

Hokah City Council,

I met with Eric Leitzen and the Library will have approximately \$5,000 remaining in the budget at the end of this year. Eric contacted the League of MN Cities to confirm that any monies remaining in the Library Fund as of 12/31/2015 would roll over and remain in the Library Fund for the next fiscal year. This savings is due to the changes in staffing patterns including Barb cutting back her hours sooner than expected, Barb's time off for her surgery, and me taking unpaid time off. So, I want to maximize the benefit we can gain by putting this money towards a MUCH NEEDED, larger library purchase.

I met a commercial carpet vendor at the MLA conference in October and he came to the library and gave me a bid for installing commercial carpet tiles in the library and re-doing the downstairs bathroom floor. The vendor is Hiller Carpet and they come highly recommended by several other libraries in the SELCO region. I have included the proposal per MN State Flooring Contract.

I have been working with Dave Bahr from Hiller Carpet and I have been assessing ways to make this as affordable as possible; we can save \$3024 by selecting overstock carpet and we can save \$4700 by NOT lifting the shelves (they will tile around them-many of the shelves do not have the structural integrity to be jacked up regardless...). We will keep the newer green kids carpet....but the rest of the library will have commercial carpet tiles installed. Additional tiles will be purchased to allow for replacement and to cover if we were to move shelves in the future.

This brings the total cost for the project to approximately \$11K.

Within the library, the new flooring will also eliminate the need for the multiple area rugs we have in place now....and reduce the potential for slips/trips/falls. I included pictures to illustrate the condition of the floor and the issues we have with area rugs shifting and causing potential risks.

The Library will pay for all areas within the doors of the library (the kitchen is NOT included in the bid) with the money available within the Library Fund and the Library Friends group will contribute to this project as well.

I am requesting that the City cover the costs of the "shared areas" which are the entryway and the bathroom floor/hallway. The total would be \$4577. I have discussed these plans and products with Chris and Allan. I also want to add

that the scope of the work required in the bathroom is unique for several reasons (severe existing damage, in floor urinal, previous products used to paint floor, curved concrete baseboards) and, therefore, most appropriate for a vendor with the specialized tools and experience needed to pull off the job.

I am not sure how the City has historically budgeted for these areas of general building upkeep and curing issues of deferred maintenance....and I apologize that this all came up after the budget process. I was not expecting to have the money available to carpet the library and so I was not even considering how other flooring areas in City Hall would factor in! I also wonder if the bathroom floor may have previously been budgeted for when the bathroom was converted to handicapped accessible??? Regardless, it is a very appropriate (and well overdue) capital expense.

If we approach this project collaboratively, we can do the project in whole! I will be at the Council meeting to answer any questions.

And Hokah deserves this!!!

Thank You,

Shari Carlson
Librarian

Please see below quote from Hiller Carpet



2909 South Broadway
 Rochester, MN 55904
 P: 888-724-1766
 F: 507-288-8877

FLOORING PROPOSAL FOR HOKAH PUBLIC LIBRARY
 PER STATE OF MINNESOTA FLOOR COVERING CONTRACT #14495

KLIN #		8	10	7	12	11	11	12	12	12	Total
Area	Yds	Faculty Tweed Tile \$38.00/yd Installed	Entry Level Entry Tile \$44.00/yd Installed	Faculty Roll Carpet \$17.95/yd	Install Stair Carpet	Vinyl Base \$2.00/ft	Reducer \$4.00/ft	Move & Reset Book Files \$75.00/hr	Move & Reset Book Shelves	Floor Prep \$75.00 /hr	
Entry	24	\$0.00	\$1,056.00	\$0.00	\$0.00	\$12.00.00	\$24.00	\$75.00	\$0.00	\$75.00	\$1,350.00
* Library	152/16	\$5,776.00	\$0.00	\$287.20	\$254.00	\$0.00	\$24.00	\$450.00	\$4,350.00	\$750.00	\$11,891.20
Safe Room	40	\$1,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48.00	\$300.00	\$0.00	\$150.00	\$2,018.00

See note

After Discounts

\$939
 ~ \$5500
 \$1158

In Stock Overruns Would Cost \$24.00/yd Installed

	Savings
1. Entry	\$336.00
2. Library	\$2,128.00
3. Safe Room	\$560.00
	\$3,024.00

* Savings for using In stock options

\$15,259.20
 Less * \$3,024.00 *
 \$12,235.20

If You Leave The Newer Carpet Adjacent To The Kids Carpet DEDUCT \$418.00.
 * I want to replace this remnant. *

* Does Not Include Kids Area
 (This is new green carpet - we will keep it!)

II. BATHROOM/SHORT HALL TO BATH DOOR

- Grind/Seal \$975.00
- Grind/Seal/Epoxy Coat With Decorative Flake \$1,858.00
- Hallway Outside Bathroom (From Library door to bathroom door) \$1,880.00

\$3638

Note

Submitted By:
 Dave Bahr/klm
 Dave Bahr
 Hiller Commercial Floors
 November 27, 2015
 DB/klm

1. I spoke w/ vendor; we will go around large back shelves & move some smaller items ourselves. I anticipate actual cost to be around \$500.

HILLER COMMERCIAL FLOORS