

Library Board Meeting Agenda

October 25*, 2023

Highland City Hall

7:00 pm-Call to Order: Kevin Tams, Board Chair

1. Public Comment

2. Consent

Approve minutes from 09.28.2023

3. Reports

Director's Report

4. Action/Policy Items

- a. Strategic Plan
- b. Carpet Bid Recommendation
- c. Presentation to Councils
- d. 2024 Meeting Schedule

5. Discussion Items

- a. Meeting Schedule for November/December
- b. Holiday Party?

6. Future Agenda Items

- a. Background Check Policy
- b. Library Board Training

7. Adjournment

***Day change due to a conflict with a candidate debate at City Hall.**

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

ELECTRONIC PARTICIPATION

Members of the City Council may participate electronically via telephone, Skype, or other electronic means during this meeting.

CERTIFICATE OF POSTING

I, Stephanie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, at the Lone Peak Fire Station and Lone Peak Police Station, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website (www.highlandcity.org). Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 24th day of October, 2023

Stephanie Cottle, City Recorder

THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.

**Minutes from a Regular Meeting of the
HIGHLAND CITY PUBLIC LIBRARY BOARD**
Thursday, September 28, 2023 at 7:00 p.m.

IN ATTENDANCE

Board Members

Jessica Anderson, Secretary
Amy Brinton
Rachel Farnsworth, Vice-Chair
Lynn Lonsdale
Kevin Tams, Chair
Wesley Warren

Other

Donna Cardon, Library Director and
Board Executive Officer
Wayne Tanaka, President of the
Friends of the Library

Absent Board Members

Kim Rodela, City Council Rep.

A quorum of the Board being present, Chair Kevin Tams welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:10 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

1. Public Comment

Wayne Tanaka, President of the Friends of the Highland City Library, made a comment about the activity of the Friends. They are very active each month in supporting the Library and are selling donated books to vendors to raise money for the Library. The used book sale at the Fling brought in \$1,000. They are also holding a 15-year birthday party for the Library in January.

2. Consent

- a. *Approve Minutes from 07.27.2023*

Rachel Farnsworth moved to approve the consent agenda. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes Jessica Anderson

Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

3. Reports

a. Director's Report

Donna Cardon gave her report on both August and September. She highlighted the summer reading party, which was interrupted by rain, but came off well, and the Friends' book sale at the Fling. Fall programs started after Labor Day. Story times are going well, the young writer's group is averaging 15+ kids a week, and there is a slate of adult programs as well. Coming up is an Eclipse Party.

The migration to the Koha system was a bit bumpy, which resulted in hundreds of calls from patrons. Things have calmed down though, and the system is working pretty well. The carpet replacement is moving forward and should be able to occur in December.

At the annual Utah Library Director's Summit in September, the Library was recognized as a Quality Unit. Of the 140 public libraries in Utah, 18 received the award. The library had to meet 6 of 10 stringent criteria. Staff member Kim Bergeson also finished Uplift training via the State.

Donna finished up the STEM grant from last year and has been working on the local business LSTA grant. Donna also included results of the STEM kit survey she conducted on the kits.

4. Action/Policy Items

a. Check-out Limits

At the July meeting, the Board discussed whether to modify the checkout limits for individual cards, because there is no longer a way to set a limit for a family. Donna did some further investigation into the current checkout statistics and discovered that there is only one family that has checkout over 100 books in the last month but currently had only 49 items checked out. And, of the top 25 patrons with checkouts,

only 5 had attached family cards and only 1 had a family member with items checked out on their card. There is not currently a problem with people abusing the checkout limits. The Board discussed the issue further.

Jessica Anderson moved to make no change to the current checkout limits. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

b. Presenting the Annual Report to Alpine and Cedar Hills

The Board discussed whether to present its annual report to the city councils of Alpine and Cedar Hills. Donna noted that both Alpine and Cedar Hills city councils discussed libraries this year, that their residents currently hold 10% and 6% of the Library's accounts respectively, and that nonresident card fees are an important source of revenue for the Library. She believes that communicating the value of the Library to those city councils could encourage their continued support of the Library via reimbursements, etc. The Board discussed presenting the annual report versus a separate report more tailored to each city versus communicating in another way.

Jessica Anderson moved to work with Alpine and Cedar Hills staff to get on the city council meeting agendas for a presentation. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed. Donna will make contact with the city staff to see about getting on the agendas.

c. Annual Report Committee

The Board discussed who should serve on the ad hoc committee to create the Annual Report. The presentation will be on the city council agenda for their November 14, 2023 meeting. The Board also discussed some of the potential content and the purpose for the report, including funding issues, a potential expansion for meeting space, and the criteria for the Quality Unit award. Donna will compile photos and stories from the Library's year to the committee.

Jessica Anderson moved to appoint Kevin Tams, Amy Brinton, and Rachel Farnsworth to a committee to prepare the Annual Report for the City Council. Rachel Farnsworth seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

d. Flooring Committee

The Board discussed who should serve on the ad hoc committee to help select the new flooring for the Library.

Jessica Anderson moved to appoint Amy Brinton and Lynn Lonsdale to a committee to select the Library's new flooring. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

5. Discussion Items

a. Strategic Plan and Technology Plan

The Board reviewed and discussed the draft strategic plan Donna prepared. The Board particularly focused on the items from the previous plan that have been accomplished, the technology plan, and the community assessment plan. The Board would like to add replacing the Library doors to be ADA accessible.

b. Mobile Shelving

Donna discussed replacing the center shelves in the Library from bolted shelves to mobile shelving, because those shelves have moved several times, it is difficult to get machinery past them to replace the lights, and it would be nice to move them out of the way for events. The cost would be substantial, between \$10,000 and \$15,000. The Board determined that those shelves should not be carpeted around. The Board further discussed potential funding for the carpet replacement, including lifting the shelves rather than carpeting around them, ADA accessible doors, and the mobile shelves.

c. City Annual Survey

The Board discussed crafting a survey question for the annual survey. One possible option is: "From your perspective, do you believe that libraries play a valuable role in a community?"

6. Future Agenda Items

- Approve strategic plan
- Approve carpet bid
- Approve presentation to City Council

The Board's next regular meeting is scheduled for October 26, 2023 at 7:00 p.m. The Board discussed moving the meeting to the October 25, 2023 at 7:00 p.m. to accommodate conflicts from several members.

7. Adjournment

Wesley Warren moved to adjourn the Library Board meeting. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Rachel Farnsworth
Yes	Lynn Lonsdale
Yes	Kevin Tams
Yes	Wesley Warren

The motion passed.

The meeting adjourned at 8:42 p.m.

I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on September 28, 2023. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4a

DATE: October 25, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Long Range Strategic Plan

PURPOSE:

The Library Board will adopt a 2023-2028 Long Range Strategic Plan.

BACKGROUND:

According to the Library Board Bylaws, one of the responsibilities of the Library Board is to “Develop and maintain a long-range strategic plan and submit the plan to the City Council for approval.” (G.2.h) This has traditionally been done annually at the time of the Library Board’s presentation to the City Council, which usually occurs in October or November.

This year the Standards for Utah’s Public Library Recertification include new provisions that strategic plans must include a community assessment element (Standard 3) and a technology plan (Standard 16b). These have been included in the proposed Strategic Plan. There are some items from the previous year’s Plan that have been completed and there are some other new items that have been suggested by the staff and Library Board. Here is a summary of the proposed changes.

Completed since last year:

- Add Science Kits: Completed with an LSTA grant in February 2023
- Have a staff member complete UpLift Training: Kim Bergeson completed UpLift Training in September 2023.
- Create Biography Nook: The staff removed dividers in the children’s room and used the space to create a puppet house. That allowed them to discard the puppet theater that had been in the room and in its place install a new shelf for Juvenile Biography.

Added this year:

- Technology Plan: The proposed technology plan meets State Recertification

requirements.

- Community Assessment Plan: Many of the items in this section the Library is doing already. We are including it in this year's Strategic Plan to meet State Recertification requirements.
- Support local businesses by providing business related classes: This will be accomplished with the help of this year's LSTA grant.
- Meet state Quality Unit levels for staff training: I have removed the requirement to send a "staff member to a national conference each year" and replaced it with a requirement that we meet state Quality Unit Standards for staff training. This will be a more effective way to use staff training budget. Instead of sending one staff to a national conference with travel and lodging costs, several staff members can attend state and virtual training events.
- Install accessible doors: The main doors of the library do not have automatic openers required by ADA standards. The Library has compensated by leaving them propped open during work hours, but this violates fire code. The library needs to rectify this problem.
- Replace static bookshelves in the center of the Library with moveable bookshelves; This change was suggested by the City to allow easier access to equipment that is needed to service the lights in the building. This would also give the library more flexibility with how it uses the central space in the library.

FISCAL IMPACT:

The Library Fund currently has approximately \$103,000 in unallocated funds from previous years' carryover. Plans to replace the carpet in the library were included in the Library's FY 2024 budget using about \$18,400 of previous years' carryover funds to pay for this improvement. Replacing the central bookshelves with moveable bookshelves will cost about \$15,000 and could be financed with a budget adjustment allowing use of previous years' carryover money, or it could be funded by the Library Foundation. It is yet to be determined how to fund the installation of accessible doors. It is estimated that the cost will be around \$6000.

STAFF RECOMMENDATION:

The Library Board approve the 2023-2028 Long-Range Strategic Plan and determine how to fund the replacement of the central bookshelves.

PROPOSED MOTION:

I move that the Library Board approve the 2023-2028 Long-Range Strategic Plan as outlines and that the central bookshelves be funded by a budget adjustment using previous year carryover funds.

ALTERNATE MOTION

I move that the Library Board approve the 2023-2028 Long-Range Strategic Plan as outlined and that the central bookshelves be funded using Library Foundation Funds.

ATTACHMENTS:

2023-2028 Long-Range Strategic Plan (draft 1)

Highland City Library: Long-Range Strategic Plan 2023-2028

Introduction

Public libraries have long been an important aspect of American life. From the early days of the Republic, libraries were valued by Americans. Benjamin Franklin founded the first subscription library in Philadelphia in 1732 with fifty members to make books more available for citizens of the young nation. From that time to the present, public libraries have been valued because they allow equal access to information and educational resources regardless of social or economic status.

Library service has long been important to the residents of Highland. From 1994 to 2001, residents of Highland and Alpine were served by a joint-use facility at Mountain Ridge Junior High School. That arrangement was eventually terminated and in 2001 the entire library collection was relocated to the old Highland City building for storage. In 2008, Highland City built a new city hall and dedicated a portion of the building for a city library. In 2016, the Library received permission to convert a public meeting room into a Children's Room for the Library. The new Children's Room was opened in spring of 2018.

The Library joined the North Utah County Library Cooperative (NUCLC) on April 1, 2012 as an associate member. NUCLC is a reciprocal borrowing system that allows library card holders from participating libraries to check out materials from other participating libraries. It is not a county library system. Each participating library maintains its own policies, budget, administration, non-resident fees, etc. In 2018, the Library reached the required collection size and was accepted as a full NUCLC member.

The Library is supported by three constituent bodies: the Library Board, the Friends of the Library, and the Library Foundation.

1. The Library Board oversees the operation of the Library. It consists of seven persons: six volunteers appointed for three-year terms, and a representative from the City Council. All meetings are held in the Highland City Hall or electronically using a video meeting platform. Records of the Library Board meetings are available on the City website.
2. The Friends of the Library is an independent non-profit, [tax exempt](#) organization that supports the library in the following ways: raising funds through used book sales and other endeavors, creating community connections through programs and events, and increasing volunteerism to support and supplement Library resources.
3. The Library Foundation is a nonprofit, tax-exempt foundation dedicated to assisting the Highland City Library with fund-raising and additional support. The Foundation administers larger donations, particularly those targeted at capital improvement.

Vision Statement

The Highland City Library seeks to be a valued resource in the community that evolves with changes in society while meeting learning, information, and entertainment needs.

Mission Statement

The Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages.

Long-Range Strategic Plan, 2022-2027

The elements of the Strategic Plan support the goals and values expressed in the Library Mission Statement. Most of the goals listed below are expected to be accomplished within the current annual budgets for the Library. Capital improvement goals involve fundraising by the Library Foundation.

Materials:

Plan	Value	Metric	Date Initiated/ Completed	Responsible Party
Grow physical collection back to 50,000 items	Provide Materials	Simple count of physical materials	Ongoing/ December 2026	Collection Development Team
Expand picture book section	Provide Materials	Add additional shelving to accommodate up to 8,000 picture books	Ongoing/ December 2026	Collection Development Team
Add Science Kits for circulation	Provide Materials	Use grant money to add 20 Science Kits for circulation	Winter 2023	Collection Development Team.
Update Juvenile Nonfiction Section	Provide Materials	Purchase at least 150 books each year for 5 years.	Fall 2022 2023-Fall 2027	Collection Development

Programs

Plan	Value	Metric	Date initiated/ Completed	Responsible Party
Continue providing educational programs for each every age_group	Educate	Offer weekly children’s programs, and monthly adult/teen	Fall 2022 2023-ongoing	Programming Team

		and adult programs		
Maintain working relationship with all local schools	Inform/Educate/Community	Quarterly contact with representative from each school	August 20222023-ongoing	Public RelationsProgram Team/Library Director
Increase number of current library card holders	Inform	Number of card holders will increase 5% each year	August 20222023-20252028	Library Director/Public Relations Team
Maintain Summer Reading participation and increase completion	Educate/Entertain	Have 1000 + participants and 35% completion each year	Summer 20232024-Summer 20272028	Library Director/Public Relations Team/Programming Team
Improve Adult Programing	Educate/Inform	Hold an in-person adult program quarterly	Fall 20222024-onward	Library Director/Public Relations Team/
Continue programs for special needs	Educate/Inform/Entertain	Hold monthly story time for HIVES	Fall 2022- onward	Library Director/Programming Team
Support local business through providing business related classes	Educate/Inform	Hold evening classes on web design, photo editing, and video editing	Winter/Spring 2024	Program Team/Library Director

Commented [EW1]: Do you need this considering the Community Assessment Goal below?

Commented [EW2]: Is this the same as the technology goal below?

Training

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Send at least one staff member to a national conference each year	Train	Staff member attends a national conference	Spring 2022, and continuing forward	Library Director
Meet state Quality Unit levels for staff	Train	Reach the number of training hours required by the	2024 and continuing forward	Library Director

training each year		state's Quality Unit status annually		
Send at least three staff members to state training sessions	Train	At least Three staff members attend a state training each year	Fall- 2022 2023 , and continuing forward	Library Director
Have a staff member complete "Uplift Training"	Train	Staff member receives Uplift Training Certificate	Already initiated/ Fall 2023	Library Director/ Participating Staff Member

Space

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Replace Library carpet	Community Space	Get a bid, figure out funding, contact a vendor, have carpet installed	Bid by June 2023 / Jan 2024 December 2023	Library Director
Replace Library upholstered furniture	Community Space	Purchase 2 love seats and 6 chairs	Jan 2024/ Dec 2025	Library Director
Install accessible doors	Space	Install electronic accessible doors.	Fall 2024	Library Director
Replace center bookshelves with moveable bookshelves to improve flexibility in use of library space.	Space	Replace the attached bookshelves in the center of the library with moveable bookshelves	Fall 2024	Library Director
Conduct a survey about public interest in an addition to the Library	Space	Question added to the City's annual survey about the interest in an addition to the Library	Spring-Fall 2025	Library Director
Create Biography Nook in the Children's Room	Space	Take out dividers and make a space	Fall 2023	Library Director

		for more biography books		
--	--	--	--	--

Financial Oversight

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Conduct a financial audit of the Library Fund and investigate need for an increase in the dedicated tax rate	Community Resource	Engage a professional financial audit of the Library Fund	Fall 2022/Winter 2023 Fall 2027	Library Director
Hold one major fund raiser each year with Library Foundation.	Community Resource	The Foundation with work with the Library to do one major fundraiser event each year	Fall 2022-2023 and onward.	Library Foundation and Library Director

Technology Plan

<u>Plan</u>	<u>Value</u>	<u>Measure</u>	<u>Date initiated/ Completed</u>	<u>Responsible Party</u>
Create a technology inventory	Resource	Complete an inventory of all Library technology with expected replacement dates	Fall 2024/Spring 2025	Library Director
Conduct a technology community needs assessment	Community	Conduct a community needs assessment and report findings to the Library Board	Spring 2024 and annually afterward	Library Director
Replace catalog computers with Raspberry pi's	Resource	Replace the three library catalog computers with less expensive alternatives	2025	Library Director

Set up an audio/visual editing station with a color printer	Resource	With LSTA grant money set up a AV editing computer, screen, and a quality printer.	Spring 2024	Library Director
Teach technology themed classes for small business owners	Educate	With LSTA grant money offer 6 technology classes for local small business owners	Spring 2024	Library Director Program Manager
Using the Technology inventory, replace aging technology according to accepted replacement schedules	Resource	Budget each year to replace items that are going past recommended age including items not covered by the city's IT contract.	2024 and going onward	Library Director

[Community Assessment Plan](#)

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Conduct surveys to inform programing decisions	Community	Conduct at least two independent surveys each year about library programing.	Fall 2023 and onward	Library Director/Program Team
Include questions in the annual city survey	Community	Include questions about general library services in the annual city survey each year	Fall 2023 and onward	Library Director
Attend and participate in community committees.	Community	Attend at least one PTA and one Arts Council meeting quarterly	Fall 2023 and onward	Library Director



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4b

DATE: October 25, 2025
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Carpet Bids

PURPOSE:

The Library Board will consider bids from Premier Flooring, Certified Sales, and Spectra Contract Flooring for the Library's carpet replacement.

BACKGROUND:

The FY 2024 budget includes funding to replace the carpet in the Library. During September and October, Andy Spencer, the City Engineer, and I solicited bids for the Library carpet replacement. An issue we considered while talking with vendors is that three of the free-standing shelf banks will have to be moved to meet ADA requirements. Different vendors offered different levels of service. Here is a breakdown of the bids and the services included:

Certified Sales and Service: \$37,550.20: includes removing and disposing of old carpet, five hours of floor prep, and a lift service for the shelves.

Spectra: \$23,859.25: Includes removing and disposal of old carpet and 20 hours of floor prep. Does not include any lifting/moving of shelves.

Premier Flooring: \$28,995.00: Does not include removal and disposal of old carpet, floor prep, or lifting/moving of shelves.

Certified Sales and Spectra are the two options we are considering. The main difference between the two is that Certified Sales has a machine that will lift the shelves allowing them to carpet underneath. This would save the city the cost of staff time needed to remove and replace the books on the shelves that need to be moved. Spectra is willing to carpet around the shelves that do not need to be moved, but if we go with their bid, city employees will have to take the books off the shelves that need to be moved, move them, and then replace the books.

After consulting with Andy and Roy Bond, we have decided that if Certified Sales can both

lift and move the shelves that need to be moved, it would be more advantageous to go with them. If their lifting machine cannot also move the shelves, then it will not be worth it to pay for the lifting machine service and we should choose the Spectra option. I have sent an inquiry to Certified Sales to see if their machine can both lift and move the shelves, but as of the writing of this report have not received a reply. I expect to receive a reply before the Library Board meeting.

FISCAL IMPACT:

The original budget for the replacement is \$35,000. The Spectra quote is less than the budgeted amount. The Certified Sales quote exceeds the budgeted amount by \$2550.20 but we expect savings in staff time will offset the extra cost.

STAFF RECOMMENDATION:

The Library Board should approve the recommendation of the city staff.

PROPOSED MOTION:

I move we accept the bid for carpet replacement by the _____ company and present it to the City Council for approval.

ATTACHMENTS:

1. CSS Quote
2. Spectra Carpet Quote
3. Premier Flooring Quote
4. Carpet Bid Comparison

PROPOSAL



CERTIFIED SALES AND SERVICE

535 WEST 800 SOUTH
 BOUNTIFUL UT 84010
 801 397 5626

PROPOSAL : 4832
DATE : 09/28/2023
SALES REP : GORDON TODD

SOLD TO:

HIGHLAND CITY
 ATTN: DONNA CARDON

SHIPPED TO:

HIGHLAND CITY LIBRARY LVT, BUDGET PROPOSAL
 5400 WEST CIVIC CENTER DRIVE
 HIGHLAND UT 84003

MATERIALS	QUANTITY	PRICE	TOTAL
1 CARPET TILE ALLOWANCE, TBD	550 SqYrd	\$28.50	\$15,675.00
2 ADHESIVE , 4 GALLON	4 Each	\$1.75	\$7.00
3 WALL BASE 4 IN W/TOE, TBD	360 LnFt	\$0.92	\$331.20
4 UT - ADHESIVE, M95 4 GAL	2 Each	\$180.00	\$360.00
5 LVT ALLOWANCE, TBD	1300 SqFt	\$4.35	\$5,655.00

BOOK STACKS

LABOR	QUANTITY	PRICE	TOTAL
1 REMOVE AND DISPOSE EXISTING	650 SqYrd	\$3.50	\$2,275.00
2 UT - INSTALL CARPET TILE	540 SqYrd	\$4.50	\$2,430.00
3 UT - REMOVE AND DISPOSE WALL BASE	360 LnFt	\$0.30	\$108.00
4 UT - FURNITURE LIFT SYSTEM	240 SqYrd	\$9.00	\$2,160.00
5 UT - FURNITURE LIFT SYSTEM	212 SqYrd	\$5.75	\$1,219.00
6 UT - PROJECT MANAGEMENT SY	550 SqYrd	\$5.00	\$2,750.00
7 UT - FLOOR PREP HOURS	5 Each	\$45.00	\$225.00
8 UT - INSTALL LVT	1300 SqFt	\$2.35	\$3,055.00
9 UT - PROJECT MANAGEMENT SF	1300 SqFt	\$1.00	\$1,300.00

STATE CONTRACT MA3636 OR MA3635

ASSUMES WORK TO BE DONE DURING NORMAL BUSINESS HOURS.

FLOOR PREP MAY BE AN UNFORSEEN EXTRA EXPENSE AND CANNOT BE DETERMINED UNTIL THE EXISTING FLOORING IS REMOVED.

SUBTOTAL: \$37,550.20
 MISC: \$0.00
 TOTAL: \$37,550.20
 PAYMENTS: \$0.00
 BALANCE: \$37,550.20



September 22, 2023

Quote Number: 00108057 - 2309114438
Contractors License: 6922528-5501
Contractors License Expiration Date:

Highland City Library

Andy Spencer
Highland City Library
5400 Civic Center Dr. #2
Highland, UT 84003

Andy Spencer,

We are pleased to submit a proposal for the following project:

**Highland City Library
5400 W. Civic Center Drive
Highland, UT 84003**

<u>Item Description</u>	<u>Price</u>
Moisture testing. \$170.00	\$23,859.25
Field Supervision \$180.00	
Demo existing carpet - 595 yards @ \$4.15 = \$2,469.25	
Normal floor prep. 20 hours @ \$65.00 = 1,300.00	
Furnish and install 595 yards of carpet tile, style and color tbd @ \$30.00 = \$17,850.00	
Furnish and install 600 lineal feet @ \$2.70 = \$1,620.00	
Total \$23,859.25	
Alternate add for LVT in children's area \$400.00	

****Base Bid Total: \$23,859.25**

****This proposal is valid for 30 days from the date of the proposal.**

****The unit pricing shown above has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. The total price for the invoice was calculated using the actual price, rather than the unit pricing displayed above, and is the true and binding total for this proposal.****

Notes:

Proposal Excludes the Following:

- Caulking – Caulking of any type not included in Standard Installation of Wood, Ceramic or Resilient
- Concrete/slab Testing/Coring – any testing needed to ensure Concrete Slab meets proper standards (All Testing should be completed by an Outside Certified 3rd Party)
- Condition of Installation – Scheduled Work Area to be enclosed and/or Temperature-controlled, specific to Product requirements
- Dumpster/Haul away – Dumpsters for all Trash and Debris should be provided by customer/General Contractor
- Epoxy/Specialty grouts
- Floor Preparation – any type of Floor Preparation which is not completely definitive. (Skim Coat, 2 skim Coats, 1/8" or 1/4" average, Standard Floor preparation, ramping, or leveling)

- Floor Protection – Protection of new flooring Products, such as Masonite, Plastic, cardboard, Builder Board or other types of material
- Furniture moving, disconnecting or reconnecting any telephone/HDMI or Electrical cords
- General Conditions – All Areas of scheduled work to be free of debris, broom-swept,
- Loading Dock/Parking – Jobsite is required to have a safe and accessible Area for Truck Parking, Loading and Unloading within an acceptable distance of Scheduled Area of Work and available during regular business hours (no Overtime deliveries)
- Mitigation or Chemical abatement – mitigating for moisture or contaminants which may exist in the Concrete Slab or subfloor, such as Asbestos or excessive moisture which may exceed adhesive or product specifications.
- Negative Air flow – Healthcare Facilities may require Negative Air flow which helps to ensure off-gassing from new materials and/or fumes from adhesives escaping and cross-contaminating with other areas of a Facility
- Performance and Payment Bonds
- Specialty Labor needs and requirements – City/neighborhood Residency, MBE/WBE, OSHA Certifications, ICRA Certified, Certified Payroll, OCIP, CCIP, Performance/Payment Bonds
- Specialty pattern work Excluded – Borders, Herringbone, checker Boards, basket weave, etc.
- Standard Work Hours – No Overtime, Double Time, Weekends or Holidays, All work figured for weekdays 7am-4pm
- Surveys – surveying of substrate for leveling, drainage, or other
- Take-up Existing – removal of existing Flooring or subfloor and Adhesives
- Taping or finishing of walls and Seams – All Taping, Mudding and finishing of Walls to be completed by “Others” prior to installation of flooring and/or wall material Including taping of Concrete board.
- Under-cutting – under-cutting of Door Jams, Millwork or Base is excluded from Proposals
- Vacuuming, mopping, polishing – no final cleaning figured in Proposals, waxing
- Vertical Movement – Elevators/Skips/Hoisting to be provided by “Other” to move All material into The Building in a Safe and Clean manner
- Water Proofing/Crack Isolation Membrane

All costs that affect Material or Labor, including time spent, shipping fees, expediting costs, costs to cover or procure substitute materials, or other expenses, including any costs arising out of a delay in the supply of materials or impacts to the schedule, incurred by Spectra or its employees arising from any disruptions, interruptions or delays in the manufacture, production, delivery, distribution or transportation of any materials, supplies, or equipment shall be borne by you and will be added to the cost of the Work. Any delays in the Work or the Work Schedule that result from any delay in or unexpected time for the delivery of materials or equipment shall not be the responsibility of Spectra and any damages, including liquidated damages, that result from such delay shall not be borne by Spectra.

These terms and conditions will apply and shall be included as an exhibit to the contract.

Acceptance: Any and all proposals are subject to the parties entering into a written agreement acceptable to Spectra concerning deposits, payments for charges, charge backs, extras, guarantees for payment, conditions of the premises and similar matters. Spectra will not accept charge backs of damage or cleaning without the option to inspect claim(s) to repair or without the option to make arrangements for acceptable repairs at their expense.

This proposal is not legally binding unless signed by a person authorized to make such proposal on behalf of Spectra.

Additional Work: Any additional work not covered by this proposal will be charged on a time and material basis. If additional work is required outside the scope of this proposal and exceeds forty (40) hours of labor, a fixed price allowance proposal will be provided before work can continue. Upon acceptance of this allowance proposal, you will be provided with daily time tickets for work performed against that allowance. No extra work or changes under this contract will be recognized or executed unless agreed to in writing by a person authorized by Spectra to enter into such extra work of change order(s) before the work is to be completed or the change is made.

Bond: Spectra is fully licensed, bonded, and insured. This proposal does not include participation in any OCIP/CCIP or related programs. Requests for Spectra to participate in such programs may result in additional costs.

Caulking: Caulking of any type is not included in standard installation of wood, ceramic, or resilient materials.

Concrete Testing: Dumpster and elevator hoisting, and/or any vertical hoisting of materials is to be provided by Customer at no cost to Spectra.

Conditions of Installation: Scheduled Work Area to be maintained before, during and after installation to the conditions of use required per manufacturer's requirements and recommendations and industry standards. In general, and not limited to permanent functioning HVAC installed, all substrates required to meet all specifications and requirements of their own and floor and wall finishes to be installed. All overhead work complete. Walls primed and first coat of paint applied, all other trades and materials removed. Floors broom clean, free of all foreign matter. Finish lighting installed and functional to reflect finished room conditions.

Credit Review and Payment Terms: This proposal is subject to credit review and approval. Payment terms are net 30 days. A convenience fee of 2% will be added if paying via credit card. Past due invoices are subject to service charges of 1.5% per month (18% per annum). In the case of any default, Customer shall pay Spectra reasonable attorney fees and costs, including those on any appeal, even if no suit or action is filed.

Demolition: Demolition of existing finishes, substrates, and/or other trades work is not included unless specifically referenced and included in this proposal.

Deposit: If manufacturer requires a deposit or full payment prior to manufacture/shipping of custom material, Customer shall remit such deposit or payment to Spectra before the order is placed. Once production of materials has begun, orders are not cancelable and are strictly subject to full payment. Stock orders are not cancelable after cutting has begun. Spectra shall not be held responsible for any delays caused by a supplier's failure to provide or supply materials in a timely manner.

Deposit Required--Material Only Sales: Material only sales require a fifty percent (50%) deposit prior to placement of the order, with the balance due upon receipt of the material by Spectra.

Force Majeure and Insurance: All work is contingent upon strikes, accidents, or any other delays beyond Spectra's control. Customer shall carry insurance for all hazards, including fire.

Hazardous Conditions: Customer represents and warrants that: (a) the project site contains no hazardous or other dangerous substances, either exposed or concealed; or (b) Customer has given written notice to Spectra of all such substances and their location(s). To the fullest extent permitted by law, Customer shall indemnify, defend and hold Spectra harmless from any damage, claim, loss, expense and attorney fees related to Spectra's liability, if any, including any federal or state statute related to hazardous or other dangerous substances.

Mitigation or Chemical abatement: Mitigating for moisture or contaminants (sealers, curing compounds, bond breakers, moisture mitigators) which may exist in the concrete slab or subfloor is specifically excluded.

Payment: If manufacturer requires a deposit or full payment prior to manufacture/shipping of custom material, client will be required to pay a deposit of the same prior to delivery to the project site. Materials are to be invoiced upon receipt into our warehouse; labor as completed will be invoiced on a monthly basis.

Retention shall not exceed 5% of contract value. Retention will be paid Net 30 days from date of punch list completion.

Price Increase: Notwithstanding anything herein to the contrary, all prices are subject to immediate increase without limitation in the event of material change to applicable duties, taxes, tariffs, similar charges, or other government action.

Proposal Expiration: Proposal Expiration Spectra will furnish, install & deliver the material in accordance with the scope contained in this proposal for the listed price. The price listed includes all applicable taxes and freight. Due to the extreme volatility of the raw materials to construct the flooring products, the above pricing is valid for 30 days from the date of this proposal. The proposal shall expire if not accepted within 30 days of issuance.



Prices are those prevailing as of this date. Any increase in materials., labor, freight or fuel costs prior to receipt of your order and deposit will be passed on to you at the same percentage rate.

Quality: All work shall be performed in a workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.

Quantities: Quantity estimates are based on the plan take-off from Customer's submitted drawing(s) and subject to verification by field measurement. Plan changes should be in writing and acknowledged by Spectra . Any variation from the submitted plan that is made in the field by Customer must be acknowledged by Spectra in writing prior to order entry.

Schedule: Proposal is based on a continuous schedule. Proposal is based on regular working hours; Monday through Friday; 7:00 AM to 3:30 PM unless specifically stated otherwise. Unless specifically stated in this proposal, mobilization of personnel and deliveries is based on one phase delivery.

Supervision: Full time, on site supervision is not included in this proposal.

Surface Preparation Testing: Prior to commencement of Spectra's work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per manufacturers' recommendations utilizing ASTM F2170 and provide written results to Spectra, including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of Spectra's work, then Customer shall provide Spectra with access to all concrete sub floors for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers' requirements for installation will require correction or the execution of a separate waiver agreement.

Surface Preparation: Unless specifically included, this proposal excludes all demolition, repair or take-up of existing flooring material, furniture moving, vacuuming, mopping, buffing, waxing, floor protection, floor floating, leveling or repair, sealing of the floor, cleaning or removal of oil, grease, solvents, paints, plaster or other foreign substances and asbestos control/abatement.

Areas to receive new floor covering shall be of a smooth quality, equal to that necessary to receive 3mm floor covering, broom cleaned, clear and free of obstructions, debris, spillage and other trades prior to the mobilization of Spectra installation personnel to begin installation. Spectra is to receive floors flat within a tolerance of 1/8" in 10' using the straight edge method, not ACI 117 F-number method. Unless stated otherwise, any floor preparation required, will be completed on a time and material basis and a formal change notice to the contract will be required upon completion of floor preparation prior to the installation of any finish flooring.

New concrete surfaces should not be over troweled or burnished, and should pass an ASTM 3191 water absorption test. Burnished and over troweled slabs will be subject to additional floor preparation costs, to be approved via formal change notice to the contract prior to work commencing.

Undercutting: Undercutting of door jambs, millwork or base is excluded.

Vertical Transportation / Material Removal: Dumpster and elevator hoisting, and/or any vertical hoisting of materials is to be provided by customer at no cost to Spectra.

Sincerely,

Monte Ray
Account Executive
monte.ray@spectracf.com

Candice Swainston
Project Manager
candice.swainston@spectracf.com

Quote Number: 00108057 - 2309114438

Please sign and return one (1) copy of this proposal.

Signature: _____ Title: _____

Name: _____ Date: _____

Premier Floor Company, Inc.

October 20, 2023

Attn: Donna
Project: Highland Library Highland, UT

Premier Floor Company, Inc proposes to supply and install all materials necessary to complete the above referred project as per field measurement and as outlined below:

Provide and install carpet tile (based on Milliken Southern Analog or Milliken Powerlines/IS), LVT (based on Six Degrees Compass 12x24) and 4-1/2" rubber base. Includes demo of existing carpet and carpet base.

Total bid amount for the above - \$28,995.00

Excludes any furniture/shelving moving.

Excludes leveling of floor, concrete grinding, waterproofing, tile backer board, moisture barrier, payment and performance bonds, floor protection, moisture testing and Situ Probes, dumpster, heating and air conditioning, final cleaning, sealing, wax and vacuum

Prices are good for 60 days.

If you have any questions, please give me a call.

Sincerely,

Stefanie Sharp Webb
Estimator
ssharp@premierfloorco.com
Office 385-695-5992

SSW

383 North 700 West STE A
North Salt Lake, UT 84054

OFFICE: 385-695-5992
FAX: 385-695-5994

UT – 10387422-5501

DUNS: 019398124
CAGE CODE: 7RNW2
SBA CERT. EDWOSB

Vendor	Carpet	Adhesive	Wall Base	Base adhesive	LTV	Removing and disposal of carpet	Removal and disposal of base
Certified Sales and Service	\$ 15,675.00	\$ 360.00	\$ 331.20	\$ 7.00	\$ 5,655.00	\$ 2,275.00	\$ 108.00
Spectra	\$ 17,850.00		\$ 1,620.00			\$ 2,469.25	
Premier	x		x		x		

Furniture lift	Floor prep	Install Carpet	Moisture Testing	Install LT	Project Management	Total
\$ 3,379.00	\$ 225.00	\$ 2,430.00		\$ 3,055.00	\$ 4,050.00	\$ 37,550.20
	\$ 1,300.00		\$ 170.00	\$ 400.00	\$ 180.00	\$ 23,859.25
						\$ 28,995.00



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4c

DATE: October 25, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: Presentation to Councils

PURPOSE:

The Library Board will review the proposed presentation to the Highland City Council and to the Alpine and Cedar Hills City Councils and approve a final draft.

BACKGROUND:

One of the responsibilities of the Library Board is to present an annual report to the City Council (Bylaws G.d). We are scheduled to present that annual report to the Highland City Council on November 7th. In September 2023 the Board voted to seek to present an abbreviated annual report to the Cedar Hills and Alpine City Councils. During October and with the help of the City Administrator, I contacted the Alpine and Cedar Hills representatives and arranged for the Library Board to give a presentation to their Councils on November 14th and 7th respectively. Cedar Hills presentation will be at 6:00 pm on the 7th, and the Highland presentation will be at 7:00 pm. The Alpine presentation will be at 6:00 pm.

Last month the Library Board established a committee consisting of Kevin Tams, Amy Brinton, and Rachel Farnsworth to prepare the annual report presentation. In this meeting we will review and adopt versions of the presentation for Highland, Alpine and Cedar Hills.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board adopt the presentations as revised.

PROPOSED MOTION:

I move that we adopt the annual report presentations for the Highland, Cedar Hills and Alpine City Councils as revised.

ATTACHMENTS: N/A



HIGHLAND CITY

LIBRARY BOARD AGENDA REPORT ITEM #4d

DATE: October 25, 2023
TO: Library Board
FROM: Donna Cardon, Library Director
SUBJECT: 2024 Meeting Schedule

PURPOSE:

The Library Board will consider and approve a meeting schedule for 2024.

BACKGROUND:

Each year the Board is required to submit a meeting schedule to the city recorder to satisfy open meeting requirements. The meetings have been held on the fourth Thursday of each month except when that conflicts with a holiday. I have drawn up a tentative schedule for 2024 (attached).

The Library Board Bylaws state that additional meetings can be called if needed “at any time when called by the Chair or by any three board members.” (F.3) The Board can also cancel a scheduled meeting if there are no action items to be considered.

FISCAL IMPACT:

No fiscal impact

STAFF RECOMMENDATION:

The Library Board approve the proposed meeting schedule for 2024

PROPOSED MOTION:

I move that we approve the 2024 Library Board Meeting Schedule as outlined.

ATTACHMENTS:

Highland City Library Board Proposed Meeting Schedule 2024

Highland City Library Board
2024 Schedule of Meetings

The Library Board generally meets on the fourth Thursday of the month, at 7:00 at City Hall.

January 25	July 25
February 22	August 22
March 28	September 26
April 25	October 24
May 23	November 21 * (earlier due to Thanksgiving)
June 27	December (no meeting)