process every three to five years to reevaluate the library’s service to the community and its future. Planning involves looking at what is possible and considering a wide range of alternatives. Open-mindedness and creativity will help you develop a plan that will make the most effective use of library resources. Keep in mind the present and future needs of the entire community served by the library. Planning will be most effective when it involves a partnership between the board and director and includes obtaining input from the members of the public, as well as from staff.

Find more information on the [Planning Process](#), including methods and how to get assistance, on the State Library website.

“It takes as much energy to wish it as it does to plan it.”

Eleanor Roosevelt



September 11, 2023

Marketa Oliver
City Administrator
City of Bondurant
100 Lincoln St SE
Bondurant, IA 50035

Re: **Recommendation of Substantial Completion
Bondurant Community Library Expansion
Bondurant, IA**

Dear Marketa:

The work performed under the following Contracts has been reviewed and found, to our and the Architect's best knowledge, information and belief, to be Substantially Complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project is hereby established as **July 19, 2021**, which is also the date of commencement of applicable warranties required by the Contract Documents, unless noted as otherwise on the AIA G704CMA 1992 – Certificate of Substantial Completion. We therefore recommend that the City of Bondurant approve "Substantial Completion" of the following Bid Package Contracts at the next regularly scheduled Board of Directors Meeting:

| | <u>Bid Package</u> | <u>Contractor</u> |
|------|--|-----------------------------------|
| 03-1 | Concrete Foundations & Slabs | Smart Concrete Solutions |
| 04-1 | Unit Masonry | Seedorff Masonry |
| 06-1 | General Carpentry, Building Demolition & Steel | RH Grabau Construction |
| 07-3 | Membrane Roofing & Steel Metal Flashing and Trim | For Sure Roofing & Sheet Metal |
| 08-1 | Entrance, Storefront, Curtainwall & Glazing | Mid-American Glazing Systems |
| 09-1 | Gypsum Board Assemblies, Acoustical Ceilings, Cold-Formed Metal Framing & Painting | Hilsabeck Schacht Inc. |
| 09-5 | Resilient Flooring, Carpet & Ceramic Tile | Ideal Floors, Inc. |
| 21-1 | Fire Suppression Systems | Summit Fire Protection |
| 22-1 | Plumbing & HVAC | Brockway Mechanical & Roofing Co. |
| 26-1 | Electrical, Communications, Electronic Safety & Security | Nelson Electric |
| 31-1 | Site Demolition, Earthwork, Utilities, Landscaping & Paving | Absolute Concrete Construction |

Recommendation of Substantial Completion

Bondurant-Farrar Junior High School
Bondurant, IA

Page 2

We are also attaching copies of the executed AIA G704/CMA – Certificate of Substantial Completion, AIA G706 – Contractor’s Affidavit of Payment of Debts and Claims, and AIA G707 – Consent of Surety to Final Payment from each of the Bid Package Contractors as final record documentation.

Please contact us should you have any questions regarding any of this information.

Sincerely,

STORY CONSTRUCTION CO.



Brian Haessig
Operations Manager

Attachments: Bid Package AIA G704/CMA; G706; G707 documents



AIA[®]

Document G704/CMa™ – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

PROJECT:

(Name and address)

Bondurant Community Library
Expansion
Bondurant, Iowa

TO OWNER:

(Name and address)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

PROJECT NUMBER: 20409/

CONTRACT FOR: Concrete Foundations and
Slabs

CONTRACT DATE: October 6, 2020

TO CONTRACTOR:

(Name and address)

Smart Concrete Solutions
7405 University Ave, STE 3
Clive, Iowa 50325

OWNER:

CONSTRUCTION MANAGER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

DATE OF ISSUANCE: July 19, 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

Date of Commencement

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

STORY CONSTRUCTION CO.

CONSTRUCTION MANAGER

BY

DATE

7/22/21

FEH Design

ARCHITECT

BY

DATE

08-05-2021

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

SMART CONCRETE
SOLUTIONS

CONTRACTOR

BY

DATE

8/6/21

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

City of Bondurant

OWNER

BY

DATE

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA® Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Bondurant Community Library
Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

CONTRACT FOR: Bid Package No. - 03-1
Concrete Foundations and Slabs

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October 6, 2020

STATE OF: Iowa
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*

Smart Concrete Solutions
7405 University Ave, STE 3
Clive, Iowa 50325

BY: Joel Waltz
(Signature of authorized representative)

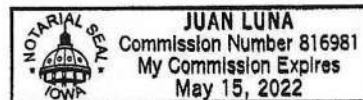
Joel Waltz, Estimator
(Printed name and title)

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

Notary Public: Juan Luna
My Commission Expires: 5/15/22





AIA Document G707™ – 1994

Consent Of Surety to Final Payment

PROJECT: *(Name and address)*
Bondurant Community Library Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

CONTRACT FOR: Bid Package No. - 03-1
Concrete Foundations and Slab

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October, 6 2020

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

The Ohio Casualty Insurance Company
62 Maple Avenue
Keene, NH 03431

, SURETY,

on bond of
(Insert name and address of Contractor)

Smart Concrete Solutions
7405 University Ave, STE 3
Clive, Iowa 50325

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall
not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **August 9, 2021**
(Insert in writing the month followed by the numeric date and year.)

The Ohio Casualty Insurance Company
62 Maple Avenue
Keene, NH 03431

(Surety)

(Signature of authorized representative)

Andrew P Andersen, Attorney-in-fact
(Printed name and title)



Attest:
(Seal):



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205774-969223

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Andrew P Andersen, Kate R. Greenwald; Luke Siel

all of the city of Lincoln state of NE each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 21st day of June, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey

David M. Carey, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 21st day of June, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 9th day of August, 2021.



By: Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary

AIA® Document G704/CMa™ – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

PROJECT:

(Name and address)

Bondurant Community Library
Expansion
Bondurant, Iowa

PROJECT NUMBER: 20409/
CONTRACT FOR: Unit Masonry
CONTRACT DATE: October 6, 2020

OWNER:

CONSTRUCTION MANAGER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

TO OWNER:

(Name and address)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

TO CONTRACTOR:

(Name and address)

Seedorff Masonry, Inc.
12345 University Avenue, STE 100
Clive, Iowa 50325

DATE OF ISSUANCE: July, 19 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July, 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty through 6-23-22 **Date of Commencement** 6-19-21

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

STORY CONSTRUCTION CO.

CONSTRUCTION MANAGER

BY

DATE

FEH DESIGN

ARCHITECT

BY

08-05-2021

DATE

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

SEEDORFF MASONRY, INC.

CONTRACTOR

BY

Robert A. Marsh

8-12-21

DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

City of Bondurant

OWNER

BY

DATE

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Bondurant Community Library
Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

CONTRACT FOR: Bid Package No. - 04-1
Unit Masonry

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October 6, 2020

STATE OF: Iowa
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS: Outstanding Balance Due: SMI Invoice 200499 for \$13,909.40.

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*
Seedorff Masonry, Inc.
12345 University Avenue, STE 100
Clive, Iowa 50035

BY:

(Signature of authorized representative)

Robert A. Marsh - President

(Printed name and title)

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

Notary Public: Penny S. Rummel

My Commission Expires: 7-28-24



**CONSENT OF SURETY
TO FINAL PAYMENT**
AIA DOCUMENT G707

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES; CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT TO ITS COMPLETION OR MODIFICATION. AUTHENTICATION OF THIS ELECTRONICALLY DRAFTED AIA DOCUMENT MAY BE MADE BY USING AIA DOCUMENT D401.

TO OWNER:
(Name and address)

City of Bondurant
100 Lincoln St SE
Bondurant, IA 50035

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:
Bond #2308881

PROJECT:
(Name and address)

Bid Package No. 04-1 - Unit Masonry
Bondurant Community Library Expansion
104 2nd St NE, Bondurant, IA 50035

CONTRACT DATED:
October 6, 2020

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

North American Specialty Insurance Company
1200 Main Street, Suite 800
Kansas City, MO 64105

, SURETY,

on bond of
(Insert name and address of Contractor)

Seedorff Masonry, Inc.
12345 University Ave, Ste 100
Clive, IA 50325

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to (Insert name and address of Owner)

City of Bondurant
100 Lincoln St SE
Bondurant, IA 50035

OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, THE Surety has hereunto set its hand on this date: August 12, 2021
(Insert in writing the month followed by the numeric date and year.)

Attest:



North American Specialty Insurance Company
(Surety)


(Signature of authorized representative)

SEAL

Kurt Feller, Attorney-in-Fact
(Printed name and title)

SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY
WESTPORT INSURANCE CORPORATION

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri and Washington International Insurance Company a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, and Westport Insurance Corporation, organized under the laws of the State of Missouri, and having its principal office in the City of Kansas City, Missouri, each does hereby make constitute and appoint:

ROBERT L. KOLLSMITH, SAMANTHA BODDICKER, TIMOTHY J. FOLEY, JASON D. SMITH, JAMES M. SMITH,
DAVID M. OWEN, BRAD BENGTSON, LUKAS SCHRODER, AARON COLLINS, KURT FELLER and DORA B. STEVENS JOINTLY OR SEVERALLY

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of: TWO HUNDRED MILLION (\$200,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on March 24, 2000 and Westport Insurance Corporation by written consent of its Executive Committee dated July 18, 2011.

RESOLVED, that any two of the President, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.



By Steven P. Anderson, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company & Senior Vice President of Westport Insurance Corporation

By Michael A. Ito, Senior Vice President of Washington International Insurance Company & Senior Vice President of North American Specialty Insurance Company & Senior Vice President of Westport Insurance Corporation



IN WITNESS WHEREOF, North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 16TH day of JUNE, 20 21.

North American Specialty Insurance Company
Washington International Insurance Company
Westport Insurance Corporation

State of Illinois
County of Cook ss:

On this 16TH day of JUNE, 20 21, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of

Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation and Michael A. Ito Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Senior Vice President of Westport Insurance Corporation, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Vice President and Assistant Secretary of North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company, Washington International Insurance Company and Westport Insurance Corporation which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 12th day of August, 20 21.

Jeffrey Goldberg, Vice President & Assistant Secretary of Washington International Insurance Company & North American Specialty Insurance Company & Vice President & Assistant Secretary of Westport Insurance Corporation



Document G704/CMa™ – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

PROJECT:*(Name and address)*Bondurant Community Library
Expansion
Bondurant, Iowa**TO OWNER:***(Name and address)*City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

PROJECT NUMBER: 20409/

CONTRACT FOR: General Carpentry,
Building Demolition & Steel

CONTRACT DATE: October 6, 2020

TO CONTRACTOR:*(Name and address)*R.H. Grabau Construction, Inc.
871 P Avenue, PO Box 99
Boone, Iowa 50036OWNER: CONSTRUCTION MANAGER: ARCHITECT: CONTRACTOR: FIELD: OTHER:

DATE OF ISSUANCE: July, 19 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July, 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty**Date of Commencement**

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

STORY CONSTRUCTION CO.

CONSTRUCTION MANAGER

BY

DATE

7/22/21

FEH DESIGN

ARCHITECT

BY

DATE

08-05-2021

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

R.H. Grabau Construction, Inc.

CONTRACTOR

BY

DATE

11-22-21

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

City of Bondurant

OWNER

BY

DATE

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA® Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Bondurant Community Library
Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

CONTRACT FOR: Bid Package No. - 06-1
General Carpentry, Building Demolition
& Steel

CONTRACT DATED: October 6, 2020

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

STATE OF: Iowa
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*

R.H. Grabau Construction, Inc.
871 P Avenue, PO Box 99
Boone, Iowa 50036

BY: 

(Signature of authorized representative)

ERIC R. GRABAU, OWNER
(Printed name and title)

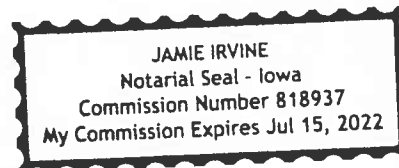
The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

November 22, 2021

Notary Public: 
My Commission Expires: July 15, 2022



AIA Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

| | | |
|---|--|---|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | ARCHITECT'S PROJECT NUMBER: | OWNER: <input type="checkbox"/> |
| | CONTRACT FOR: Bid Package No. - 06-1 General Carpentry, Building Demolition & Steel | ARCHITECT: <input type="checkbox"/> |
| | CONTRACT DATED: October 6, 2020 | CONTRACTOR: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | | SURETY: <input type="checkbox"/> |
| | | OTHER: <input type="checkbox"/> |

STATE OF: Iowa
COUNTY OF:

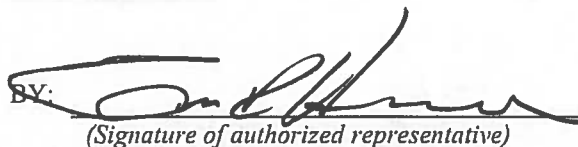
The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose
- Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*
R.H. Grabau Construction, Inc.
871 P Avenue, PO Box 99
Boone, Iowa 50036

BY: 
(Signature of authorized representative)

ERIC R. HAIKER *OWNER*
(Printed name and title)

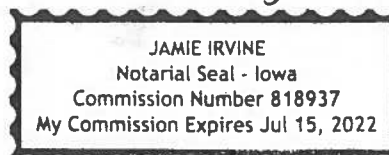
The following supporting documents should be attached hereto if required by the Owner:

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

November 22, 2021

Notary Public: 
My Commission Expires: July 15, 2022





AIA® Document G707™ – 1994

Consent Of Surety to Final Payment

| | | |
|---|--|--------------------------------------|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | ARCHITECT'S PROJECT NUMBER: | OWNER: <input type="checkbox"/> |
| | CONTRACT FOR: Bid Package No. - 06-1 General Carpentry, Building Demolition & Steel | ARCHITECT: <input type="checkbox"/> |
| | CONTRACT DATED: October, 6 2020 | CONTRACTOR: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | | SURETY: <input type="checkbox"/> |
| | | OTHER: <input type="checkbox"/> |

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

North American Specialty Insurance Company
1200 Main Street, STE 800
Kansas City, MO 64105

on bond of
(Insert name and address of Contractor)

R.H. Grabau Construction, Inc.
871 P Avenue, PO Box 99
Boone, Iowa 50036

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall
not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

as set forth in said Surety's bond.

, SURETY,

, CONTRACTOR,

, OWNER,

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **November 23rd, 2021**
(Insert in writing the month followed by the numeric date and year.)

North American Specialty Insurance Company
1200 Main Street, STE 800
Kansas City, MO 64105

(Surety's)

(Signature of authorized representative)

Courtney Gordon, Attorney-in-Fact

(Printed name and title)

Attest:
(Seal):

SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Overland Park, Kansas, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Overland Park, Kansas, each does hereby make, constitute and appoint:

[Blank lines for name and address of the appointed attorney]

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of:

[Blank line for amount]

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.



By [Signature]
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By [Signature]
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this ___ day of ___, 20__.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this ___ day of ___, 20__, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this ___ day of ___, 20__.

[Signature]
Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company



AIA Document G704/CMa™ – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

PROJECT:*(Name and address)*Bondurant Community Library
Expansion
Bondurant, Iowa**PROJECT NUMBER:** 20409/**CONTRACT FOR:** Membrane Roofing &
Steel Metal Flashing and Trim**CONTRACT DATE:** October 6, 2020OWNER: CONSTRUCTION MANAGER: ARCHITECT: CONTRACTOR: FIELD: OTHER: **TO OWNER:***(Name and address)*City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035**TO CONTRACTOR:***(Name and address)*For Sure Roofing and Sheet Metal
5741 NE 22nd Street, STE 300
Des Moines, Iowa 50313**DATE OF ISSUANCE:** July 19, 2021**PROJECT OR DESIGNATED PORTION SHALL INCLUDE:**

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty**Date of Commencement**

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

STORY CONSTRUCTION CO.

CONSTRUCTION MANAGER

BY

DATE

FEH DESIGN

ARCHITECT

BY

08-05-2021

DATE

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

FOR SURE ROOFING AND
SHEET METAL

CONTRACTOR

BY

DATE

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

City of Bondurant

OWNER

BY

DATE

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Bondurant Community Library
Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

CONTRACT FOR: Bid Package No. - 07-3
Membrane Roofing & Steel Metal
Flashing and Trim

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October 6, 2020

STATE OF: Iowa
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- 1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*

For Sure Roofing and Sheet Metal
5741 NE 22nd Street, STE 300
Des Moines, Iowa 50313

BY: *Kate Cobine*
(Signature of authorized representative)

Kate Cobine, Project Manager
(Printed name and title)

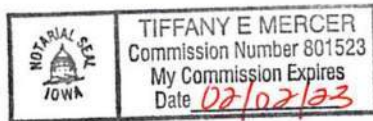
The following supporting documents should be attached hereto if required by the Owner:

- 1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- 2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- 3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

December 6, 2021

Notary Public: *Tiffany E Mercer*
My Commission Expires: *02/02/2023*





AIA Document G707™ – 1994

Consent Of Surety to Final Payment

PROJECT: *(Name and address)*
Bondurant Community Library Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

CONTRACT FOR: Bid Package No. - 07-3
Membrane Roofing & Steel Metal Flashing and
Trim

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October, 6 2020

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

IMT Insurance Company
PO Box 1336
Des Moines, Iowa 50306-1336

, SURETY,

on bond of
(Insert name and address of Contractor)

For Sure Roofing and Sheet Metal
5741 NE 22nd Street, STE 300
Des Moines, Iowa 50313

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall
not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:
(Insert in writing the month followed by the numeric date and year.)



Attest:
(Seal):

Juan Seavey
December 2, 2021

IMT Insurance Company
PO Box 1336
Des Moines, Iowa 50306-1336

(Surety)

David A. ...
(Signature of authorized representative)

Attorney in Fact
(Printed name and title)



POWER OF ATTORNEY

No. A 0513

Notice: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

Know All Persons By These Presents, that IMT Insurance Company a corporation duly organized under the laws of the State of Iowa, and having its principal office in the City of West Des Moines, County of Dallas, State of Iowa, hath made, constituted and appointed, and does by these presents make, constitute and appoint

Joey Hinke, Patrick Kearney, Teresa Squier, Dave Blakely and Sarah Denney

of Waukee and State of Iowa its true and lawful Attorney-in-Fact, with full power and authority hereby conferred in its name, place and stead, to sign, execute, acknowledge and deliver in its behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

Five Million and No/100 (\$5,000,000.00) Dollars

and to bind IMT Insurance Company thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of IMT Insurance Company, and all such acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of IMT Insurance Company on December 18, 1998.

ARTICLE VIII, SECTION 4. - The President or any Vice President or Secretary shall have the authority to appoint Attorneys In Fact and to authorize them to execute on behalf of the Company, and attach thereto the Corporate Seal, bonds, undertakings, recognizances, contracts of indemnity or other obligatory writings, excluding insurance policies and endorsements.

ARTICLE VIII, SECTION 5. - The signature of any authorized officer and the Corporate Seal may be affixed by facsimile to any Power of Attorney authorizing the execution and delivery of any of the instruments described in Article VIII, Section 4 of the By-Laws. Such facsimile signature and seal shall have the same force and effect as though manually affixed.

In Witness Whereof, IMT Insurance Company has caused these presents to be signed by its President and its corporate seal to be hereto affixed, this 9th day of March, 2021.

IMT Insurance Company
Sean Kennedy, President

WARNING: THIS POWER IS INVALID IF NOT PRINTED WITH RED BORDER AND RED LOGO.

STATE OF IOWA }
COUNTY OF DALLAS } ss:

On this 9th day of March, 2021, before me appeared Sean Kennedy, to me personally known, who being by me duly sworn did say that he is President of the IMT Insurance Company, the corporation described in the foregoing instrument, and that the Seal affixed to the said instrument is the Corporate Seal of the said Corporation and that the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of West Des Moines, Iowa, the day and year first above written.



Tami M. Soda-Good
Notary Public, Dallas County, Iowa

CERTIFICATE

I, Brad Buchanan, Secretary of the IMT Insurance Company do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY, executed by said the IMT Insurance Company, which is still in force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the Seal of the Company on 2nd day of December, 2021.

Brad Buchanan
Brad Buchanan, Secretary



AIA Document G704/CMa™ – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

| | | |
|--|---|--|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | PROJECT NUMBER: 20409/ CONTRACT FOR: Entrance, Storefront, Curtainwall & Glazing CONTRACT DATE: October 6, 2020 | OWNER: <input type="checkbox"/> CONSTRUCTION MANAGER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | TO CONTRACTOR: <i>(Name and address)</i> Mid-American Glazing Systems 2931 104 th Street Urbandale, Iowa 50322 | |

DATE OF ISSUANCE: July 19, 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty **Date of Commencement**

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

| | | |
|------------------------|---------------------------|-------------------|
| STORY CONSTRUCTION CO. | <u><i>[Signature]</i></u> | <u>9/5/2023</u> |
| CONSTRUCTION MANAGER | BY | DATE |
| FEH DESIGN | <u><i>[Signature]</i></u> | <u>09-11-2023</u> |
| ARCHITECT | BY | DATE |

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

| | | |
|------------------------------|---------------------------|----------------|
| MID-AMERICAN GLAZING SYSTEMS | <u><i>[Signature]</i></u> | <u>3/25/22</u> |
| CONTRACTOR | BY | DATE |

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

| | | |
|-------------------|-------|-------|
| City of Bondurant | _____ | _____ |
| OWNER | BY | DATE |

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:
(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Bondurant Community Library
Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

CONTRACT FOR: Bid Package No. - 08-1
Entrance, Storefront, Curtainwall &
Glazing

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October 6, 2020

STATE OF: Iowa
COUNTY OF: Scott

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose
Indicate Attachment Yes No

The following supporting documents should be attached hereto if required by the Owner:

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- Contractor's Affidavit of Release of Liens (AIA Document G706A).

CONTRACTOR: *(Name and address)*
Mid-American Glazing Systems
2931 104th Street
Urbandale, Iowa 50322

BY: Brian Houston
(Signature of authorized representative)
Brian Houston, P.O.F.
(Printed name and title)

Subscribed and sworn to before me on this date: 3/25/22

Notary Public: R M Madden
My Commission Expires:





AIA Document G707™ – 1994

Consent Of Surety to Final Payment

Bond No. S014916

| | | |
|---|--|--------------------------------------|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | ARCHITECT'S PROJECT NUMBER: | OWNER: <input type="checkbox"/> |
| | | ARCHITECT: <input type="checkbox"/> |
| | CONTRACT FOR: Bid Package No. - 08-1 Entrance, Storefront, Curtainwall & Glazing | CONTRACTOR: <input type="checkbox"/> |
| | | SURETY: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | CONTRACT DATED: October, 6 2020 | OTHER: <input type="checkbox"/> |

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Employers Mutual Casualty Company
PO Box 712
Des Moines, Iowa 50306

, SURETY,

on bond of
(Insert name and address of Contractor)

Mid-American Glazing Systems
2931 104th Street
Urbandale, Iowa 50322

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall
not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **March 25, 2022**
(Insert in writing the month followed by the numeric date and year.)

Employers Mutual Casualty Company
PO Box 712
Des Moines, Iowa 50306

(Surety)

(Signature of authorized representative)

Dione R. Young, Attorney-in-Fact

(Printed name and title)

Attest:
(Seal): **Anne Growner**



P.O. Box 712 • Des Moines, Iowa 50306-0712

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

KNOW ALL MEN BY THESE PRESENTS, that:

- 1. Employers Mutual Casualty Company, an Iowa Corporation
- 2. EMCASCO Insurance Company, an Iowa Corporation
- 3. Union Insurance Company of Providence, an Iowa Corporation
- 4. Illinois EMCASCO Insurance Company, an Iowa Corporation
- 5. Dakota Fire Insurance Company, a North Dakota Corporation
- 6. EMC Property & Casualty Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

CRAIG E. HANSEN, BRIAN M. DEIMERLY, JAY D. FREIERMUTH, TIM MCCULLOH, CINDY BENNETT, ANNE CROWNER, STACY VENN, DIONE R. YOUNG, SHIRLEY S BARTENHAGEN

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the Surety Bond:

In an amount not exceeding Ten Million Dollars\$10,000,000.00

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

The authority hereby granted shall expire October 10th, 2022, unless sooner revoked.

AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

RESOLVED: The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

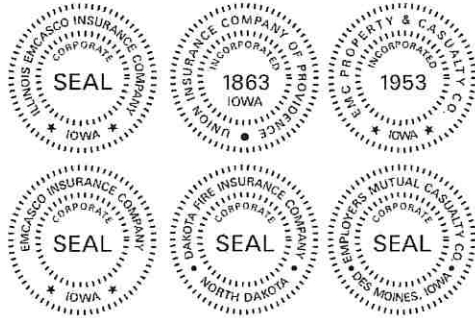
IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 30th day of March, 2020.

Scott R. Jean

Scott R. Jean, President & CEO
of Company 1; Chairman, President
& CEO of Companies 2, 3, 4, 5 & 6

Todd Strother

Todd Strother, Executive Vice President
Chief Legal Officer & Secretary of
Companies 1, 2, 3, 4, 5 & 6

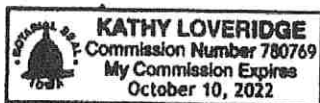


On this 30th day of March, 2020 before me a Notary Public in and for the State of Iowa, personally appeared Scott R. Jean and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President, Executive Vice President, Chief Legal Officer and/or Secretary, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Scott R. Jean and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2022.

Kathy Loveridge

Notary Public in and for the State of Iowa



CERTIFICATE

I, James D. Clough, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 30th day of March, 2020, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 25th day of March, 2022.

J D Clough

Vice President

AIA[®] Document G704/CMa[™] – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

| | | |
|--|--|--|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | PROJECT NUMBER: 20409/ CONTRACT FOR: Gypsum Board Assemblies, Acoustical Ceilings, Cold- Formed Metal Framing & Painting CONTRACT DATE: October 6, 2020 | OWNER: <input type="checkbox"/> CONSTRUCTION MANAGER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | TO CONTRACTOR: <i>(Name and address)</i> Hilsabeck Schacht, Inc. 617 S. 19 th Street West Des Moines, Iowa 50265 | |

DATE OF ISSUANCE: July 19, 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:


Warranty

Date of Commencement

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

| | | |
|--|---|-----------------|
| STORY CONSTRUCTION CO. CONSTRUCTION MANAGER | BY  | DATE 7/22/21 |
| FEH DESIGN ARCHITECT | BY  | DATE 08-05-2021 |

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

| | | |
|---------------------------------------|---|-------------|
| HILSABECK SCHACHT, INC. CONTRACTOR | BY  | DATE 8-5-21 |
|---------------------------------------|---|-------------|

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

| | | |
|----------------------------|----------|------------|
| City of Bondurant OWNER | BY _____ | DATE _____ |
|----------------------------|----------|------------|

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Bondurant Community Library
Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

CONTRACT FOR: Bid Package No. - 09-1
Gypsum Board Assemblies, Acoustical
Ceilings, Cold-Formed Metal Framing &
Painting

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October 6, 2020

STATE OF: Iowa
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*
Hilsabeck Schacht, Inc.
617 S. 19th Street
West Des Moines, Iowa 50265

BY:

(Signature of authorized representative)

Mark W. Schacht, Pres.
(Printed name and title)

The following supporting documents should be attached hereto if required by the Owner:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

Notary Public:
My Commission Expires:



AIA Document G707™ – 1994

Consent Of Surety to Final Payment

Bond No. NIA3194

| | | |
|---|---|---|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | ARCHITECT'S PROJECT NUMBER: | OWNER: <input type="checkbox"/> |
| | CONTRACT FOR: Bid Package No. - 09-1 Gypsum Board Assemblies, Acoustical Ceilings, Cold-Formed Metal Framing & Painting | ARCHITECT: <input type="checkbox"/> |
| | | CONTRACTOR: <input type="checkbox"/> |
| | | SURETY: <input type="checkbox"/> |
| | | OTHER: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | CONTRACT DATED: October, 6 2020 | |

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Merchants Natinal Bonding, Inc.
P.O. Box 14498
Des Moines, IA 50306

on bond of
(Insert name and address of Contractor)

Hilsabeck Schacht, Inc.
617 S. 19th Street
West Des Moines, Iowa 50265

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall
not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **January 10, 2022**
(Insert in writing the month followed by the numeric date and year.)

Merchants National Bonding, Inc.
P.O. Box 14498
Des Moines, IA 50306
(Surety)


(Signature of authorized representative)

Stacie Christensen, Attorney-in-Fact
(Printed name and title)

Attest:
(Seal): **Dione R. Young, Witness as to Surety**

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, Individually, Anne Crowner; Ashlea McCaughey; Ben Williams; Brian M Deimerly; Cameron M Burt; Cindy Bennett; Craig E Hansen; D Gregory Stitts; Dione R Young; Donald E Appleby; Douglas Muth; Ginger Hoke; Grace Rasmussen; Greg Krier; Jaimie Kangas; Jay D Freiermuth; Jessica Jean Rini; Kathleen Brewer; Mark R DeWilt; Mark Sweigart; Michelle R Gruls; Sarah C Brown; Seth D Rooker; Stacie Christensen; Stacy Venn; Tim McCulloch; Todd Bengford; Wendy A Lewis

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

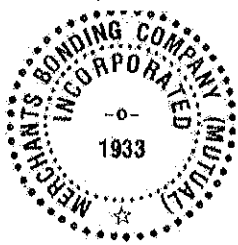
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this Instrument to be signed and sealed this 2nd day of August, 2021.

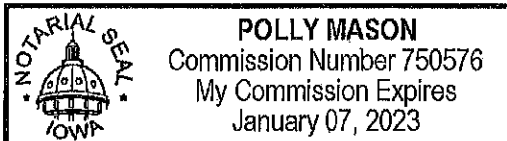


MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 2nd day of August, 2021, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

Polly Mason
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 10th day of January, 2022.



William Warner Jr.
Secretary



AIA[®]

Document G704/CMa™ – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

PROJECT:

(Name and address)

Bondurant Community Library
Expansion
Bondurant, Iowa

TO OWNER:

(Name and address)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

PROJECT NUMBER: 20409/

CONTRACT FOR: Resilient Flooring, Carpet
& Ceramic Tile

CONTRACT DATE: October 6, 2020

TO CONTRACTOR:

(Name and address)

Ideal Floors, Inc.
2216 George Flagg Parkway
Des Moines, Iowa 50321

OWNER:

CONSTRUCTION MANAGER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

DATE OF ISSUANCE: July 19, 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

Date of Commencement

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

| | | |
|------------------------|----|-------------------|
| STORY CONSTRUCTION CO. | | <u>7/22/21</u> |
| CONSTRUCTION MANAGER | BY | DATE |
| FEH DESIGN | | <u>08-05-2021</u> |
| ARCHITECT | BY | DATE |

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

| | | |
|--------------------|----|---------------|
| IDEAL FLOORS, INC. | | <u>8-9-21</u> |
| CONTRACTOR | BY | DATE |

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

| | | |
|-------------------|-------|-------|
| City of Bondurant | _____ | _____ |
| OWNER | BY | DATE |

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA[®] Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

| | | |
|---|---|---|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | ARCHITECT'S PROJECT NUMBER: CONTRACT FOR: Bid Package No. - 09-5 Resilient Flooring, Carpet & Ceramic Tile | OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> SURETY: <input type="checkbox"/> OTHER: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | CONTRACT DATED: October 6, 2020 | |

STATE OF: Iowa
 COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose.

Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*

Ideal Floors, Inc.
 2216 George Flagg Parkway
 Des Moines, Iowa 50321

BY:

[Handwritten Signature]
 (Signature of authorized representative) Vice President
 Ellen Drunketter
 (Printed name and title)

The following supporting documents should be attached hereto if required by the Owner:

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

Notary Public:
 My Commission Expires:



AIA® Document G707™ – 1994

Consent Of Surety to Final Payment

PROJECT: *(Name and address)*
Bondurant Community Library Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

CONTRACT FOR: Bid Package No. - 09-5
Resilient Flooring, Carpet & Ceramic Tile

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October, 6 2020

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

The Ohio Casualty Insurance Company
62 Maple Avenue
Keene, NH 03431

, SURETY,

on bond of
(Insert name and address of Contractor)

Ideal Floors, Inc.
2216 George Flagg Parkway
Des Moines, Iowa 50321

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall
not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: August 8, 2021
(Insert in writing the month followed by the numeric date and year.)

The Ohio Casualty Insurance Company
62 Maple Avenue
Keene, NH 03431

(Surety)

(Signature of authorized representative)

Andrew P Andersen, Attorney-in-fact
(Printed name and title)



Attest:
(Seal):



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8205774-969223

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Andrew P Andersen; Kate R. Greenwald; Luke Siel

all of the city of Lincoln state of NE each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 21st day of June, 2021.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 21st day of June, 2021 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 9th day of August, 2021.



By: Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



AIA[®] Document G704/CMa[™] – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

| | | |
|--|--|--|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | PROJECT NUMBER: 20409/ CONTRACT FOR: Fire Suppression Systems CONTRACT DATE: October 6, 2020 | OWNER: <input type="checkbox"/> CONSTRUCTION MANAGER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | TO CONTRACTOR: <i>(Name and address)</i> Summit Fire Protection 4353 NW Urbandale Drive Urbandale, Iowa 50322 | |

DATE OF ISSUANCE: July 19, 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

Date of Commencement

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

| | | |
|--|----|-----------------|
| STORY CONSTRUCTION CO. CONSTRUCTION MANAGER | BY | DATE 7/22/21 |
| FEH Design ARCHITECT | BY | DATE 08-05-2021 |

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

| | | |
|--------------------------------------|----|----------------|
| SUMMIT FIRE PROTECTION CONTRACTOR | BY | DATE 1/13/2022 |
|--------------------------------------|----|----------------|

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

| | | |
|----------------------------|----------|------------|
| City of Bondurant OWNER | BY _____ | DATE _____ |
|----------------------------|----------|------------|

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:
(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA[®]

Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Bondurant Community Library
Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT FOR: Bid Package No. - 21-1
Fire Suppression Systems
CONTRACT DATED: October 6, 2020

STATE OF: Iowa
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose
Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*

Summit Fire Protection
4353 NW Urbandale Drive
Urbandale, Iowa 50322

The following supporting documents should be attached hereto if required by the Owner:

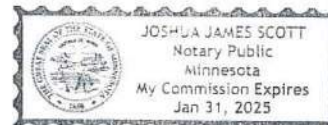
- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- Contractor's Affidavit of Release of Liens (AIA Document G706A).

BY: 
(Signature of authorized representative)

Rich Schneckenberger, AR
(Printed name and title)

Subscribed and sworn to before me on this date:

Notary Public: 
My Commission Expires: 1/31/2025



**CONSENT OF SURETY
TO FINAL PAYMENT**

AIA Document G707

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

Bond No. SU51031

TO OWNER:
(Name and address)

City of Bondurant
100 Lincoln St. SE
Bondurant, IA 50035

PROJECT:
(Name and address)

Bondurant Community Library Expansion

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:

CONTRACT DATED: October 6, 2020

*In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)*

Aspen American Insurance Company
175 Capital Boulevard, Suite 300
Rocky Hill, CT 06067

, SURETY,

on bond of
(Insert name and address of Contractor)

Summit Fire Protection Co.
4353 NW Urbandale Dr
Urbandale, IA 50322

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Bondurant
100 Lincoln St. SE
Bondurant, IA 50035

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: January 14, 2022
(Insert in writing the month followed by the numeric date and year.)



Attest:
(Seal):

Michele L. Grogan
Michele L. Grogan

Aspen American Insurance Company

(Surety)

By:

Kesha Greene
(Signature of authorized representative)

Kesha Greene

Attorney-in-Fact

(Printed name and title)



Aspen American Insurance Company
175 Capital Boulevard, Rocky Hill, CT 06067

Surety Bond No. SU51031
Principal: Summit Fire Protection Co.
Obligee: City of Bondurant

POWER OF ATTORNEY

KNOW ALL PERSONS BY THESE PRESENTS, THAT Aspen American Insurance Company, a corporation duly organized under the laws of the State of Texas, and having its principal offices in Rocky Hill, Connecticut, (hereinafter the "Company") does hereby make, constitute and appoint: **Kesha Greene** of **Hays Companies** its true and lawful Attorney-in-Fact, with full power and authority hereby conferred to sign, execute and acknowledge on behalf of the Company, at any place within the United States, the following instrument(s) by his/her sole signature and act: any and all bonds, recognizances, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking and any and all consents incident thereto, and to bind the Company thereby as fully and to the same extent as if the same were signed by the duly authorized officers of the Company. All acts of said Attorney-in-Fact done pursuant to the authority herein given are hereby ratified and confirmed.

This appointment is made under and by authority of the following Resolutions of the Board of Directors of said Company effective on April 7, 2011, which Resolutions are now in full force and effect;

VOTED: All Executive Officers of the Company (including the President, any Executive, Senior or Assistant Vice President, any Vice President, any Treasurer, Assistant Treasurer, or Secretary or Assistant Secretary) may appoint Attorneys-in-Fact to act for and on behalf of the Company to sign with the Company's name and seal with the Company's seal, bonds, recognizances, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said Executive Officers at any time may remove any such appointee and revoke the power given him or her.

VOTED: The foregoing authority for certain classes of officers of the Company to appoint Attorneys-in-Fact by virtue of a Power of Attorney to sign and seal bonds, recognizances, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, as well as to revoke any such Power of Attorney, is hereby granted specifically to the following individual officers of Aspen Specialty Insurance Management, Inc.: **Michael Toppi**, Executive Vice President, **Scott Sadowsky**, Senior Vice President, **Mathew Raino**, Vice President, **Kevin Gillen**, Senior Vice President and **Ryan Field**, Vice President,

This Power of Attorney may be signed and sealed by facsimile (mechanical or printed) under and by authority of the following Resolution voted by the Boards of Directors of Aspen American Insurance Company, which Resolution is now in full force and effect:

VOTED: That the signature of any of the Officers identified by title or specifically named above may be affixed by facsimile to any Power of Attorney for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any and all consents incident thereto, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company. Any such power so executed and certified by such facsimile signature and/or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking so executed.

IN WITNESS WHEREOF, Aspen American Insurance Company has caused this instrument to be signed and its corporate seal to be hereto affixed this 24th day of June, 2016.

STATE OF CONNECTICUT
SS. ROCKY HILL
COUNTY OF HARTFORD

Aspen American Insurance Company
Kevin Gillen
Kevin Gillen, Senior Vice President

On this 24th day of June, 2016 before me personally came Kevin Gillen to me known, who being by me duly sworn, did depose and say; that he/she is Senior Vice President, of Aspen American Insurance Company, the Company described in and which executed the above instrument; that he/she knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; and that he/she executed the said instrument on behalf of the Company by authority of his/her office under the above Resolutions thereof.

Patricia C. Taber
Notary Public
My commission expires: May 31, 2021

Patricia C. Taber
Notary Public
State of Connecticut
My Commission Expires May 31, 2021



CERTIFICATE

I, the undersigned, Kevin Gillen of Aspen American Insurance Company, a stock corporation of the State of Texas, do hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the Boards of Directors, as set forth above, are now and remain in full force and effect.

Given under my hand and seal of said Company, in Rocky Hill, Connecticut, this 14th day of January, 2022

By: *Kevin Gillen*

Name: Kevin Gillen, Senior Vice President



* For verification of the authenticity of the Power of Attorney you may call (860) 760-7728 or email: Patricia.Taber@aspen-insurance.com

ACKNOWLEDGMENT BY SURETY

STATE OF Minnesota
County of Hennepin } ss.

On this 14th day of January, 2022, before me personally appeared Kesha Greene, known to, me to be the Attorney-in-Fact of Aspen American Insurance Company

_____, the corporation that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.



Notary Public in the State of Minnesota
County of Hennepin



AIA[®]

Document G704/CMa™ – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

PROJECT:

(Name and address)

Bondurant Community Library
Expansion
Bondurant, Iowa

TO OWNER:

(Name and address)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

PROJECT NUMBER: 20409/

CONTRACT FOR: Plumbing & HVAC

CONTRACT DATE: October 6, 2020

TO CONTRACTOR:

(Name and address)

Brockway Mechanical & Roofing Co., Inc.
1101 Osborn Street
Burlington, Iowa 52601

OWNER:

CONSTRUCTION MANAGER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

DATE OF ISSUANCE: July 19, 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

Date of Commencement

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

| | | |
|------------------------|----|------------|
| STORY CONSTRUCTION CO. | | |
| CONSTRUCTION MANAGER | BY | DATE |
| FEH DESIGN | | 08-05-2021 |
| ARCHITECT | BY | DATE |

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

| | | |
|---|----|------------|
| BROCKWAY MECHANICAL & ROOFING CO., INC. | | 08-10-2021 |
| CONTRACTOR | BY | DATE |

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

| | | |
|-------------------|----|------|
| City of Bondurant | | |
| OWNER | BY | DATE |

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

AIA Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

| | | |
|---|--|--------------------------------------|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | ARCHITECT'S PROJECT NUMBER: | OWNER: <input type="checkbox"/> |
| | | ARCHITECT: <input type="checkbox"/> |
| | | CONTRACTOR: <input type="checkbox"/> |
| | CONTRACT FOR: Bid Package No. - 22-1 Plumbing & HVAC | SURETY: <input type="checkbox"/> |
| | | OTHER: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | CONTRACT DATED: October 6, 2020 | |

STATE OF: Iowa
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment Yes No

The following supporting documents should be attached hereto if required by the Owner:

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- Contractor's Affidavit of Release of Liens (AIA Document G706A).

CONTRACTOR: *(Name and address)*
Brockway Mechanical & Roofing Co., Inc.
1101 Osborn Street
Burlington, Iowa 52601

BY:


(Signature of authorized representative)

RYAN M. BROCKWAY VICE PRESIDENT
(Printed name and title)

Subscribed and sworn to before me on this date: 8/10/21

Notary Public: 
My Commission Expires:



AIA[®] Document G707™ – 1994

Consent Of Surety to Final Payment

| | | |
|---|--|--------------------------------------|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | ARCHITECT'S PROJECT NUMBER: | OWNER: <input type="checkbox"/> |
| | CONTRACT FOR: Bid Package No. - 22-1 Plumbing and HVAC | ARCHITECT: <input type="checkbox"/> |
| | CONTRACT DATED: October, 6 2020 | CONTRACTOR: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | | SURETY: <input type="checkbox"/> |
| | | OTHER: <input type="checkbox"/> |

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

The Cincinnati Insurance Co.
6200 S. Gilmore Raod
Fairfield, OH 45014

, SURETY,

on bond of
(Insert name and address of Contractor)

Brockway Mechancial & Roofing Co., Inc.
1101 Osborn Street
Burlington, Iowa 52601

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall
not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:
(Insert in writing the month followed by the numeric date and year.)

The Cincinnati Insurance Co.
6200 S. Gilmore Raod
Fairfield, OH 45014

(Surety)



Attest:
(Seal):

Margaret Ertz

Ryan M. Brockway
(Signature of authorized representative)

RYAN M. BROCKWAY VICE PRESIDENT
(Printed name and title)

AIA Document G704/CMa™ – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

| | | |
|--|---|--|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | PROJECT NUMBER: 20409/ CONTRACT FOR: Electrical, Communications, Electronic Safety & Security CONTRACT DATE: October 6, 2020 | OWNER: <input type="checkbox"/> CONSTRUCTION MANAGER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | TO CONTRACTOR: <i>(Name and address)</i> Nelson Electric of Central Iowa, L.C. 239 S. Bell Avenue Ames, Iowa 50010 | |

DATE OF ISSUANCE: July 19, 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:


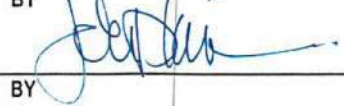
Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:


Warranty

Date of Commencement

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

| | | |
|--|--|-----------------|
| STORY CONSTRUCTION CO. CONSTRUCTION MANAGER | BY  | DATE 9/5/2023 |
| FEH DESIGN ARCHITECT | BY  | DATE 02-02-2022 |

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

| | | |
|--|--|----------------|
| NELSON ELECTRIC OF CENTRAL IOWA, L.C. CONTRACTOR | BY  | DATE 12/6/2021 |
|--|--|----------------|

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

| | | |
|----------------------------|----------|------------|
| City of Bondurant OWNER | BY _____ | DATE _____ |
|----------------------------|----------|------------|

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:
(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA[®]

Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Bondurant Community Library
Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

CONTRACT FOR: Bid Package No. - 26-1
Electrical, Communications, Electronic
Safety & Security

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October 6, 2020

STATE OF: Iowa
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose
Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*
Nelson Electric of Central Iowa, L.C.
239 S. Bell Avenue
Ames, Iowa 50010

BY: 
(Signature of authorized representative)

MATT MASTERS PROJECT MANAGER
(Printed name and title)

The following supporting documents should be attached hereto if required by the Owner:

- Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

Notary Public:
My Commission Expires:



AIA® Document G707™ – 1994

Consent Of Surety to Final Payment

| | | |
|--|---|---|
| PROJECT: <i>(Name and address)</i> Bid Package No. 26-1 - Electrical, Communications, Electronic Safety & Security In connection with Bondurant Community Library Expansion, Bondurant, Iowa | ARCHITECT'S PROJECT NUMBER: | OWNER: <input checked="" type="checkbox"/> |
| | CONTRACT FOR: Construction | ARCHITECT: <input type="checkbox"/> |
| | | CONTRACTOR: <input type="checkbox"/> |
| | | SURETY: <input type="checkbox"/> |
| | | OTHER: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 200 2nd Street NE Bondurant, IA 50035 | CONTRACT DATED: October 06, 2020 | |

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Merchants Bonding Company (Mutual)
P.O. Box 14498
Des Moines, IA 50306-3498

, SURETY,

on bond of
(Insert name and address of Contractor)

Nelson Electric of Central Iowa, L.C.
239 S. Bell Avenue
Ames, IA 50010

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety
of any of its obligations to
(Insert name and address of Owner)

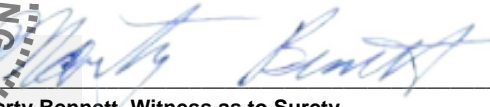
City of Bondurant
200 2nd Street NE
Bondurant, IA 50035


, OWNER,

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: **December 23, 2021**
(Insert in writing the month followed by the numeric date and year.)



Attest:
(Sign) 
(Seat): **Marty Bennett, Witness as to Surety**

Merchants Bonding Company (Mutual)
(Surety)

(Signature of authorized representative)

Cindy Bennett, Attorney-in-Fact
(Printed name and title)

MERCHANTS
BONDING COMPANYTM

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, Anne Crouner; Ashlea McCaughey; Ben Williams; Brian M Deimerly; Cameron M Burt; Cindy Bennett; Craig E Hansen; D Gregory Stitts; Dione R Young; Donald E Appleby; Douglas Muth; Ginger Hoke; Grace Rasmussen; Greg Krier; Jaimie Kangas; Jay D Freiermuth; Jessica Jean Rini; Kathleen Brewer; Mark R DeWitt; Mark Sweigart; Michelle R Gruis; Sarah C Brown; Seth D Rooker; Stacie Christensen; Stacy Venn; Tim McCulloh; Todd Bengford; Wendy A Lewis

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 2nd day of August, 2021.



MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 2nd day of August, 2021, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Polly Mason
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 23rd day of December, 2021.



William Warner Jr.
Secretary



AIA[®]

Document G704/CMa™ – 1992

Certificate of Substantial Completion Construction Manager-Adviser Edition

PROJECT:

(Name and address)

Bondurant Community Library
Expansion
Bondurant, Iowa

TO OWNER:

(Name and address)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

PROJECT NUMBER: 20409/

CONTRACT FOR: Site Demolition,
Earthwork, Utilities, Landscaping &
Paving

CONTRACT DATE: October 6, 2020

TO CONTRACTOR:

(Name and address)

Absolute Concrete Construction
505 1st Avenue N
Slater, Iowa 50244

OWNER:

CONSTRUCTION MANAGER:

ARCHITECT:

CONTRACTOR:

FIELD:

OTHER:

DATE OF ISSUANCE: July 19, 2021

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Bondurant Community Library Expansion

The Work performed under this Contract has been reviewed and found, to the Construction Manager's and Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 19, 2021 which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

Warranty

Date of Commencement

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

STORY CONSTRUCTION CO.

CONSTRUCTION MANAGER

BY

DATE

12/27/21

FEH DESIGN

ARCHITECT

BY

DATE

02-02-2022

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

ABSOLUTE CONCRETE
CONSTRUCTION

CONTRACTOR

BY

DATE

12-28-21

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 12:00 AM (time) on 07/19/2021 (date).

City of Bondurant

OWNER

BY

DATE

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)



AIA Document G706™ – 1994

Contractor's Affidavit of Payment of Debts and Claims

PROJECT: *(Name and address)*
Bondurant Community Library
Expansion
Bondurant, Iowa

ARCHITECT'S PROJECT NUMBER:

OWNER:
ARCHITECT:
CONTRACTOR:
SURETY:
OTHER:

CONTRACT FOR: Bid Package No. - 31-1
Site Demolition, Earthwork, Utilities,
Landscaping & Paving

TO OWNER: *(Name and address)*
City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

CONTRACT DATED: October 6, 2020

STATE OF: Iowa
COUNTY OF:

The undersigned hereby certifies that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all work, labor, and services performed, and for all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner or Owner's property might in any way be held responsible or encumbered.

EXCEPTIONS:

SUPPORTING DOCUMENTS ATTACHED HERETO:

- 1. Consent of Surety to Final Payment. Whenever Surety is involved, Consent of Surety is required. AIA Document G707, Consent of Surety, may be used for this purpose

Indicate Attachment Yes No

CONTRACTOR: *(Name and address)*

Absolute Concrete Construction
505 1st Avenue N
Slater, Iowa 50244

BY:

(Signature of authorized representative)

Matt Triggs, President

(Printed name and title)

The following supporting documents should be attached hereto if required by the Owner:

- 1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
- 2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.
- 3. Contractor's Affidavit of Release of Liens (AIA Document G706A).

Subscribed and sworn to before me on this date:

Notary Public:
My Commission Expires:



AIA Document G707™ – 1994

Consent Of Surety to Final Payment

| | | |
|---|---|--------------------------------------|
| PROJECT: <i>(Name and address)</i> Bondurant Community Library Expansion Bondurant, Iowa | ARCHITECT'S PROJECT NUMBER: | OWNER: <input type="checkbox"/> |
| | CONTRACT FOR: Bid Package No. - 31-1 Site Demolition, Earthwork, Utilities, Landscaping & Paving | ARCHITECT: <input type="checkbox"/> |
| | CONTRACT DATED: October, 6 2020 | CONTRACTOR: <input type="checkbox"/> |
| TO OWNER: <i>(Name and address)</i> City of Bondurant 100 Lincoln Street SE Bondurant, Iowa 50035 | | SURETY: <input type="checkbox"/> |
| | | OTHER: <input type="checkbox"/> |

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(Insert name and address of Surety)

Merchants National Bonding, Inc.
A Corporation
6700 Westown Parkway
West Des Moines, Iowa 50266

on bond of
(Insert name and address of Contractor)

Absolute Concrete Construction
505 1st Avenue N
Slater, Iowa 50244

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall
not relieve the Surety of any of its obligations to
(Insert name and address of Owner)

City of Bondurant
100 Lincoln Street SE
Bondurant, Iowa 50035

as set forth in said Surety's bond.

, SURETY,

, CONTRACTOR,

, OWNER,

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: December 30, 2021
(Insert in writing the month followed by the numeric date and year.)

Merchants National Bonding, Inc.
A Corporation
6700 Westown Parkway
West Des Moines, Iowa 50266

(Surety)

(Signature of authorized representative)

Attest:
(Seal):

Abigail R. Mohr, Attorney-in-Fact
(Printed name and title)

MERCHANTS
BONDING COMPANYTM

POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, Abigail R Mohr; Kent M Rosenberg; Laura Peiffer; Mat DeGroote; Matthew R Fay; Michael L McCoy; Sandy VanOsten

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of MerchantsNational Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 23rd day of April, 2021.



MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 23rd day of April, 2021, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Polly Mason
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this _____ day of _____, 2021.



William Warner Jr.
Secretary

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, 4/2021

Bondurant Community Library
Application for Sex Offender
(Crimes Against Victims Who Were Minors)
To Access the Library

Name: _____

Birthdate: _____

Social Security Number: _____

Address: _____

Phone: _____

Occupation: _____

Specific Offense:

Tier One Offender _____

Tier Two Offender _____

Tier Three Offender _____

Probation/Parole Officer's Name: _____

Probation/Parole Officer's Phone: _____

Continued on Page Two

Permission to contact Probation/Parole Officer:

Yes _____

No _____

Terms of parole/probation, if applicable:

Please explain why you feel you should be granted permission to be on the Bondurant Community Library premises. What is your intended use of Library services and/or materials?

If application is denied, please list individuals who would act as couriers for library materials:

Incomplete applications will be denied; applicants who provide false information will have permission to be on Library premises rescinded

Signature: _____

Date: _____

Bondurant Community Library



Social Networking Policy

In keeping with the Bondurant Community Library's mission "to be an integral part of its community by providing the residents of the community and surrounding area with a wide variety of popular and educational materials, programs, resources and services which facilitate their day-to-day lives, and extend their personal and intellectual development" the Library participates in various "social software" applications whereby library staff and community members can interact through virtual (Internet) communication. These resources, summarized below, allow all members of the community access to the resources of the Bondurant Community Library without mandating a visit to the physical library. The Bondurant Community Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving Bondurant's needs for informational, educational, cultural and recreational pursuits. Social software is defined as any website or application that allows users to share information. Social software can include, but is not limited to blogging, instant messaging, social networking sites, and wikis.

Many social networking sites allow users of those sites to become a "friend" "fan" or otherwise associate their own "profiles" or virtual presences with the Library's profile on these sites. Examples of such sites are Twitter, Facebook, Pinterest, YouTube and various blogging sites like Blogger and Wordpress. As with more traditional resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions that a parent or guardian may place on a minor's use of this resource.

The Library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users for Library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities.

Users may remove themselves at any time from the Library's "friends" or "fans" lists, or request that the Library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Comments, posts, and messages are welcome on the Bondurant Community Library social networking sites. While the Bondurant Community Library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible). All postings that contain any of the following will be removed and the poster barred from posting any subsequent messages to library social networking sites:

- Obscene or racist content.
- Personal attacks, insults, or threatening language.
- Potentially libelous statements.
- Plagiarized or copy-written material.
- Private, personal information published without consent.
- Comments totally unrelated to the content of the forum.
- Hyperlinks to material that is not directly related to the discussion.
- Commercial promotions or spam.
- Organized political activity

- Photos or other images that fall in any of the above categories.

In addition, the Bondurant Community Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. The Library shall also be granted the right to reproduce comments, posts, and messages in other public venues. For example, a response to a YouTube book review may be quoted in a newspaper or on the library website. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Bondurant Community Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service, and does not endorse or review content outside the “pages” created by the Bondurant Community Library staff.

Participation in Bondurant Community Library social networking services implies agreement with all Library policies, including its Internet Policy, and the Terms of Service of each individual third-party service. If a user does not agree to these terms, he/she is not to use the services provided.

The role and utility of social networking sites will be evaluated periodically by library staff and may be terminated at any time without notice to subscribers.

Bondurant Community Library staff who wish to create professional Bondurant Community Library social media accounts including but not limited to Facebook, Twitter are expected to obtain approval from the Library Director.

Staff are encouraged to maintain separate personal and professional accounts. That said, staff must be aware that in the online environment the lines between public and private are blurred. Staff must be aware how content shared through social media will be perceived by our patrons, partners, co-workers, and supervisors. Professional judgment must be used to determine whether or not content is appropriate for either setting.

Privacy and retention: Content of both internal and public social media sites are an effective form of communication but should not be misconstrued as private even if limited to a specific audience.

Adopted by the Bondurant Community Library Board of Trustees

02/2010

Revised: 5/2015, 9/2019

Reviewed: 5/2021