

**Ames Public Library Board of Trustees**  
**Agenda – April 18, 2024**  
**Rotary 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 March 21, 2024
- 2) Motion approving payment of claims 3/1/24 – 3/31/24

**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 prior to the Call to Order.)

**Activity Reports**

- 3) Administration – Schofer
- 4) APLFF – Gibson/Myers
- 5) Budget & Finance Committee – Crain

**Board Education**

- 6) Strategic Planning Board Engagement Activity – Anderson & Martin

**Policy Review**

- 7) Personnel Policy (Action)
- 8) Art Collection Policy (Discussion)

**New Business**

- 9) Approve Director’s Goals FY25 (Action)
- 10) APLFF MOU FY25 (Action)
- 11) Enrich Iowa Agreement FY25 (Action)
- 12) Custodial Contract (Action)
- 13) Polaris Renewal FY25 (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, May 16, 2024**  
**Ames Public Library: We Connect You to the World of Ideas**  
**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto: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.

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
March 21, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 21, 2024, in the Dale H. Ross Board Room with Crain, Johnson, Mitchell-Conway, Myers (7:03 pm), Reger, Reynolds, and Thorbs-Weber in attendance. Gibson and Torres III were excused. Director Schofer and citizen Rearick were also in attendance.

**Call to Order:** President Reynolds called the meeting to order at 7:01 pm.

**Consent Agenda:**

**Moved by Crain, seconded by Thorbs-Weber, to approve the consent agenda as follows:**

1. Election of Officers
  - a. Richard Johnson, President
  - b. Deb Gibson, Vice President
  - c. Matt Crain, Secretary
2. Motion approving minutes of the regular meeting February 15, 2024
3. Motion approving payment of claims 2/1/24 – 2/29/24

**Vote on Motion: 5-0 (Reynolds abstained; Gibson, Myers, Torres III excused).  
Approved unanimously.**

**Public Forum:** None - Mr. Rearick was present for observation only.

**Activity Reports:**

Administrative Staff Report: Schofer gave a report to the Board. (Myers entered at 7:03 pm)

- Bluey Palooza was held on March 12. They expected around 200 people but closer to 900 attended.
- March 23 is the Seed Library open house. An Apple Tree Grafting workshop, a Seed Starting workshop, and an Ames Reads Leopold event will also be held the same day.
- Upcoming programming in April will include a Solar Eclipse information session, Landlord Issues & Tenant Rights session with Legal Aid, the Black Arts Festival, and Ames Repair Café featuring outdoor repairs.
- The Mayor will issue a proclamation for National Library Week on April 9<sup>th</sup> at 6pm at the beginning of the regular City Council meeting. APL Board members are welcome to attend.
- March 28 is the City of Ames Annual Boards and Commissions Luncheon at the Gateway Hotel.
- April 24 is the Ames Public Library volunteer reception.
- Coffee with Mel, previously Breakfast Club with Mel, will be at the Ames Public Library Auditorium from 7:00-9:00 am on Friday, April 26.
- April 30, 6:00-7:30 pm is a joint Story County Library Trustee Training in the PEO Room at the Ames Public Library.
- The strategic planning public survey closed with 590 people responding.

- Other strategic planning activities include staff completing a staff feedback activity at staff day, there will be a Board Engagement activity during the April 18 APL Board meeting, the APLFF Board will have a Board engagement activity on May 9, community focus group invites have been sent out, and the Data Team has some demographic data as well as some analytical data looking at themes in a variety of other libraries strategic plans.
- A Freedom of information request came in. The first step is to look at the scope of work, which is very broad, and to estimate the amount of work to pull the documentation. We did that and gave the requestor an estimate of the cost. The person modified their ask, we modified the quote for the cost and are waiting to hear if they will be moving forward. If they pay the estimated cost, the searches will be pulled and then information will have to be reviewed to ensure protected information is not disclosed before releasing the information. It is a timely process.

Ames Public Library Friends Foundation (APLFF) Report: Myers gave a report to the Board.

- APLFF applied and was awarded a grant of \$2500 to do some rebranding.
- They have transitioned from Salsa to Donor Perfect.
- The March 7-10 book sale was successful.

### **Policy Review:**

Bylaws Board of Trustees: This policy was brought to the Board last month for discussion and reviewed by the City Legal Department. No changes are recommended. The Board discussed the policy.

**Moved by Myers, seconded by Reger, to approve the review of the Bylaws, Board of Trustees as presented.**

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).  
Approved unanimously. Resolution No. 2024-L004 adopted.**

Personnel Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. No changes are expected.

### **New Business:**

Agreement with the Ames Public Library Friends Foundation: This agreement outlines the relationship between the Ames Public Library (APL) and the Ames Public Library Friends Foundation (APLFF). APLFF recommended changes to clarify wording in the aged document. The City Legal Department reviewed and approved the proposed changes. It was brought back this month for action. It will then be taken to the APLFF Board for action in April.

**Moved by Myers, seconded by Johnson, to approve the revisions to the Ames Public Library – Ames Public Library Friends Foundation Agreement as presented.**

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).  
Approved unanimously. Resolution No. 2024-L005 adopted.**

APL Collection Endowment: On July 17, 2008, the Ames Public Library Board of Trustees passed a resolution that acknowledged and approved the Ames Public Library Foundation's receipt of a bequest that stipulated an endowment for the purpose of acquisitions for the library collection be established. On January 1, 2011, the merger of the Ames Public Library Friends and the Ames Public Library Foundation created what is known today as the Ames Public Library Friends Foundation (APLFF). Story County Community Foundation is requesting the Ames Public Library Board of Trustees approve the transfer of the collection endowment that was established at that time to the Ames Public Library Friends Foundation for consistency across the APLFF investment funds.

**Moved by Thorbs-Weber, seconded by Crain, to approve the transfer of the APL Collection Endowment to the Ames Public Library Friends Foundation.**

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).  
Approved unanimously. Resolution No. 2024-L006 adopted.**

Discussion of the Director's evaluation:

**Moved by Reger, seconded by Mitchell-Conway, to enter into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of strategy in matters relating to employment.**

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).  
Approved unanimously.**

The meeting was closed at 7:47 p.m. and reconvened in open session at 7:58 p.m.

Approval of the Director's Salary:

The Board completed the Director's evaluation in closed session.

**Moved by Johnson, seconded by Reger, to set the Director's salary effective July 1, 2024, at \$161,678 which is a 6% increase.**

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).  
Approved unanimously. Resolution No. 2024-L007 adopted.**

**Trustee Comments:**

- Mitchell-Conway – hopes Schofer uses her raise to shop locally at small shops.
- Thorbs-Weber - reminded trustees to wear their name badges at upcoming events including the luncheon, proclamation, training, and volunteer reception.
- Crain – there are a lot of events coming up, he is planning on attending as many of them as he can.
- Myers – thanked Schofer for all the work she has done. She continues to be impressed with everything the library does. She is honored to be reappointed to serve another term.

- Reynolds – this is her last meeting as President. Also thanked Schofer for all she has done.
- Johnson – realized next month he will be sitting in the President’s seat, leading everyone. Thanked Schofer for all she has done as well as all the staff.
- Reger – Thanked Schofer for all her hard work. He has appreciated working with the Director’s Evaluation Committee including Reynolds and Johnson, and previously with Thorbs-Weber.

**Adjournment:**

**Moved by Mitchell-Conway, seconded by Johnson, to adjourn at 8:17 p.m.**

**Vote on Motion: 6-0 (Reynolds abstained; Gibson and Torres III excused).  
Approved unanimously.**

The next regular meeting will be on Thursday, April 18, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

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Matt Crain, Board Secretary

**Library Claims**  
**March 1 - March 31, 2024**

<b>Administration FY24</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,429.54
PAYROLL SUMMARY	LONGEVITY	\$	365.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	222.77
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,708.46
PAYROLL SUMMARY	MEDICARE FICA	\$	696.68
PAYROLL SUMMARY	FICA	\$	2,978.87
PAYROLL SUMMARY	IPERS	\$	4,606.21
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	154.58
DEPARTMENTAL TRANSFERS	COMPUTER SERVICES	\$	10,921.00
DEPARTMENTAL CHARGES	RISK INSURANCE	\$	38,133.00
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$	5,505.00
JAN 2024 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	388.40
JAN 2024 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,174.20
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$	34.79
FEB POSTAGE	POSTAGE/FREIGHT	\$	0.63
NOV 2023 POSTAGE	POSTAGE/FREIGHT	\$	2.19
BANK OF AMERICA	TRAINING	\$	79.00
BANK OF AMERICA	ADVERTISING	\$	200.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(0.27)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	6,151.47
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(242.56)
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$	325.90
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.25
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,046.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	454.70
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	280.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	795.08
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
DOORS INC	STRUCTURAL REPAIRS	\$	245.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	235.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	521.47
PREMIER OFFICE EQUIPMENT	LEASES	\$	667.13
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
LAWNPRO	NON-CITY SERVICE	\$	317.50
PUBLIC SURPLUS	NON-CITY SERVICE	\$	39.04
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	164.92
CH ISSUES	OFFICE SUPPLIES	\$	313.78
AMER MARKING INC	OFFICE SUPPLIES	\$	34.30

**Library Claims**  
**March 1 - March 31, 2024**

BANK OF AMERICA	OFFICE SUPPLIES	\$	877.37
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	729.09
BANK OF AMERICA	CHEMICALS/LAB SUPPLIES	\$	448.20
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	926.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	692.35
BANK OF AMERICA	FOOD	\$	1,194.68
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	42.23
<b>Total Administration</b>			<b>\$ 143,450.25</b>

**Resource Services FY24**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	29,487.64
PAYROLL SUMMARY	LONGEVITY	\$	652.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	135.64
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,074.34
PAYROLL SUMMARY	MEDICARE FICA	\$	406.41
PAYROLL SUMMARY	FICA	\$	1,737.77
PAYROLL SUMMARY	IPERS	\$	2,845.23
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	35.40
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$	2,450.00
BANK OF AMERICA	TRAVEL/MEETINGS	\$	8.00
BANK OF AMERICA	TRAINING	\$	71.10
BANK OF AMERICA	CONFERENCES	\$	476.20
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	759.50
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	28.47
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	709.91
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	212.62
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	67.21
AMAZON CAPITAL SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	11.66
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	9,926.33
OVERDRIVE	ELECTRONIC COLLECTION	\$	2,757.93
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,068.00
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$	20.90
USA TODAY	PERIODICALS	\$	98.10
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	3,602.09
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,229.30
BANK OF AMERICA	YOUTH COLLECTION	\$	204.42
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	98.52
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	276.99
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	6,387.32
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	52.96
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	286.09
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	7,548.33

**Library Claims**  
**March 1 - March 31, 2024**

INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	985.79
MANUFACTURERS NEWS INC	ADULT PRINT COLLECTION	\$	165.90
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	357.16
GALE GROUP	ADULT PRINT COLLECTION	\$	774.45
TSAI FONG BOOKS INC	ADULT PRINT COLLECTION	\$	179.46
G+L WISSENSCHAFTLICHE BUC	ADULT PRINT COLLECTION	\$	839.71
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	474.88
CHEN, RUI	REFUNDS	\$	21.99
TOOTELL, SAM	REFUNDS	\$	18.00
<b>Total Resource Services</b>		<b>\$</b>	<b>83,875.70</b>

**Youth Services FY24**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	38,039.88
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	674.00
PAYROLL SUMMARY	LONGEVITY	\$	427.50
PAYROLL SUMMARY	VACATION	\$	163.09
PAYROLL SUMMARY	DENTAL INSURANCE	\$	436.98
PAYROLL SUMMARY	IPERS DISABILITY	\$	154.43
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.84
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,018.52
PAYROLL SUMMARY	MEDICARE FICA	\$	534.66
PAYROLL SUMMARY	FICA	\$	2,286.13
PAYROLL SUMMARY	IPERS	\$	3,663.06
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	51.89
BANK OF AMERICA	TRAINING	\$	540.00
FEB. 2024 PRINTING CHRGS	PRINT SHOP SERVICES	\$	10.50
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$	3,670.00
<b>Total Youth Services</b>		<b>\$</b>	<b>59,737.48</b>

**Adult Services FY24**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	47,358.42
PAYROLL SUMMARY	LONGEVITY	\$	262.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$	415.30
PAYROLL SUMMARY	IPERS DISABILITY	\$	193.49
PAYROLL SUMMARY	LIFE INSURANCE	\$	84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,817.14
PAYROLL SUMMARY	MEDICARE FICA	\$	678.21
PAYROLL SUMMARY	FICA	\$	2,899.83
PAYROLL SUMMARY	IPERS	\$	4,495.40
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	56.82
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$	3,670.00
FEB POSTAGE	POSTAGE/FREIGHT	\$	1.28
NOV 2023 POSTAGE	POSTAGE/FREIGHT	\$	0.63
<b>Total Adult Services</b>		<b>\$</b>	<b>68,933.18</b>



**Library Claims**  
**March 1 - March 31, 2024**

<b>Customer Account Services FY24</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 51,431.04
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 15,379.21
PAYROLL SUMMARY	LONGEVITY	\$ 1,157.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$ 226.98
PAYROLL SUMMARY	LIFE INSURANCE	\$ 91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,229.76
PAYROLL SUMMARY	MEDICARE FICA	\$ 954.93
PAYROLL SUMMARY	FICA	\$ 4,083.05
PAYROLL SUMMARY	IPERS	\$ 6,333.43
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 80.18
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$ 4,282.00
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$ 61.60
FEB POSTAGE	POSTAGE/FREIGHT	\$ 945.11
NOV 2023 POSTAGE	POSTAGE/FREIGHT	\$ 940.19
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 187.15
<b>Total Customer Account Services</b>		<b>\$ 92,678.37</b>
<b>Total FY24:</b>		<b>\$ 162,586.90</b>
<b>Richard Johnson, President</b>	<b>Matt Crain, Secretary</b>	Date

	Administration	Resource Services	Youth Services	Adult Services	Customer Account Services	Total General Fund Budget	Direct State Aid 238	APLFF 239	Donations 241	Total Budget	% Spent	% Remaining
<b>10 ** PERSONAL SERVICES</b>												
<b>BUDGET</b>	\$ 582,512.00	\$ 356,882.00	\$ 552,266.00	\$ 611,356.00	\$ 792,779.00	\$ 2,895,795.00		\$ 101,893.28		\$ 2,997,688.28	70.01%	29.99%
<b>Expenses</b>	\$ 436,570.86	\$ 266,711.26	\$ 378,182.47	\$ 398,578.37	\$ 591,204.12	\$ 2,071,247.08		\$ 27,514.12		\$ 2,098,761.20		
<b>Remaining Funds</b>	\$ 145,941.14	\$ 90,170.74	\$ 174,083.53	\$ 212,777.63	\$ 201,574.88	\$ 824,547.92		\$ 74,379.16		\$ 898,927.08		
<b>20 ** EMPLOYEE BENEFITS</b>										\$ -		
<b>BUDGET</b>	\$ 222,908.00	\$ 137,311.00	\$ 181,750.00	\$ 161,090.00	\$ 209,900.00	\$ 912,959.00		\$ 20,301.62		\$ 933,260.62	77.47%	22.53%
<b>Expenses</b>	\$ 169,969.77	\$ 103,457.32	\$ 147,453.44	\$ 136,939.37	\$ 160,489.79	\$ 718,309.69		\$ 4,706.87		\$ 723,016.56		
<b>Remaining Funds</b>	\$ 52,938.23	\$ 33,853.68	\$ 34,296.56	\$ 24,150.63	\$ 49,410.21	\$ 194,649.31		\$ 15,594.75		\$ 210,244.06		
<b>30 ** INTERNAL SERVICES</b>										\$ -		
<b>BUDGET</b>	\$ 135,438.00	\$ 3,475.00	\$ 4,695.00	\$ 4,320.00	\$ 4,507.00	\$ 152,435.00	\$ 250.00	\$ -		\$ 152,685.00	62.95%	37.05%
<b>Expenses</b>	\$ 81,018.94	\$ 2,450.00	\$ 4,144.90	\$ 3,779.46	\$ 4,440.85	\$ 95,834.15	\$ 143.20	\$ 130.45		\$ 96,107.80		
<b>Remaining Funds</b>	\$ 54,419.06	\$ 1,025.00	\$ 550.10	\$ 540.54	\$ 66.15	\$ 56,600.85	\$ 106.80	\$ (130.45)		\$ 56,577.20		
<b>40 ** CONTRACTUAL</b>										\$ -		
<b>BUDGET</b>	\$ 443,263.00	\$ 44,747.00	\$ 11,010.00	\$ 6,560.00	\$ 15,361.00	\$ 520,941.00		\$ 68,714.42	\$ -	\$ 589,655.42	82.15%	17.85%
<b>Expenses</b>	\$ 368,533.91	\$ 40,090.73	\$ 8,319.57	\$ 7,670.36	\$ 11,445.83	\$ 436,060.40		\$ 48,341.17	\$ -	\$ 484,401.57		
<b>Remaining Funds</b>	\$ 74,729.09	\$ 4,656.27	\$ 2,690.43	\$ (1,110.36)	\$ 3,915.17	\$ 84,880.60		\$ 20,373.25	\$ -	\$ 105,253.85		
<b>60 ** COMMODITIES</b>										\$ -		
<b>BUDGET</b>	\$ 58,483.00	\$ 30,530.00	\$ 1,800.00	\$ 1,185.00	\$ 4,625.00	\$ 96,623.00	\$ 12,250.00	\$ 135,338.05	\$ 2,000.00	\$ 246,211.05	48.07%	51.93%
<b>Expenses</b>	\$ 34,853.24	\$ 15,926.63	\$ 433.26	\$ 71.11	\$ 2,004.55	\$ 53,288.79	\$ 7,056.24	\$ 57,997.35	\$ -	\$ 118,342.38		
<b>Remaining Funds</b>	\$ 23,629.76	\$ 14,603.37	\$ 1,366.74	\$ 1,113.89	\$ 2,620.45	\$ 43,334.21	\$ 5,193.76	\$ 77,340.70	\$ 2,000.00	\$ 127,868.67		
<b>61 ** LIBRARY COLLECTION</b>										\$ -		
<b>BUDGET</b>		\$ 587,518.00				\$ 587,518.00	\$ 5,000.00	\$ 82,000.00	\$ 3,500.00	\$ 678,018.00	69.69%	37.04%
<b>Expenses</b>		\$ 422,673.37				\$ 422,673.37	\$ -	\$ 49,456.10	\$ 376.22	\$ 472,505.69		
<b>Remaining Funds</b>		\$ 164,844.63				\$ 164,844.63	\$ 5,000.00	\$ 78,193.90	\$ 3,123.78	\$ 251,162.31		
<b>75 ** CAPITAL</b>										\$ -		
<b>BUDGET</b>							\$ -		\$ -	\$ -	0.00%	0.00%
<b>Expenses</b>							\$ -		\$ -	\$ -		
<b>Remaining Funds</b>							\$ -		\$ -	\$ -		
<b>80 ** OTHER</b>										\$ -		
<b>BUDGET</b>		\$ 1,250.00				\$ 1,250.00		\$ 39,387.94		\$ 40,637.94	1.96%	98.04%
<b>Expenses</b>		\$ 794.77				\$ 794.77		\$ -		\$ 794.77		
<b>Remaining Funds</b>		\$ 455.23				\$ 455.23		\$ 39,387.94		\$ 39,843.17		
<b>TOTAL BUDGET</b>	\$ 1,442,604.00	\$ 1,161,713.00	\$ 751,521.00	\$ 784,511.00	\$ 1,027,172.00	\$ 5,167,521.00	\$ 17,500.00	\$ 584,285.31	\$ 5,500.00	\$ 5,774,806.31	70.37%	28.95%
<b>TOTAL EXPENSES</b>	\$ 1,090,946.72	\$ 852,104.08	\$ 538,533.64	\$ 547,038.67	\$ 769,585.14	\$ 3,798,208.25	\$ 7,199.44	\$ 257,844.06	\$ 376.22	\$ 4,063,627.97		
<b>TOTAL REMAINING</b>	\$ 351,657.28	\$ 309,608.92	\$ 212,987.36	\$ 237,472.33	\$ 257,586.86	\$ 1,369,312.75	\$ 10,300.56	\$ 287,053.31	\$ 5,123.78	\$ 1,671,790.40		
<b>% Spent</b>	75.62%	73.35%	71.66%	69.73%	74.92%	73.50%	41.14%	44.13%	6.84%	70.37%		
<b>% Remaining</b>	24.38%	26.65%	28.34%	30.27%	25.08%	26.50%	58.86%	55.87%	93.16%	29.63%		

July	1/12	8.33%
August	2/12	16.67%
September	3/12	25.00%
October	4/12	33.33%
November	5/12	41.67%
December	6/12	50.00%
January	7/12	58.33%
February	8/12	66.67%
March	9/12	75.00%
April	10/12	83.33%
May	11/12	91.67%
June	12/12	100.00%



# Personnel Policy

Section: Personnel

Approved: 8/1/1988

Reviewed: 4/19/2001

Revised: 10/16/2009, 5/17/2012, 6/21/2015, 2/18/2016, 12/20/2018, 1/20/2022, 04/18/2024

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The Library Personnel Policy functions with the [City of Ames \(COA\) Employee Handbook](#) and related policies to provide guidance to supervisors and administrators for the purpose of achieving fair and consistent personnel actions and decisions. An unbiased and equitable system of personnel administration contributes to a workplace of harmony, efficiency, and effective public service.

## Variations from COA Policy

According to the Municipal Code of Ames, The Board of Trustees is responsible for decisions regarding Library personnel policies. The Library Director acts as an agent of the Board. The Human Resources Department functions as a consultant to the Library Director and Board of Trustees in personnel matters. Because final authority lies with the Library Director and Board of Trustees, this language replaces wording such as “City Manager” as appropriate.

References to Civil Service, collective bargaining agreements, unions, utility/police/fire retirement, and other specialized City of Ames designations are not applicable to Library employees.

The following Sections and Subsections each replace the corresponding Section or Subsection of the City of Ames Employee Handbook. ~~New Sections and Subsections are indicated as such.~~

### Adoption and Policy Amendment

Library policy amendments will become effective upon consideration and adoption by the Board of Trustees, Ames Public Library. Changes in “City of Ames Employee Handbook” will apply to Library employees unless an exception or substitution is adopted by the Library Board of Trustees.

### Glossary

Immediate Family – See Family Sick Leave for specific definitions.

### Performance Evaluation and Improvement Policy

#### 6. Employee Receipt and Response

Additionally, a copy of the employee’s written response and the employee’s performance evaluation form is retained in the employee’s personnel file at the Library.

## Holidays

1. The following shall be holidays for regular employees of Ames Public Library:

New Year's Day  
President's Day (floating)  
Memorial Day  
Independence Day  
Labor Day  
Veterans' Day (floating)  
Thanksgiving Day  
The Friday following Thanksgiving Day  
Christmas Eve Day  
Christmas Day

When the library remains open or holds staff training on a date that City Hall observes a holiday, regular library employees will be granted an equal number of "floating" hours off within the same fiscal year as agreed upon with their supervisor.

The Library is closed on Easter Sunday and closes at 5:00 p.m. on New Year's Eve; however, employees do not receive paid holiday time for these hours.

## Annual Vacation Leave

All regular Library employees classified as exempt from the provisions of the Fair Labor Standards Act shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.

Ten days during the first year of service (months 1 through 12).  
Fifteen days per year through the fourteenth year of service (months 13 through 168).  
Twenty days per year after completing fourteen years (months 169 through 276).  
Twenty-five days per year after completing twenty-three years (months 277 and on).

All regular Library employees classified as non-exempt shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.

Ten days per year for the first seven years of service (months 1 through 84).  
Fifteen days per year through the fourteenth year of service (months 85 through 168).  
Twenty days per year after completing fourteen years (months 169 through 276).  
Twenty-five days per year after completing twenty-three years (months 277 and on).

*These charts replace the Vacation Leave chart :*

Chart (Exempt Employees)

MONTHS OF FULL-TIME SERVICE	MONTHLY ACCRUAL	MAXIMUM ACCUAL	
		(Days)	(Hours)
through 12	6 hours & 40 minutes	15 days	120
13 through 168	10 hours	23 days	184
169 through 276	13 hours & 20 minutes	30 days	240
277 or more	16 hours & 40 minutes	38 days	304

Chart (Non-exempt Employees)

MONTHS OF FULL-TIME SERVICE	MONTHLY ACCRUAL	MAXIMUM ACCUAL	
		(Days)	(Hours)
1 through 84	6 hours & 40 minutes	15 days	120
85 through 168	10 hours	23 days	184
169 through 276	13 hours & 20 minutes	30 days	240
277 or more	16 hours & 40 minutes	38 days	304

Sickness Occurring During Vacation Period

Once the vacation period has commenced, approved vacation leave cannot be converted to sick leave.

Employee Sick Leave

*This line replaces the last sentence:*

Sick leave may be accumulated from year to year with no maximum limit and may be granted in minimum units of one quarter (1/4) of an hour.

Family Sick Leave

Library employees may use accrued sick leave for occasions which require the employee to care for a member of their immediate family who is incapacitated due to illness or injury, or who has examinations and consultations with physicians and other licensed health care providers. Family sick leave shall be subject to the same eligibility qualifications, documentation, and other terms and conditions as employee sick leave.

For the purpose of Family Sick Leave, immediate family is defined as spouse or domestic partner of the employee; child, step-child, or foster child; parent, step-parent, parent-in-law, or grandparent; sibling; others whose permanent home is that of the employee; and any other person who, by unique relationship, maintains a family role similar to a relative as stated above. It is the responsibility of the employee to provide documentation to support why paid sick leave should be granted for these unique relationships.

## Emergency Leave

Leave of up to three (3) days with pay shall be granted in the event of death or serious illness in the family. Two (2) additional days (charged to sick leave) may also be approved by the Director. The definition of “family” in the event of death includes those listed for Family Sick Leave and these additional relatives: aunt, uncle, niece, nephew, son-in-law, daughter-in-law, sibling-in-law, step-sibling, and grandchild.

## Hours of Service

The Library’s work week begins Sunday at 12:01 a.m. and concludes each Saturday at 12:00 midnight. Hours of work are scheduled to meet the requirements of the Library.

## Work Breaks

Employees may take a paid rest break of up to 20 minutes for each four hours worked. Breaks cannot be taken to shorten a shift or to extend a lunch period. Employees shall take an unpaid lunch period of at least one-half hour but not more than one hour during an eight-hour work day. A lunch period may be required during a six-hour shift. Lunch periods and breaks shall be taken at times and for such periods as determined by the supervisor or Library Director.

## Days Off

Whenever possible, employees will not be scheduled for more than seven consecutive days.

## Overtime/Compensatory Time

### 1. Non-exempt Personnel

Part-time employees who are asked to work more than their scheduled hours will be paid at their regular rate for all time worked up to 40 hours per work week. With permission from the Director in advance, compensatory time may be granted in lieu of pay.

### 3. Work on Scheduled Days Off

Non-exempt employees who are required to work on scheduled days off or on holidays shall receive regular compensation for all time worked under the 40-hour/week limit.

### 4. Accrual and Use of Compensatory Time

Non-exempt employees who have accrued compensatory time off are strongly encouraged to utilize this time as quickly as possible. The Director may at any time elect to pay accrued compensatory time in cash.

## Inclement Weather

### 1. Closed or Curtailed Operations

If the Library must close due to inclement weather, regular staff scheduled to work during those hours will not have a reduction in salary. Temporary staff members will be paid for the hours they were scheduled.

#### Employee Personnel Files

5. Certain elements of Library employee personnel files (including application, position description at time of hire, written reprimands, and performance evaluations) are maintained by Ames Public Library administration. The Library Director has authority over the contents of and access to these files.

#### Confidentiality of Library Records

Failure to uphold the principles of Ames Public Library's [Confidentiality and Library User Records Policy](#) may be considered just cause for dismissal.

**Personnel Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 18, 2024**

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

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Richard Johnson, President

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Matt Crain, Secretary





# Art Collection Policy

Section: Administration

Approved: 9/17/2015  
Reviewed: 2/17/22, 2/15/24  
Revised: 1/21/2016

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Ames Public Library collects and displays artwork to connect Library visitors to the world of ideas through works of art.

## Authority

The Art Committee is a committee appointed by the President of the Library Board of Trustees. The committee's duties are to periodically:

- review gifts of art donated for the Library's art collection;
- make recommendations on purchase, selection, or deacquisition of artwork; and
- advise Library staff on placement and duration of displays of artwork from the library collection.

The Art Committee is not empowered to finalize proposals or decisions unless specifically authorized by action of the Board of Trustees. The Board of Trustees retains the right to accept or refuse any donation, as detailed in the Donations Policy.

Display of artwork not owned by the Library is governed by the Display Spaces Policy.

## Focus

Ames Public Library's collection of artwork shall focus on:

- art related to books;
- art influenced by the written word;
- art about changing forms of communication; and
- art with local significance.

Preference may be given to local or regional artists.

Addition of works outside these parameters will be reviewed on a case-by-case basis.

## Acquisition Guidelines

Objects may be added to the collection by means of gift, bequest, purchase, exchange, or any other transaction by which the title of the object(s) passes to the Ames Public Library. All objects acquired by Ames Public Library shall become the sole property of Ames Public Library and shall not be encumbered or restricted. Upon acceptance of a donation, an appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to Ames Public Library will be executed, with a copy provided to the donor.

The committee may recommend acquisition by purchase or acceptance of donation, subject to the following guidelines:

- artistic merit;

- general appropriateness for a library;
- availability of space in the library building for the piece;
- the Library’s ability to provide proper care, including conservation, maintenance, security and storage; and
- the Ames Public Library Donations Policy guidelines.

## References

Library Policies:

[Donations Policy](#)

[Display and Exhibit Spaces Policy](#)

## Director Goals for FY 25

The Director's goals are part of an annual evaluation process which is confidential.

Annual goals will be sent as a supplemental packet and brought to the Ames Public Library Board of Trustees meeting for action.

**Briefing Paper:**  
**Memorandum of Understanding with the APL Friends Foundation**

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**April 18, 2024**

**Background:** A Memorandum of Understanding (MOU) between the Library Board and the Ames Public Library Friends Foundation (APLFF) is needed for the current fiscal year. The purpose of the MOU is to provide the library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF's use of library facilities. The calculations appear in Appendix A.

The proposed MOU for fiscal year 2024/25 will be presented to the APLFF Board of Directors on May 9, 2024.

**Recommendation:** Administration recommends approval of the MOU for FY25.

# MEMORANDUM OF UNDERSTANDING (MOU)

## For the Fiscal Year 7/1/2024-6/30/2025 between The Ames Public Library Friends Foundation and The Ames Public Library Board of Trustees

This is an agreement between the Ames Public Library Friends Foundation, hereinafter called “APLFF” and the Ames Public Library Board of Trustees, hereinafter called “the Library.”

### I. Purpose and Scope

The purpose of this MOU is to clarify the roles and responsibilities of the Library, an administrative agency of the City of Ames, and APLFF, a non-profit corporation dedicated to fundraising solely for the support of the Library.

Both parties agree that activities are conducted in compliance with all applicable Federal, State, and City laws and ordinances.

### II. Background

The Ames Public Library Foundation was incorporated in 1995 as a 501(c)(3) nonprofit corporation “to operate exclusively for charitable, scientific, and educational purposes.” Foundation bylaws state that the Foundation is “to be organized and operated exclusively for the benefit of and to carry out the development, maintenance, and operation of the Ames Public Library to the extent not normally met by public funding.”

On January 1, 2011, the Friends of the Ames Public Library officially dissolved and was merged into the Foundation, creating an entity renamed Ames Public Library Friends Foundation.

### II. Library Responsibilities Under the MOU

- The Library will be a mail and delivery address for APLFF correspondence and deliverable items.
- The Library will provide support for the daily management of APLFF affairs to include:
  - Correspondence
  - Communications to and from donors and potential donors
  - Collection and deposit of APLFF funds
  - Office, storage, and activity space
  - Use of office furniture and equipment, including telephone, copier, etc.
  - Use of library website, social media, and other communication outlets.
  - Management of APLFF electronic and physical records according to the APLFF Document Retention and Destruction Policy.
  - Staff liaison to APLFF for attendance at board meetings and committee meetings.
  - Facility for APLFF meetings.
  - Acceptance of public book donations on behalf of APLFF. The Library will have first access to donated materials for library use.



**APL/APLFF Memorandum of Understanding - Appendix A**

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**Total Projected Expense for APLFF for Fiscal Year 2025,  
payable to Ames Public Library: \$41,461.20**

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**Fiscal Year 2025 (7/1/2024-6/30/2025)**

<b>Library Staff Use</b>	<b>Dedicated Hours</b>	<b>Wages &amp; Benefits (FY23)</b>	<b>Wages &amp; Benefits (FY24)</b>
Sales & Volunteer Coordination	236	\$11,817.94	<b>\$12,497.62</b>
Marketing & Design	45	\$1,986.00	\$2,074
Clerical Support	450	\$15,412.00	\$16,130
Customer Account Services Staffing	232	\$6,316.90	\$6,592.51
<b>Total Staff Cost</b>		<b>\$35,532.84</b>	<b>\$37,294.07</b>
<b>Communications</b>			<b>Communications Total</b>
Telephone (single line)		\$571.16	\$571.16
Photocopying		\$200.00	\$200.00
<b>Total Communications Cost</b>		<b>\$771.16</b>	<b>\$771.16</b>
<b>Facilities</b>			<b>Use of Facilities Total</b>
<b>Use of Facilities Cost</b>		<b>\$2,300.00</b>	<b>\$2,300.00</b>
<b>Withdrawn Collection Items</b>			<b>Items Total</b>
<b>90% of withdrawn @ \$0.05 each</b>		<b>\$1,095.98</b>	<b>\$1,095.98</b>

**Memorandum of Understanding with Ames Public Library Friends  
Foundation for Fiscal Year 2024/25**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 18, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, approves the Memorandum of Understanding with Ames Public Library Friends Foundation for Fiscal Year 2024/25 as presented.

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Richard Johnson, President

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Matt Crain, Secretary



**Background:** The Enrich Iowa program offers public libraries state funding through the Direct State Aid, Open Access, and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor.

In the current fiscal year, APL has received \$59,002.41 in revenue from the State—\$16,835.82 in Direct State Aid, \$39,946.36 from Open Access, and \$2,220.23 from Interlibrary Loan (ILL). Last fiscal year APL received \$63,761.02; \$16,838.76 from Direct State Aid, \$44,588.78 from Open Access and \$2,333.48 from ILL.

The FY25 Enrich Iowa Agreement (for July 1, 2024 through June 30, 2025) and the terms pertaining to each of the three programs appear on the following pages.

In order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30, 2024. APL's Financial Limits Authority Policy requires Board approval before the Director may sign agreements for services delivered by the Library that result in revenues of \$25,000 or more.

**Requested Action:** Administration requests authorization to execute the FY25 Enrich Iowa Agreement.

# Direct State Aid – Terms of Agreement FY25 (July 1, 2024 - June 30, 2025)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2024 - June 30, 2025**, it is mutually understood and agreed:

## 1. Purpose

Direct State Aid is a program funded by the Iowa Legislature and administered by the State Library of Iowa. The Direct State Aid Program pays participating libraries based on their Tier Level established by the State Library's Standards and Accreditation Program.

The purpose of Direct State Aid is to improve library services and to reduce inequities among communities in the delivery of library services.

## 2. General Provisions

- A. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- B. Tier 0 public libraries may participate in Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
- C. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Direct State Aid, Open Access, and Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office, on or before **April 30, 2024**.

## 3. The Participant shall:

- A. Have an Internet Use Policy in place.
- B. Verify their FY25 Tier Status by **June 30, 2024**.
- C. Have a current accreditation report on file at the State Library demonstrating that the library meets the standards requirements of Tier 1, 2, or 3.
- D. Submit the FY23 Iowa Public Library General Information Survey (Annual Survey) to the State Library by **December 1, 2023**.
- E. Submit the FY24 Direct State Aid Report by **July 31, 2024**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- F. Expend FY25 Direct State Aid funds by **June 30, 2025**.

## 4. The State Library of Iowa shall:

- A. Administer the Direct State Aid program on behalf of participating Iowa public libraries and distribute reimbursement contingent upon receipt of funds.

- B. Post the Direct State Aid report form on the State Library's website.
- C. Inform public libraries about the availability of Direct State Aid funds and answer questions on the details of Direct State Aid. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants annually based on the formula established by the Iowa Commission of Libraries. Please refer to the Enrich Iowa FAQ for a complete explanation:  
<https://www.statelibraryofiowa.gov/index.php/libraries/funding-grants/enrich-iowa/enrich-iowa-faq>
- E. Monitor compliance with the Direct State Aid terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.
- F. Notify participants of their FY25 Tier Status by **June 30, 2024**.

# Open Access – Terms of Agreement FY25 (July 1, 2024 - June 30, 2025)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2024 - June 30, 2025**, it is mutually understood and agreed:

## 1. Purpose

Open Access is a program funded by the Iowa Legislature and administered by the State Library of Iowa. Open Access pays Iowa libraries to serve eligible Iowa residents from outside their local jurisdiction.

The purpose of the Open Access program is to offer Iowa residents access to libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop, or visit.

## 2. Definitions

**Local Library Jurisdiction:** The jurisdiction is the area for which a library is funded to serve. This includes:

- Any city that funds the public library including the city where the library is located, and any contracting cities.
- Any unincorporated jurisdiction that funds the public library including the unincorporated portions of the county where the library is located, and any unincorporated portions of other counties.
- Any participating college, university, or community college library.

**Eligible Patron:** Must be a resident of Iowa; live outside the local library jurisdiction; and meets one of the following criteria:

- Lives in a community that provides a public library
- Lives in an unincorporated area that provides, or contracts for, library services
- Lives in a community that contracts for library services
- Attends an Iowa public or private university, college, or community college

### Transactions:

**Eligible - Participants are required to circulate eligible items to all eligible patrons.**

- A. Physical items in all formats except for equipment.
- B. Items must be from your collection and for use outside the library. Items packaged together as a unit and checked out as a unit, are one transaction.

- C. Playaways or similar devices.
- D. Renewals of eligible items as listed on lines A to C above.

**Ineligible:**

- A. Downloadable audio, video, e-Books or other electronic items.
- B. Database use.
- C. Equipment including laptops, tablets, projectors, game consoles, eReaders, wireless hotspots, or other types of equipment.

**3. General Provisions**

- A. Libraries must return the **ENRICH IOWA AGREEMENT**, indicating in the box provided, that the library will participate in Open Access. It must be signed by the library director or other signatory authority, and must be received by the State Library on or before **April 30, 2024**.
- B. To participate in Open Access for FY25, a public library must have been established on or before July 1, 2022 in accord with the Code of Iowa, 392.1.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access funding.
- D. Participants cannot deny service to residents from any Iowa jurisdiction with a public library or a student at a participating Iowa academic institution. Open Access Eligible Patrons are subject to the same circulation policies, regulations, and restrictions, as local patrons for eligible transactions, except for limits referred to in provision 3F below.
- E. A local public library board or academic library director may decide to deny Open Access service to residents of a jurisdiction that is contracting with a library(s) at a rate that the board or academic library director deems to be inequitable. The library's board or academic library director must notify the State Library, and the jurisdiction denied service, in writing, of its intent and rationale for the decision prior to any action.
- F. A local public library board or academic library director may decide to limit the number of Open Access items checked out to Eligible Patrons. If the library chooses to limit the number of Open Access items checked out it must treat all Open Access Eligible Patrons equally. The library's board or academic library director must notify the State Library in writing of its intent and rationale for the decision prior to limiting access.
- G. Participants have the option to offer services other than Eligible Transactions to Eligible Patrons.

**4. The Participant shall:**

- A. Provide a signed ordinance or other legal documentation to the State Library, dated on or before July 1, 2022, establishing it as a public library.

- B. Verify their FY25 Tier Status by **June 30, 2024** (Public libraries only).
- C. Check out eligible library materials to Eligible Patrons.
- D. Accept returned items borrowed from any other library in Iowa.
  - a. Return items to any owning library in Iowa and indicate the return date.
  - b. Public Libraries must use IAShires to return items to other public libraries. Public Libraries should use the USPS to return items to any other type of library that is not on IAShires.
  - c. Academic libraries should use USPS when returning items to any other library.
  - d. Log an accurate record and keep receipts of actual postage spent to return items. When using USPS, libraries will be reimbursed for the full postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
  - e. If an item is overdue, the library that owns the item may collect any fines according to local policy.
  - f. Interlibrary Loan items are not eligible for postage reimbursement.
  - g. Items returned through the IAShires service are not eligible for postage reimbursement.

## 5. The State Library of Iowa shall:

- A. Administer the Open Access program on behalf of participating Iowa libraries and distribute reimbursement contingent upon receipt of funds.
- B. Provide a list of communities (that either provide a public library or pay for service to a public library) and participating academic libraries whose patrons are eligible for Open Access.
- C. Inform libraries about the availability of Open Access Reimbursement funds and answer questions on the details of Open Access. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants annually for each item loaned to eligible patrons. Reimbursement is based on transactions from the previous year. FY25 reimbursement is based on the funds available and the total number of transactions in FY24.
- E. Monitor compliance with the Open Access terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.
- F. Notify participants of their FY25 Tier Status by **June 30, 2024**. (Public Libraries only)

# Interlibrary Loan Reimbursement – Terms of Agreement FY25 (July 1, 2024 - June 30, 2025)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2024 - June 30, 2025**, it is mutually understood and agreed:

## 1. Purpose

Interlibrary Loan Reimbursement is a program funded by the Iowa Legislature and administered by the State Library of Iowa. The Interlibrary Loan Reimbursement Program subsidizes participating libraries for each interlibrary loan made to an eligible Iowa library.

The purpose of the Interlibrary Loan Reimbursement Program is to provide Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries.

## 2. Definition

**Interlibrary Loan (ILL):** An Interlibrary Loan is a transaction of library materials, or copies of the materials, received or loaned by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Definition is taken from the Institute of Museum and Library Services.

## 3. General Provisions:

- A. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office on or before **April 30, 2024**.
- B. Participant agrees to loan as well as borrow.
- C. Participant as Lender is not obligated to fill requests for newly published materials or items costing less than \$10.00. Participant as borrower should consider purchasing these types of materials before requesting a loan.
- D. School or academic participants that close before June 30 should submit claims before the end of the school year. Late claims may not be approved for payment.
- E. Participant is reimbursed annually for each item loaned to eligible libraries. Reimbursement is based on transactions from the previous fiscal year. (See Reporting in Section 5D).

- F. Providing interlibrary loan services to nonresidents (i.e., Open Access customers) is a local library decision.
- G. Participant as borrower may charge a fee to their own library customers to borrow ILL items. The fee amount charged is a local library decision.
- H. The Interlibrary Loan Reimbursement program will not provide reimbursement:
  - For bulk loans of a collection of different titles, e.g. a large print collection
  - For lost or damaged materials
  - For postage to send or return ILL items
  - For eBooks and similar electronic downloadable items through Bridges Advantage + or similar resource sharing systems
  - To state agency libraries for loans made to other libraries
  - To AEA media centers for loans made to school libraries
  - To Regents university libraries for loans made to other Regent university libraries
  - To special libraries for loans made to other special libraries
  - For loans that are reimbursed under other contracts or agreements
  - For loans to a resident of a city with a library that owns the item
- J. Participant receives reimbursement for items loaned to Iowa libraries of the following types:
  - AEA media centers
  - College, community college, and university libraries
  - Public libraries
  - School libraries
  - State-run institution libraries
  - State agency libraries

#### **4. Responsibilities of the Participant as Borrowing Library:**

- A. Verify citation and identify libraries that own the requested material. Check and adhere to the policies of the lending library.
- B. Send the request using SILO ILL system, OCLC Resource Sharing, other electronic networks, mail, e-mail, or fax.
- C. Send requests, unless covered by other agreements, first to like-type, like-sized, and nearest libraries. Regent university libraries are libraries of last resort, and shall be accessed only when all other resources have been exhausted.

#### **5. Responsibilities of the Participant as Lending Library:**

- A. Honor ILL requests from all participating Iowa libraries.
- B. Do not charge Iowa borrowing libraries for interlibrary loan.
- C. Follow its own policy regarding charges to the borrowing library for faxes and for materials lost or damaged during the interlibrary loan process.



D. Report interlibrary loan activity in accordance with the following:

- Report eligible interlibrary loan transactions annually in accordance with directions and deadlines established by the State Library.
- Submit the Interlibrary Loan Reimbursement Report form and Transaction Log (if applicable) to the State Library by July 31, 2025. *No report is necessary if all interlibrary loans transactions were made through OCLC or SILO.* Provide additional information for reporting purposes as requested by the State Library.
- If a loan was not made through SILO or OCLC, provide verification, along with the report, that it was made in response to a specific request for the item from another library. Verification may be in the form of photocopies of requests or a log listing the transaction.
- Report a photocopy of an article as one transaction regardless of the number of pages photocopied.
- Report *each* copy of the same title loaned for book discussions as one transaction unless you are sending a set intended to check out as a single item. For example, ten copies loaned for book discussions would count as ten transactions.
- Items packaged together as a unit and checked out as a unit, are counted as one transaction. For example, ten copies of a book grouped together as a set and checked out as a single item would count as a one transaction.
- Libraries that are part of a shared automation system must provide documentation that interlibrary loans reported for reimbursement were checked out by a resident of a city other than their own.

**6. The State Library of Iowa shall:**

- A. Administer the Interlibrary Loan Reimbursement program on behalf of participating Iowa libraries and distribute reimbursement contingent upon receipt of funds.
- B. Post a copy of the Interlibrary Loan Reimbursement Report form and the Transaction Log on the State Library's website.
- C. Inform libraries about the availability of Interlibrary Loan Reimbursement funds and answer questions on the details of Interlibrary Loan Reimbursement. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants annually for each item loaned to eligible libraries. Reimbursement is based on transactions from the previous year. FY25 Reimbursement is based on the funds available and the total number of transactions in FY24.
- E. Monitor compliance with the Interlibrary Loan Reimbursement terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.

# Enrich Iowa Agreement - Public Library

FY25 (July 1, 2024 - June 30, 2025)



State Library of Iowa

The Enrich Iowa program includes Direct State Aid for public libraries, Open Access for public and academic libraries, and Interlibrary Loan Reimbursement. The library will participate according to the Terms of Agreement for each program.

## 1. General Provisions

- A. Libraries must return this completed Enrich Iowa Agreement indicating the programs the library will participate in. This form must be signed by the library director or other signatory authority. This completed form must be received by the State Library, Des Moines office, by **April 30, 2024**.
- B. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access or Direct State Aid funding.
- D. A library may choose to participate in Interlibrary Loan Reimbursement without participating in Direct State Aid or Open Access.

## 2. Assurances

- A. Our public library named below was established on or before July 1, 2022, in accord with the *Code of Iowa*.
- B. Our public library meets Tier 1 requirements or higher. This is required for Open Access and Direct State Aid funding.
- C. Our public library has submitted, to the State Library, a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY25 program reporting requirements.
- E. Our library will use all Enrich Iowa funds to improve library services.
- F. Our library's Enrich Iowa funds will supplement, not supplant, any other funding received by the library. Our library will inform the city and/or county of this requirement and we will report noncompliance to the State Library. We understand that if the funding is used to replace local funds, the funds received must be returned and our library will not be eligible for Enrich Iowa funding the following year.
- G. Our library will provide information for auditing purposes, if requested by the State Library.

**IN ORDER TO PARTICIPATE IN THE ENRICH IOWA PROGRAM,  
YOU MUST CHECK AT LEAST ONE OF THE PROGRAMS LISTED BELOW**

- Direct State Aid** - Direct State Aid is state funding to public libraries intended to improve library services and to reduce inequities among communities in the delivery of library services. Based on Accreditation Tier Level.
- Open Access** - Open Access pays public and academic libraries to serve eligible Iowa residents from outside their local jurisdiction. The purpose of the Open Access program is to offer Iowa residents access to public and academic libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop, or visit.
- Interlibrary Loan Reimbursement** - Interlibrary Loan Reimbursement provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among libraries of all types.

Library Name Sheila Schofer City Ames

Title: Director

Print name: Sheila Schofer

Signature: 

Date: 04/01/2024

Signed: 

Michael Scott, State Librarian  
State Library of Iowa

Date: April 1, 2024

**DUE AT THE STATE LIBRARY, DES MOINES OFFICE BY APRIL 30, 2024**

## **FY25 Enrich Iowa Agreement**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 18, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Director to execute the Enrich Iowa Agreement, including Direct State Aid, Open Access and Interlibrary Loan Reimbursement, for July 1, 2024 through June 30, 2025.

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Richard Johnson Reynolds, President

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Matt Crain, Secretary

**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, 2024.

On April 18, 2024, bids were received as follows:

	Hourly Rates				
	Year 1 2024/2025	Year 2 2025/2026	Year 3 2026/2027	Year 4 2027/2028	Year 5 2028/2029
	<b>Bidder</b>	5472 Hrs.	5472 Hrs.	5472 Hrs.	5492 Hrs.

(Bidding closes at 2pm on April 18, 2024 - this document will be updated at that time)

**Action:** Administration recommends awarding the contract for FY2024/25 Custodial Services for the Ames Public Library to \_\_\_\_\_ in the amount of \$ , \_\_\_\_\_.

**INVITATION TO BID No. 2024-149**  
**AMES PUBLIC LIBRARY CUSTODIAL SERVICES CONTRACT**  
**SCOPE OF WORK**

**1. GENERAL**

1.1 Contractor shall provide all labor and other components necessary to provide custodial services at the Ames Public Library in accordance with the Library’s requirements and established protocols. Miscellaneous tasks not specifically listed herein but necessary to complete the work in accordance with these requirements shall be included and not considered an extra. If the work is not up to the satisfaction of the Facility Manager, then the Contract Supervisor will be asked to address the quality of the work.

**1.2 Daily Cleaning Plan:**

**1.2.1 MORNING DAILY CLEANING PLAN**

<b>Day</b>	<b>Time</b>	<b>Hours</b>	<b>No. of Workers</b>
Monday – Saturday	5:00 AM – 9:00 AM	4	2
Sunday	9:00 AM – 1:00 PM	4	2

The workers arrive at 5:00 AM or (9:00 AM on Sunday) and will complete the following Daily Cleaning Plan. One employee will do the task list described as **1<sup>st</sup> Floor Daily Cleaning Plan**. The second employee will do the task list described as **2<sup>nd</sup> Floor Daily Cleaning Plan**. By 9:00 AM, the 2<sup>nd</sup> Floor worker will have set up meeting rooms to the default meeting room set-up or to a program set-up as directed by the Library Staff. The morning custodial team will work together to make sure that all surfaces are clean and presentable for Library opening. The custodians will be allowed a 15-minute break during work time.

**1<sup>ST</sup> FLOOR DAILY CLEANING PLAN**

**Grand Stair/Lobby/Vestibule**

- Sweep stairs
- Clean clear rail, disinfect
- Clean elevator, vacuum, disinfect
- Empty trash
- Wipe down, café tables, gates ( self checks and computers handled by Library staff)
- Clean glass on entry doors, disinfect handles

- Roll up mats
- Dust mop
- Clean floor with auto scrubber

**Literary Grounds**

- Move chairs and tables
- Dust mop and Autoscrub floor and replace chairs and tables
- Wipe down tables and fronts of vending
- Empty trash
- Dust as needed
- Clean coffee counter and roll out unit for floor cleaning
- Vacuum rug

**Auditorium**

- Clean and restock kitchenettes as needed
- Empty trash
- Vacuum
- Arrange tables and chairs to posted seating guide as directed

**Public Bathrooms/ 1<sup>st</sup> Floor**

- Empty trash, sani boxes and diaper genies (diapers to dumpster immediately)
- Sweep floor
- Clean toilets, partitions, baby station, urinals
- Clean mirrors, sinks, and hand dryers
- Restock paper, check soap
- Disinfect all door and faucet handles
- Mop
- Sanitize water fountain

**Public Family Bathrooms**

- Empty trash and diaper genie (diapers go out to dumpster immediately)
- Sweep floor
- Clean toilets, partitions, baby station, urinals
- Clean mirrors, sinks, and hand dryers
- Restock paper, check soap
- Disinfect all door and faucet handles
- Mop
- Sanitize water fountain

**Quiet Room**

- Empty trash and diaper genie (diapers go out to dumpster immediately)
- Sweep floor
- Clean adult changing baby station
- Clean mirrors, sinks, and hand dryers
- Restock paper, check soap
- Disinfect all door and faucet handles
- Mop

**Teen Room**

- Empty trash
- Wipe down tables, counters
- Clean glass on doors, disinfect handles
- Vacuum floor, mop stage area

**Youth Study Rooms**

- Wipe down tables
- Clean glass on doors, disinfect handles
- Vacuum floor

**Storytime Room/ Youth Area**

- Wipe down tables
- Mop stage areas
- Empty trash
- Vacuum floor and autoscrub storytime floor and makerspace rubber floor

**Staff Corridors**

- Dust mop
- Autoscrub

**Staff Lounge**

- Wipe down counters and tables
- Empty trash
- Vacuum floor

**Staff bathroom/ shower and 1st aid station**

- Empty trash
- Restock paper products
- Clean toilets, partitions
- Clean mirrors and sinks
- Disinfect handles

- Spray “leave on” tile cleaner in shower

#### **Staff stairwells (2)**

- Sweep 2x’s/week
- Mop as needed

#### **Bookmobile**

- Wipe down surfaces
- Disinfect all rails and handles
- Sweep stairwells
- Vacuum carpet

### **2<sup>ND</sup> FLOOR DAILY CLEANING PLAN**

#### **Public Bathrooms**

- Empty trash, sani boxes and diaper genie (diapers to dumpster immediately)
- Sweep floor
- Clean toilets, partitions, baby stations, urinals
- Clean mirrors and sinks, hand dryers, disinfect handles
- Restock paper, check soap
- Disinfect all door and faucet handles
- Mop
- Sanitize water fountain

#### **Adult Services Library**

- Empty trash
- Clean study rooms
- Wipe down tables and computers
- Vacuum carpet
- Mop brown floor

#### **Bathrooms in Gallery**

- Empty trash, sani boxes and diaper genie (diapers to dumpster immediately)
- Sweep floor
- Clean toilets, urinals, partitions, baby stations
- Clean mirrors, sinks, and hand dryers, disinfect door handles
- Restock paper, check soap
- Disinfect all door and faucet handles
- Mop



**Gallery**

- Dust mop daily
- Dust as needed
- Autoscrub as needed

**Danfoss, Rotary, PEO, and Dale Ross Board Room**

- Empty trash
- Wipe down tables as needed
- Vacuum floors

**Kitchenette**

- Clean sink and counter
- Empty trash
- Sweep and mop floor

**Rear Corridor and Bridge**

- Sweep and mop as needed

**North Stairs**

- Sweep and mop as needed

**1.2.2 AFTERNOON DAILY CLEANING PLAN:**

Day	Time	Hours	No. of Workers
Monday – Thursday	2:00 PM – 8:00 PM	6	1
Friday – Saturday	11:00 AM – 5:00 PM	6	1
Sunday	1:00 PM – 5:00 PM	4	1

Upon arrival the custodian will spot clean each of the 8 public bathrooms beginning with the Family bathrooms in the Youth Department. The diaper pail will be emptied, and contents removed to the dumpster. The wet floor signs will be used during afternoon cleaning and will be put away when the floor is dry. After the public restrooms the custodian will check all 5 staff bathrooms. There should at least be two more checks on the bathrooms during the six hours of work. On Sunday the custodian should start with other tasks and wait until 2pm to start bathroom clean since the shift begins right after Daily Clean Plan.

- **Collect Trash** – Make sure that all trash cans are empty both inside and outside. Pick up all litter on grounds while outside. Check all meeting rooms and programming schedule.

- **Literary Grounds** – Wipe down the tables and coffee center.
- **Programming needs** – Check program calendar notes and assist with programming needs. Clean and restock kitchenettes with clean rags and supplies.
- **Do Laundry**- The cleaning rags and mops will be washed in washer and dried. Mops hang dry. Dry laundry will be folded and put away.
- **Vacuum** employee entrances and clean up breakroom.
- If employee wishes to take a supper break, they will not count this as Library contracted hours. The Library will however allow a 15-minute break during the afternoon shift.
- The custodian is expected to keep busy during the six-hour shift except during a break.

1.3 If the workers finish the Clean Plan before the assigned time, then the remaining time will be used to work on any dusting and glass cleaning as the time allows. The worker may be reassigned by the Facility Manager or Person in Charge (PIC), to clean a specific area at any point in their schedule. After cleaning up the area requested the workers will then return to finishing the Clean Plan. It is assumed that the assigned list will take the entire shift to complete. If the list is not completed during the shift the worker will leave a message for the Facility Manager or Person in Charge. If the list is complete, additional tasks will be added.

1.4 Additional assignments may include but are not limited to: cleaning table and chair legs, gum removal, cleaning of trash cans, carpet and furniture cleaning, buffing, dusting blinds, polishing stainless steel, dusting shelves and light fixtures, and cleaning vents.

**1.5 Results Expected:**

1.5.1 **Total Contracted Hours per week is approximately 96 hours, less holidays.**

Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Weekly
Hours	14	14	14	14	14	14	12	96

1.5.2 Ames Public Library shall be internally cleaned and maintained according to established protocols to always provide a clean appearance for visitors and employees.

1.5.3 Contractor’s employees shall be pro-active to always keep the facility in a clean condition and report to the Library any areas that need attention or repair.

1.6 The contract period will begin July 1, 2024, and continue through June 30, 2025. Cleaning hours may be added at the hourly rate during the contract period if the contractor is interested in

working on special projects while the Library is closed. 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 approval.

1.7 The Ames Public Library will provide the equipment and supplies necessary to perform the custodial work.

## **2. CONTRACTOR'S EMPLOYEE QUALIFICATIONS**

2.1 The Contractor shall employ only personnel skilled or capable of becoming skilled in custodial work.

2.2 The Ames Public Library reserves the right to require that any employee of the Contractor working under this contract and not meeting the required standards of qualifications or performance be replaced.

## **3. BACKGROUND CHECKS**

3.1 Contractor shall ensure that no Contractor employee or Subcontractor employee is assigned to perform work at the Ames Public Library if such employee has been convicted of or pled guilty (including deferred judgment) to any felony involving violence, theft or sex crimes or any misdemeanor crime involving violence or sex crimes. If Contractor believes the timing or circumstances of an employee's conviction or the employee's rehabilitation efforts warrant a waiver of this requirement, Contractor may submit to the Ames Public Library Director a written request for such a waiver. The Ames Public Library Director shall determine whether to grant such request in its sole discretion.

3.2 Contractor shall develop procedures to comply with this requirement, which at a minimum shall include the following:

3.2.1 Each employee Contractor assigns to perform work at the Ames Public Library shall be subject to a criminal background check. This will apply to all subcontractors as well.

3.2.2 The criminal background check shall be performed by a law enforcement agency or a person, company, or agency that regularly engages in the practice of researching and assembling criminal history information on specific persons for the purpose of furnishing criminal history reports to third parties and is accredited by the National Association of Professional Background Screeners (NAPBS).

- 3.2.3 The criminal background check shall cover a minimum of seven years prior to the date of assignment of the employee to the Ames Public Library.
- 3.2.4 The criminal background check must have been conducted prior to the date the Contractor assigns the employee to the Ames Public Library.
- 3.2.5 The criminal background check shall include records for any jurisdiction in which the employee has lived and/or worked during the preceding seven-year period.
- 3.2.6 Contractor shall re-screen all employees assigned to perform work at the Ames Public Library every two years, provided that the term of this Contract is for two years or more or the Contract is renewed such that it is in effect for two years or more.
- 3.2.7 Contractor shall obtain any required consent from the employee and shall comply with the Fair Credit Reporting Act as applicable.
- 3.2.8 If Contractor has or obtains other criminal background information, including police reports and arrest information, which potentially disqualifies an employee otherwise deemed eligible by Contractor to provide services under this contract, Contractor shall promptly notify the Ames Public Library.

3.3 Contractor shall retain written documentation as proof of compliance with these requirements. An affidavit of compliance will be provided to the Ames Public Library prior to the award of the contract. Upon reasonable notice, the Ames Public Library may review such documentation for the purpose of auditing contract compliance.

3.4 Background checks shall be considered part of Contractor's overhead or incorporated into the labor rates.

3.5 Failure of Contractor to enforce this requirement may be cause for cancellation of contract.

#### **4. CONTRACTOR'S SERVICE SUPERVISOR**

4.1 The Contractor shall provide a Service Supervisor who shall be responsible for the competent performance of the work.

4.2 The Service Supervisor shall:

- 4.2.1 Have full authority to act for the Contractor at all times during the performance of the work in order to comply with all requirements of this contract.

- 4.2.2 Have a minimum of three (3) years similar work experience, including at least two (2) years prior supervisory experience in a similar contract.
- 4.2.3 Be knowledgeable as to cleaning equipment, tools, chemicals, and techniques.
- 4.2.4 Be available to the Facility Manager to discuss immediate problems.
- 4.2.5 Respond within four hours after notification.
- 4.2.6 Be able to read, write, speak, and understand English.
- 4.2.7 Perform walk-through upon request with the Facility Manager up to 12 times per year to confirm performance and effectiveness of service.
- 4.2.8 Be responsible for training of Contractor's personnel and shall direct, schedule and coordinate all custodial services and functions to accomplish the work specified in scope of work.

4.3 Services found to be incomplete, defective, or not accomplished as expected shall be corrected by the Contractor the day of or no later than the day after discovery.

## 5. SECURITY

5.1 **Personnel Security:** The Contractor and employees must comply with security protocols always imposed by the Ames Public Library while on the property.

5.2 **Building Security:** The Contractor shall be responsible for securing and locking all doors they unlock. All exterior doors shall be locked after entry at 5:00 AM Monday through Saturday and after 11:00 AM on Sunday. No one shall be permitted in the facility that is not authorized by the Library to be there.

5.3 **Security Cameras:** The Library uses security cameras throughout the building and may utilize them to monitor the actions of the Contractor's employees.

### 5.4 Key Control:

5.4.1 The Contractor shall establish and implement an adequate method of ensuring that all keys issued to the Contractor by the Ames Public Library are not lost or misplaced and are not used by unauthorized persons.

5.4.2 No keys issued to the Contractor by the Ames Public Library shall be duplicated.

5.4.3 Keys will be furnished by the Ames Public Library; the Library reserves the right to limit the number of keys and/or cards issued.

5.4.4 **Lost Keys:**

5.4.4.1 The sum of \$100.00 will be charged to the Contractor for each key lost by the Contractor.

5.4.4.2 The Contractor shall report the occurrence of a lost key immediately to the Ames Public Library.

5.4.4.3 All keys lost will be replaced by the Library, not the Contractor.

5.5 The Contractor shall return all keys at the end of the contract.

5.6 It is the responsibility of the Contractor to prohibit the use of keys issued by the Ames Public Library by any person other than the Contractor's employees.

5.7 It is the responsibility of the Contractor to prohibit the opening of locked areas by the Contractor's employees to permit entrance of persons other than Contractor's employees engaged in the performance of assigned work in those areas.

5.8 **Re-Keying of Facility:** If, in the opinion of the Library Director, re-keying of an area is necessary because of security breaches caused by the Contractor, the contractor will pay for the re-keying process.

## 6. SAFETY

6.1 The Contractor shall be responsible for instructing their employees in safety measures considered appropriate for a public building.

6.2 The Contractor shall not store or "temporarily park" mops, brooms, or cleaning equipment in traffic lanes or other locations in such a manner as to create safety hazards.

6.3 The Contractor shall use appropriate warning signs for slippery floor areas caused by cleaning.

## 7. CONTRACTOR'S EMPLOYEES

7.1 The Contractor shall ensure that all employees are knowledgeable of the current chemicals, tools, equipment, and techniques necessary to competently perform the work.

7.2 The Contractor's employees shall maintain a neat, well-groomed appearance wearing appropriate clean clothing.

7.2.1 Clothing shall comply with the Ames Public Library's dress code guidelines.

7.2.2 Clothing shall not have offensive graphics or wording displayed.

7.3 The Contractor and his or her employees shall not bring persons other than employees into the building during the scheduled cleaning hours.

7.4 The Contractor's employees will be entitled to a 15-minute break in every 4-hour period worked. They will be allowed to use the Library's staff break room.

7.5 Contracted employees will not be allowed to use personal cell phones during contracted hours. Exceptions must be cleared with Facilities Manager.

## **8. EMPLOYEES' IDENTIFICATION**

8.1 The Contractor, before initiating the performance of work, shall provide the Facility Manager with the names of all employees who shall perform work under this contract. The Contractor shall notify the Facility Manager within 24 hours of all employee changes.

8.2 Badges shall be worn by the Contractor's employees on the outermost garment in a conspicuous location. Badges will include the Contractor's business name and the name of the employee.

8.3 Contractors will be responsible for acquiring an appropriate number of badges to meet their needs.

## **9. LOST AND FOUND PROPERTY**

It is the responsibility of the Contractor to ensure that all articles of personal property and/or of monetary value found by the Contractor's employees shall be turned in to the Facility Manager or Person In Charge.

## **10. INSPECTIONS AND INCOMPLETE WORK**

1.1 The Facility Manager will perform periodic inspections of the facility and will communicate issues to the Contractor.

2.1 The Facility Manager has the authority to point out to the Contractor incomplete or defective work and necessary corrective measures but does not have authority to alter the terms or conditions of the contract without a written change order from the Ames Public Library.

## **11. QUALITY CONTROL/QUALITY ASSURANCE**

11.1 **Quality Control:** The Contractor shall establish a Quality Control Program, acceptable to the Facility Manager. The program shall insure that the requirements of the contract are met as specified.

11.2 **Quality Assurance:** The Ames Public Library will monitor the Contractor's performance under this contract using the following procedures:

11.2.1 The Facility Manager may inspect daily for compliance with the contract terms.

11.2.2 The Facility Manager shall have the authority to stop the performance of the work for the purpose of preventing damage to City of Ames property or eliminating hazardous operations or conditions.

11.2.3 Stoppage of work shall not constitute a basis for claim against the City of Ames.

## **12. UNFORESEEN FACILITY CLOSURES**

12.1 When an unforeseen facility closure occurs on a regularly scheduled day for routine work, as specified in the Scope of Work, the Ames Public Library shall have the following options:

12.2 Require the Contractor to perform the work on the following normal workday.

12.3 To reschedule the work on any day satisfactory to both parties.

12.4 The Facility Manager will attempt to notify the Contractor of a facility closure within four hours after such a decision is made.

## **13. CITY OF AMES HOLIDAYS AND SCHEDULED CLOSURES**

Work shall not be required on the following holidays.

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day
- President's Day (Observed)
- Easter
- Memorial Day (Observed)
- Independence Day



#### **14. DAMAGE TO LIBRARY PROPERTY**

- 14.1 Caution shall be exercised when spot cleaning, washing/scrubbing, etc., so as not to cause damage or discoloration of wall coverings, carpets, and other finishes.
- 14.2 Building finishes damaged due to the Contractor's operations shall be reported to the Facility Manager immediately. The Library will repair the damaged area to a condition not less than that existing immediately prior to the damage.
- 14.3 Repairs shall be arranged by the Library and paid for by the Contractor.

**END OF SECTION**

## **FY25 Custodial Contract**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 18, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, recommends that the City Council award the FY25 contract for library custodial services to in the amount of \$ .

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Richard Johnson, President

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Matt Crain, Secretary

**Background:** In January 2014, after evaluating competitive proposals, the Library purchased the Polaris Integrated Library System (ILS). The system's modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider.

The total cost for fiscal year 2024/25 (FY25) will be \$43,836.79; \$11,576.25 for Vega, \$303.88 for Carousel, \$1944.86 for eContent, and \$30,011.80 for III maintenance contract.

The cost in 2022/23 (FY24) was cost \$43,189.63 and 2022/23 (FY23) was \$47,023.94 (Vega added). Services include licenses, software maintenance, and technical support for the hardware and operating systems. Itemized costs are shown on the following pages and the prices correspond to the quotes provided when the contract was executed in 2014.

The Library is pleased with the performance and functionality of Polaris and the responsiveness of III representatives. Funding for renewal of the agreement is included in the approved FY25 budget.

**Requested Action:** Staff requests that the Library Board approve renewal of the Annual Maintenance Agreement and renewals for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2024/25 for a total cost of \$43,836.79.



Part of **Clarivate**

# Renewal Quote

Innovative Interfaces Incorporated  
 789 E. Eisenhower Parkway  
 Ann Arbor MI 48108  
 United States

**Quote #** SO-INC37255  
**Terms** Net 30  
**PO #**  
**Renewal Start Date** 7/1/2024  
**Renewal End Date** 6/30/2025  
**Site Code** AMES1846

**Bill To**  
 Ames Public Library  
 515 Douglas Avenue  
 Ames IA 50010  
 United States

**Ship To**  
 Ames Public Library  
 515 Douglas Avenue  
 Ames IA 50010  
 United States

**Currency**  
 US Dollar

Item	Item Categ...	Qty	Description	Options	Rate	Amount
Polaris Core Bundle Maintenance - Public	Maintenance	1	Polaris Core Bundle Maintenance for public libraries		5,712.1122	5,712.11
Staff User Licenses Maintenance	Maintenance	60	Polaris Staff User Licenses Maintenance		329.53476672	19,772.09
Polaris Additional Self Check Station Maintenance	Maintenance	6	Polaris Self Check Station Maintenance		121.95886668	731.75
Polaris API (PAPI) Maintenance	Maintenance	1	Polaris API Maintenance		2,033.79680...	2,033.80
Polaris Outreach Services	Maintenance	1	Polaris Outreach Services Maintenance		677.52369996	677.52
RFID Integration Maintenance	Maintenance	1	Polaris RFID Integration Maintenance		1,084.5282	1,084.53
			1 July 2024 - 30 June 2025			

**Total** US\$30,011.80

THIS INFORMATION IS CONFIDENTIAL BETWEEN THE PARTY IDENTIFIED AS 'BILL TO' ABOVE AND INNOVATIVE INTERFACES  
 Notes:  
 1. The prices quoted may be subject to change where new software has been purchased or changes have been made to existing software.  
 2. Taxes are not included in the quoted price but, if applicable, may be charged by Innovative at the point of invoicing.



Part of **Clarivate**

# Renewal Quote

Innovative Interfaces Incorporated  
789 E. Eisenhower Parkway  
Ann Arbor MI 48108  
United States

**Quote #** SO-INC37284  
**Terms** Net 30  
**PO #**  
**Renewal Start Date** 7/1/2024  
**Renewal End Date** 6/30/2025  
**Site Code** AMES1846

**Bill To**  
Ames Public Library  
515 Douglas Avenue  
Ames IA 50010  
United States

**Ship To**  
Ames Public Library  
515 Douglas Avenue  
Ames IA 50010  
United States

**Currency**  
US Dollar

Item	Item Categ...	Qty	Description	Options	Rate	Amount
Polaris Database Synch Service	License - Ter...	1	Polaris Database Synch Service		269.67999996	269.68
eContent Integration Subscription	License - Ter...	1	eContent Integration Subscriptopn  1 July 2024 - 30 June 2025	Overdrive: Yes RB Digital: No Axis 360: No	1,675.18327...	1,675.18

**Total** US\$1,944.86

THIS INFORMATION IS CONFIDENTIAL BETWEEN THE PARTY IDENTIFIED AS 'BILL TO' ABOVE AND INNOVATIVE INTERFACES  
Notes:  
1. The prices quoted may be subject to change where new software has been purchased or changes have been made to existing software.  
2. Taxes are not included in the quoted price but, if applicable, may be charged by Innovative at the point of invoicing.



Part of **Clarivate**

# Renewal Quote

Innovative Interfaces Incorporated  
789 E. Eisenhower Parkway  
Ann Arbor MI 48108  
United States

**Quote #** SO-INC37738  
**Terms** Net 30  
**PO #**  
**Renewal Start Date** 8/1/2024  
**Renewal End Date** 7/31/2025  
**Site Code** AMES1846

**Bill To**  
Ames Public Library  
515 Douglas Avenue  
Ames IA 50010  
United States

**Ship To**  
Ames Public Library  
515 Douglas Avenue  
Ames IA 50010  
United States

**Currency**  
US Dollar

Item	Item Categ...	Qty	Description	Options	Rate	Amount
Content Carousel Maintenance	Maintenance	1	Content Carousel Maintenance  1 August 2024 - 31 July 2025		303.88089996	303.88

**Total** US\$303.88

THIS INFORMATION IS CONFIDENTIAL BETWEEN THE PARTY IDENTIFIED AS 'BILL TO' ABOVE AND INNOVATIVE INTERFACES  
Notes:  
1. The prices quoted may be subject to change where new software has been purchased or changes have been made to existing software.  
2. Taxes are not included in the quoted price but, if applicable, may be charged by Innovative at the point of invoicing.



Part of **Clarivate**

# Renewal Quote

Innovative Interfaces Incorporated  
789 E. Eisenhower Parkway  
Ann Arbor MI 48108  
United States

**Quote #** SO-INC37797  
**Terms** Net 30  
**PO #**  
**Renewal Start Date** 12/1/2024  
**Renewal End Date** 11/30/2025  
**Site Code** AMES1846

**Bill To**  
Ames Public Library  
515 Douglas Avenue  
Ames IA 50010  
United States

**Ship To**  
Ames Public Library  
515 Douglas Avenue  
Ames IA 50010  
United States

**Currency**  
US Dollar

Item	Item Categ...	Qty	Description	Options	Rate	Amount
Vega Discovery	SaaS	1	Vega Discovery		11,576.25	11,576.25
Vega High Circulation Fee	SaaS	1	Vega High Circulation Fee		0.00	0.00
Vega Connect LX Starter	SaaS	1	Vega Connect LX Starter  1 December 2024 - 30 November 2025		0.00	0.00

**Total** US\$11,576.25

THIS INFORMATION IS CONFIDENTIAL BETWEEN THE PARTY IDENTIFIED AS 'BILL TO' ABOVE AND INNOVATIVE INTERFACES  
Notes:  
1. The prices quoted may be subject to change where new software has been purchased or changes have been made to existing software.  
2. Taxes are not included in the quoted price but, if applicable, may be charged by Innovative at the point of invoicing.

**FY25 Annual Maintenance Agreement Renewal with Innovative Interfaces, Inc.**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 18, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of the Annual Maintenance Agreement, Carousel, eContent, and Vega subscription for the Polaris Integrated Library System with Innovative Interfaces, Inc. for fiscal year 2024/25 at a total cost of \$43,189.63.

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Richard Johnson, President

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Matt Crain, Secretary