

Bertha Bartlett Public Library

Board Meeting–

Monday, November 28, 2022

6:30 p.m.

Opening of Meeting: Chris Feil, President

Welcome to new board member:

Approve Agenda:

Approval of Minutes

Citizens' Appearance:

Foundation update – Shelley Hart

- Joint meeting

Committee updates –

Treasurer's Report: Duane Fournier –

- P& L Expenses
- November bills
- Budget – 2023-2024

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training:

Gilbert Update:

Increased hours, changing day/time of Storytime

New Business:

- Christmas Eve & New Years Eve closing (different from the policy manual)
- Inspection report from Jamie Papian, Iowa Lead & Asbestos Safety
- Carpet cleaning? (Quote from Mustang)

Old Business:

- Hoopla
- Rewritten fine policy
- Election cost sharing
- Review of Midwest Pano work, and things to add to presentation.

Adjournment Monthly board meeting: Thursday, December 29, 6:30 p.m.

Staff Report

Kolleen Taylor
November 2022

We were able to get the majority of the photography done for the Midwest Pano so that we had a basic concept ready for the Friday morning Breakfast before Business event. We had a great showing of our Foundation board members and trustees, but not as many businesses as we would have liked. Chris, Shelley Hart and Alaina Christian and I all made contact with local businesses and industries and invited them to attend, but only a handful actually made it to the breakfast. We still have a few items we need to add to the video before we imbed it on the website, and we may want to change some of the wording on this also.

The copier did arrive last week, after we had just set up a temporary used copier which we expected we would use for about a year. We had a few installation issues on the older unit, but the new unit arrived on Tuesday and our installer was here on Wednesday. We had borrowed the HP copier from Gilbert temporarily while our copier was getting set up, but they send out faxes from that.

Between the Library Foundation and the Trust, we have acquired \$1,763,211.99 towards the building project. We also have an additional \$248,250 in pledges, which includes the City of Story City and Story County (\$240,000). Matching dollars committed by the Foundation are at \$425,462.02, making our total at \$2,436,924.01. This includes grant money from Roy J. Carver Trust, the Story City Endowment Fund and the Story County Community Foundation. I took a few hours last week to visit area industries in the Industrial Park areas, and invite them to the Friday morning Breakfast before Business program. I need to find more time to do additional work like this.

Jamie Papian, the Certified Indoor Environmental Consultant was contacted after the joint meeting on November 14 to inspect the Tekippe building. He took samples of the floor, wall, ceiling and roof and has sent them off for testing, to determine if we have any asbestos or other dangerous materials in the building. We should have a complete report for the board meeting.

We have added a few hours to the weekly schedule in Gilbert, opening now at noon on Tuesdays and Thursdays. We are struggling to identify a day of the week to hold the Preschool Storytimes, as the past few weeks we haven't had any attendance. We are surveying our patrons in Gilbert to determine the best time and day to offer the preschool programs. This past week, she did a come and go storytime, structuring it on Wednesdays so parents can bring children when it's convenient. The down-side is that the children don't get the experience of the social setting with new children, and learning to share attention and

We have another recital this month for the holidays, with Milianna Carlson scheduling a small recital again using the piano in Kinne Wing. We did have a problem on the day of the open house when I had to leave for the Story County meeting. The piano didn't get put away, and by the time I returned to put it away, I found several dings in the finish on the keyboard cover, and a scratch. I only know these are new because I wipe down the piano before and after the use of it, and know every mark on it. We also shouldn't allow donuts or food in the Kinne wing, as we certainly had a mess to clean up! This really emphasizes the need to keep all food related events in the front meeting room area.

Bertha Bartlett Public Library
Board of Trustees
Minutes
October 24, 2022

Chris Feil, President opened the meeting at 6:35 p.m. Attending were Chris Feil, Duane Fournier, Lynn Cummings, Laura Donaldson, Theresa Sens, Mary Kay Solberg, Matt Emerson, Director Kolleen Taylor and Mary Kay Solberg, representing the Story City City Council.

The meeting opened with introductions. New board members Laura Donaldson and Theresa Sens had met at 6 pm with Kolleen and Chris for new board member training.

The agenda was reviewed with several additions: Added to new business was the cost of the election in September and an email that will be sent out by the GCC.

Minutes were reviewed from the last meeting: A motion to approve the minutes was made by Duane, seconded by Theresa. All approved.

Financial reports were reviewed by Duane, with overall budget numbers in line with the year to date figures. A motion to approve the financial reports was made by Duane, seconded by Lynn, all approved. A motion was also made by Duane to move \$200,000 into a six month cd at GNB bank at a rate of about 3%. Lynn seconded the motion. All approved.

Foundation Report: Shelley Hart, President of the Foundation reported that there will be an annual campaign letter going out soon, and they are creating a Leather bookmark to give patrons who donate \$100 to the building project or towards programing. There will also be a Business Before Hours hosted at the library on November 18, that will be inviting the business community to come to the library to explain the building project. The times have not been determined yet, but a committee has been formed to organize the event, and the Foundation will pay for the breakfast items. Discussion on the CAT grant included the need for the major fundraising push be completed by January 1. This is a huge grant writing process and will take multiple people to be involved. One important aspect noted in the instructions is that the number of individuals and businesses supporting the project financially is a decisive part of the decision-making process. The CAT grant asks for names of contributors, board members and foundation members who are working on this project.

New Business:

Midwest Pano: Two representatives from Midwest Pano, a new Story City business, Holly and Caitlin were there to demonstrate their product. They demonstrated the Ames Public Library project; a virtual tour of the library that allows hotspots which can highlight the library, our building fund, show the areas the public doesn't see, and the activities they don't attend, to fully understand the impact of the library. The cost would be \$39/per panoramic photo, with \$185 expensed annually to host the site online. They anticipated about 20 photos would be needed. After discussion, a motion was made by Matt Emerson to spend up to \$1,000 with Midwest Pano to hire them to create the files so we can embed this on our website, Facebook page and use in other capacities.

Meeting with Architect: Two dates were suggested by the Architect for him to come to finalize plans for demolition of the Tekippe building, and the date of November 14 was already scheduled for a Foundation meeting. This will be a joint meeting with the Architect to go over changes and try to streamline the building project to get it within budget reach.

Discussion of the email from Story City Administrator Mark Jackson was held asking if the library board (through the Trust) would help pay for the costs of the election to approve the levy where the library building expansion will receive \$120,000 over the next 4 years and to enlarge the board. After many questions were raised, it was recommended that Chris Feil talk with Mark to get the answers and the subject was tabled until that discussion.

Chris also read a letter he has prepared that will be emailed by the GCC to all the businesses who are members of the Chamber of Commerce, explaining the project. Shelley Hart suggested he include in the letter the November 18 Breakfast Before Hours, and there was discussion about the digital file which was approved earlier in the meeting, being available for viewing during the breakfast program.

Old Business:

Hoopla: Tabled

New Fine policy: Staff has requested time to focus on how to implement the changes voted on at the last meeting, so this was tabled.

Next meeting:

Monday November 28 at 6:30 pm.

December meeting has been moved to December 29 due to Christmas on Sunday December 25.

Respectfully

Kolleen Taylor, acting secretary
Library Director

Bertha Bartlett Public Library Cash Flow
October 2022 P L

Acct #	Story City Expenses	2021-2022 Budget	Month to date	Year to date	Budget remaining	% of funds Remaining	FT & PT Salaries Combined
001-4410-6010	Salaries: Full Time	\$ 80,983.00	\$ 4,002.87	\$ 17,952.00	\$ 63,031.00	77.83%	Budget: 124733
001-4410-6020	Salaries: Part-time	\$ 43,750.00	\$ 4,443.39	\$ 19,111.97	\$ 24,638.03	56.32%	YTD: \$37063.97
001-4410-6110	FICA/Medicare	\$ 9,542.00	\$ 640.65	\$ 2,812.27	\$ 6,729.73	70.53%	Percent: 70.2%
001-4410-6130	IPERS	\$ 11,774.00	\$ 797.32	\$ 3,425.17	\$ 8,348.83	70.91%	
001-4410-6150	Insurance - Group Health	\$ 16,575.00	\$ 409.08	\$ 1,636.76	\$ 14,938.24	90.13%	
001-4410-6230	Travel/Training	\$ 500.00	\$ 260.52	\$ 260.52	\$ 239.48	47.90%	
001-4410-6320	Building/Grounds	\$ 2,000.00	\$ 343.63	\$ 1,564.81	\$ 435.19	21.76%	
001-4410-6371	Utilities	\$ 2,200.00	\$ 143.13	468.27	\$ 1,731.73	83.86%	
001-4410-6373	Telephone	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	100.00%	
001-4410-6408	Insurance-General	\$ 3,900.00	\$ -	\$ -	\$ 3,900.00	100.00%	
001-4410-6490	Professional Services	\$ 2,000.00	\$ 677.00	\$ 677.00	\$ 1,323.00	66.15%	
001-4410-6499	Miscellaneous						
001-4410-6500	Programming	\$ 2,500.00	\$ 89.34	\$ 239.44	\$ 2,260.56	90.42%	
001-4410-6501	Building Supplies	\$ 1,000.00	18.87	\$ 127.72	\$ 872.28	87.23%	
001-4410-6502	Technology	\$ 2,000.00			\$ 2,000.00	100.00%	
001-4410-6505	Cataloging Supplies	\$ 1,200.00	\$ 8.48	\$ 15.47	\$ 1,184.53	98.71%	
001-4410-6506	Office Supplies	\$ 2,000.00	\$ 150.69	\$ 914.18	\$ 1,085.82	54.29%	
001-4410-6507	Misc. Operating supplies						
001-4410-6727	Capital Equipment						
001-4410-6508	Petty Cash/Postage	\$ 100.00	0	\$ -	\$ 100.00	100.00%	
001-4410-6770	Magazines	\$ 1,000.00	\$ -	\$ 270.40	\$ 729.60	72.96%	
001-4410-6771	Audio	\$ 500.00	\$ -	\$ -	\$ 500.00	100.00%	
001-4410-6772	Books (+\$5000)	\$ 9,076.00	\$ 1,397.50	\$ 5,540.78	\$ 3,535.22	38.95%	
001-4410-6773	Video	\$ 500.00	\$ 75.42	\$ 243.77	\$ 256.23	51.25%	
001-4410-6774	Online Databases	\$ 1,000.00	\$ -	\$ 501.96	\$ 498.04	49.80%	
		\$ 186,000.00	\$ 13,457.89	\$ 55,762.49	\$ 139,537.51	71.45%	\$ -
Deposits to: **							
001-4410-1-4584	General Fund		\$ 331.78	\$ 695.93			
001-4410-1-447	General Fund	\$ 25,000.00	\$ 11,689.00	\$ 11,689.00		53.24%	
031-4410-2-470	Donations		\$ -	\$ 270.00			
031-4410-4-430	Interest on Deposits		\$ 924.61	\$ 2,756.62			
	Total Deposits		\$ 12,945.39	\$ 15,411.55	\$ -		
B. Trust Fund Deposits/Balance							
			YTD				
031-	Trust in General Fund	\$ 334,196.47	\$ 2,748.27	\$ 336,944.74			
031-4410-2-4404	Local Grant						
	ASB Savings Account	\$ 212,900.89	\$ 199,721.65	\$ 13,179.24	Transferred to the CD at 3%		
031-0950-4-4300	Interest (CD's)*		\$ 200,000.00	\$ 200,000.00			
031-4410-4-4799	Misc. Receipts	\$ -					
	(1 CD in GNB for \$200,000)			\$ 550,123.98			
Library Trust Expenses							
031-4410-6230	Travel & Training						
031-4410-6320	Building & Grounds						
031-4410-6490	Professional Services						
031-4410-6507	Misc. Operating	\$ -					
031-4410-6727	Capital Equipment						
031-4410-6672	Books						
031-4410-6798	Capital Project						
	Total Library Trust Exp	\$ -	\$ -	\$ -			

Bertha Bartlett Public Library

November 2022 bills

Code	Written To	Date	Amount	Comments/Mileage @ .56/mile
001-4410-6150	Wellmark	11/1/2022	\$381.54	Health Insurance, KT
001-4410-6320	Early Bird Window Washing	11/9/2022	\$ 70.00	Window washing
001-4410-6320	Aspen		\$ 30.00	Trash removal (automatic monthly payment)
001-4410-6320	Sabrina Gogerty	11/22/2022	\$ 300.00	Library cleaning
001-4410-6371	Black Hills Energy	11/20/2022	\$ 160.00	503 & 509 Broad Street
001-4410-6502	Amazon Capital Services	11/11/2022	\$ 19.56	Small headphones for computers
001-4410-6505	Amazon Capital Services	11/23/2022	\$ 101.38	Labels for ILL's and books
001-4410-6505	Demco	11/14/2022	\$ 314.55	Cataloging
001-4410-6506	Access Systems	11/21/2022	\$ 62.76	Final quarter for usage
001-4410-6727	Konica Minolta	11/22/2022	\$ 4,601.07	Copier purchase
001-4410-6772	Gale/Cengage	10/20/2022	\$ 18.00	Large Print books
001-4410-6772	Gale/Cengage	11/7/2022	\$ 46.50	Large Print books
001-4410-6772	Baker & Taylor	0/20/22	\$ 33.05	Books
001-4410-6772	Baker & Taylor	10/26/2022	\$ 47.87	Books
001-4410-6772	Baker & Taylor	11/2/2022	\$ 51.28	Books
001-4410-6772	Baker & Taylor	11/10/2022	\$ 324.18	Books
001-4410-6772	Baker & Taylor	11/17/2022	\$ 67.32	Books
001-4410-6772	Visa	11/6/2022	\$ 18.19	Replacement books - Usborne
001-4410-6772	Amazon Capital Services	11/11/2022	\$ 29.33	Books
001-4410-6772	Amazon Capital Services	11/8/2022	\$ 7.99	Books
001-4410-6772	Amazon Capital Services	10/29/2022	\$ 49.43	Books
001-4410-6773	Amazon Capital Services	10/30/2022	\$ 19.96	DVD
001-4410-6773	Amazon Capital Services	10/29/2022	\$ 11.56	DVD
	TOTAL - Story City		\$6,765.52	
	Gilbert Bills			
033-4410-6772	Baker & Taylor	11/10/2022	\$ 15.95	Books
	Total - Gilbert		\$15.95	

Approved on this day _____ by _____

Bertha Bartlett Public Library
2022-2023 Statistics Report

	July 21	July 22	Aug. 21	22-Aug	Sept. 21	Sept. 22	Oct. 21	Oct. 22	Nov. 21	Dec. 21	Jan. 22	Feb. 22	Mar. 22	Apr. 22	May 22	June 22	Totals
City	2402	2197	1929	2012	1671	1657	1411	1762	1750	1296	1399	1521	1583	1540	1045	2469	27644
County	362	438	361	380	246	391	307	294	357	381	360	256	414	458	393	445	5843
Other	817	1087	890	970	777	693	854	679	853	786	903	763	914	638	790	932	13346
Gilbert	639	455	439	387	295	196	276	168	250	292	201	201	206	214	229	540	4988
Total	4220	4177	3619	3749	2989	2937	2848	2903	3210	2755	2863	2741	3117	2850	2457	4386	51821
Open Access	817	1062	890	995	777	657	854	679	853	786	903	763	914	638	790	932	13310
Adult	1348	1229	1021	1246	975	1107	1030	1129	1113	975	1167	1088	1244	1036	1026	1293	18027
Young Adult	197	216	189	203	100	135	65	161	65	54	115	61	143	127	111	203	2145
Juvenile	2229	2296	1989	1900	1536	1436	1378	1332	1546	1315	1222	1252	1275	1343	1058	2461	25568
Video	0														0	6	6
DVD	324	302	349	264	270	180	305	193	391	302	254	224	312	241	201	305	4417
Audio	0									59	21	44	43	16		4	187
CD	0	16				2	0	4					4	1	1	0	28
CD book	67	56	39	56	40	30	35	30	51	11	29	19	23	28	24	59	597
Magazines	18	17	14	34	40	22	17	21	12	18	13	16	32	26	21	19	340
Puzzles	1	32	1	25	9	13	6	18	28	7	26	31	35	31	11	25	299
Puppets	6	4	11	6	0	2	0	1	0						0	7	37
Other	21	9		15	19	10	12	14	4	10	6	5	6	1	4	43	179
Total	4211	4177	3613	3749	2989	2937	2848	2903	3210	2751	2853	2740	3117	2850	2457	4425	51830
E-books			406	332	350	299	344	336	303	317	403	346	320	267	289	322	4634
Downloaded Audio		384	300	375	284	386	293	370	313	334	334	327	323	351	330	347	5051
Ref.? Asked	213	350	179	106	134	102	139	103	147	59	70	78	82	82	65	121	2030
Ref.? Answered	213	105	179	106	134	102	139	103	147	59	70	78	82	82	65	121	1785
Reference-Gilbert	54	32	54		51	44	32	39	37	10	27	19	26	29	18	43	515
PATRONS																	
Programs - children	11	14	2	8	3		4	14	3	3	4	6	5	7	9	8	101
Attendance - children	321	373	13	25	26	124	30	178	22	23	43	88	43	135	106	428	1978
Attendance - adults	113	179	2	6	19		22	64	15	21	16	41	32	59	35	156	780

Bertha Bartlett Public Library
2022-2023 Statistics Report

Programs - StoryX		0	1	2		6		5									
Attendance - children		0	9	15		41		36									
Attendance - adults		0	2	2		8		5									
Programs - Teen/Tweens	3	5	2	4	4	4	2	2	2	1	3	2	1	3	2	6	46
Attendance - teens	17	26	4	8	12	23	4	15	8	5	19	15	4	16	12	54	242
Attendance - adults	6	6	2	6	2	4	0	2	1	0	1	0	1	3	3		37
Programs - Adult	3	6	3	7	4	7	4	5	5	4	6	5	7	9	5	6	86
Attendance - children	4	0	0	5	5	0				0	0	0		5		31	53
Attendance - adults	14	41	18	36	22	40	13	25	29	28	34	30	46	61	37	144	618
Total Programs	17	21	9	1	11	29	10	21	10	8	13	13	13	19	16	14	225
Total Attendance	475	625	355	21	86	272	72	321	75	77	113	174	126	281	187	547	3807
Gilbert Programs	13	11	1	1	5	1	5		6	5	3	4	6	4	2	13	80
Attendance	379	341	306	135	7	13	2		22	45	29	33	41	30	20	579	1982
Attendance - Adults	108	116		140	9		8		29	28	15	16	24	18		192	703
Hours - Gilbert	81	72	73	80	76	67	70.0	68.0	66.0	76.0	68	68	83	68	66	78	1160
Total People	818	697	324	758	165	172	172	199	179	181	171	134	215	183	217	1029	5614
People/hour	10.10	9.70	4.40	9.50	2.1	2.6	2.5	3.0	2.7	2.4	2.5	2	2.6	2.7	3.2	13.2	75.20
Gilbert Site Circ.	881	700	594	624	458	325	456	417	409	471	369	369	422	340	357	794	7986
Hours - Story City	198	187	202		191	191	194	198	193.0	186.0	190	184	209	196	195	199	2913
Total People	2301	2665	2117		3341	2889	2199	3187	2029	1781	1813	1728	2541	2078	2009	3048	35726
People/Hour	11.6	14.3	10.5		17.5	15.1	11.3	16.1	10.5	9.6	9.5	9.4	12.2	10.6	10.3	15.3	183.8

Bertha Bartlett Public Library
2022-2023 Statistics Report

CARDS																	
Issued - Story City	11	25	23	15	15	12	6		22	5	12	9	16	20	12	20	223
Issued - Gilbert	9	3	6	7	3	3	4		1	1	0	0	3	3	5	12	60
Withdrawn	3	0	2		0	0	0			0	0	0	20	16	0	0	41
renewed - Story City	1	27	40	20	57	29	35		27	3	30	24	32	16	11	43	395
renewed - Gilbert	11	8	2	10	13	1	(combined)		9	4	2	1	0	0	11	2	74
Meeting Room Library	15	9	2	9		11	8		9	5	8	10	9	14	10	9	128
Meeting Room - Other	2	8	6	14		7	5		9	5	5	5	12	7	7	2	94
Other meetings				17		16											
Computer Use	130	96	141	121	106	123	96		96	80	86	89	111	115	91	93	1574
Test Proctoring			0		0	0				0		0		0	0		0
Interlibrary Loans Requested	11	12	14	15	8	15	10		25	4	24	15	16	19	13	11	212
Interlibrary Loans Sent	27	27	35	37	31	38	31		37	27	35	32	38	24	28	27	474
Book Club Sets	0		2	2	0	0	2		1	2	2	2	0	0		0	13
Microfilm Use			0		0	1	1		2	0		0		0	1	2	7
Gilbert Computer use	22	41	27	34	37	10	28		21	13	15	15	16	11	8	6	304
In House Use - Gilbert	464	221	221	155	107		100			117		42	77	65	70	276	1915

In House Use -
Story City

Library

			<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>
Salaries, Full			41,479	42,708	44,216	45,305	63,358	80,983	67,200
Salaries, Part			46,110	55,381	53,411	46,981	47,058	43,750	66,000
FICA			6,603	7,379	7,333	6,914	8,294	9,542	10,190
IPERS			7,846	9,207	9,053	8,715	9,531	11,774	12,574
Insurance, Health			4,530	4,552	4,545	4,880	10,352	16,575	7,225
Travel/Training			911	777	457	382	640	500	1,200
Building/Grounds			11,621	5,602	8,970	5,686	6,519	2,000	4,000
Equipment Repair/Main't					28				
Utilities			1,684	1,854	1,690	2,285	4,020	2,200	4,000
Telephone			3,672	4,673	4,707	4,838	917	1,200	1,200
Insurance, General			2,150	1,852	2,618	3,576	3,988	3,900	5,000
Professional Services			1,488	2,050	885	1,823	3,345	2,000	2,000
Miscellaneous			52	26			95		
Programming			2,247	1,091	1,894	1,846	4,033	2,500	3,000
Building Supplies			623	1,281	1,163	445	790	1,000	2,000
Technology			5,324	4,690	11,635	6,493	1,668	2,000	2,000
Cataloging Supplies			1,619	674	1,001	116	812	1,200	1,000
Office Supplies			3,007	2,347	3,723	1,899	2,106	2,000	2,161
Miscellaneous Oper. Supplies							115		
Postage/Petty Cash			1,050	1,050	450	75	159	100	250
Capital Equipment					650				
Magazines			1,720	1,395	1,695	1,120	1,380	1,000	1,000
Audio			1,202	557	658	14	34	500	500
Books			14,123	14,743	14,072	13,999	13,606	9,076	10,000
Video			1,395	1,442	1,567	758	857	500	1,000
Online Licensing/Databases			888	488	922	3,074	1,559	1,000	1,500
Capital Projects									
TOTAL			161,344	165,819	177,343	161,224	185,236	195,300	205,000

Gilbert Library

		<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>
Revenues								
Interest		1,245	592	313	108	65		
Local Reimbursement		44,000	44,000	44,000	44,000	48,000	62,000	62,000
Donation								
Misc. Receipts		12						
TOTAL		45,257	44,592	44,313	44,108	48,065	62,000	62,000
Expenditures								
Salaries, Full		13,826	14,236	14,739	15,101	21,119	26,419	16,800
Salaries, Part		10,571	12,235	11,969	13,259	15,056	16,476	23,200
FICA		1,829	1,998	1,998	2,121	2,716	3,281	3,060
IPERS		2,115	2,469	2,514	2,677	3,332	4,049	3,776
Insurance, Health		1,471	1,317	1,740	2,404	3,823	5,525	1,600
Travel & Training		692	796	480	243	336	250	500
Insurance, General								
Professional Services		268	53	348		67		500
Programming		1,061	1,064	987	1,085	566	1,000	2,500
Technology		899	939			220	300	500
Minor Equipment				19				
Cataloging Supplies		525	1,567	428	99	575		1000
Office Supplies		176	406	351	73	260		300
Misc. Operating Supplies			133	524		116		
Capital Equipment		2,968	213	75				
Magazines			75	45	45	43	100	100
Books		2,341	2,562	1,913	2,221	1,236	500	3,464
Video		237	400	264	86	20	100	200
Online Licensing/Databases		888	488	922	3,074	1,479	1,000	1,500
Transfer Out: General Fund		2,000	2,000	2,000	2,000	2,000	3,000	3,000
TOTAL		41,867	42,951	41,316	44,488	52,964	62,000	62,000
Auditor Adjustment			18	18	15			
E. Balance		14,389	16,048	19,063	18,698	13,799		

Data Pulled 8/3/2022	1st Year Projections		
	10 Circs, \$3.99 All Formats		
	1,229,000+ Titles Available		
	\$1.95 Average Cost Per Circ		
Library	Population	Typical Adoption	Accelerated Adoption
Zearing	554	\$960	\$1,800
Colo	876	\$960	\$1,800
Story City	3,431	\$1,440	\$2,220
Roland	1,284	\$960	\$1,800
Maxwell	920	\$960	\$1,800
Collins	495	\$960	\$1,800
Cambridge	827	\$960	\$1,800
Total	8,387	\$7,200	\$13,020

Data Pulled 8/3/2022	1st Year Projections		
	5 Circs, \$3.99 All Formats		
	1,229,000+ Titles Available		
	\$1.95 Average Cost Per Circ		
Library	Population	Typical Adoption	Accelerated Adoption
Zearing	554	\$720	\$1,200
Colo	876	\$720	\$1,200
Story City	3,431	\$1,020	\$1,560
Roland	1,284	\$720	\$1,200
Maxwell	920	\$720	\$1,200
Collins	495	\$720	\$1,200
Cambridge	827	\$720	\$1,200
Total	8,387	\$5,340	\$8,760

①

Rank	City/Town/etc.	Municipal type	Population (2020 Census)
1	<u>Ames</u>	City	66,427
2	† <u>Nevada</u>	City	6,925
3	<u>Huxley</u>	City	4,244
4	<u>Story City</u>	City	3,352
5	<u>Slater</u>	City	1,543
6	<u>Roland</u>	City	1,362
7	<u>Gilbert</u>	City	1,211
8	<u>Maxwell</u>	City	859
9	<u>Colo</u>	City	845
10	<u>Cambridge</u>	City	827
11	<u>Zearing</u>	City	528
12	<u>Collins</u>	City	495
13	<u>McCallsburg</u> ∅	City	353
14	<u>Kelley</u> ∅	City	304
15	<u>Sheldahl</u> (partially in <u>Boone</u> and <u>Polk Counties</u>) ∅	City	297

79,981 - Total Pop
71,114 = Urban
8,867 = Rural

Story County Library Funding 2021-2022 Statistics

2

Budgeted by County	\$374,850	2022-23 fiscal year					
Ames Public Library	64,728	1029	75,757	70.50%	\$ 171,774.00	\$ 11,927.00	\$ 183,701.00
Cambridge	181	609	790	0.80%	\$ 1,950.00	\$ 11,927.00	\$ 13,877.00
Collins Public Library	734	232	966	0.90%	\$ 2,194.00	\$ 11,927.00	\$ 14,121.00
Colo Public Library	3260	994	4254	3.80%	\$ 9,259.00	\$ 11,927.00	\$ 21,186.00
Huxley Public Library	3548	476	4024	3.58%	\$ 8,722.00	\$ 11,927.00	\$ 20,649.00
Maxwell Public Library	1540			1.66%	\$ 4,045.00	\$ 11,927.00	\$ 15,972.00
Nevada Public Library	7792	1419	9211	8.23%	\$ 20,052.00	\$ 11,927.00	\$ 31,979.00
Roland Public Library	2094	1148	3242	2.88%	\$ 7,017.00	\$ 11,927.00	\$ 18,944.00
Slater Public Library	2423	284	2707	2.40%	\$ 5,847.00	\$ 11,927.00	\$ 17,774.00
Story City (Bertha Bartlett Public Library)	4340	786	5126	4.55%	\$ 11,086.00	\$ 11,927.00	\$ 23,013.00
Zearing	273		318	0.70%	\$ 1,706.00	\$ 11,927.00	\$ 13,633.00
	90,913	17424	108,337	100.00%	\$ 243,652.00	\$ 131,197.00	\$ 374,849.00

Yellow has 2022 numbers
Blue is 2022 numbers, estimated

2193

Information goes to:
Lisa Markley- Story County Auditor



2021-2022 Fiscal Year Highlights

Thank you for your support of the Public Libraries in Story County and Story City. We spent \$185,236 in 2021-2022, with a budget of \$186,000.

Our budget is comprised of the following sources:

- Story City taxpayers through General Fund supported the library with \$151,558.00
- Story County reimbursed us for rural patrons in the amount of \$23,117 through rural patronage
- The State of Iowa supports the library for statewide patron usage in the amount of \$7,852

Our budget for the 2022-2023 fiscal year is \$195,300 and for 2023-2024, \$205,000. Fines were eliminated in 2022, but meeting room use, copies and faxing fees remain consistent.



Staffing

After hiring a full time assistant director that didn't work out, we finally got back to full staffing this fall. We currently have 8 employees, 1 full-time, 7 part-time, that adds up to 3.8 full time equivalent employees. Changes during the 2021-2022 fiscal year were as follows:

- After 2 employees resigned at the beginning of the Covid shutdown, we hired Gloria Sampson with training continuing into July. She returned to full retirement status in March 2022
- Assistant Director Denise Froehlich submitted her resignation after nearly 15 years of employment to accept another job
- Hired Matthew Tessmer as Assistant Director in November, who completed his MLS in December. After testing the waters, he found a different job and his last day was May 1.
- Abby Ervin was hired as a temporary summer clerk in May 2022. She worked until she returned to school in August.
- Stephen Griffin took a leave of absence in May due to health issues, but did not return to work.
- Nicole Gelina was hired as a library clerk in June, assisting with children's programming in both Gilbert and Story City. When Maria Hartt resigned due to back injuries, Nicole became the Youth Services Coordinator.

We are finally near full staffing this fall rehiring of Ema Dubois Hughes as Gilbert branch manager and Laura Loots as Circulation clerk for both Gilbert and Story City. Everyone seems to be working as much as they want, but we do not have much depth for emergencies. We are still shifting some duties as new staff are becoming more knowledgeable, and our faithful staff has been excellent at pitching in when we have unexpected holes in our schedule.



In addition we have volunteers who average an additional 15 hours working to help process our materials and assist with programming each week.



Judge Story members gave a preview of their production at the library using the Kinne Steinway piano. In addition to Judge Story, the school theatrical and mock trial groups regularly use the library to rehearse.

Use of Library: 2021-2022

- Door Count: 30,773 people came into the library
- Hours open: Story City: 2,337 hours per year, Gilbert: 873 hours per year
- Reference Questions: 1,769
- Computer use: 1,463 times
- Wireless Internet use: 8,718 times
- Website visits: 8,588 times
- Programs: 315 onsite programs, 41 off-site, 4 virtual – Total: 360 programs
- Program attendance: 3,909 on-site, 1,352 off-site, 28 virtual – Total: 5,289 programs
- Take & Make kits: 706
- Maker space users: 82
- Summer Reading participants: 517
- Total collection: 54,597 cataloged items physical items, 138,422 downloadable items available
- Circulation: Over 38,000 physical items, plus 8,356 e-books, and audio for total of 46,420.
- 169,000 electronic data, (use of Story City Herald)
- Meeting Room Use: Over 100 times for library activities, 75 by public (service clubs etc.) , not counting Annex, small computer rooms or Kinne wing.

- Kinne wing and piano has had 4 piano recitals and 1 piano clinic, averaging around 30 people at each.

Projections for 2023-2024

1. Purchasing a new copier for the library at a cost of \$4,601. Changes in the copier industry has made leasing challenging, and we are the only place in Story City to get copies. Many use our copier when their home system fails, they run out of ink, when they need scanned materials and they count on our assistance.
2. Building project should begin with the demolition of the Tekippe building in early spring. The library expansion project currently has secured funding of over \$2,429,000. Over 150 households and businesses have contributed to this number as of November 15, 2022.
3. The latest projections for the building project with the recent inflationary period is estimated to be \$3,331,156 for a 2 story addition with a basement. As of this week, it was determined the basement would be removed from the plan.
4. The Architect, Gary Landhauser of Emergent Architecture of Cedar Rapids, anticipates the library construction will commence in 2023, and completed in 2024.



With the use of the Kinne wing changed with the piano in the center, our children's programs had to be moved off-site to accommodate numbers that average over 80 children during the summer. Our after school programs, which happen each Wednesday during the school year, usually draw at least 25 children and a dozen teens and tweens. Our current space seats 40 comfortably.



Estimate

~Serving the Iowa Area~

515-620-3772
(Central Iowa)

PLEASE REMIT PAYMENT TO:

518 Broad Street
Story City, IA 50248

Technician <u>Jared Watson</u>	Service Date <u>11/15/22</u>	Est. Amount \$ <u>1234.70</u>
--------------------------------	---------------------------------	----------------------------------

Worry Less ... About The Mess!

Client Name: Bertha Bartlett Public Library
 Address: 503 Broad St.
 City, State, Zip: Story City, IA, 50248
 Phone: (515) 733-2685
 Email: kolleen@storycity.lib.ia.us

- Please PRINT Clearly -

<input type="checkbox"/> GENERAL CLEANING	<input checked="" type="checkbox"/> CARPETS
<input type="checkbox"/> DUCTS	<input type="checkbox"/> WINDOWS
<input type="checkbox"/> OTHER _____	

DESCRIPTION

Date	Activity	Quantity/ Hours	Rate	Amount
11/16/22	Main Room	2,850 sq ft	\$0.22/sq ft	\$ 627
	North Reading Room	1,100 sq ft	"	\$ 242
	South Conference Room	702 sq ft	"	\$ 154.44
	Office (Connected to Front Office)	104 sq ft	"	\$ 22.88
	Front Office	330 sq ft	"	\$ 72.6
	Library Director's Office	99 sq ft	"	\$ 21.78
	Reading Room #1	100 sq ft	"	\$ 22
	Reading Room #2	100 sq ft	"	\$ 22
	After Hours Charge		\$ 50	\$ 50
				\$
			Subtotal	\$ 1234.7
			Fees & Assessments	\$
			Tax	\$ Tax Exmt
			Total	\$ 1234.7

Thank You For Your Business!



11/25/22

Kolleen Taylor
Story City Library
503 Broad St
Story City, IA 50248

RE: Asbestos testing report- 509 Broad St, Story City IA- Commercial Demolition

Date of sampling: 11/22/22

Address of sampling: 509 Broad St, Story City, IA

Residential/Commercial Property: Commercial

Total number of field samples collected: 18

Total number of lab analysis performed: 22

Number of samples **Containing Asbestos:** 2

Front 2/3 of building- Tan 9x9 Tile under carpet contains 10% Chrysotile Asbestos- CAT I Non-Friable material
Wall Styrofoam Black adhesive caulking contains 7% Chrysotile Asbestos- CAT I Non-Friable material

Number of Analysis **NO Asbestos Detected:** 20

****Approximately 1054 square feet of tile- Contractor to verify**

****Contractor to verify quantity of Styrofoam adhesive throughout perimeter walls.**

General Summary

The purpose of this testing was to determine the presence of, and identify quantities and locations of asbestos containing building materials that may be disturbed prior to planned demolition of the structure. Representative samples were taken from the affected area(s).

This property was inspected in accordance with NESHAP (National Emission Standards for Hazardous Air Pollutants) regulations prior to scheduled renovation/demolition activities which may disturb asbestos containing building materials. Additionally, testing was also performed in compliance with the OSHA Construction Standard: 29 CFR 1926.1101(k)(5)(i-iii).

Field sampling methods were based on NESHAP protocols. Representative samples of suspect building materials were taken from Homogeneous Areas (HA—defined as similar in age, appearance and function). The purpose of this inspection was to identify quantities and locations of asbestos containing building materials prior to restoration/demolition of the structures. Bulk samples of suspect asbestos containing materials (ACM) were analyzed by Polarized Light Microscopy (PLM) with dispersion staining, as described in 40 CFR Part 763 and AHERA. Each sample was analyzed for the six different types of fibrous asbestos forms, of which a percentage, by volume, is estimated and summarized. If further analysis and



quantification is warranted, this analysis is performed by EPA 600fR-93/116 with 400- or 600-Point Count Procedure. Further analysis of samples may also be performed at your request using Transmission Electron Microscopy (TEM).

Sample analysis was performed by: EuroFins CEI, 730 SE Maynard Rd, Cary NC. EuroFins CEI is accredited by the National Institute for Standards and Technology for Polarized Light Microscopy analysis under their NVLAP (National Voluntary Lab Accreditation Program).

Asbestos Containing Building Materials (ACBM) and their control during renovation or demolition activities is regulated in Iowa by the Iowa Department of Natural Resources. Specific questions about testing or abatement activities may be directed to: Mr Tom Wuehr, Iowa DNR-Air Quality Division, 515-725-8200 or Tom.Wuehr@DNR.iowa.gov.

The enclosed information represents only the sampled areas. Please feel free to contact me at 515-331-1690 or 515-494-2878 with any questions.

Thank you,

Jamie Papian
Iowa Asbestos Building Inspector, License # IA: 22-8015

JAMIE PAPIAN

DOB: 11-12-1970

Issued: 03-17-2022



License Type	Number	Expires
SUPERVISOR	22-8044	02-12-2023
INSPECTOR	22-8015	02-11-2023
MANAGEMENT PLANNER	22-8014	01-26-2023

This person is licensed to perform asbestos work in the State of Iowa. ID card is intended for official use only and must be present on jobsite.



Rod A. Roberts
Rod A. Roberts
Labor Commissioner



November 23, 2022

Alliance Environmental Services
4725 Merle Hay Road, Suite 108
Des Moines, IA 50322

CLIENT PROJECT: Story City Library, Story City Library - 509 Broad St
CEI LAB CODE: B2216698

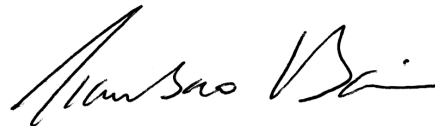
Dear Customer:

Enclosed are asbestos analysis results for PLM Bulk samples received at our laboratory on November 23, 2022. The samples were analyzed for asbestos using polarizing light microscopy (PLM) per the EPA 600 Method.

Sample results containing >1% asbestos are considered asbestos-containing materials (ACMs) per EPA regulatory requirements. The detection limit for the EPA 600 Method is <1% asbestos by weight as determined by visual estimation.

Thank you for your business and we look forward to continuing good relations.

Kind Regards,



Tianbao Bai, Ph.D., CIH
Laboratory Director



CEI

ASBESTOS ANALYTICAL REPORT

By: Polarized Light Microscopy

Prepared for

Alliance Environmental Services

CLIENT PROJECT: Story City Library, Story City Library - 509 Broad St

LAB CODE: B2216698

TEST METHOD: EPA 600 / R93 / 116 and EPA 600 / M4-82 / 020

REPORT DATE: 11/23/22

TOTAL SAMPLES ANALYZED: 18

SAMPLES >1% ASBESTOS: 2



CEI

Asbestos Report Summary

By: POLARIZING LIGHT MICROSCOPY

PROJECT: Story City Library, Story City Library - 509 Broad St **LAB CODE:** B2216698

METHOD: EPA 600 / R93 / 116 and EPA 600 / M4-82 / 020

Client ID	Layer	Lab ID	Color	Sample Description	ASBESTOS %
001		B2216698.01	Tan	Floor Tile	Chrysotile 10%
002		B2216698.02	Black	Mastic	None Detected
003		B2216698.03A	White	Linoleum	None Detected
		B2216698.03B	Black, Yellow	Mastic	None Detected
004	Layer 1	B2216698.04	White	Joint Compound	None Detected
	Layer 2	B2216698.04	White	Drywall	None Detected
005		B2216698.05	White	Joint Compound	None Detected
006	Layer 1	B2216698.06	White	Joint Compound	None Detected
	Layer 2	B2216698.06	White	Drywall	None Detected
007		B2216698.07	Brown	Mastic	None Detected
008		B2216698.08	White, Tan	Ceiling Tile	None Detected
009		B2216698.09	White, Beige	Ceiling Tile	None Detected
010		B2216698.10	White, Beige	Ceiling Tile	None Detected
011		B2216698.11	Black	Mastic	Chrysotile 7%
012		B2216698.12	White	Stucco	None Detected
013		B2216698.13	White, Gray	Stucco	None Detected
014		B2216698.14	Brown	Caulking	None Detected
015		B2216698.15	Beige, White	Fasad Effes	None Detected
016		B2216698.16	Black, Brown	Caulking	None Detected
017	Layer 1	B2216698.17	White, Off-white	Roof Membrane	None Detected
	Layer 2	B2216698.17	Black	Parapet Mastic	None Detected
018		B2216698.18	Brown	Insulation	None Detected

ASBESTOS BULK ANALYSIS

By: POLARIZING LIGHT MICROSCOPY

Client: Alliance Environmental Services
 4725 Merle Hay Road, Suite 108
 Des Moines, IA 50322

Lab Code: B2216698
Date Received: 11-23-22
Date Analyzed: 11-23-22
Date Reported: 11-23-22

Project: Story City Library, Story City Library - 509 Broad St

ASBESTOS BULK PLM, EPA 600 METHOD

Client ID Lab ID	Lab Description	Lab Attributes	NON-ASBESTOS COMPONENTS		ASBESTOS %
			Fibrous	Non-Fibrous	
001 B2216698.01	Floor Tile	Homogeneous Tan Fibrous Bound	90%	Vinyl	10% Chrysotile
002 B2216698.02	Mastic	Homogeneous Black Non-fibrous Bound	100%	Tar	None Detected
003 B2216698.03A	Linoleum	Heterogeneous White Non-fibrous Bound	50%	Vinyl Foam	None Detected
B2216698.03B	Mastic	Heterogeneous Black, Yellow Non-fibrous Bound	65% 35%	Mastic Tar	None Detected
Unable to separate mastics for analysis.					
004 Layer 1 B2216698.04	Joint Compound	Heterogeneous White Non-fibrous Bound	60% 35% 5%	Binder Calc Carb Paint	None Detected
Layer 2 B2216698.04	Drywall	Heterogeneous White Fibrous Bound	20%	Cellulose 80% Gypsum	None Detected
005 B2216698.05	Joint Compound	Heterogeneous White Non-fibrous Bound	60% 35% 5%	Binder Calc Carb Paint	None Detected

No drywall present.

ASBESTOS BULK ANALYSIS

By: POLARIZING LIGHT MICROSCOPY

Client: Alliance Environmental Services
 4725 Merle Hay Road, Suite 108
 Des Moines, IA 50322

Lab Code: B2216698
Date Received: 11-23-22
Date Analyzed: 11-23-22
Date Reported: 11-23-22

Project: Story City Library, Story City Library - 509 Broad St

ASBESTOS BULK PLM, EPA 600 METHOD

Client ID Lab ID	Lab Description	Lab Attributes	NON-ASBESTOS COMPONENTS				ASBESTOS %
			Fibrous		Non-Fibrous		
006 Layer 1 B2216698.06	Joint Compound	Heterogeneous			60%	Binder	None Detected
		White			35%	Calc Carb	
		Non-fibrous			5%	Paint	
		Bound					
Layer 2 B2216698.06	Drywall	Heterogeneous	20%	Cellulose	80%	Gypsum	None Detected
		White					
		Fibrous					
		Bound					
007 B2216698.07	Mastic	Homogeneous			100%	Mastic	None Detected
		Brown					
		Non-fibrous					
		Bound					
008 B2216698.08	Ceiling Tile	Heterogeneous	85%	Cellulose	10%	Perlite	None Detected
		White, Tan			5%	Paint	
		Fibrous					
		Loosely Bound					
009 B2216698.09	Ceiling Tile	Heterogeneous	60%	Cellulose	15%	Perlite	None Detected
		White, Beige	15%	Fiberglass	5%	Paint	
		Fibrous	5%	Mineral Wool			
		Loosely Bound					
010 B2216698.10	Ceiling Tile	Heterogeneous	60%	Cellulose	15%	Perlite	None Detected
		White, Beige	15%	Fiberglass	5%	Paint	
		Fibrous	5%	Mineral Wool			
		Loosely Bound					
011 B2216698.11	Mastic	Homogeneous			93%	Mastic	7% Chrysotile
		Black					
		Fibrous					
		Bound					

ASBESTOS BULK ANALYSIS

By: POLARIZING LIGHT MICROSCOPY

Client: Alliance Environmental Services
 4725 Merle Hay Road, Suite 108
 Des Moines, IA 50322

Lab Code: B2216698
Date Received: 11-23-22
Date Analyzed: 11-23-22
Date Reported: 11-23-22

Project: Story City Library, Story City Library - 509 Broad St

ASBESTOS BULK PLM, EPA 600 METHOD

Client ID Lab ID	Lab Description	Lab Attributes	NON-ASBESTOS COMPONENTS		ASBESTOS %		
			Fibrous	Non-Fibrous			
012 B2216698.12	Stucco	Heterogeneous	55%	Binder	None Detected		
		White	45%	Silicates			
		Non-fibrous	<1%	Paint			
		Bound					
013 B2216698.13	Stucco	Heterogeneous	55%	Binder	None Detected		
		White, Gray	45%	Silicates			
		Non-fibrous	<1%	Paint			
		Bound					
014 B2216698.14	Caulking	Homogeneous	100%	Caulk	None Detected		
		Brown					
		Non-fibrous					
		Bound					
015 B2216698.15	Fasad Effes	Heterogeneous	5%	Fiberglass	None Detected		
		Beige, White	50%	Binder			
		Fibrous	45%	Silicates			
		Bound	<1%	Paint			
016 B2216698.16	Caulking	Heterogeneous	100%	Caulk	None Detected		
		Black, Brown	<1%	Paint			
		Non-fibrous					
		Bound					
017 Layer 1 B2216698.17	Roof Membrane	Heterogeneous	100%	Foam	None Detected		
		White, Off-white	<1%	Paint			
		Non-fibrous					
		Bound					
Layer 2 B2216698.17	Parapet Mastic	Homogeneous	10%	Cellulose	90%	Tar	None Detected
		Black					
		Fibrous					
		Bound					

ASBESTOS BULK ANALYSIS

By: POLARIZING LIGHT MICROSCOPY

Client: Alliance Environmental Services
 4725 Merle Hay Road, Suite 108
 Des Moines, IA 50322

Lab Code: B2216698
Date Received: 11-23-22
Date Analyzed: 11-23-22
Date Reported: 11-23-22

Project: Story City Library, Story City Library - 509 Broad St

ASBESTOS BULK PLM, EPA 600 METHOD

Client ID	Lab	Lab	NON-ASBESTOS COMPONENTS		ASBESTOS
Lab ID	Description	Attributes	Fibrous	Non-Fibrous	%
018 B2216698.18	Insulation	Heterogeneous Brown Fibrous Loosely Bound	100% Cellulose		None Detected

LEGEND: Non-Anth = Non-Asbestiform Anthophyllite
Non-Trem = Non-Asbestiform Tremolite
Calc Carb = Calcium Carbonate

METHOD: EPA 600 / R93 / 116 and EPA 600 / M4-82 / 020

REPORTING LIMIT: <1% by visual estimation

REPORTING LIMIT FOR POINT COUNTS: 0.25% by 400 Points or 0.1% by 1,000 Points

REGULATORY LIMIT: >1% by weight

Due to the limitations of the EPA 600 method, nonfriable organically bound materials (NOBs) such as vinyl floor tiles can be difficult to analyze via polarized light microscopy (PLM). EPA recommends that all NOBs analyzed by PLM, and found not to contain asbestos, be further analyzed by Transmission Electron Microscopy (TEM). Please note that PLM analysis of dust and soil samples for asbestos is not covered under NVLAP accreditation. *Estimated measurement of uncertainty is available on request.*

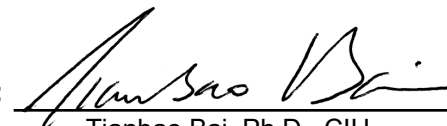
This report relates only to the samples tested or analyzed and may not be reproduced, except in full, without written approval by Eurofins CEI. Eurofins CEI makes no warranty representation regarding the accuracy of client submitted information in preparing and presenting analytical results. Interpretation of the analytical results is the sole responsibility of the client. Samples were received in acceptable condition unless otherwise noted. This report may not be used by the client to claim product endorsement by NVLAP or any other agency of the U.S. Government.

Information provided by customer includes customer sample ID and sample description.

ANALYST:


Valerie King

APPROVED BY:


Tianbao Bai, Ph.D., CIH
Laboratory Director





CHAIN OF CUSTODY

18

CEI

730 SE Maynard Road, Cary, NC 27511
 Tel: 866-481-1412; Fax: 919-481-1442

LAB USE ONLY:

ECEI Lab Code: **B2216698**

ECEI Lab I.D. Range:

COMPANY INFORMATION	PROJECT INFORMATION
ECEI CLIENT #:30507	Job Contact: Jamie Papian
Company: Alliance Environmental Services	Email / Tel: jamie@iowaleadsafety.com
Address: P.O. Box 245	Story City Library
Johnston, IA 50131	Project ID#: Story City Library- 509 Broad St
Email: jamie@iowaleadsafety.com	PO #:
Tel: 515-331-1690 Fax:	STATE SAMPLES COLLECTED IN: IOWA

IF TAT IS NOT MARKED STANDARD 3 DAY TAT APPLIES.

ASBESTOS	METHOD	TURN AROUND TIME					
		4 HR	8 HR	1 DAY	2 DAY	3 DAY	5 DAY
PLM BULK	EPA 600/R-93/116	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLM POINT COUNT (400)	EPA 600/R-93/116	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLM POINT COUNT (1000)	EPA 600/R-93/116	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLM GRAV w POINT COUNT	EPA 600/R-93/116	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLM BULK	CARB 435	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PCM AIR*	NIOSH 7400	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM AIR	EPA AHERA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM AIR	NIOSH 7402	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM AIR (PCME)	ISO 10312	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM AIR	ASTM 6281-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM BULK	CHATFIELD / EPA 600/R-93/116 Sec. 2.5.5.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM DUST WIPE	ASTM D6480-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM DUST MICROVAC	ASTM D5755-09 (2014)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM SOIL	ASTM D7521-16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM VERMICULITE	CINCINNATI METHOD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM QUALITATIVE	IN-HOUSE METHOD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Blanks should be taken from the same sample lot as field samples.

REMARKS / SPECIAL INSTRUCTIONS:		<input checked="" type="checkbox"/> Accept Samples
		<input type="checkbox"/> Reject Samples
Relinquished By:	Date/Time	Received By:
Jamie P	21-Nov	CS
		11/23 9:40

By submitting samples, you are agreeing to ECEI's Terms and Conditions.
 Samples will be disposed of 30 days after analysis

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SAMPLING FORM

CEI

COMPANY CONTACT INFORMATION	
	Job Contact: Jamie Papian
Story City Library	
Project ID#: Story City Library- 509 Broad St	Tel: 515-331-1690

SAMPLE ID#	DESCRIPTION / LOCATION	VOLUME/ AREA	TEST	
			PLM	TEM
001	tan 9x9 tile	1056sf	PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
002	Black tile mastic	1056sf	PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
003	Entry Linoleum	16sqft	PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
004	East Lobby Drywall/Compound		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
005	West Back Room Drywall/Compound		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
006	Front Lobby Drywall/Compound		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
007	Base Mastic		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
008	12x12 Ceiling tile		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
009	2x2 Ceiling tile		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
010	2x4 Ceiling tile		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
011	North Wall Styro Black mastic		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
012	West Room Stucco	200sf	PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
013	North Exterior Wall Stucco		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
014	Front Exterior Brick Caulk		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
015	Front Fasad Effes		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
016	Rear Door Caulk		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
017	Roof membrane & parpuet mastic		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
018	Insul		PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
			PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
			PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
			PLM <input type="checkbox"/>	TEM <input type="checkbox"/>
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