

**Ames Public Library Board of Trustees  
Agenda – April 16, 2020**

**\*DUE TO THE COVID-19 PANDEMIC, THE AMES PUBLIC LIBRARY IS CLOSED TO THE PUBLIC THROUGH MAY 15, 2020. THEREFORE, THIS WILL BE AN ELECTRONIC MEETING. IF YOU WISH TO PROVIDE INPUT ON ANY ITEM, PLEASE CALL 515-239-5630 OR EMAIL [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)**

**ACCESS TO THE PUBLIC REQUIRED BY STATE LAW:**

Since the outbreak of COVID-19, the Governor recently released the following order,

**Electronic Meetings and Hearings**

“Pursuant to Iowa Code § 29C.6(6), and at the request of the Iowa League of Cities on behalf of numerous local governmental bodies, I temporarily suspend the regulatory provisions of Iowa Code §§ 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, to the extent that the statutes could be interpreted to prevent a governmental body from holding the meeting by electronic means, provided that the governmental body properly notices the meeting or hearing and includes a telephone conference number or website address that permits the public to participate in the meeting or hearing. I also temporarily suspend those statutes to the extent they could be interpreted to prevent a governmental body from limiting the number of people present at an in-person location of the meeting, provided that the governmental body provides a means for the public to participate by telephone or electronically as provided in this section.”

This meeting will be held on Zoom via this link: <https://zoom.us/j/99636007538>

Please announce yourself at the start of the meeting to be reflected in the minutes. If joining during the meeting, please use the chat feature to announce your presence without disrupting the meeting. Anyone wishing to comment during the Public Forum can do so by raising your hand in the chat feature and will be called on to speak following our Public Participation Policy. Please use the “mute” feature to minimize background noise when not speaking. Thank you for your cooperation during these unprecedented times.

**Call to Order** 7:00 p.m.

**Oath of Office**

**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 March 26, 2020
- 3) Motion approving payment of claims 3/1/20 – 3/31/20

**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) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Barchman/Myers

**New Business**

- 7) FY21 Ames Public Library Friends Foundation Ask (Action Item)
- 8) FY21 Custodial Contract Renewal (Action Item)
- 9) Committee Assignments (Discussion)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, May 21, 2020**

**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  
Oath of Office**

STATE OF IOWA }  
COUNTY OF STORY } ss.  
CITY OF AMES }

I, the undersigned, \_\_\_\_\_, duly appointed member of the Ames Public Library Board of Trustees of the City of Ames, Iowa, do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the office of library trustee in Ames, as now or hereafter required by law.

\_\_\_\_\_  
Name

Subscribed and sworn before me by \_\_\_\_\_, Ames Public Library Board Trustee, on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Name, Library Board President

(SEAL)

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 16, 2020**

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

- 1) From the Story County Genealogical Society for books..... \$172.39
- 2) In memory of Jaxson for books, from:
  - Susan and David Benson ..... \$125.00
  - Marny Creveling-Buck and Peter Buck..... \$25.00

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Roger Kluesner, President

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Sandra Looft, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
March 26, 2020**

The Ames Public Library (APL) Board of Trustees met in an electronic session on Thursday, March 26, 2020, via Zoom, with Barchman, Butler, Glatz, Looft, Marshall, Myers, and Raman in attendance. Kluesner was excused. Brieser resigned. Assistant City Manager Schildroth, Director Schofer, and incoming Board Member Thorbs-Weber were also in attendance.

**Call to Order:** Vice-President Barchman called the meeting to order at 7:00 p.m. and took attendance via roll call. She thanked everyone for attending via Zoom, and welcomed Thorbs-Weber as an incoming Board member.

**Consent Agenda:**

**Moved by Glatz, seconded by Butler, to approve the consent agenda items as follows:**

1. Resolution approving donation:
  - A. From Kathryn Miller ..... \$500.00
  - B. From Parks Library for library programming ..... \$500.00
  - C. In memory of Carol Greiner from:
    - Ginger Alexander..... \$25.00
    - Marianne Berhow ..... \$10.00
    - Marjorie Bourne ..... \$25.00
    - Tom and Jill Catus..... \$50.00
    - John and Lia Greiner (and others)..... \$460.00
    - Michael and Suzanne Rickels ..... \$20.00
    - Betty Snider ..... \$5.00
2. Motion approving minutes of the regular meeting January 16, 2020
3. Motion approving payment of claims 1/1/20 – 1/31/20

**Vote on Motion: 7-0. Approved unanimously. Resolution No. 2020-L006 adopted.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager Schildroth gave a brief report to the Board.

- The City Human Resource Department worked fast and furious to get a COVID-19 Leave Policy drafted and prepared for approval by City Council by Tuesday. Aligns with Families First Response Act, passed by the President. The Council approved up to 80 hours of paid leave for COVID-19 Leave.
  - Employees may use the leave to:

- Care for them, if they have the illness or are required to be quarantined by recommendation of a healthcare provider or a State, County, or Federal Health Entity.
  - Care for someone who is ill.
  - Care for a child due to school and daycare closures related to the virus.
    - The regular FMLA, Comp Time, Vacation Leave, and Sick Leave can also be used beyond the 80 hours.
- The Council also approved a Work at Home Policy. The Library is using this policy. People are able to work from if their position allows it.
- The City has opened an EOC (Emergency Operation Center). They meet every week to discuss and continue to plan for handling of the COVID-19 situation. This group also meets with community partners such as Iowa State University, Ames Community School District, Mary Greeley Medical Center, and the Story County Health Department.

Administrative Staff Report: Schofer gave a report to the Board.

- Schofer shared a review of the steps the library took in response to COVID-19:
  - We initially amped up cleaning efforts throughout the building.
  - We removed soft toys at the start of the virus, and then removed all toys from the youth area.
  - We cancelled large programs such as the Author Café and the volunteer luncheon, and then extended this to include all programs and meeting room usage.
  - We closed the library to the public on March 17, 2020.
- Schofer had a meeting with staff on the first day of closure to provide guidance and reassurance to staff, and to answer questions.
- Some staff are working in the building weekdays from 8:30 am – 5:00 p.m. About a third of the staff are working from home.
- Staff prioritized working on back of the house items such as extending due dates, implementing automatic renewals, waving late fees, and issuing library cards online so patrons can access all the online resources immediately.
- Staff connected with vendors to keep things as open as possible. Some vendors expanded the number of items allowed to be checked out or have added free content.
- Staff have worked on messaging which is a big component. We are providing access and information to citizen including a banner on the top of our website with COVID-19 information, and created a frequently asked questions section for customers.
- PageOne went out highlighting ways to still connect with the library.
- Messaging went out to educators giving them live links to our resources for them to share with students.
- Staff have been providing virtual content through story times on Facebook, book recommendations on YouTube Librarians, and continuing to answer web reference questions, some radio time, and other such items.

- Schofer will continue to monitor the number of staff working remotely. She is trying to accommodate staff needs while maintaining balance in the building. Staff working from home have to be able to have meaningful, relevant work to do, including some projects off of a project list the managers created. The staff working in the building needs to be compromised of a couple staff from the PIC (Person in Charge) Team that are trained to do the opening and closing procedures for the building. Managers are discussing training additional people if needed.
- The current plan is to reopen the library on May 16, 2020. Schofer will be coordinating with the City and Board.
- Marshall asked if circ stats were available for the increase in online access. Schofer will be working on those to send to the Board.
- Barchman asked how many PIC's were trained and if any more were being trained right now. Schofer said there are about a dozen with 4-5 possible staff that could be trained.
- Schofer and the managers have been working on a contingency plan and employee phone tree.
- Glatz asked about the number of library employees that are involuntarily not working or getting paid. Schofer reassured Glatz that almost all employees are still working either remotely or in person and still getting paid. There may be one or two part-time employees that have decided they did not want to work during this time, but everyone wanting to continue working is being accommodated.
- Raman stated that is great to have second in command list. He asked about other libraries doing a curbside pickup. Schofer stated that initially there were a few libraries doing so, but that she feels it defeats the spirit of social distancing, and those libraries were doing so with the initial shut-down, not as a long-term practice.
- Raman asked if the employees are spread out enough to avoid being the possibility of employee to employee spread. Schofer has given the employees the option to spread out throughout the library, they are still cleaning more frequently, employees are spread out in the lunchroom, and holding meetings in the auditorium instead of the smaller meeting rooms. She will encourage the staff to spread out more.
- Barchman asked if we will continue to do the online programming once the library reopens. Schofer stated that a lot of the online programming has been stuff we have wanted to develop anyway. The virus has just pushed us in to doing it quicker. We may not continue doing all of the things, but we will definitely continue some of the things.

APLFF Report: Schofer gave a report to the Board.

- The Author Café was just cancelled so they discussed that program.
- The spring fundraiser mailing is usually goes out mid-April. They discussed if this was the appropriate time to be sending out a mailing. They may postpone the mailing.
- The nominating committee is working on finding a couple more people.

**New Business:**

Recognition of Resigned Trustee.

Barchman thanked Briese for his service on the Board and all of his work on the Finance Committee. The Board wished Briese luck on his new journey; he will be missed.

**Trustee Comments:**

- Butler is glad Thorbs-Weber is joining the Board and welcomed her.
- Raman thanked Schofer and the staff for working through this historic time. He appreciates what everyone is doing to keep the organization sound through some bumpy waters.
- Looft thanked Schofer for her leadership, for putting staff and people first, and the communication with the Board. Looft also added a welcoming hi to Thorbs-Weber.
- Glatz thank you for all the communications and efforts that have gone out to the Board and to the public. He looks forward to meeting Thorbs-Weber in person one day.
- Myers shares the sentiments of the others. Thank you Schofer for the leadership and putting the employees first. She thinks it will only help for the employees to know their supervisors and Board want them to be safe and healthy. Also, welcome to Thorbs-Weber. She hopes to see everyone soon.
- Schofer did ask if she could share with the employees the Board's support for staff during this time. She did also share that the staff have been reaching out to our regular volunteers and that has been well received.
- Barchman thanked everyone for this new experience. She thinks it was really relevant that we just reviewed the policy including electronic meetings.

**Adjournment:**

**Moved by Glatz, seconded by Butler, to adjourn at 7:41 pm.**

**Vote on Motion: 7-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, April 16, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue or via Zoom.

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Melissa Johannes, Library Secretary

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Sandra Looft, Board Secretary

**Library Claims**  
**March 1, 2020 - March 31, 2020**

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 43,274.06
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 871.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 426.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 138.52
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,584.10
PAYROLL SUMMARY	MEDICARE FICA	\$ 627.45
PAYROLL SUMMARY	FICA	\$ 2,682.86
PAYROLL SUMMARY	IPERS	\$ 4,167.29
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 148.12
JANUARY MESSENGER CHGS	MESSENGER SERVICE	\$ 510.86
JUL-DEC MESSENGER CHGS	MESSENGER SERVICE	\$ 3,096.67
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 0.73
DEC 2019 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 2,042.93
DEC 2019 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 40.50
BANK OF AMERICA	TRAINING	\$ 345.63
BANK OF AMERICA	CONFERENCES	\$ 2,051.23
ROTARY CLUB OF AMES IOWA	DUES/MEMBERSHIPS	\$ 380.40
ONESOURCE	RECRUITING COSTS	\$ 35.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 5,681.80
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 255.80
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 189.12
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 408.06
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 1,458.32
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$ 469.53
REFLECTIONS GLASS & MIRRO	STRUCTURAL REPAIRS	\$ 3,316.90
BANK OF AMERICA	STRUCTURAL REPAIRS	\$ 19.30
XEROX CORPORATION	RENTALS/LEASES	\$ 1,278.32
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 6,342.00
LAWNPRO	NON-CITY SERVICE	\$ 3,842.50
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 144.08
CH ISSUES	OFFICE SUPPLIES	\$ 145.94
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 9.95
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 2,010.54
BANK OF AMERICA	OFFICE SUPPLIES	\$ 124.06
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 29.38
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 188.92
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 869.52
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 236.51

**Library Claims**  
**March 1, 2020 - March 31, 2020**

CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	808.60
QUILL CORP	CLEANING SUPPLIES	\$	19.49
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	543.70
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	9.62
BANK OF AMERICA	FOOD	\$	67.93
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	133.18
	<b>Total Administration</b>	<b>\$</b>	<b>101,496.62</b>
<b>Resource Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	24,385.22
PAYROLL SUMMARY	DENTAL INSURANCE	\$	256.24
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.38
PAYROLL SUMMARY	LIFE INSURANCE	\$	57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$	4,818.18
PAYROLL SUMMARY	MEDICARE FICA	\$	327.75
PAYROLL SUMMARY	FICA	\$	1,401.39
PAYROLL SUMMARY	IPERS	\$	2,301.96
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	29.26
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$	0.26
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$	381.47
BANK OF AMERICA	CONFERENCES	\$	325.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	602.83
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	16.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	88.24
OFFICE DEPOT INC	EQUIPMENT PARTS/SUPPLIES	\$	68.36
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	203.15
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	5,667.25
OVERDRIVE	ELECTRONIC COLLECTION	\$	2,823.57
KANOPY LLC	ELECTRONIC COLLECTION	\$	117.00
DES MOINES REGISTER	PERIODICALS	\$	141.75
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,350.45
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,105.57
AMAZON	YOUTH COLLECTION	\$	302.30
MIDWEST TAPE	YOUTH COLLECTION	\$	148.07
AMAZON	AUDIO-VISUAL COLLECTION	\$	269.68
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,624.98
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	7,499.65
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,475.26
AMAZON	ADULT PRINT COLLECTION	\$	1,276.40
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	670.24
GALE GROUP	ADULT PRINT COLLECTION	\$	210.05
	<b>Total Resource Services</b>	<b>\$</b>	<b>65,059.67</b>
<b>Youth Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	38,189.46
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,094.50

**Library Claims**  
**March 1, 2020 - March 31, 2020**

PAYROLL SUMMARY	DENTAL INSURANCE	\$	345.76
PAYROLL SUMMARY	IPERS DISABILITY	\$	194.03
PAYROLL SUMMARY	LIFE INSURANCE	\$	79.78
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,679.40
PAYROLL SUMMARY	MEDICARE FICA	\$	546.82
PAYROLL SUMMARY	FICA	\$	2,338.14
PAYROLL SUMMARY	IPERS	\$	3,708.43
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	64.68
JAN 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$	6.00
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$	1.55
BANK OF AMERICA	TRAINING	\$	59.00
BANK OF AMERICA	CONFERENCES	\$	4,155.19
JAN 2020 PRINTING CHRGS	RECRUITING COSTS	\$	10.50
DEMCO INC	OFFICE SUPPLIES	\$	32.57
BANK OF AMERICA	OFFICE SUPPLIES	\$	36.29
BANK OF AMERICA	FOOD	\$	224.87
	<b>Total Youth Services</b>	<b>\$</b>	<b>56,766.97</b>
<b>Adult Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	35,195.02
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	404.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	218.56
PAYROLL SUMMARY	IPERS DISABILITY	\$	110.11
PAYROLL SUMMARY	LIFE INSURANCE	\$	77.02
PAYROLL SUMMARY	HEALTH INSURANCE	\$	3,679.18
PAYROLL SUMMARY	MEDICARE FICA	\$	505.78
PAYROLL SUMMARY	FICA	\$	2,162.58
PAYROLL SUMMARY	IPERS	\$	3,360.55
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	49.20
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$	9.33
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$	12.83
POSTAGE CHARGES	POSTAGE/FREIGHT	\$	1.87
BANK OF AMERICA	FOOD	\$	32.94
LIBRARY-MARY LOGSDON USED	SPECIAL PROJECT SUPPLIES	\$	(94.14)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	150.55
	<b>Total Adult Services</b>	<b>\$</b>	<b>45,875.38</b>
<b>Customer Account Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	42,364.92
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	12,584.29
PAYROLL SUMMARY	DENTAL INSURANCE	\$	287.54
PAYROLL SUMMARY	IPERS DISABILITY	\$	209.10
PAYROLL SUMMARY	LIFE INSURANCE	\$	99.03
PAYROLL SUMMARY	HEALTH INSURANCE	\$	4,654.40
PAYROLL SUMMARY	MEDICARE FICA	\$	760.17
PAYROLL SUMMARY	FICA	\$	3,250.24

**Library Claims**  
**March 1, 2020 - March 31, 2020**

PAYROLL SUMMARY	IPERS	\$ 5,187.22
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 152.39
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 13.24
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 279.50
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,352.77
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 12.04
VACLAV, CONNIE	TRAVEL/MEETINGS	\$ 16.32
THORNTON, EMILY	TRAVEL/MEETINGS	\$ 4.08
DUFF, NICOLE	TRAVEL/MEETINGS	\$ 4.08
BANK OF AMERICA	CONFERENCES	\$ 1,234.88
JAN 2020 PRINTING CHRGS	RECRUITING COSTS	\$ 10.50
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 214.80
QUILL CORP	OFFICE SUPPLIES	\$ 69.87
	<b>Total Customer Account Services</b>	<b>\$ 72,761.38</b>
	<b>Grand Total:</b>	<b>\$ 341,960.02</b>
<b>Roger Kluesner, President</b>	<b>Sandra Looft, Secretary</b>	<b>Date</b>

APL Request for APLFF Funding		FY20 Amount	FY21 Ask	
<b>Programming</b>				\$ 41,500
	Youth/Teen Programming			
	<i>Summer Food</i>	\$ 6,500	\$ 6,500	
	<i>Programming and Supplies</i>	\$ 7,000	\$ 7,000	
	<i>Teen Programs and Supplies</i>	\$ 1,000	\$ 2,000	
	<i>Reading Incentives</i>	\$ 9,000	\$ 9,000	
	<i>Teen Advisory Group</i>	\$ 3,000	\$ 3,000	
	Adult Programming and Supplies			
	<i>Presenters &amp; Performers</i>	\$ 6,000	\$ 5,000	
	<i>Materials Support</i>	\$ 2,000	\$ 2,000	
	<i>Programming Supplies</i>	\$ 500	\$ 3,000	
	Book Clubs			
	<i>All Iowa Reads – Teen &amp; Youth</i>	\$ 2,000	\$ 2,000	
	<i>Adult Book Clubs</i>	\$ 2,000	\$ 2,000	
<b>Collections</b>		\$ 45,261		\$ 55,000
	Materials (to bridge fiscal years)	\$ 10,000	\$ 10,000	
	Large Print materials	\$ 10,261	\$ 10,000	
	Digital Support	\$ 20,000	\$ 25,000	
	Adventure Passes	\$ 2,000	\$ 2,000	
	ReadAbout Bag Project	\$ 2,000	\$ 2,000	
	Welcome Collection	\$ 1,000	\$ 2,000	
	Quick Picks		\$ 4,000	
<b>Author Visits</b>		\$ 10,000		\$ -
<b>ISU Lecture Support</b>		\$ 5,000		\$ -
<b>Marketing and Promotion</b>				\$ 23,000
	Page One Production	\$ 3,500	\$ 5,000	
	Promotional Items	\$ 1,000	\$ 3,000	
	Outdoor Digital Signage		\$ 15,000	
<b>Project Smyles</b>		\$ 31,000		\$ 31,000
<b>Community Engagement Position</b>		\$ 35,000		\$ 35,000
<b>Innovation Grants</b>		\$ 10,000		\$ 10,000
<b>Hotspots</b>				\$ 16,740
<b>Furniture replacement for wear, asthetic and safety</b>				\$ 100,000
<b>TOTALS:</b>		<b>\$ 180,761</b>		<b>\$ 312,240</b>

**Library Request to APLFF for FY21 Funding**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 16, 2020**

Be it resolved that the Board of Trustees, Ames Public Library, requests that Ames Public Library Friends Foundation provide funding in the amount of \$312,204 for fiscal year 2020/21 for the following purposes.

Programming.....	\$41,500.00
Collections.....	\$55,000.00
Marketing and Promotions .....	\$23,000.00
Project Smyles .....	\$31,000.00
Community Engagement Position .....	\$35,000.00
Innovations.....	\$10,000.00
Hotspots.....	\$16,740.00
Furniture replacement .....	\$100,000.00

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Roger Kluesner, President

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Sandra Looft, 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, 2020.

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

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

For the last fiscal year ABM has provided relatively low cost custodial services for the Ames Public Library and ABM’s representatives have worked closely with Library staff to ensure high quality results and to accommodate the timing of library activities and public events.

**Action:** Administration recommends awarding the contract for FY2020/21 Custodial Services for the Ames Public Library to ABM, Des Moines, IA in the amount of \$90,509.40.

**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.		
<b>Total Contracted Hours per Week is 104:</b>	<b>HOURLY RATE:</b>	\$ 16.65
<b>TOTAL AMOUNT (HOURLY RATE x 5498 HOURS):</b>		\$ 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) \_\_\_\_\_ -

\_\_\_\_\_

## **FY21 Custodial Contract**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 16, 2020**

Be it resolved that the Board of Trustees, Ames Public Library, recommends that the City Council award the FY21 contract for library custodial services to ABM in the amount of \$90,509.40.

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Roger Kluesner, President

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Sandra Looft, Secretary