

DATE SUBMITTED 4/07/2023  
 SUBMITTED BY ACM  
 DATE ACTION REQUIRED 04/11/2023

BOARD ACTION (x)  
 RESOLUTION ( )  
 CITY CLERK'S INITIALS ( )

**IMPERIAL PUBLIC LIBRARY BOARD OF TRUSTEES  
 AGENDA ITEM**

|   |   |
|---|---|
| SUBJECT: DISCUSSION/ACTION: IMPERIAL PUBLIC LIBRARY CIRCULATION DESK DESIGN<br><br>1. REVIEW AND COMMENT OF DESIGN FOR CUSTOMER SERVICE COUNTER/CIRCULATION DESK AT THE IMPERIAL PUBLIC LIBRARY.<br><br>2. RECOMMENDATION TO PROCEED WITH DESIGN, CONSTRUCTION & INSTALLATION TO THE CITY COUNCIL   |   |
| DEPARTMENT INVOLVED: IMPERIAL PUBLIC LIBRARY  |   |
| BACKGROUND/SUMMARY:<br><br>As part of our ongoing operational assessments, staff has made a determination that the current configuration and use of the circulation desk can no longer support the needs and services of residents at the Imperial Public Library. In accordance with the City of Imperial's Development Impact Fee Study – Library Facilities (2010, pg. 34), the use of fees collected for developmental impacts associated with the City's growth would allow for furnishings to be purchased to meet current and future service delivery demands. The Imperial Public Library expansion did not address the current circulation/customer service desk. The proposed design (attached) would allow for four complete workstations, two circulation stations, additional storage, and internal book drop. |   |
| FISCAL IMPACT: NOT TO EXCEED \$60,000.000 (If Approved by the City Council)   | ADMIN SERVICES SIGN INITIALS _____  |
| STAFF RECOMMENDATION:   | DEPT. INITIALS _____  |
| MANAGER'S RECOMMENDATION: Management is requesting the Library Board's review and input on the design and functionality of the proposed expanded circulation desk.  | CITY MANAGER'S INITIALS <u>OB</u>   |
| MOTION:   |   |
| SECONDED: _____<br>AYES: _____<br>NAYES: _____<br>ABSENT: _____   | APPROVED ( )      REJECTED ( )<br>DISAPPROVED ( )      DEFERRED ( )<br><br>REFERRED TO: _____ |



IMPERIAL PUBLIC LIBRARY

COMPLEMENTARY DESIGN HOURS  
DEMCO HAS PROVIDED TO  
SUPPORT YOUR PROJECT

8 HR

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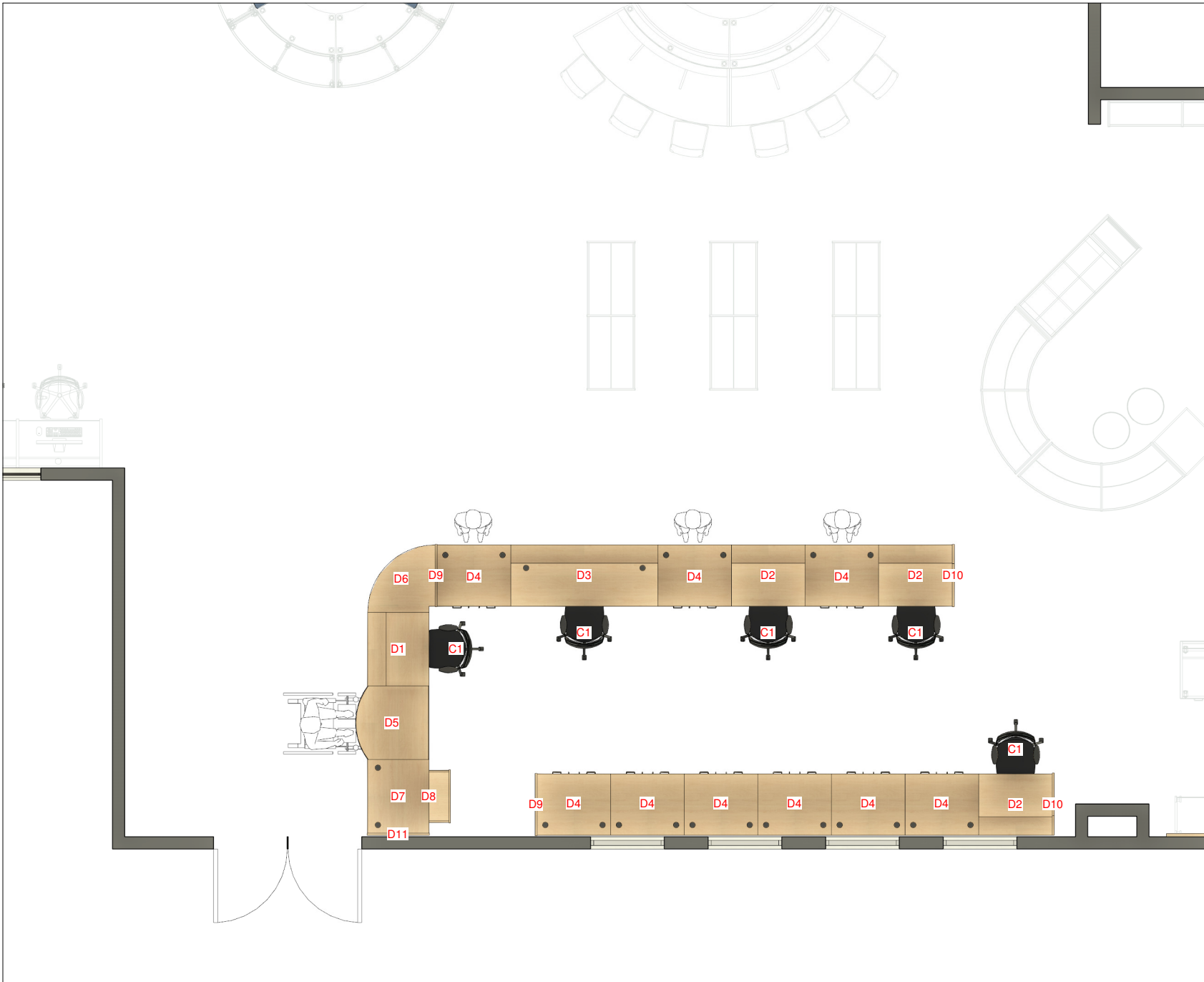
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FLOOR PLAN

|                |            |
|----------------|------------|
| PROJECT NUMBER | D3010085-1 |
| DATE           | 2/14/2023  |
| DESIGNER       | EB         |
| SALES REP      | SL         |

Scale 1/4" = 1'-0"

2/14/2023 11:01 AM



## IMPERIAL PUBLIC LIBRARY

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## FLOOR PLAN - CIRCULATION DESKS

PROJECT NUMBER D3010085-1  
 DATE 2/14/2023  
 DESIGNER EB  
 SALES REP SL

Scale 3/4" = 1'-0"



**IMPERIAL PUBLIC LIBRARY**

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**CIRCULATION  
 DESK**

PROJECT NUMBER D3010085-1

DATE 2/14/2023

DESIGNER EB

SALES REP SL

Scale

2/14/2023 11:31:28 AM

IMPERIAL PUBLIC  
LIBRARY

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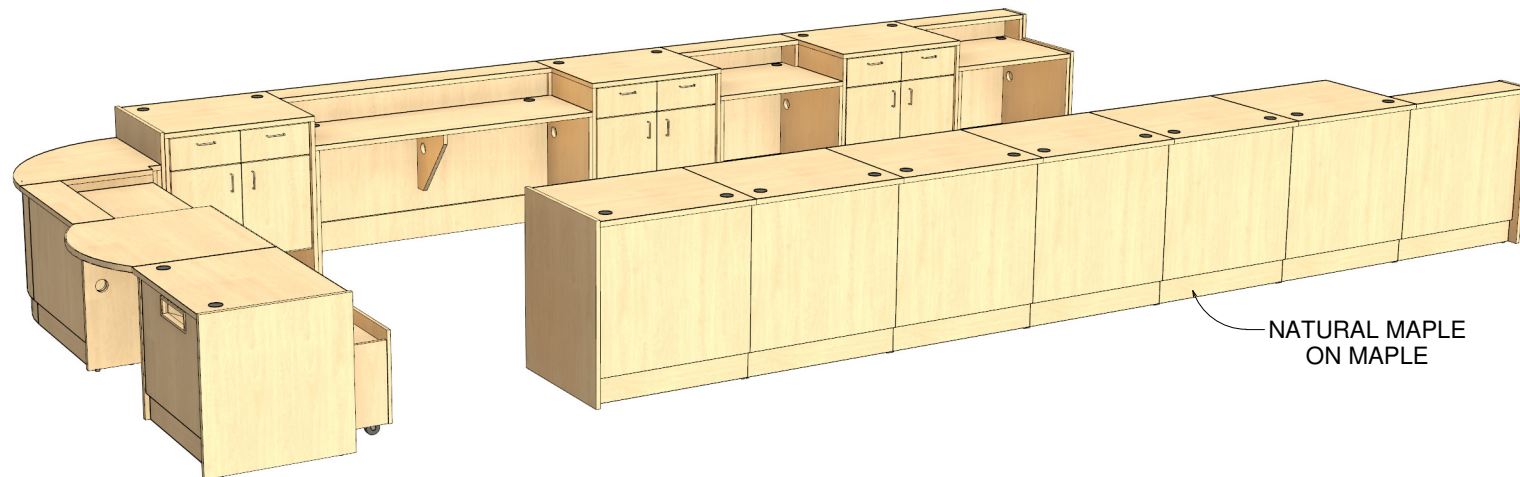
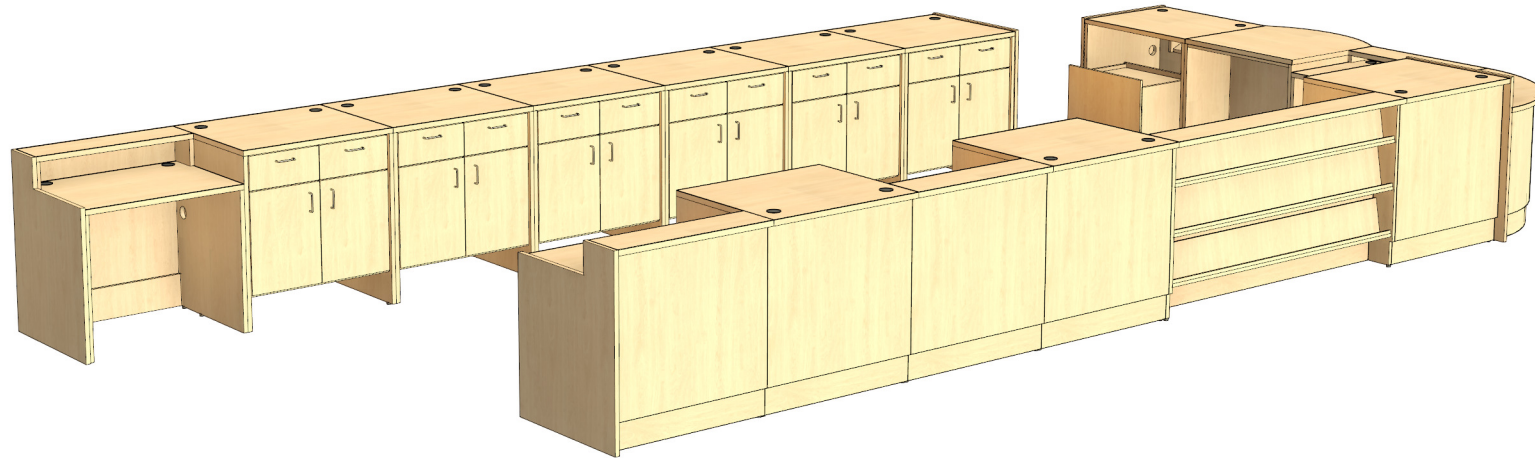
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CIRCULATION  
DESK

|                |            |
|----------------|------------|
| PROJECT NUMBER | D3010085-1 |
| DATE           | 2/14/2023  |
| DESIGNER       | EB         |
| SALES REP      | SL         |

Scale



NATURAL MAPLE  
ON MAPLE

# Imperial Public Library - Circulation Desk-



4810 Forest Run Road  
Madison WI 53708-8548  
fax 800.730.8094

**Project ID: D3010085**

|   |   |   |  |
|---|---|---|--|
| <b>FOR:</b><br>Alex Brown<br>Email: abrown@cityofimperial.<br>Phone: 7603551153 | <b>SALES REP:</b><br>Shawna Ley<br>Email: shawnal@demco.com<br>Phone: 888-542-6975<br>Fax: 800-730-8094 | <b>PROJECT COORDINATOR:</b><br>Amanda Immell<br>Email: amandai@demco.com<br>Phone:<br>Fax: 800.730.8094 | <b>QUOTE ID:</b><br>T3047021<br><b>QUOTE VERSION/TYPE:</b><br>Version 04<br><b>QUOTE ISSUE DATE:</b><br>02/20/2023<br><b>QUOTE EXPIRATION DATE:</b> 03/07/2023 |
|---|---|---|--|

**ROOM: 001 ROOM** **Sub Total: \$44,888.46**

| <u>Line #</u> | <u>Tag</u> | <u>Product #</u> | <u>Quantity</u> | <u>Unit Price</u> | <u>Discount %</u> | <u>Discount Unit Price</u> | <u>Extended Price</u> |
|---------------|------------|------------------|-----------------|-------------------|-------------------|----------------------------|-----------------------|
| 1.00          | D1         | 13606940         | 1               | \$1,548.49        |                   | \$1,548.49                 | \$1,548.49            |

**Description:** DEMCO LibraCraft Circ Desk 36"W Desk Unit w/ Patron Ledge  
**Notes:** MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

**Options:**

- Desk Layout sketch being sent?  Yes
- Wood finish  NATURAL MAPLE
- Laminate Top color  Matching Woodgrain
- Height  32"

|      |    |          |   |            |  |            |            |
|------|----|----------|---|------------|--|------------|------------|
| 2.00 | D2 | 13606940 | 3 | \$1,548.49 |  | \$1,548.49 | \$4,645.47 |
|------|----|----------|---|------------|--|------------|------------|

**Description:** DEMCO LibraCraft Circ Desk 36"W Desk Unit w/ Patron Ledge  
**Notes:** MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

**Options:**

- Desk Layout sketch being sent?  Yes
- Wood finish  NATURAL MAPLE
- Laminate Top color  Matching Woodgrain
- Height  39"

|      |    |          |   |            |            |            |
|------|----|----------|---|------------|------------|------------|
| 3.00 | D3 | 13607100 | 1 | \$2,991.20 | \$2,991.20 | \$2,991.20 |
|------|----|----------|---|------------|------------|------------|

**Description:** DEMCO LibraCraft Circ Desk Dbl Patron Desk Display Front  
**Notes:** MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

**Options:**

- Desk Layout sketch being  Yes sent?
- Wood finish  NATURAL MAPLE
- Laminate Top color  Matching Woodgrain
- Height  39"

|      |    |          |   |            |            |             |
|------|----|----------|---|------------|------------|-------------|
| 4.00 | D4 | 13606990 | 9 | \$2,987.97 | \$2,987.97 | \$26,891.73 |
|------|----|----------|---|------------|------------|-------------|

**Description:** DEMCO LibraCraft Circ. Desk Hinged Door Unit w/ Drawers  
**Notes:** MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

**Options:**

- Wood finish?  NATURAL MAPLE
- Laminate top color?  Matching Woodgrain
- Height?  39"

|      |    |          |   |            |            |            |
|------|----|----------|---|------------|------------|------------|
| 5.00 | D5 | 12242920 | 1 | \$1,641.16 | \$1,641.16 | \$1,641.16 |
|------|----|----------|---|------------|------------|------------|

**Description:** ColorScape ADA Desk 32"Hx36"Wx36"D  
**Notes:** MOD TO LIBRACRAFT | MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

**Options:**

- Wood Finish  NATURAL MAPLE ON MAPLE
- Laminate Top Color  Matching Woodgrain
- Laminate Front Panel  Matching Woodgrain Color
- Kickplate Color  Matching Woodgrain

|      |    |          |  |   |            |  |            |            |
|------|----|----------|--|---|------------|--|------------|------------|
| 6.00 | D6 | 13607050 |  | 1 | \$2,050.23 |  | \$2,050.23 | \$2,050.23 |
|------|----|----------|--|---|------------|--|------------|------------|

**Description:** DEMCO LibraCraft Circ Desk Curved Front Closed Corner  
**Notes:** MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

- Options:**
- Wood finish?  NATURAL MAPLE
  - Laminate top color?  Matching Woodgrain
  - Height?  32"

|      |    |          |  |   |            |  |            |            |
|------|----|----------|--|---|------------|--|------------|------------|
| 7.00 | D7 | 13607020 |  | 1 | \$1,399.34 |  | \$1,399.34 | \$1,399.34 |
|------|----|----------|--|---|------------|--|------------|------------|

**Description:** DEMCO LibraCraft Circ Desk Book Return Unit 34"Wx31-1/2"D  
**Notes:** MOD TO MAPLE | MOD TO MATCHING WOODGRAIN TOE | KICK

- Options:**
- Wood finish?  NATURAL MAPLE
  - Laminate top color?  Matching Woodgrain
  - Height?  32"

|      |    |          |  |   |            |  |            |            |
|------|----|----------|--|---|------------|--|------------|------------|
| 8.00 | D8 | 13607030 |  | 1 | \$1,658.39 |  | \$1,658.39 | \$1,658.39 |
|------|----|----------|--|---|------------|--|------------|------------|

**Description:** DEMCO LibraCraft Circ Desk Book Cart w/ 3" Casters  
**Notes:** MOD TO MAPLE

- Options:**
- Height  32"
  - Wood Finish  NATURAL MAPLE

|      |    |          |  |   |          |  |          |          |
|------|----|----------|--|---|----------|--|----------|----------|
| 9.00 | D9 | 13607080 |  | 2 | \$412.49 |  | \$412.49 | \$824.98 |
|------|----|----------|--|---|----------|--|----------|----------|

**Description:** DEMCO LibraCraft Circ Desk End Panel  
**Notes:** MOD TO MAPLE

- Options:**
- Wood finish  NATURAL MAPLE
  - Height  39"
  - Side for End Panel  SEE SHOP DRAWINGS



|       |     |          |  |   |          |  |          |          |
|-------|-----|----------|--|---|----------|--|----------|----------|
| 10.00 | D10 | 13607080 |  | 2 | \$412.49 |  | \$412.49 | \$824.98 |
|-------|-----|----------|--|---|----------|--|----------|----------|

**Description:** DEMCO LibraCraft Circ Desk End Panel  
**Notes:** MOD TO MAPLE | MOD TO L-SHAPE FOR PATRON | LEDGE

**Options:**

- Wood finish  NATURAL MAPLE
- Height  39"
- Side for End Panel  SEE SHOP DRAWINGS

|       |     |          |  |   |          |  |          |          |
|-------|-----|----------|--|---|----------|--|----------|----------|
| 11.00 | D11 | 13607080 |  | 1 | \$412.49 |  | \$412.49 | \$412.49 |
|-------|-----|----------|--|---|----------|--|----------|----------|

**Description:** DEMCO LibraCraft Circ Desk End Panel  
**Notes:** MOD TO MAPLE

**Options:**

- Wood finish  NATURAL MAPLE
- Height  32"
- Side for End Panel  SEE SHOP DRAWINGS

## Installation Services

| <u>Line #</u> | <u>Service #</u> | <u>Description</u>                                    |
|---------------|------------------|---|
| 12.00         | 00000440         | Services for Project Mgmt., Delivery and Installation |

**Notes:** Products on your order will | ship to our installers | warehouse unless you have | directed us otherwise

**Options:**

|                                |                                     |  |
|--------------------------------|-------------------------------------|--|
| Loading Dock?                  | <input checked="" type="checkbox"/> | No,loading dock does not exist at site             |
| Special Loading Doc Info?      | <input checked="" type="checkbox"/> | na   |
| What floor of bldg deliver to? | <input checked="" type="checkbox"/> | 1st  |
| Elevator available to use/size | <input checked="" type="checkbox"/> | Not Applicable                                     |
| Stair carry necessary?         | <input checked="" type="checkbox"/> | na   |
| Doorway sizes                  | <input checked="" type="checkbox"/> | Yes, All doorways are 36"W or more                 |
| Special Doorway Info?          | <input checked="" type="checkbox"/> | na   |
| Debris Removal?                | <input checked="" type="checkbox"/> | Yes, removal all debris from site                  |
| Prevailing Wages ?             | <input checked="" type="checkbox"/> | No, Prevailing Wage Rates Not Required             |
| Addl Prevailing Wage Info?     | <input checked="" type="checkbox"/> | na   |
| Customer SITE CONTACT Name?    | <input checked="" type="checkbox"/> | Ember Haller                                       |
| Customer SITE CONTACT Phone#   | <input checked="" type="checkbox"/> | 760-355-1153                                       |
| How many trips to install?     | <input checked="" type="checkbox"/> | Single Trip for All Items                          |
| Std Work Hours 8a-5p M-F       | <input checked="" type="checkbox"/> | Std Work Hours 8a-5p M-F                           |
| Shelving - Wall/Floor Mnt?     | <input checked="" type="checkbox"/> | No Shelving on quote                               |
| Wall Types? Drywall, Concrete, | <input checked="" type="checkbox"/> | na   |
| Layout for Installers Required | <input checked="" type="checkbox"/> | Received   |
| No elec/phone/cable work incl. | <input checked="" type="checkbox"/> | Crews will not handle any elec/phn/cable connectio |
| Exist.furniture not included   | <input checked="" type="checkbox"/> | Crew will not move/dispose/relo any existing furni |

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date. Regarding leadtimes, we will do our best to keep you advised on approximate ship dates, but please do allow for delays in your planning as it is highly likely due to very high order volumes.

Demco may require a down payment on this order, please contact your Demco Consultant for more information

|                    |             |
|--------------------|-------------|
| <b>SUB TOTAL</b>   | \$44,888.46 |
| <b>SHIPPING</b>    | \$5,374.55  |
| <b>SERVICES</b>    | \$5,333.33  |
| <b>TAX</b>         | \$3,895.35  |
| <b>GRAND TOTAL</b> | \$59,491.69 |

**Quote ID:** T3047021

**Shipping & Delivery Options** *If this quote includes options, they are based on the following list, (note: shipping options may only apply to certain shipments):*

|  |  |   |   |
|--|--|---|---|
| <b>Billing Information</b><br>Imperial Public Library<br>200 W 9th St<br>Imperial, CA, 92251-1213<br><br>Bill Contact:<br><br>760-355-1332 | <b>Shipping</b><br>Alex Brown<br>Imperial Public Library<br>200 W 9th St<br>Imperial CA 92251-1213 | <b>Customer Contact</b><br>Ember Haller<br>760.355.3316<br>ehaller@cityofimperial.org | <b>Designer</b><br>Emily Bronk<br>Drawing ID: |
|--|--|---|---|

**Signature that authorizes Demco to place this order:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date