

**Ames Public Library Board of Trustees
Agenda – May 16, 2019
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) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of April 18, 2019
- 3) Motion approving payment of claims 4/1/19 – 4/30/19

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

- 4) Administration – Logsdon
- 5) APLFF – Barchman/Myers

Policy Review

- 6) Financial Limits Authority (Action)

New Business

- 7) Committee Appointments
- 8) June meeting date (Action)*
- 9) Custodial contract (Action)
- 10) 2019/20 OCLC Subscription Renewal

Trustee Comments

Adjournment

**Next regular meeting: *Thursday, June 20, 2019
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 16, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, accepts the following donations:

- 1) In honor of Herb Harmison
 - a. from Etha Hutchcroft..... \$100.00
 - b. from Beverly McMahon..... \$50.00
- 2) From the ISU Women’s Club Genealogy Division for books, materials,
or programs of genealogical interest..... \$100.00
- 3) From the Friday Afternoon Group of friends in memory of Phillip B. Zaring
for flower gardening/design books \$100.00

Roger Kluesner, President

Joanne Marshall, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 18, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 18, 2019, in the Dale H. Ross Board Room, with Barchman, Briese, Kluesner, Looft, Myers, and Raman in attendance. Butler, Glatz, and Marshall were excused. Interim Director Logsdon and Customer Account Services Manager Briseño were also present.

Call to Order: President Kluesner called the meeting to order at 7:00 p.m.

Oath of Office: Looft and Myers took the oath of office. Both were officially welcomed to the Board and introduced.

Consent Agenda:

Moved by Raman, seconded by Barchman, to approve the following items on the consent agenda:

- Resolution approving donations
 - a) From the Ames NAACP to purchase books for a library program \$407.16
 - b) From Merri Monks \$1.00
 - c) From Squaw Creek VFW Post 674 for the INSPIRE tutoring program \$500.00
 - d) From the Story County Genealogical Society for genealogy books\$159.68
 - e) From the estate of Lawrence Clark Westburg \$896.18
 - f) In memory of Judith Kavanagh from Margaret and Jay Munson \$100.00
 - g) In memory of Doris Ulvestad for Book Club books from:
 - i) Judith Amfaher \$35.00
 - ii) Laurie Greer \$50.00
 - iii) Barbara Koester \$50.00
 - iv) Carol Bailey \$50.00
 - v) Diane Oppedal \$50.00
 - vi) Kathleen Saari \$100.00
- Minutes of the regular meeting of March 28, 2019
- Payment of claims 3/1/19 – 3/31/19

Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L011 adopted.

Public Forum: None

Financial Reports: Financial reports ending March 31, 2019, were distributed in the meeting packets. During conversation, it was noted that all expenses are on track.

Presented and moved by Briese, seconded by Looft to approve the 3rd quarter financial reports. Vote on Motion: 6-0. Approved unanimously.

Administrative Staff Report: Logsdon thanked the Board for all of their hard work and dedication involved with the recruitment and hiring of the new director and welcomed the new Board members.

- We just completed National Library Week in April where libraries across the country stepped up their promotions and highlighted our role in the community.
- Several large programs that were hugely successful just took place including the 5th grade Battle of Books with 37 teams, the 6th grade Battle of the Books with 31 teams. These are both heavy with volunteer support and involve teams from schools all across Story County.
- During National Library Week Heid was key in hosting a Youth Services Librarian conference at the Ames Public Library. This brought 184 library staff members from across the state into our library. They had two keynote sessions and breakout sessions. Many of the attendees toured the facility on their own. There were several positive comments posted on Facebook praising our facility.
- The All Ages Drag Show was also held during National Library Week. 280 people were in attendance. It was another successful event held after hours.
- During the same week we celebrated our volunteers with a volunteer luncheon. Bohlke coordinates over 500 volunteers who collectively have donated over 16,000 hours of service within the library. The committee did a beautiful job preparing the luncheon. All volunteers were invited, and even though not everyone was able to make it, the luncheon was well attended.
- Adult Services staff worked from mid-February through mid-April with the AARP VITA program to serve the community with free tax preparation services. Several hundred individuals participated in this program. Each appointment was scheduled through the Adult Services desk and volunteers called to remind individuals of their scheduled appointment time. In addition tax forms have been available at desk, and staff has been very helpful assisting patrons find the correct forms. This is an essential service.
- We have one library aide graduating and leaving in May and have hired one youth services intern.
- The city of Ames does a wonderful job celebrating staff reaching milestones. This year Wanamaker will be recognized for 5 years of service and Quinn will be recognized for 35 years of service at the staff luncheon.
- The custodial contract is currently open for bid. Several companies came for a walk thru of the facility. Bids will be opened April 30 and that contract will be awarded at a future Board meeting.
- After great successes with first ten hot spots, ten more hot spots were just purchased. These allow patrons that are traveling (roughly 30% of use) or those that do not have internet access at home (roughly 70% of use) the opportunity to have a Wi-Fi connection with unlimited data free of charge for one week at a time.
- We are entering into year 2 of Adventure Passes. Patrons are able to check out a pass to places like the Blank park zoo, Reiman Gardens, and the Science Center free of charge.

- Staff has been discussing and planning the onboarding and orientation process for the new Director. Staff is engaged and very positive about Schofer's arrival. A public event welcoming her is being discussed.

Policy Review: The Board discussed the policies to be reviewed and explained the process to the new Board members.

Moved by Barchman, seconded by Briese to table the Bylaws and History Policy reviews until the June Board meeting. Vote on Motion: 6-0. Approved unanimously.

Financial Limits Authority Policy: The Board discussed the Financial Limits Authority. Johannes will seek input from the City Legal Department and Finance Department and bring back as an action item on the May agenda.

Library Fines and Charges Policy: The Board discussed the Library Fines and Charges Policy. Staff recommended lowering the maximum overdue charge for a single item and simplifying wording. These changes will provide better customer service and are in line with our mission in Customer Account Services of helping customers to be successful and responsible library users.

Moved by Raman, seconded by Myers to approve the Library Fines and Charges Policy revisions as presented. Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L012 adopted.

FY20 Enrich Iowa Agreement with Iowa Library Services: The Board discussed the annual agreement.

Moved by Raman, seconded by Briese to affirm submission of the FY20 Enrich Iowa Agreement with Iowa Library Services. Vote on Motion: 6-0. Approved unanimously.

Committee Assignments: The Board discussed the various committees. Barchman volunteered to serve on the APLFF committee. Loft volunteered to serve on the Art committee. Myers volunteered to be on the Budget and Finance committee. Johannes will send a survey to all Board members and report back to Kluesner.

June Meeting Date: The Board discussed the June meeting date. The ALA conference is scheduled from June 20-25. The new Director plans on attending the conference and a Board member may also be attending. Johannes will send out a survey to all Board members with alternative dates and place changing the meeting date as an action item on the May agenda.

Trustee Comments:

- Briese – welcome to the new Board members, and thank you to Logsdon for all her work. He appreciated the finance meeting running as smoothly as when Thompson & Carey were here.

- Raman – next meeting is May 16, 2019 not May 19, 2016; he will be traveling and unable to attend. Also welcome to the new members.
- Barchman – thanks to Briese for the finance committee update and recruitment attempt
- Myers – happy to be part of the Board; great first meeting.
- Looft – also happy to be here; she will traveling and need to conference in to the May meeting.
- Kluesner – thank you to both Myers and Looft for joining this board. He is honored to serve as the president.

Adjournment:

Moved by Briese, seconded by Barchman, to adjourn at 8:15 pm.

Vote on Motion: 6-0. Motion approved unanimously.

The next regular meeting will be on Thursday, May 16, 2019, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Joanne Marshall, Board Secretary

Library Claims
April 1, 2019 - April 30, 2019

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 30,558.86
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 884.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 133.29
PAYROLL SUMMARY	LIFE INSURANCE	\$ 63.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,562.74
PAYROLL SUMMARY	MEDICARE FICA	\$ 448.29
PAYROLL SUMMARY	FICA	\$ 1,916.71
PAYROLL SUMMARY	IPERS	\$ 2,968.21
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 130.14
MARCH MESSENGER CHG	MESSENGER SERVICE	\$ 539.07
MARCH 2019 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 24.65
MARCH INTERNAL LONG DIST	CITY LONG DISTANCE	\$ 19.98
FEB 2019 EQUIP CHARGES	FLEET MAINTENANCE	\$ 326.04
FEB 2019 EQUIP CHARGES	FLEET REPLACEMENT	\$ 2,219.00
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 3.64
MARCH POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 3.66
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ (7.96)
POINTS OF LIGHT	CONFERENCES	\$ 675.00
AMES COMMUNITY ARTS COUNC	DUES/MEMBERSHIPS	\$ 100.00
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$ 360.00
ONESOURCE	RECRUITING COSTS	\$ 201.00
SCHOFER, SHEILA	RECRUITING COSTS	\$ 796.35
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 6,158.98
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 253.14
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 369.26
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 420.81
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 639.89
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 1,394.60
XEROX CORPORATION	RENTALS/LEASES	\$ 999.85
LAWNPRO	NON-CITY SERVICE	\$ 3,287.50
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 8,024.72
CINTAS LOC 22M	NON-CITY SERVICE	\$ 135.00
CH ISSUES	OFFICE SUPPLIES	\$ 119.85
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 260.18
QUILL CORP	OFFICE SUPPLIES	\$ 16.99
BANK OF AMERICA	OFFICE SUPPLIES	\$ 136.46
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 215.98
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 821.26
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 501.80
OFFICE DEPOT INC	CLEANING SUPPLIES	\$ 22.02

Library Claims
April 1, 2019 - April 30, 2019

STOREY KENWORTHY CO	CLEANING SUPPLIES	\$ 10.58
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 40.50
DOORS INC	MINOR EQUIPMENT/TOOLS	\$ 700.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 300.61
	Total Administration	\$ 75,932.79
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 22,625.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 83.63
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,272.44
PAYROLL SUMMARY	MEDICARE FICA	\$ 298.28
PAYROLL SUMMARY	FICA	\$ 1,275.28
PAYROLL SUMMARY	IPERS	\$ 2,135.82
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 27.16
MARCH INTERNAL LONG DIST	CITY LONG DISTANCE	\$ 0.81
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$ 50.40
MARCH POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 3.27
BANK OF AMERICA	CONFERENCES	\$ 421.60
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 619.85
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 32.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 474.26
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 136.65
AFFORDABLE ALTERNATIVES I	EQUIPMENT PARTS/SUPPLIES	\$ 95.00
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$ 662.50
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 5,745.46
BANK OF AMERICA	ELECTRONIC COLLECTION	\$ 18.96
OVERDRIVE	ELECTRONIC COLLECTION	\$ 5,006.29
DES MOINES REGISTER	PERIODICALS	\$ 141.75
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,124.14
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 1,167.11
AMAZON	YOUTH COLLECTION	\$ 1,272.49
MIDWEST TAPE	YOUTH COLLECTION	\$ 577.94
BANK OF AMERICA	YOUTH COLLECTION	\$ 320.95
USBORNE BOOKS	YOUTH COLLECTION	\$ 351.60
DISCOUNT MAGAZINE SUBSCRI	YOUTH COLLECTION	\$ 102.99
AMAZON	AUDIO-VISUAL COLLECTION	\$ 221.30
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 8,579.06
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 10,021.52
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 447.33
AMAZON	ADULT PRINT COLLECTION	\$ 736.71
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 867.76
GALE GROUP	ADULT PRINT COLLECTION	\$ 1,527.86
WAVERLY PUBLIC LIBRARY	REFUNDS	\$ 19.00
	Total Resource Services	\$ 74,521.93

Library Claims
April 1, 2019 - April 30, 2019

Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 38,329.34
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,998.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 183.02
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,294.42
PAYROLL SUMMARY	MEDICARE FICA	\$ 560.13
PAYROLL SUMMARY	FICA	\$ 2,395.06
PAYROLL SUMMARY	IPERS	\$ 3,806.91
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 80.37
MARCH INTERNAL LONG DIST	CITY LONG DISTANCE	\$ 0.89
CASTLE, ANDRA	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
COLLINS JR, RICARDO R	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
ROBINSON, JAMES TYLER	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
MARCH POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.46
BANK OF AMERICA	CONFERENCES	\$ 257.00
HEID, JERRI	CONFERENCES	\$ 301.10
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 267.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 173.64
S & S WORLDWIDE INC	OFFICE SUPPLIES	\$ 299.38
LIBRARY	FOOD	\$ (0.83)
BANK OF AMERICA	FOOD	\$ 110.46
	Total Youth Services	\$ 55,378.87
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,712.02
PAYROLL SUMMARY	IPERS DISABILITY	\$ 142.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,602.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 520.84
PAYROLL SUMMARY	FICA	\$ 2,227.08
PAYROLL SUMMARY	IPERS	\$ 3,465.62
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 44.04
MARCH INTERNAL LONG DIST	CITY LONG DISTANCE	\$ 8.92
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$ 12.83
MARCH POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 4.89
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 89.90
SENIORS IN STORY	SPECIAL PROJECT SUPPLIES	\$ 125.00
	Total Adult Services	\$ 48,038.19
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 43,656.91
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 13,749.90
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 75.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 191.75
PAYROLL SUMMARY	LIFE INSURANCE	\$ 107.29

Library Claims
April 1, 2019 - April 30, 2019

PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,019.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 797.40
PAYROLL SUMMARY	FICA	\$ 3,409.42
PAYROLL SUMMARY	IPERS	\$ 5,419.19
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 161.12
MARCH INTERNAL LONG DIST	CITY LONG DISTANCE	\$ 11.70
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 344.93
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 24.00
MARCH POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,806.82
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 7.96
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 8.16
CATE, CHRISTINE	TRAVEL/MEETINGS	\$ 4.08
VACLAV, CONNIE	TRAVEL/MEETINGS	\$ 4.08
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 116.35
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 158.64
	Total Customer Account Services	\$ 76,074.08
	Grand Total:	\$ 329,945.86
Roger Kluesner, President	Joanne Marshall, Secretary	Date

Staff is recommending changes to the Financial Limits Policy, which was last revised in June 2016. A marked-up version of the policy appears on the following pages.

As requested by the Board, this policy was sent to Duane Pitcher in the City Finance Department as well as Mark Lambert in the Legal Department for their review and input.

The wording changes are recommended by Duane Pitcher. They are all minor in nature and do not change the overall context of the policy. For example, the city receives revenue as opposed to income.

The last recommendation is to drop the reference to sections 16-23 of Iowa Code Chapter 384. This recommendation was confirmed by Mark Lambert to be appropriate.

Action: Administration recommends approval of the proposed changes.



Financial Limits Authority Policy

Section: Administration

Approved: 8/21/1997

Reviewed: 4/17/1993, 5/19/2005, 3/9/2006, 1/17/2008, 5/19/2011

Revised: 10/23/1997, 4/17/2008, 6/20/2013, 6/16/2016, 5/16/2019

Ultimate responsibility for maintenance and operation of the Library lies with the Board of Trustees. Among the powers and duties of the Board of Trustees described in [Section 15.7 of the Ames Municipal Code](#) are the following:

(8) To have “exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the board of trustees.”

(9) To “accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.”

Annual operating budgets and capital improvement plans are prepared by library staff and approved by the Board of Trustees and the City Council. It is the responsibility of the City of Ames to account for all ~~income revenue~~ and expenditures as specified in Iowa Code 384.

Director’s Authority

The Director is responsible for administering the day-to-day operation of the Library, including planning and managing the library’s expenditures and revenues. To carry out these responsibilities effectively, the Board delegates certain authorities to the Director.

The Director is authorized to:

- ~~pay approve~~ claims for expenditures that are consistent with approved annual budgets.
- offer starting salaries in accordance with “City of Ames Personnel Policies and Procedures.”
- expend funds annually out of trust accounts that are designated for a specific purpose (e.g. the Gilman, Feinberg, and Smith endowments).
- ~~expend approve expenditure of~~ funds up to a total of \$10,000 annually out of the General Donations account, in accordance with donor intent. Additional expenditures require Board authorization.
- expend grant funds in a manner consistent with the terms of the grant or as approved as part of the annual budget.

Contracts

The Director is authorized to negotiate and sign agreements for services delivered by the Library that result in revenues of \$25,000 or less. The Director is authorized to negotiate and execute other revenue-producing agreements as approved by the Board.

Upon approval of the budget, award of contracts for services received by the Library for its operational or administrative needs and for purchases consistent with the purpose and terms of any grant received for library purposes with a total amount of which cost less than \$25,000 may be made by the Director, in consultation with the City's Finance Purchasing Division, unless otherwise directed by the Board. The Director is authorized to execute contracts costing of less than \$25,000 in total contracted amount following approval by the Legal Department.

The Director is authorized to solicit contracts costing with a total cost of \$25,000 or more in consultation with the City's Finance Purchasing Division. Such contracts will be awarded and approved by the Library Board. Approval by the City Manager or City Council may also be warranted, in accordance with *City of Ames Purchasing Policies and Procedures* or as requested by the Board.

Disposal of Library Property

The Director is authorized to dispose of surplus library property, including but not limited to materials, furniture, equipment, vehicles, supplies, etc. These may be disposed of through procedures set forth in the *City of Ames Purchasing Policies and Procedures*. The Board of Trustees will be notified of the Director's intent to sell any item having a potential value in excess of \$10,000.

Reporting

Library revenues and expenditures from all funds shall be included in financial reports submitted to the Board.

References

[Ames Municipal Code Chapter 15](#) – Libraries

City of Ames Finance Department Purchasing Division Purchasing Policies and Procedures

[Iowa Code Chapter 384.16-23](#) – City Finance

[Iowa Code Chapter 392](#) - City Administrative Agencies

Financial Limits Authority Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 16, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Financial Limits Authority Policy as presented.

Roger Kluesner, President

Joanne Marshall, Secretary

Ames Public Library Board of Trustees
Committee Assignments 2019/2020

Standing Committees

Art:	Mavis Butler, Sandra Looft
Budget & Finance:	Kyle Briese, Chuck Glatz, Carolyn Myers
Director Evaluation:	Sandra Looft, Joanne Marshall, D. Raj Raman
Executive:	Roger Kluesner (P), Kyle Briese (VP), Joanne Marshall (S)
Nominating:	Sarah Barchman, D. Raj Raman

APLFF Board Representatives

APLFF:	Sarah Barchman, Carolyn Myers
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Background:

Custodial services for Ames Public Library are provided by a third party professional cleaning service. The tasks included in this service are all the routine daily cleaning tasks. The current contract expires on June 30, 2019.

On April 30, 2019, two bids were received as follows:

Bidder	Hourly Rate	Estimated Hours	Total Annual Cost
ABM, Des Moines IA	\$16.65	5498	\$91,541.70
Nationwide Office Care, Clive IA	\$16.92	5498	\$93,026.16

ABM is providing relatively low cost custodial services for the Ames Public Library and ABM’s representatives will work closely with Library staff to ensure high quality results and accommodate the timing of library activities and public events.

Action: Administration recommends awarding the contract for FY2019/20 Custodial Services for the Ames Public Library to ABM, Des Moines, IA in the amount of \$91,541.70.

BID FORM

Company Name of Bidder: ABM

To the City of Ames, Iowa:

The undersigned as bidder, having examined and determined the scope of the contract documents, hereby proposes to provide the required labor, services, transportation, and other components necessary to perform the work as described in the contract documents, including addenda ____, ____, and ____ as follows.

CUSTODIAL SERVICES FOR LIBRARY: Contract Period: July 1, 2019 through June 30, 2020.

Provide all labor, supervision, and insurance, necessary to perform custodial services at the Ames Public Library, in accordance with Scope of Work. Base bid will be in cost per hour for individual employees assigned to complete the schedule provided in the Scope of Work. Work performed by contracted employees shall include all general duties, vacuuming, sweeping, mopping, floor machine scrubbing, interior glass cleaning and tasks assigned by the Facility Manager. The following prices shall remain firm from July 1, 2019 through June 20, 2020.

Total Contracted Hours per Week is 104:	HOURLY RATE:	\$ 16.65
TOTAL AMOUNT (HOURLY RATE x 5498 HOURS):		\$ 91,541.70

- The annual hours will fluctuate depending on what day of the week the holidays fall on.
- The cleaning contractor will not work on days the library is closed.

LIST OF SUBCONTRACTORS AND CITY APPROVAL:

All bidders shall include a complete list of all subcontractors used (if any) for routine services or bid options in this contract. The city reserves the right to reject any subcontractor listed. Replacement subcontractors or any change of previously approved subcontractors must be approved by the City prior to them entering the property or performing any services.

CONTRACT RENEWAL OPTION:

The Ames Public Library reserves the right to renew the contract for up to four additional twelve-month periods. Renewal is further subject to mutual agreement, successful performance, and Library approval.

RENEWAL PERIOD	HOURLY RATE	HOURS	TOTAL COST
7/1/20 - 6/30/21	\$ 16.65	5436 Hours	\$ 90,509.40
7/1/21 - 6/30/22	\$ 16.75	5484 Hours	\$ 91,857.00
7/1/22 - 6/30/23	\$ 16.85	5498 Hours	\$ 92,641.30
7/1/23 – 6/30/24	\$ 17.00	5498 Hours	\$ 93,466.00

The undersigned bidder certifies that this bid proposal is made in good faith without collusion or connection with any other person or persons bidding on the work.

The undersigned bidder states that this bid proposal is made in conformity with the contract documents and agrees that, in the event of any discrepancies or differences between any conditions of this bid proposal and the Contract Documents prepared by the City of Ames, Iowa, the provisions of the latter shall prevail.

The contractor shall not include sales or use taxes in the bid. Pursuant to the Iowa Code and Iowa Administrative Code, the contractor will be authorized to purchase building materials that will be incorporated into real property on this project tax-free.

Submitted this 30th day of April, 2019

Company Name of Bidder ABM

Address of Bidder 1509 Michigan Street

City, State, & Zip Code Des Moines, Iowa 50314

Signature of Authorized Agent 

Printed Name and Title Amy Taylor – Business Development Manager

Telephone Number 515-718-9095

Fax Number 515-682-7856

E-mail Address amy.taylor@abm.com

- Local Vendor with a valid local business certificate. City of Ames notarized Local Business Certificate may be included in this response or a current valid certificate on file in Purchasing.

Check appropriate box:

Individual/Sole Proprietor C Corporation S Corporation Partnership Trust/Estate Single-Member LLC

Limited Liability Company. Enter the tax classification (C=Corporation, S=S Corporation, P=Partnership)

Note: For single-member LLC that is disregarded, do not check LLC. Check the appropriate box in the line above for the tax classification of the single-member owner.

Other _____ Taxpayer Identification Number (TIN) _____ -

FY20 Custodial Contract

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 16, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, recommends that the City Council award the FY 20 contract for library custodial services to ABM in the amount of \$91,541.70.

Roger Kluesner, President

Joanne Marshall, Secretary

Background: The library contracts annually with OCLC (formerly known as Online Computer Library Center) for cooperative collection cataloging and certain interlibrary loan services. The Subscription Renewal Notice for the coming fiscal year appears on the following pages and Board approval is needed because the annual cost exceeds \$25,000.

APL participates in OCLC's Subscription Payment Program. Deposits are made into the APL account once or twice a year so that monthly charges may be automatically withdrawn. This saves work for both the Library and the Finance Department, and interest earned on the account balance is deducted from the amount due each month.

The net cost of OCLC services was \$28,873 in FY17, \$29,927.25 in FY18, and will be approximately \$30,969.99 in FY19.

As shown on OCLC's FY20 renewal notice, FY20 charges will be \$32,377.20. The actual cost to the Library will be slightly less, depending on the amount of interest credit applied to the account balance throughout the year. Deposits will earn 2.0% annual percentage rate (APR) from July through December 2019, but the rate may change for the second half of the year.

Requested Action: Staff requests approval to renew OCLC Cataloging and Metadata and WorldShare Inter-library Loan Subscriptions for FY20 at a cost not to exceed \$32,377.20.



April 12, 2019

OCLC Symbol: UIB

Alissa Dornink
Resource Services
Ames Public Library
515 Douglas Ave
Ames, IA 50010-6215

Please find your FY2020 OCLC Cataloging and Metadata and WorldShare Interlibrary Loan (ILL) subscriptions renewal notice on the reverse of this letter. With your subscriptions, you continue to have efficient cataloging workflows for both physical and electronic resources, the world's libraries' collections are available to your library users, and your valuable collection is shared with your users and those of other libraries worldwide.

OCLC Cataloging and Metadata Subscription

OCLC now represents a network of more than 18,000 libraries working together to efficiently create and enrich quality records while increasing impact in the communities they serve. With more than 445 million quality WorldCat records at the heart of this network, libraries use their Cataloging and Metadata Subscription to copy catalog more than 94% of their new titles annually. This includes registering new materials in WorldCat to support other OCLC services such as WorldShare ILL and FirstSearch and receiving high-quality WorldCat records with automatic updates to improve discovery. During the past year, OCLC:

- Continued to support library copy cataloging needs by loading titles from seven new vendors/publishers into WorldCat and loading more than 2,100 new collections from 200 new providers into the WorldCat knowledge base
- Continued our work to streamline electronic and print collection workflows with new automated holdings feeds from Springer Nature, Rittenhouse R2 Library, Ovid, and East View Information Services
- Added the ability to add and maintain LC/NACO and Canadiana Name Authority records and to bulk edit select fields in Local Bibliographic Data (LBD)
- Completed our work with academic, research, public, and national libraries to prototype a suite of services (oc.lc/ld-prototypes) to show the production value of linked data. Plus, we completed our third International Linked Data Survey for Implementers

For more information about your OCLC Cataloging and Metadata Subscription, visit oc.lc/cataloging.

WorldShare Interlibrary Loan Subscription

With your WorldShare ILL subscription, **your users have access to the collections of more than 10,300 libraries** through the world's largest resource sharing network. **In 2018, the global library community shared more than 6.8 million monographs, articles, and other materials** using WorldShare ILL. Your subscription includes the following enhancements:

- Ability to add, edit, delete, and search staff notes that are viewable only by your library's staff
- Option to resend requests that were not filled with the initial lender string, keeping the same Request ID
- Support of documents up to 120 MB in a wide range of formats with Article Exchange, which **streamlines document delivery**
- Optional routing of requests to the purchase workflow and easier tracking of details about purchase requests
- View of specific issue information while choosing lenders
- Option to print book stickers for borrowing and to include due date and shelving information on printouts
- Retention of patron data for closed requests from one month up to five years

For more information about your WorldShare Interlibrary Loan subscription, visit oc.lc/ill.

Please contact OCLC's Renewal team at 1-800-848-5878, ext. 5878, or via email at occlcrenewals@oclc.org with any questions. **Thank you for your continued participation in the OCLC cooperative.**



FY2020 OCLC Cataloging and Metadata and WorldShare ILL Subscriptions Renewal Notice

Please Note: OCLC will be moving to electronic communication for your Cataloging and ILL renewals over the next year and we would like to confirm/update your contact information. Please review the information below. If needed, please use the link below to update your information:

OCLC Symbol: UIB
Institution Name: Ames Public Library
Contact Name: Alissa Dornink
Job Title: Resource Services
Email: adornink@amespl.org

You can update your institution's information here: https://www.surveymonkey.com/r/OCLCRenewalNotices

Effective July 1, 2019, the following subscriptions will renew automatically for the period of July 1, 2019 – June 30, 2020. The new amount will be reflected beginning with your July 2019 OCLC invoice. Please visit www.oclc.org/servicecenter/, and then log on to your OSC account to access the Price List or request a price list at Profiling@oclc.org.

Your FY2020 OCLC Cataloging and WorldShare ILL Annual Subscriptions

Table with 2 columns: Subscription Name and Amount. Rows include FY20 Cataloging and Metadata Subscription (\$30,738.79), FY20 WorldShare ILL Subscription (\$1,638.41), and FY20 Total (\$32,377.20).

ILL Fee Management (IFM) libraries: Please note that IFM is not included in the above subscription, as activity for IFM is tracked on a transaction basis, and pricing is set by the libraries involved.

OCLC's Renewals team will be happy to answer questions and offer further guidance about this renewal information. Please contact them at 1-800-848-5878, ext. 5878, or send an email to oclcrenewals@oclc.org.

THIS IS NOT AN INVOICE

Renewal of OCLC Subscriptions for Fiscal Year 2019/20

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 16, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of OCLC Subscription Services for fiscal year 2019/20 in the amount of \$32,377.20.

Roger Kluesner, Board President

Joanne Marshall, Board Secretary