

Ames Public Library Board of Trustees
Agenda – November 16, 2017
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Motion approving minutes of the regular meeting of October 23, 2017
- 2) Motion approving payment of claims 10/1/17 – 10/31/17

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary.)

Activity Reports

- 3) Ames Public Library Friends Foundation (APLFF) – Butler
- 4) Administrative Staff – Carey

Board Education

- 5) Assisting Customers in Being Successful and Responsible Library Users – Briseño

Policy Review

- 6) Circulation and Customer Accounts Policy (Discussion)

New Business (Discussion/Action)

- 7) Budget Update
- 8) LED Lighting Proposal
- 9) APLFF Legacy Campaign
- 10) APLFF Support Allocation

Trustee Comments

Adjournment

Next regular meeting: Thursday, December 21, 2017
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
October 23, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Monday, October 23, 2017 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Butler, Glatz, Marshall, and Rohret in attendance. Barchman, Briese, Kluesner and Linch were excused. Library Director Carey and Youth Services Manager Heid were also present.

Call to Order: President Acker called the meeting to order at 7:02 p.m.

Consent Agenda:

Moved by Glatz, seconded by Rohret, to approve the following items on the consent agenda:

1) Resolution accepting donations:

- a) In honor of Herb Harmison from Sara Mitchell \$25.00
- b) In memory of Bernice Carter from
 - i) The Carter Family \$500.00
 - ii) Catherine Cody \$25.00
 - iii) Teresa Green..... \$25.00
 - iv) Mary L. Johnson \$20.00
 - v) Dennis and Jean Klute \$25.00
 - vi) Audrey and Stephen Marley \$20.00
 - vii) Julie Nelson \$25.00
 - viii) Patricia and Anthony Terrones \$50.00
 - ix) Emily Weaver..... \$50.00
- c) In memory of Carla Jacobson from
 - i) Ames Public Library staff \$40.00
 - ii) Grace and Larry Anderson \$10.00
 - iii) Tom and Betty Barton \$25.00
 - iv) Jeff and Frances Berger..... \$25.00
 - v) Deborah and Mark Blaedel \$20.00
 - vi) Mary Buck..... \$50.00
 - vii) Dorothy Dyer..... \$100.00
 - viii) Marilyn Erickson..... \$10.00
 - ix) Jane Jacobson..... \$20.00
 - x) Stacie Jacobson \$100.00
 - xi) Cherie Klimes \$160.00
 - xii) Dévon Lewis \$100.00

2) Motion approving minutes of the regular meeting of September 21, 2017

3) Motion approving payment of claims 9/1/2017 – 9/30/2017

Vote on Motion: 5-0 (Unanimous approval.) Resolution No. 2017-L025 adopted.

Public Forum: None.

Financial Reports: Reports covering July through September 2017 were received.

Ames Public Library Friends Foundation (APLFF) Report: Trustee Butler stated that the Board heard reports on Small Talk from Dr. Beecher; on financial pledges from Liz Beck; on the 5K Run and Yule Ball plans from the Teen Advisory Group; on the organization's fiscal status from the Finance Committee; and on Pub Fiction, the most recent Author Café, and plans for an

end-of-year mailing from the Fundraising Committee. She said the Board also learned that Sunni Swarbrick will become the Executive Director of the Story County Community Foundation.

Carey added that the children's author café was well attended, but the adult-oriented event was cancelled. She said the next author café will feature Reka Basu and Cathy Brodocovich.

Director Evaluation Committee (DEC): Trustee Rohret reported that the DEC met with Carey the previous week. They discussed Strategic Planning and issues related to her upcoming retirement and the search for her successor. He said a timeline has not yet been determined, but Carey has offered to give six months' notice; her retirement will be handled so that it does not impact the library's ability to be accredited. The DEC also discussed having an Assistant Director position under the new Director. Rohret said that planning for some overlap and development of the new Assistant Director position description will need to begin sometime in the near future.

Acker said it would be important to identify a timeline, review the position description and the Director's general job duties, and consider what may be needed from an Assistant Director. She indicated that the DEC should continue its work on the evaluation process for the time being, and said she would gather some information about the director search process. She suggested that the Executive Committee may need to meet and may want to consult with the previous Board President, City Management, and the Human Resources Department.

Rohret also said there was discussion about accreditation and state funding. Interlibrary Loan reimbursements and Direct State Aid payments are both now tied to accreditation, but it is uncertain what the State's subsidies will continue to be. The theoretical possibility of doing interlibrary loans without the State Library was discussed. Rohret said Trustee Glatz had spoken to some vendors at the Iowa Library Association (ILA) Conference and Iowa State University Library has gone with a vendor that APL could potentially also work with. Rohret said that if the State Library continues to reduce services, APL may need to be prepared to step in to purchase the means to deliver services the public has come to rely on.

Administrative Staff Report: Carey reported that three new Youth Services Interns and a new Human Relations Intern were hired. The Operations Coordinator position is now posted and applications will be accepted until November 1.

Carey, Youth Services Manager Heid, and Trustee Glatz spoke about the ILA Conference they had attended the previous week. Carey and Glatz both attended sessions on succession planning/mentoring, although both agreed that they were not as worthwhile as they had hoped they'd be. Glatz said he also attended sessions on fake news and how to recognize it, quick turn-around programming, and poverty in Iowa and its effect on libraries. He also spent time visiting with vendors such as Scholastic, Mobius, Gale, and Advantage, and some representatives of the State Library. Carey and Heid both spoke about how APL could potentially use some of the ideas they picked up.

Carey stated that an upgrade to Polaris, the integrated library system, was enabled earlier in the month; budget development is in the works; and the Request for Proposals for the website redesign is almost ready to be issued. She said the goal is to have something new in place by the end of the fiscal year.

October programs that Carey highlighted included a successful first Ames Pridefest, which was held October 14 with about 400 people in attendance and vendors all around Bandshell Park.

She said Heid presented storytime from the stage and Teen Librarian Tanvi Rastogi represented APL on the planning team. There were also two events celebrating “local kids made good”— a film producer (Cassidy Hall), who drew a crowd of 70-80 people, and All Iowa Reads author Michelle Hoover, who also presented at ILA.

Carey noted that more and more community groups are asking to partner with the Library. Plans are being made with the ISU History Department for a year-round series of monthly programs, and with three theater groups: Climate Change Theater; ISU Theater; and Story Theater. The adult tutoring program will also continue.

Board Education: Youth Services Manager Jerri Heid spoke about the 2017 summer youth activities at the Library, which centered around the theme “Building a Better World.” Reading programs were offered for all ages (including adults) from June 1 through August 23 and a total of 1.3 million minutes were clocked for reading and participating in related activities. Heid showed photos of the myriad program offerings, special activities, and the end-of-summer dance party. She announced that the 2018 summer theme will be “Libraries Rock.”

Heid and her staff were complimented for doing a great job of reaching out to so many different audiences and presenting such a wide variety of programs.

Expressions of Concern Policy:

Moved by Marshall, seconded by Glatz, to adopt a resolution revising the Expressions of Concern Policy as presented/amended.

Vote on Motion to approve revisions as presented: 5-0. Approved unanimously. Resolution No. 2017-L024 adopted.

Investment Policy:

Moved by Glatz, seconded by Marshall, to retain the Investment without changes.

Vote on Motion: 5-0. Approved unanimously.

Petition Policy:

Moved by Rohret, seconded by Butler, to retain the Petition Policy without changes.

Vote on Motion: 5-0. Approved unanimously.

Director’s General Job Duties Policy: Acker said that this policy will be up for review in March and the DEC may have some input before then.

Trustee Comments:

Marshall said she was grateful that Jerri Heid had suggested she apply to become a trustee.

Adjournment: The meeting was adjourned by consent at 8:40 p.m.

The next regular meeting will be on Thursday, November 16, 2017, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

Library Claims
October 1, 2017 - October 31, 2017

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	42,441.34
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	357.6
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	279.95
PAYROLL SUMMARY	IPERS DISABILITY	192.47
PAYROLL SUMMARY	LIFE INSURANCE	67.5
PAYROLL SUMMARY	HEALTH INSURANCE	7,987.62
PAYROLL SUMMARY	MEDICARE FICA	609.75
PAYROLL SUMMARY	FICA	2,607.15
PAYROLL SUMMARY	IPERS	3,821.94
PAYROLL SUMMARY	WORKERS COMP	131.73
SEPTEMBER INFO SERV CHGS	CITY DATA SERVICES	1,266.58
SEPT MESSENGER CHARGE	MESSENGER SERVICE	404.44
SEPT 2017 PRINTING CHRGS	PRINT SHOP SERVICES	35
SEPT LONG DISTANCE CHGS	LONG DISTANCE	10.07
SEPTEMBER POSTAGE CHGS	POSTAGE/FREIGHT	7.68
CAREY, LYNNE D *	CONFERENCES	635.44
BANK OF AMERICA	CONFERENCES	528.5
GLATZ, CHUCK	CONFERENCES	272.79
DEX MEDIA EAST	ADVERTISING	15.5
ONESOURCE	RECRUITING COSTS	70
CITY OF AMES UTILITIES	ELECTRIC SERVICE	13,679.01
CENTURYLINK	OUTSIDE PHONE SERVICE	234.25
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	197.45
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	746.13
CITY OF AMES UTILITIES	WATER/SEWER	417.93
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	182.14
ALLIANT ENERGY	NATURAL GAS	66.37
WOODMAN CONTROLS COMPANY	MAINTENANCE CONTRACTS	6,600.00
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	1,008.00
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	75
XEROX CORPORATION	RENTALS/LEASES	1,130.56
G & K SERVICES	NON-CITY SERVICE	135
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	5,784.92
CH ISSUES	OFFICE SUPPLIES	136.63
OFFICE DEPOT INC	OFFICE SUPPLIES	78.6
QUILL CORP	OFFICE SUPPLIES	9.81
BANK OF AMERICA	OFFICE SUPPLIES	356.12
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	46.18
QUILL CORP	MINOR OFFICE EQUIPMENT	46.32
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	376.76
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	594.36
STOREY KENWORTHY CO	CLEANING SUPPLIES	20.45
BANK OF AMERICA	CLEANING SUPPLIES	43.81

Library Claims
October 1, 2017 - October 31, 2017

STAPLES BUSINESS ADVANTAG	CLEANING SUPPLIES	33
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	509.95
CONVERGINT TECHNOLOGIES L	MINOR EQUIPMENT/TOOLS	409
	Total Administration	94,660.80
Operations Services		
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	10,636.77
PAYROLL SUMMARY	MEDICARE FICA	154.24
PAYROLL SUMMARY	FICA	659.47
PAYROLL SUMMARY	IPERS	949.88
PAYROLL SUMMARY	WORKERS COMP	99.35
	Total Operations Services	12,499.71
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	21,277.12
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	124.75
PAYROLL SUMMARY	IPERS DISABILITY	99.41
PAYROLL SUMMARY	LIFE INSURANCE	47.5
PAYROLL SUMMARY	HEALTH INSURANCE	3,746.16
PAYROLL SUMMARY	MEDICARE FICA	290.77
PAYROLL SUMMARY	FICA	1,243.31
PAYROLL SUMMARY	IPERS	1,911.18
PAYROLL SUMMARY	WORKERS COMP	25.69
SEPT LONG DISTANCE CHGS	LONG DISTANCE	1
BANK OF AMERICA	CONFERENCES	113
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	860.85
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	15
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	122.9
BIBLIOTHECA LLC	EQUIPMENT PARTS/SUPPLIES	4,919.85
BRAINFUSE INC	ELECTRONIC LICENSES	5,000.00
OVERDRIVE	ELECTRONIC LICENSES	1,699.76
DES MOINES REGISTER	PERIODICALS	113.4
BAKER & TAYLOR INC	YOUTH COLLECTION	5,160.02
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	70.14
AMAZON	YOUTH COLLECTION	843.79
MIDWEST TAPE	YOUTH COLLECTION	1,105.08
BANK OF AMERICA	YOUTH COLLECTION	306.75
PENWORTHY COMPANY	YOUTH COLLECTION	344.71
WEST MUSIC COMPANY INC	YOUTH COLLECTION	384.97
ABDO SPOTLIGHT MAGIC WAGO	YOUTH COLLECTION	1,103.07
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	38.47
AMAZON	AUDIO-VISUAL COLLECTION	242.53
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	8,232.70
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	113.95
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	9,017.74
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	63.73

Library Claims
October 1, 2017 - October 31, 2017

AMAZON	ADULT PRINT COLLECTION	893.93
GALE GROUP	ADULT PRINT COLLECTION	1,472.92
FOLK, RAYMOND JOHN	REFUNDS	97.61
	Total Resource Services	71,103.76
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	35,428.84
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	1,206.50
PAYROLL SUMMARY	IPERS DISABILITY	178.92
PAYROLL SUMMARY	LIFE INSURANCE	75
PAYROLL SUMMARY	HEALTH INSURANCE	5,993.70
PAYROLL SUMMARY	MEDICARE FICA	507.36
PAYROLL SUMMARY	FICA	2,169.37
PAYROLL SUMMARY	IPERS	3,270.74
PAYROLL SUMMARY	WORKERS COMP	58.15
SEPT LONG DISTANCE CHGS	LONG DISTANCE	0.82
WAGNER, NEVA	OUTSIDE PROFESSIONAL SVCS	40
HUPP, TYLER	OUTSIDE PROFESSIONAL SVCS	40
BANK OF AMERICA	CONFERENCES	904.1
HEID, JERRI	CONFERENCES	915.01
LIBRARY RELCASS EXPENSE	RECRUITING COSTS	-89
BANK OF AMERICA	FOOD	16.64
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	272.61
WORREL, BRIAN	SPECIAL PROJECT SUPPLIES	6.96
	Total Youth Services	50,995.72
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	36,145.78
PAYROLL SUMMARY	IPERS DISABILITY	172.63
PAYROLL SUMMARY	LIFE INSURANCE	70
PAYROLL SUMMARY	HEALTH INSURANCE	5,411.96
PAYROLL SUMMARY	MEDICARE FICA	507.36
PAYROLL SUMMARY	FICA	2,169.30
PAYROLL SUMMARY	IPERS	3,227.84
PAYROLL SUMMARY	WORKERS COMP	43.38
SEPT LONG DISTANCE CHGS	LONG DISTANCE	4.74
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	47.7
	Total Adult Services	47,800.69
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	38,741.73
PAYROLL SUMMARY	IPERS DISABILITY	172.95
PAYROLL SUMMARY	LIFE INSURANCE	87.5
PAYROLL SUMMARY	HEALTH INSURANCE	3,992.36
PAYROLL SUMMARY	MEDICARE FICA	530.56
PAYROLL SUMMARY	FICA	2,268.57
PAYROLL SUMMARY	IPERS	3,459.64

Library Claims
October 1, 2017 - October 31, 2017

PAYROLL SUMMARY	WORKERS COMP	46.49
SEPT LONG DISTANCE CHGS	LONG DISTANCE	10.11
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	304.23
SEPTEMBER POSTAGE CHGS	POSTAGE/FREIGHT	1,470.75
FRIEDRICH, KATIE	TRAVEL/MEETINGS	15.91
HUMPHREY, JULIA	TRAVEL/MEETINGS	31.51
LIBRARY RELCASS EXPENSE	RECRUITING COSTS	89
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	393.8
BANK OF AMERICA	OFFICE SUPPLIES	14.87
	Total Customer Account Services	51,629.98
	Grand Total:	\$ 328,690.66
		Nov. 16, 2017
Jane Acker, President	Sarah Barchman, Secretary	Date



Circulation and Customer Accounts Policy

Section: Library Operations

Approved: 7/24/1996

Reviewed:

Revised: 9/16/2004, 10/10/2005, 4/16/2009, 5/20/2010, 10/18/2012, 11/21/2013, 1/15/2015

Ames Public Library strives to provide all customers with fair and equal access to library materials.

Library Materials and Services

All customers may have access to library materials while in the building or on the bookmobile.

A valid library account is required to make use of some library services. To be eligible to check out library materials, customers must have a library borrower account in good standing. To use public access computers, customers must have a borrower account or a computer use account.

Library Borrower Accounts

Account Application and Activity:

Residents of the state of Iowa are eligible to register for a library borrower account. Residents of cities not in compliance with Iowa's Open Access agreement are excepted.

- To open a borrower account, customers must present a completed registration form, photo ID (required for persons age 12 and older), and proof of current residence.
 - A photo ID may include a valid driver's license, state issued ID, school ID, or passport.
 - Proof of current residence may include a valid driver's license, recent utility bill, lease, car registration, or a piece of mail received at the current address within the last 30 days.
- Library borrower accounts are active for a period of one to two (1-2) years and must be renewed by verifying/updating account information and paying all fines/fees on the account.
- A photo ID is required to replace a lost or stolen library card or to retrieve a lost and found card.
- Library borrower accounts can be closed only when all materials have been returned and all fines/fees have been paid. The account holder or adult responsible for a Family Account or Professional Account must request closure in person, by telephone (providing card number and proper ID), or by written/signed request.

Account Types:

Ames Public Library offers four types of borrower accounts: *Individual Account*, *Family Account*, *Educator Account*, and *Professional Account*. Customers may have more than one type of account.

Individual Account

- An Individual Account may only be used by the person opening the account.
- Information about the Individual Account may only be given to the person whose name is on that account.
- Children must be at least age 5 to apply for an Individual Account.

Family Account

- A Family Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- The responsible adult may add or remove the name or names of anyone he/she wishes to share the account.
- Family Account customers share account privileges with other family members and any member can exercise those privileges independently.
- Information about a Family Account may be given to any person whose name appears on that account.
- Individual members may remove themselves from Family Accounts.

Educator Account

- An Educator Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- An Educator Account requires a signed statement of responsibility, proof of employment at a qualifying organization (e.g. school, home school or daycare), and the approval of the Customer Account Services Manager.
- An Educator Account may only be used by the person opening the account.
- Information about the Educator Account may only be given to the person whose name is on that account.

Professional Account

- A Professional Account may be opened for an organization by an adult (age 18 or older) who agrees to take responsibility for the account.
- A Professional Account requires a signed statement of responsibility and the approval of the Customer Account Services Manager.
- The responsible adult may add or remove the name or names of anyone he/she wishes to share the account.
- Professional Account customers share account privileges with other account members and any member can exercise those privileges independently.
- Information about the Professional Account may be given to any person whose name appears on that account.
- Individual Account members may remove themselves from the Professional Account

Computer Use Account

Account Application and Activity:

Anyone who is not the named responsible party on a borrower account is eligible to register for a Computer Use Account.

- To open an account, customers must present a completed registration form, photo ID (required for persons age 12 and older).
 - A photo ID may include a valid driver's license, state-issued ID, school ID, or passport.
 - A customer who does not have a photo ID may provide two (2) proofs of residence in place of the photo ID.
 - Parents may serve as photo ID for children under age 17 (for computer cards only).
- A Computer Use Account may be used only by the individual card holder.

- Computer Use accounts are active for a period of three (3) months and must be updated quarterly.
- Computer Use Accounts can be closed at any time. The account holder must request closure in person, by telephone (providing card number and proper ID), or by a written/signed request.
- A photo ID is required for customers age 12 and older to replace a lost or stolen computer use card or to retrieve a lost-and-found card.

Customer Responsibilities

- Customers are expected to comply with the library's policies and procedures.
- Customers are expected to comply with copyright laws, and the library assumes no responsibility for customer infractions of copyright laws while using library materials.
- Customers are expected to use their own library cards when checking out materials or conducting other library transactions.
- Customers with valid library borrower accounts may request that circulating items be held for them; requests will be added to queue lists in the order they are received.
- Customers must notify the library of changes in account information (name, address, telephone numbers, etc.).
- Customers must notify the library immediately when a library card is lost or stolen; customers are responsible for all account activity until the library is notified about a lost/stolen card.
- Customers must not tamper with or alter library materials in any way.
- Customers must return library materials, including all parts and packaging, in good condition. (City of Ames Municipal Code, Sec. 15.12 Library Regulations)
- The responsible party on a borrower account must manage that account and pay any fines or fees accrued.

Fines and Fees

Some materials are designated by the library as non-circulating. Other library materials have pre-determined check out and renewal periods.

The library charges fines and fees to encourage compliance with procedures which promote fair and equal access to limited resources for all customers. Customers may be notified of overdue materials, outstanding fines/fees, or problems with their borrower account by telephone, email notices, printed notices, and/or other means. Please note: fines and fees apply whether or not the notification is received.

- The library charges a daily fine for overdue items for each day the library is open.
- The library charges a replacement fee for lost or stolen library cards.
- The library charges for lost or damaged library materials.
- The library charges for lost or damaged parts or pieces of library materials.
- The library may charge for repairable damage to library materials.
- Customer borrowing privileges are suspended when fine/fee limits are surpassed.
- More extensive measures may be taken for excessively delinquent accounts, including the use of a collection agency and/or prosecution in a municipal court.
- A list of fines and fees is available as an addendum to this policy.
- The library may offer programs that allow for options to payment of fines (such as a payment plan or a fine alternative program).



Library Fines and Charges (Addendum to Circulation and Customer Accounts Policy)

Section: Library Operations

Approved: 4/16/2009
Reviewed: 4/21/2011
Revised: 4/19/2012, 10/18/2012, 11/21/2013, 1/15/2015

Fines

General Collection Books and Other Materials:

Daily Fine, All items.....	\$.25
Maximum Fine (All items except magazines).....	\$10.00
Maximum Fine, Magazines	\$2.00

Youth and Young Adult Books and Other Materials:

Daily Fine, All items.....	\$.25
Maximum Fine (except Parenting Packs and Read-Abouts).....	\$2.00
Maximum Fine for Parenting Packs and Read-Abouts.....	\$10.00

Standard Charges

Replacement Borrower's Card.....	\$1.00
Adult and Youth Materials (except magazines).....	Cost of item
Magazines	\$5.00
Map inserts in travel books.....	\$2.00
Liner notes from CD or DVD.....	\$5.00
CD insert in book.....	\$10.00
CD within an audio-book.....	\$10.00
Item from Read-About Bag	\$15.00
Laminated page from Read-About Bag (per page).....	\$1.50
Instrument from Smyles Instrument Bag.....	Cost of instrument
Item from Storytelling Kit	Cost of kit
Puzzle piece	Cost of puzzle
Plastic bag for toys, kits, etc.	\$2.00
Media packaging (CD or DVD "jewel cases").....	\$5.00
Special packaging for youth items (Smyles instrument bags, etc.).....	\$5.00
Processing charge for lost or irreparably damaged items.....	\$5.00
Repairable damage to an item, including inventory tags or other library labels damaged or removed.....	\$2.00
Referral to Debt Collection.....	\$10.00

Note: Borrowing privileges are suspended when charges on an Individual Account or Educator Account reach \$10 or charges on a Family Account or Professional Account reach \$20.

Background: In fiscal year 2016/17, the library spent \$117,723 on electricity, approximately 37% of which was for lighting. Usage continues to rise and there was a 4% rate increase for electric service on July 1, 2017. Following instructions given to City departments, the Library will adjust the current year’s budget for electricity to \$122,432.

Staff believes that one of the fastest and easiest ways to cut the energy bill would be to switch from T5 and T8 compact fluorescent light (CFL) bulbs to light-emitting diode (LED) bulbs. LED bulbs are considered to be better than all other types of light bulbs because they last the longest, produce great quality light, and save the most money. LED bulbs were cost prohibitive when the Library’s recent renovation and expansion was being planned, but now they cost about the same as CFLs.

The Library’s Facilities Manager has analyzed the costs and potential savings of making a switch. A summary of her calculations follows:

Current annual cost of electricity for lighting:	\$43,900
Estimated cost of electricity with LED bulbs:	<u>\$20,131</u>
Potential annual costs savings:	\$23,769
Purchase price of LED bulbs:	\$17,906
City of Ames Electric Dept 30% rebate	<u>-\$5,372</u>
Adjusted purchase price:	\$12,534
Labor estimate (range)	\$5,500 to \$10,000
Total estimate cost of retrofit:	\$18,034 to \$22,534

It should be noted that one year’s estimated cost savings would nearly cover the highest estimated cost of the entire project. Furthermore, the savings would carry forward into future years, with reduced energy consumption/expense and less labor required for bulb replacement because of the longer useful lifetime.

LED bulbs were recently installed in three banks of lights in the library to see how practical a switch would be in terms of time and labor, and to test the quality of light. Members of staff agree that the color and intensity of the light is better and the atmosphere in the test areas “feels” better. It seems that the claim that LED light enhances alertness and helps people think more clearly may actually be true.

Finally, the switch to LEDs would support the City’s objective of reducing carbon footprint and demonstrate the Library’s ongoing commitment to protecting the environment and maintaining Leadership in Energy and Environmental Design (LEED) standards. A conversation about how this project might be incorporated into the Library’s budget is anticipated on November 27.