

**Ames Public Library Board of Trustees
Agenda – May 21, 2020**

***DUE TO THE COVID-19 PANDEMIC, THE AMES PUBLIC LIBRARY IS CLOSED TO THE PUBLIC THROUGH JULY 1, 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**

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://us02web.zoom.us/j/86199373179?pwd=L0ZLUnZrUGg5VzZ0Q2RUM25UaXhsdz09>

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.

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 April 16, 2020
- 3) Motion approving payment of claims 4/1/20 – 4/30/20

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

Unfinished Business

- 7) Committee Assignments

New Business

- 8) FY21 Enrich Iowa Agreement with Iowa Library Services (Action Item)
- 9) FY21 Innovative Interfaces renewal (Action Item)

Trustee Comments

Adjournment

Next regular meeting: Thursday, June 18, 2020

Ames Public Library: We Connect You to the World of Ideas

Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

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

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 21, 2020**

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

- 1) In honor of Herb Harmison from Rebecca Hoepfner.....\$100.00
- 2) In honor of Herb Harmison from Jean A. Peterson\$100.00

Roger Kluesner, President

Sandra Looft, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 16, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 16, 2020, via Zoom, with Barchman, Butler, Glatz, Kluesner, Looft, Marshall, Myers, Raman, and Thorbs-Weber in attendance. Director Schofer and Assistant City Manager Schildroth were also in attendance.

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

Oath of Office: Thorbs-Weber introduced herself to the Board. President Kluesner read the Oath of Office to Thorbs-Weber who gave her consent. Thorbs-Weber was welcomed to the Board.

Consent Agenda:

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

1. Resolution approving donation:
 - A. From the Story County Genealogical Society for books\$172.39
 - B. In memory of Jaxson for books, from:
 - Susan and David Benson\$125.00
 - Marny Creveling-Buck and Peter Buck\$25.00
2. Motion approving minutes of the regular meeting March 26, 2020
3. Motion approving payment of claims 3/1/20 – 3/31/20

With the amendments to the minutes to change the word “compromised” to “comprised” in the Director’s report. Glatz did ask about the conference charges on the claims list wondering if since travel is restricted if the library would be receiving refunds. These charges were for staff that attended the PLA conference the end of February and will not be refunded. It was noted that the upcoming ALA conference in Chicago has been cancelled. Vote on Motion: 9-0. Approved unanimously. Resolution No. 2020-L007 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth:

- City facilities continue to be closed to the public until May 15 at this time. They are monitoring the situation and listening to the guidance from the Governor’s office and proclamations. There was a region in Northeast Iowa today that has reached 10 points on the State Assessment System so that area has extra restrictions in place including no gatherings of 10 or more; it is almost a Shelter in Place scenario but not quite. Ames is in Region 1 along with Des Moines and about twenty other counties. We have been between 8-9 on this scale. We now

have an idea of the additional guidelines that we may have to follow if we do hit 10 points.

- The homeless population is a group that the library serves frequently by providing them a welcoming environment, the use of free WiFi, and other resources. During the closure it has been very difficult for this group of individuals. The Ames Police and ISU Police are seeing an uptick in calls. The Emergency Residence Project (ERP) closed on March 22. They couldn't implement social distancing in their space with the number of persons they serve. Issues such as twelve people sharing one restroom made it impossible. They are currently housing individuals at the Ames Motor Lodge. The City is trying to line up more funding so they can expand the number of beds available. ERP has been working with the Story County Health to come up with a plan so that any homeless individual that would start to have symptoms of COVID-19 could go to the Microtel Inn. The Microtel Inn has a floor that has been closed that they would open for the purpose of housing those effected individuals. Public Health would check in with those individuals to monitor their health issues, the hotel would provide a boxed breakfast, and ERP staff would check in with them on a daily basis to provide any other food needs or services. Schildroth noted that Perkins was also very generous allowing anyone that would buy a pop or coffee to sit in a booth and use their free WiFi, but they are also closed now.

Butler appreciates the information. She sees people come into Food at First for the pantry or meals and always wonders where they go when they leave. She is glad this is being addressed.

Looft wanted to know how individuals are being identified.

Schildroth said that the ERP staff are working from home not the shelter. Persons needing assistance can call the ERP number and leave a message. Staff check the messages regularly and returns calls. Other people are getting connected to services through the police department or the ISU police department. Most people who are homeless do have a phone or know someone who does in order to make and receive calls. Some individuals do have money to pay for the hotel themselves but receive other services through ERP. Also CyRide is fare free right now.

Looft asked if the City have internet hotspots available. Schildroth stated that the Furman Aquatic Center, outside the library, and the parking lot west of City Hall have been identified as places someone can pick up guest WiFi service. The library is working on boosting the signal to extend further outside of the building.

Raman asked if there is gym space that is not being used right now that would be available for people to sit and use WiFi. Schildroth said it is not possible right now with City Hall being closed to the public.

Schofer added that the Library did loan out all of the Hotspots that were available and extended the checkouts of those that were already out. She also stated the the ELT Team has been working on creating messaging to get information out to the public with posters that will be posted around the City.

- Schildroth continued her report informing the Board that the City ELT (Executive Leadership Team) is meeting every Monday to get updates on COVID-19 and the planning that is going on throughout the City, and communicating the planning that is going on with our partners around the community. One of the things they have discussed is FY20 budget. Revenues are down approximately \$8.9 million. They are looking at places to cut expenses in FY20 and FY21 including CIP projects and operational expenses that can be cut or delayed. They have not set a target decrease percentage to apply across all departments at this time.

Kluesner asked about what percentage of the overall budget the \$8.9 million is. Schildroth said it was about 3%.

Raman asked if the \$8.9 million was estimated through June 30. Schildroth confirmed it is.

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

- The library is working to ramp up its' virtual presence to show that we are still connected to the community. She is impressed with staff and feels that they have done an amazing job promoting our online resources and exploring new ways to connect via Facebook, our website, and other social media outlets.
- The Communications piece has been huge. There is a communication's team that is meeting regularly to map out what content they are going to push out. They are keeping the website updated regularly and getting out regular posts.
- A variety of staff have been doing a virtual story time and book recommendations that are recorded so you can go back and watch them. This gives a little connectivity to those people who came regularly and are used to interacting with certain staff. The content is good and they are promoting our online resources.
- The reading incentive team has a challenge primarily on Facebook called "Stay Inside and Thrive". This is encouraging people to read something, watch something, and do something.
- We have a radio hour on KHOI on Wednesdays at noon called Radio Reading. The first half-hour is a children's story time. The other half-hour is Cooney from Adult Services doing book recommendations and readers advisory. Schrag, one of our Youth Services staff members wrote the introduction song for the program, so that is a really nice touch.

- Other staff have been doing some collections shifting and rearranging within the library.
- City Connect is going away which has been like our intranet since the City is moving to Office 365. Since the library is not on Office 365 we will be transitioning to SharePoint.
- The City has updated the leave policies. Most people are aware of the availability but not taking the COVID-19 leave.
- The City did a call out for skills in the event that they need to pull staff to other departments. Schofer may be helping coordinate with grant tracking efforts.
- Logsdon retired. Her last day was April 10. Other Adult Services staff are attending the manager's meetings to keep that workgroup up to speed.
- The Little Libraries in town are normally restocked by Raising Readers of Story County. We are going to restock them next week with books that were leftover from the last book sale.
- We did pull stats for our eResources. The usage has gone up as expected.
- We have started discussing and planning for reopening. We will be taking guidance from the City and ALA.
- Thanks to funding from the Ames Public Library Friends Foundation, we were able to coordinate with the Ames school district to distribute free books at the school lunch program locations. The first week we took about 800 books. We do have more on order for this to continue and believe we will be reaching 600-700 kids each week. It has been well received.
- We have been reaching out to our volunteers on a regular basis through phone calls, cards, and email updates. The volunteers have appreciated the efforts.

Marshall asked how we knew where the Little Libraries are located. Schofer said that Raising Readers of Story County has a list. Marshall has one in her yard she would like included.

APLFF Report: Myers stated that the Friends Foundation did have a Zoom meeting last week that she was part of.

- They did discuss the books being handed out at the school lunch program.
- They are suspending the spring mailing asking for funds at this time however they are collecting anecdotes for future fundraising efforts.

- The teen advisor group has cancelled all activities for the near future. They were planning a menstruation celebration for spring but are looking at doing it virtually or in the fall. They would also like to start a virtual book club.
- The Finance Committee chair talked about being below budget at this time and there is a possible significant donation in the works.
- The Sales Committee has cancelled the spring book sale but may have one in July.
- The Author Café was cancelled.
- The Developer Officer's job description will be updated at a future meeting.
- McCracken was elected as the new Vice President.

Schofer added that Rastogi helped the teens set up a Discord channel for their book club. Teens have to apply to gain access.

New Business:

FY21 Ames Public Library Friends Foundation Ask

Schofer reviewed the summary for the proposed APLFF FY21 ask.

- Programming request of \$41,500.00. Noting that programming may look different than it has in the past. It may include virtual presentation with a STEM kit to take away, or other types of programming beyond just presenters, summer meals, and may be more program support for adult programs such as book clubs. Reading incentive and book club supplies are included in this portion of the ask.
- Collections request of \$55,000.00 includes quick picks, welcome collection, ReadAbout bag project, Adventure Passes, electronic collections, large print, and normal collections.
- Marketing and Promotions request of \$23,000.00 includes Page One production, promotional items, and an outdoor digital sign.
- Project Smyles request of \$31,000.00 is the same ask as last year.
- Community Engagement Position request of \$35,000.00 is for the shared position with ISU. This is also the same as last year and it has been a wonderful partnership.
- Innovations request for \$10,000.00 is the same as last year.
- Hotspots request for \$16,740.00 to increase the number of hotspots available for circulation. Instead of just getting 12 for the year we would like to increase the number available to 75.
- Furniture replacement request for \$100,000.00 in order to update library furniture to something that is more durable and easier to clean given the current COVID-19 situation. The current furniture is mostly fabric, so it is harder to clean. We would prefer easier to wipe surfaces. The APLFF does have money remaining in the building fund that may be available to cover this cost.

Barchman asked if the building funds could be used for the furniture. It is not to be used for small items.

Kluesner confirmed that money is still available. The original fundraising exceeded the need. The money was kept with original donor intent for building needs and furnishings. When building related items come up, that money may be used. The door project could be another project this money may be used for.

Kluesner asked if it has been discussed with the APLFF Board yet. Schofer told him that it came to the Board first.

Glatz stated that if this comes up for a motion he would like to amend the motion to remove the outdoor digital sign. He stated that this is not the time to ask for money for a non-essential visible item.

Barchman offered her support for the outdoor digital sign. She said other places use the signs for city-wide events and information or fun puns.

Raman shares the same opinion as Glatz. He thinks we are in for some really hard budget times.

Schofer stated that with the COVID-19 situation and working with FEMA ask they are including things like sandwich boards and posters because one of the things that came up is the need for messaging.

Kluesner concurs with Glatz and Raman. He would like to see it in the strategic plan. He understands this will be a dialog between the APL Board and the APLFF Board.

Moved by Myers, seconded by Butler, to approve the FY21 Ames Public Library Friends Foundation Ask as presented letting them decide what they would like to fund.

Raman is good with the motion however he would like to make sure that the APLFF Board knows that there was not unambiguous support for the sign.

Glatz moved an amendment to the motion striking the sign from the proposed ask and have our representatives informally communicate with the APLFF Board that the sign was proposed and removed in the event that they would like to resurrect it in the future, seconded by Looft.

Myers asked for clarification on Glatz's request for informal communication. Glatz would like the APLFF Board to verbally be told that the sign was on the original ask and removed; no formal letter to them is needed.

Butler asked if we would be asking for the proposed ask amount without the sign included but telling them that if possible we would like that too.

Barchman stated that if everything went well budget wise, the APLFF could go back later and amend the ask to include the sign.

Kluesner said historically that the APL Board has always told the APLFF Board what our needs were and the APLFF Board fundraised accordingly. He does not think the APLFF Board should be put in a position to start deciding what the library needs and making those decisions. Those decisions need to remain with the APL Board. If the sign was to be introduced it should be by the APL Board presenting it back to the APLFF Board, and not the APLFF Board deciding to add it back in.

Vote on amendment: 5-4 with Butler, Glatz, Looft, Marshall, and Raman voting aye and Barchman, Kluesner, Myers, and Thorbs-Weber voting nay. Motion approved. Vote of Motion with amendment: 9-0. Motion approved unanimously. Resolution No. 2020-L008 adopted.

Glatz commented that the Board President only votes in the event of a tie.

Note: Bylaws Article IV, section 9 states “The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome”. As one vote could clearly alter the outcome of this decision, it was appropriate for the President to vote.

FY21 Custodial Contract Renewal

The FY20 bid was awarded to ABM with the option to renew for five years. The library has been happy with the service and work ethic provided by ABM and would like to renew the contract.

Moved by Barchman, seconded by Myers, to recommend that the City Council award the FY21 contract for library custodial services to ABM in the amount of \$90,509.40.

Barchman asked if there is a lot of turnover with ABM. She does not like the small increase on the contract and is concerned that the employees do not receive a sufficient raise.

Schofer stated that the City requires us to bid out these jobs and accept the low bidder the majority of the time. ABM has provided good service and actually took on two of the employees that were working in the library while we had Nationwide. We do not know how much the employees get paid or how much of a raise the employees receive.

Kluesner added that is part of nature of contractual work versus employees. They completed a competitive bid process and are not required to disclose their labor policies or pay scale.

Vote of Motion: 9-0. Motion approved unanimously. Resolution No. 2020-L009 adopted.

Committee Assignments

At the May meeting the committee appointments will be made. Please send an email of your interest. Board members were encouraged to look at serving on a different committee if they have been on a committee for a time.

Johannes will send out a Survey Monkey and send the results to Kluesner.

Trustee Comments:

- Butler – Appreciates all the things that have been put in place and is glad Schofer is in Iowa and not in New York. All the efforts of Schofer and the people that work together to make decisions is appreciated.
- Glatz - none.
- Barchman – Thank you to Kluesner for coming back this month.
- Thorbs-Weber – none.
- Marshall – appreciates hearing the statistics and everything that you are doing.
- Myers – none.
- Looft – Thank you to everyone for everything you are doing.
- Raman – Thank you to everybody
- Kluesner – Thank you to everyone for participating in this new way of meeting, and to Schofer and Johannes for putting this together.

Adjournment:

**Moved by Myers, seconded by Butler, to adjourn at 8:35 pm.
Vote on Motion: 7-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, May 21, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Sandra Looft, Board Secretary

Library Claims
April 1 - April 30, 2020

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,455.90
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 538.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 426.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 160.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,584.10
PAYROLL SUMMARY	MEDICARE FICA	\$ 610.76
PAYROLL SUMMARY	FICA	\$ 2,611.49
PAYROLL SUMMARY	IPERS	\$ 4,058.63
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 141.41
MARCH MESSENGER CHGS	MESSENGER SERVICE	\$ 665.02
MARCH 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 100.83
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 2.44
FEB 2020 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 696.46
FEB 2020 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
OXEN TECHNOLOGY	OUTSIDE PROFESSIONAL SVCS	\$ 2,842.00
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 6.13
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$ 488.00
ROTARY CLUB OF AMES IOWA	DUES/MEMBERSHIPS	\$ 305.40
ONESOURCE	RECRUITING COSTS	\$ 105.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 5,422.73
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 255.00
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 189.12
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 371.30
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 594.04
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$ 1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 520.20
XEROX CORPORATION	RENTALS/LEASES	\$ 659.70
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 144.08
CH ISSUES	OFFICE SUPPLIES	\$ 76.41
BANK OF AMERICA	OFFICE SUPPLIES	\$ 24.99
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 16.33
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 2,382.20
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 117.52
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 818.57
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 1,034.00
BANK OF AMERICA	CLEANING SUPPLIES	\$ 13.99
BANK OF AMERICA	FOOD	\$ 352.82
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 198.13
	Total Administration	\$ 81,459.47

Library Claims
April 1 - April 30, 2020

Resource Services		
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	\$ 0.58
BANK OF AMERICA	CONFERENCES	\$ (325.00)
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 753.56
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 42.50
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 29.40
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$ 929.74
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 6,499.57
OVERDRIVE	ELECTRONIC COLLECTION	\$ 8,048.92
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,967.87
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 20.69
AMAZON	YOUTH COLLECTION	\$ 360.54
MIDWEST TAPE	YOUTH COLLECTION	\$ 269.78
AMAZON	AUDIO-VISUAL COLLECTION	\$ 418.19
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 711.22
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$ 95.36
LAKOTA PUBLIC LIBRARY	AUDIO-VISUAL COLLECTION	\$ 9.72
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 9,164.27
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 161.52
AMAZON	ADULT PRINT COLLECTION	\$ 394.53
GALE GROUP	ADULT PRINT COLLECTION	\$ 666.49
	Total Resource Services	\$ 64,911.59
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 38,423.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 650.00
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	\$ 543.75
PAYROLL SUMMARY	FICA	\$ 2,325.07
PAYROLL SUMMARY	IPERS	\$ 3,688.53
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 57.31
MARCH 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 1.50
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 1.33

Library Claims
April 1 - April 30, 2020

FRANCIS, ROSIE	TRAINING	\$ 200.00
MARCH 2020 PRINTING CHRGS	RECRUITING COSTS	\$ 8.25
	Total Youth Services	\$ 52,197.81
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 30,259.43
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 350.00
PAYROLL SUMMARY	SICK LEAVE	\$ 7,210.48
PAYROLL SUMMARY	VACATION	\$ 1,749.01
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 185.64
PAYROLL SUMMARY	IPERS DISABILITY	\$ 133.51
PAYROLL SUMMARY	LIFE INSURANCE	\$ 66.02
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,105.12
CORRECT FICA PAYROLL	MEDICARE FICA	\$ 0.23
PAYROLL SUMMARY	MEDICARE FICA	\$ 563.57
CORRECT FICA PAYROLL	FICA	\$ 0.99
PAYROLL SUMMARY	FICA	\$ 2,409.72
PAYROLL SUMMARY	IPERS	\$ 2,889.55
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 42.34
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 7.91
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 11.76
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 238.50
	Total Adult Services	\$ 49,223.78
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,540.34
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 9,756.80
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 287.54
PAYROLL SUMMARY	IPERS DISABILITY	\$ 209.10
PAYROLL SUMMARY	LIFE INSURANCE	\$ 101.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,654.40
PAYROLL SUMMARY	MEDICARE FICA	\$ 715.07
PAYROLL SUMMARY	FICA	\$ 3,057.40
PAYROLL SUMMARY	IPERS	\$ 4,842.47
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 111.18
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 11.05
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 250.96
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 657.11
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 8.06
VACLAV, CONNIE	TRAVEL/MEETINGS	\$ 8.16
MARCH 2020 PRINTING CHRGS	RECRUITING COSTS	\$ 8.25
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 44.75
	Total Customer Account Services	\$ 66,389.43
	Grand Total:	\$ 314,182.08
Roger Kluesner, President	Sandra Looft, Secretary	Date

Ames Public Library Board of Trustees
Committee Assignments 2020/2021

Standing Committees

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

APLFF Board Representatives

APLFF:	Carolyn Myers, Mavis Butler
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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 \$70,880 in revenue from the State—\$15,305.70 in Direct State Aid, \$55,574 for Open Access and ILL.

The FY21 Enrich Iowa Agreement (for July 1, 2020 through June 30, 2021) 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 June 1, 2020. 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 FY21 Enrich Iowa Agreement.

**ENRICH IOWA AGREEMENT -
PUBLIC LIBRARY
FY21 (JULY 1, 2020 - JUNE 30, 2021)**



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 June 1, 2020.
- 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, 2018, 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 FY21 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. Tier 0 libraries are not eligible to participate in the Open Access program.
- 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 _____ City _____

Phone (with area code) _____ E-mail _____

Signed: _____

Print name: _____

Title: _____

Date: _____

Signed: 

Michael Scott, State Librarian
State Library of Iowa

Date: _____ May 1, 2020 _____

DUE AT THE STATE LIBRARY DES MOINES OFFICE BY JUNE 1, 2020

**DIRECT STATE AID –
TERMS OF AGREEMENT
FY21 (JULY 1, 2020 - JUNE 30, 2021)**



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, 2020 - June 30, 2021**, it is mutually understood and agreed:

1. PURPOSE

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 **June 1, 2020**.

3. THE PARTICIPANT SHALL:

- A. Have an Internet Use Policy in place.
- B. 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.
- C. Submit the FY19 Iowa Public Library General Information Survey (Annual Survey) to the State Library by **December 1, 2019**.
- D. Submit the FY20 Direct State Aid Report by **July 31, 2020**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- E. Expend FY21 Direct State Aid funds by **June 30, 2021**.

4. THE STATE LIBRARY SHALL:

- A. Administer Direct State Aid 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 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 based on the formula established by the Iowa Commission of Libraries. Please refer to the Enrich Iowa FAQ for a complete explanation:
<http://www.statelibraryofiowa.org/ld/e/enrich-ia/enrichiafaq>
- E. Monitor compliance with the guidelines of the program. Audit reports as needed to ensure that participants are following the guidelines listed in the **Enrich Iowa Agreement**. Take appropriate action if a participant is not honoring the terms of this agreement.

**OPEN ACCESS –
TERMS OF AGREEMENT
FY21 (JULY 1, 2020 - JUNE 30, 2021)**



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, 2020 - June 30, 2021**, 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

- 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.

Participants are required to circulate eligible items to all eligible patrons.

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 June 1, 2020.
- B. To participate in Open Access for FY21, a public library must have been established on or before July 1, 2018 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, 2018, establishing it as a public library.
- B. Check out eligible library materials to Eligible Patrons.
- C. Accept returned items borrowed from any other library in Iowa.
 - a. Return items to the owning library and indicate the return date.
 - b. Log an accurate record of actual postage spent to return items. Libraries will be reimbursed for full postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
 - c. If an item is overdue, the library that owns the item collects any fines according to local policy.
 - d. Interlibrary Loan items are not eligible for postage reimbursement.
 - e. Items returned through the IAShared service are not eligible for postage reimbursement.

5. THE STATE LIBRARY OF IOWA SHALL:

- A. Administer the Open Access program.
- B. Distribute Open Access funds to participants based upon the formula and availability of funds.
- C. Inform libraries about the availability of Open Access funds.

- D. Answer Open Access related questions.
- E. Communicate changes to the program in a timely manner.
- F. Monitor compliance with the Open Access terms of agreement.
- G. Initiate a transaction audit if deemed necessary.
- H. Take appropriate action if a participant is not honoring the terms of this agreement.
- I. 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.

INTERLIBRARY LOAN REIMBURSEMENT – TERMS OF AGREEMENT FY21 (JULY 1, 2020 - JUNE 30, 2021)



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, 2020 - June 30, 2021**, it is mutually understood and agreed:

1. PURPOSE

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. The Interlibrary Loan Reimbursement Program is funded as part of the Enrich Iowa program to subsidize participating libraries for each interlibrary loan made to an eligible Iowa library.

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 **June 1, 2020**.
- 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 option.
- G. Participant as borrower may charge library customers up to \$3.00 per item to offset postage
- 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:

- Verify citation and identify libraries that own the requested material. Check and adhere to the policies of the lending library.
- Send the request using SILO ILL system, OCLC Resource Sharing, other electronic networks, mail, e-mail or fax.
- 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:

- Honor ILL requests from all participating Iowa libraries.
- Do not charge Iowa borrowing libraries for interlibrary loan.
- Follow its own policy regarding charges to the borrowing library for faxes and for materials lost or damaged during the interlibrary loan process.
- 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, 2021. *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. RESPONSIBILITIES OF THE STATE LIBRARY:

- A. Administer the Interlibrary Loan Reimbursement program on behalf of participating Iowa libraries and distribute Interlibrary Loan 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. Reimburse participants annually for each item loaned to eligible libraries.
- D. Reimbursement is based on transactions from the previous year. FY21 Reimbursement is based on the funds available and the total number of transactions for FY20.
- E. Inform libraries as to the availability of funds under Interlibrary Loan Reimbursement and answer questions on the details of Interlibrary Loan Reimbursement. Changes to Interlibrary Loan Reimbursement will be communicated in a timely manner to all participants and other interested parties.
- F. 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.

FY21 Enrich Iowa Agreement

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 21, 2020**

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, 2020 through June 30, 2021.

Roger Kluesner, President

Sandra Looft, 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 III maintenance contract for fiscal year 2020/21 (FY21) will cost \$30,277.27. 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. III has submitted the Affirmative Action documentation required by the City for contracts in excess of \$25,000.

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 FY21 budget.

Requested Action: Staff requests that the Library Board approve renewal of the Annual Maintenance Agreement for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2020/21 at a cost of \$30,277.27.

FY21 Annual Maintenance Agreement Renewal with Innovative Interfaces, Inc.

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 21, 2020**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of the Annual Maintenance Agreement for the Polaris Integrated Library System with Innovative Interfaces, Inc. for fiscal year 2020/21 at a cost of \$30,277.27.

Roger Kluesner, President

Sandra Looft, Secretary