

**Ames Public Library Board of Trustees**  
**Agenda – August 20, 2020**

**\*DUE TO THE COVID-19 PANDEMIC 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://us02web.zoom.us/j/82992556104?pwd=dFg4dGdISWw2dnRKUG45T2ZLdXQzQT09>

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 July 16, 2020
- 3) Motion approving payment of claims 7/1/20 – 7/31/20

**Public Forum**

Members of the public who wish to address the Board will be given the opportunity at this time.

**Activity Reports**

- 4) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Butler/Myers

**Board Education**

- 7) Board Education – Programming 101

**Policy Review**

- 8) Display and Exhibit Policy (Review)

**Unfinished Business**

- 9) Strategic plan update (Review)

**New Business**

- 10) RFID Library Solutions, Inc. automated material handling system maintenance agreement renewal (Action)
- 11) Director’s FY22 goals (Action)
- 12) Capital Improvement Plan (Review)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, September 17, 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.

## **Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
August 20, 2020**

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

- 1) For books for Ames school children provided in spring 2020 from:
  - XX
- 2) From First Book Marketplace, an in-kind grant for free books distributed to children in summer 2020 ..... \$500.00
- 3) In memory of William "Bill" Carlson from:
  - Greg and Mary Maack ..... \$50.00
  - Joan M. Peterson ..... \$50.00

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

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 16, 2020, via Zoom, with Barchman, Butler, Glatz, Looft, Myers, Raman, and Thorbs-Weber in attendance. Kluesner and Marshall were excused. Director Schofer and Assistant City Manager Schildroth were also in attendance. Schildroth arrived late due to technical difficulties; Raman lost connection during the closed session and was unable to reconnect.

**Call to Order:** Vice President Barchman called the meeting to order at 7:00 p.m.

**Consent Agenda:**

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

1. Resolution approving donation:
  - A. For books for Ames school children provided in spring 2020 from:
    - Fellows Elementary School PTO ..... \$728.91
    - Kate Mitchell PTA ..... \$728.90
    - Sawyer Elementary School PTO ..... \$728.90
  - B. From Ames Golden K Kiwanis for STEM kits ..... \$2,000.00
  - C. From Kiwanis Club of Ames for STEM kits ..... \$1,000.00
  - D. From the Rotary Club of Ames for Summer Literacy Program books ..... \$5,250.00
  - E. In honor of Herb Harmison from Theodore Hutchcroft (two gifts) ..... \$75.00
  - F. In memory of William "Bill" Carlson from:
    - Deborah and Stephen Adams ..... \$25.00
    - Jim and Judy Amfahr ..... \$25.00
    - Cynthia Larson Anderson ..... \$25.00
    - Kim and Mike Andresen ..... \$50.00
    - Karen Ball, Elizabeth Burnell, Kathy McCormack, Daniel Ball, and Amy Thomas Paul and families ..... \$50.00
    - Pat Brown ..... \$25.00
    - Trudy Hodson ..... \$50.00
    - Len Thiede ..... \$50.00
2. Motion approving minutes of the regular meeting June 18, 2020
3. Motion approving payment of claims 6/1/20 – 6/30/20

**Vote on Motion: 7-0. Approved unanimously. Resolution No. 2020-L016 adopted.**

**Public Forum:** None

**Financial Reports:** Myers gave a report to the Board. The Budget & Finance Committee met on July 14 and reviewed the reports through June 30, 2020. These numbers are not final year end numbers since the City uses a 13 month accounting system. Final reports are expected to be available in August. The budget is on track, following the same curve of expenses as the last two fiscal years. Myers highlighted savings in the library's electrical expense line and noted that this is mainly because of the continued efforts of Duckett, Facilities Manager, who works hard at conserving energy and keeping the facility systems running as efficiently as possible. The Board discussed the financial reports with the Budget & Finance Committee members and Director entertaining questions.

**Moved by Thorbs-Weber, seconded by Looft to approve the financial reports as presented. Vote on Motion: 7-0. Approved unanimously.**

**Activity Reports:**

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

- Executive Leadership Team, Emergency Operations Team, and City Council have been discussing masks this week and the ability to mandate masks in City buildings. They will be discussing this further. They continue to monitor the number of cases. They are working with Iowa State to participate in the Cyclones Cares campaign.
- Staff are anxious about the school's return to learn plan. The City is considering some sort of small group tutoring for employees' children. Schofer is advocating for the ability for some staff to have the flexibility to work some hours from home while balancing these childcare issues.
- The library is still in a lobby only phase. Grab and Go bags, quick picks, tax forms, remote printing, and retrieving holds are services currently available. The biggest gap in service is with the computer use. We will be exploring ways to accommodate some very limited computer access hopefully starting next week.
- Staff are wearing masks while working in the library unless they are alone in their office. Returned items are either quarantined for 72 hours or wiped down before being made available to patrons.
- On average about 360 people a day are coming to the library where pre-COVID was approximately 1,300 a day.
- 25,702 physical items have been checked out in the last two weeks which is about half of our normal; this does not include electronic resources. We still have 3,000 holds on the shelf.
- We are continuing with video content. We may shift to include some school support resources such as Brainfuse (online tutoring), Tumblebooks (read-along books), Dial-a-Story, and an online reader's advisory service.

- The managers and team leaders from the various groups for the Strategic Plan have reconvened and got some general feedback about what was emerging. Civic engagement, diversity and inclusion, access, and community wellness seem to be some of the larger categories. They will have a more in depth meeting Tuesday in person in the auditorium.

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

- Last Tuesday, City Council talked about COVID 19 and what they can do within legal parameters to continue to promote safety and positive healthy behaviors within the community. One of the outcomes of this conversation was the decision to partner with Iowa State on the Cyclones' Care campaign. This will help with consistent messaging around the City and County.
- The Council is talking about requiring face coverings in all City buildings. They will be adding this to their workshop agenda and consider taking action.
- The Council talked about having that broader authority in the community to require masks. At this time municipalities do not have the authority outside of City buildings; a letter will be sent to the Governor requesting that authority.
- This morning Schildroth participated in the Community Childcare forum with Iowa State, Ames School District, United Way, and other individuals. The school district is purchasing more hotspots for families that may not have internet access. The school is discussing making space available for families to use their WiFi for online learning. Schildroth did mention the library had extended the WiFi to the north parking lot. The Community Childcare group is looking for space for potential childcare if needed.

Schofer added that the library has also purchased additional hotspots to help fill that need.

- The City is pulling together an internal task force to look at some kind of learning program for City employees' children in the event that schools have to partially close or close all together.

APLFF Report: Myers gave a report to the Board.

- The APLFF has secured more money for the summer meals program including money for the books that they are giving away at all the distribution sites.
- They discussed the hotspots. First National Bank donated \$10,000 towards the hotspots. APLFF's goal is to raise \$20,000 before Beck retires.
- The teen council is holding their Menstruation Celebration on July 21. It was scheduled for July 14 but had to be rescheduled due to tornado sirens going off at the start of the program.
- The teens are still doing their book club on anti-racism and are currently reading the book "Stamped".
- The teens are planning on having a veggie and vegan educational discussion on August 15.

- The finances for APLFF have decreased due to not being able to have books sales and other fundraisers. They have been discussing the Author Cafes. They are holding the Pub Fiction virtually on the four Thursdays in August.
- The APLFF nominating committee is looking for more board members; they would love some diverse candidates.
- Beck's last day will be September 10.

Schofer added that she had put together a PowerPoint as a visual for the APLFF Board to highlight areas where funding is spent. The Park Packs, STEAM kits, Hotspots, etc. They are looking at creating a pitch deck where someone could take the laminated cards to show potential donors what a difference their donation could make such as \$500 provides one year of internet service for 4 hotspot devices, or buys 5 new hotspots.

### **New Business:**

Board Education: Kluesner had brought this to Schofer's attention. With electronic meetings it is easy to lose track of Board Education. Board education is part of the requirements for accreditation. The State Library of Iowa has some trainings that may be an option but Schofer is open to Board suggestions.

Butler feels it would helpful for her to be more informed about what things we are offering at our library. Glatz agrees and endorses returning to the monthly Board Education to meet the accreditation requirement. Barchman reiterated for the August Board meeting to have a Programming 101 Board education session.

Director Performance Evaluation Policy: The Board discussed the current policy and the timeline for the Director's annual evaluation. The timeline for this year's evaluation got off track. The previous committee completed a six month review in January. Per the timeline a second review should have been completed shortly thereafter but was not due to confusion around role of the current committee and the new committee coming on. The timeline laid out in the policy is correct, but reminders for the committee would help facilitate keeping the evaluations on track. No changes were made to the existing policy.

### **Director's Evaluation:**

**Moved by Butler, seconded by Myers to go into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of the Director's evaluation.**

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

The Board left the open Zoom session at 8:10 p.m. and entered a private Zoom session to discuss the Director's evaluation. Barchman, Butler, Glatz, Looft, Myers, Raman, and Thorbs-Weber attended the closed session.

**Moved by Glatz, seconded by Looft, to return to open session at 9:20 p.m.  
Vote on motion: 7-0. Motion approved unanimously.**

Raman did not return to open session due to technical difficulties.

Approval of the Director's salary (Action)

**Moved by Glatz, seconded by Butler, to increase the Director's salary by 4%  
to \$133,025 effective July 1, 2020.**

**Vote on motion: 6-0. Motion approved unanimously. Resolution No. 2020-L016  
adopted.**

**Trustee Comments:**

- Myers – no additional comments other than good job on the short time frame for the Director's evaluation. She appreciates the committee's hard work.
- Butler – appreciates everyone's input and ideas, not only for this round but for how we can do this in a more effective and inclusive manner in the future.
- Thorbs-Weber – thanks to the committee for all their work.
- Glatz – thanks to the current and previous committees for handling the unusual schedule of reviews this year that called for a thorough review at midterm and then subsequently followed on by this one that very much compressed everything and made it a challenge. He is glad that could do as well they did.
- Looft – no comments, just have a good night all
- Barchman – thank everyone for their patience with her tonight since she isn't used to running the meetings and for the late meeting.

**Adjournment:**

**Moved by Glatz, seconded by Looft, to adjourn at 9:25 pm.  
Vote on Motion: 7-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, August 20, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

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Melissa Johannes, Library Secretary

Sandra Looft, Board Secretary

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

<b>Administration FY20</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 64,288.64
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,564.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 664.08
PAYROLL SUMMARY	IPERS DISABILITY	\$ 214.40
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 11,819.85
PAYROLL SUMMARY	MEDICARE FICA	\$ 935.18
PAYROLL SUMMARY	FICA	\$ 3,998.65
PAYROLL SUMMARY	IPERS	\$ 6,216.50
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 227.40
MAY MESSENGER CHGS	MESSENGER SERVICE	\$ 541.68
JUNE 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 83.15
PRINT SHOP/CITY PHOTO IDS	PRINT SHOP SERVICES	\$ (190.00)
MAY 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 74.16
MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 3.12
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 6.76
	FLEET MAINTENANCE	\$ 237.42
APR 2020 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 235.29
	FLEET REPLACEMENT	\$ 2,219.00
APR 2020 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
JUNE NEW MACHINE PACKAGE	POSTAGE/FREIGHT	\$ (13.20)
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 5.18
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 10.11
BANK OF AMERICA	CONFERENCES	\$ 400.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 11,117.08
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 255.00
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 377.52
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 552.75
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 381.78
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 58.86
MIDWEST ALARM-FIRE ALARM	MAINTENANCE CONTRACTS	\$ 376.68
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$ 1,008.00
STRUCTURAL GLASS PRODUCTS	STRUCTURAL REPAIRS	\$ 4,625.00
CONVERGENT TECHNOLOGIES	TECHNOLOGY MAINT/SUPPORT	\$ 1,581.66
ENVISIONWARE PO#57960	TECHNOLOGY MAINT/SUPPORT	\$ 4,924.15
ENVISIONWARE SUBSCRIPTION	TECHNOLOGY MAINT/SUPPORT	\$ 1,092.00
INNOVATIVE PO#57969	TECHNOLOGY MAINT/SUPPORT	\$ 30,277.27
PO#59098 INTERNA LIBRARY	TECHNOLOGY MAINT/SUPPORT	\$ 3,800.00
REVS G#4662 PREPAID 2020	TECHNOLOGY MAINT/SUPPORT	\$ (1,581.66)
TECHSOUP	TECHNOLOGY MAINT/SUPPORT	\$ 16.00
ZOOBEAN-LIBRARY LICENSE	TECHNOLOGY MAINT/SUPPORT	\$ 1,280.42
ZOOM.US	TECHNOLOGY MAINT/SUPPORT	\$ (476.79)
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 746.10

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

WEBCLARITY SOFTWARE INC	TECHNOLOGY MAINT/SUPPORT	\$ 3,366.00
BIBLIOTHECA LLC	TECHNOLOGY MAINT/SUPPORT	\$ 18,935.00
INTERNATIONAL LIBRARY SER	TECHNOLOGY MAINT/SUPPORT	\$ 1,900.00
XEROX CORPORATION	RENTALS/LEASES	\$ 659.70
MIDWEST ALARM SERVICES	NON-CITY SERVICE	\$ 486.96
MIDWEST ALARM-FIRE INSPEC	NON-CITY SERVICE	\$ 347.88
CH ISSUES	OFFICE SUPPLIES	\$ 402.55
BANK OF AMERICA	OFFICE SUPPLIES	\$ 17.86
AMZN MKTP US AZ8OH2U93	MINOR COMPUTER EQUIPMENT	\$ (57.85)
AMZN MKTP US JE78I1JP3	MINOR COMPUTER EQUIPMENT	\$ (65.72)
PAYPAL DFTDFGROUP1 EBA	MINOR COMPUTER EQUIPMENT	\$ (105.28)
PAYPAL EBAY EBAY.COM	MINOR COMPUTER EQUIPMENT	\$ (98.99)
PAYPAL MDYCOMMUNIC EBA	MINOR COMPUTER EQUIPMENT	\$ (87.50)
PAYPAL SVCHECK EBAY SV	MINOR COMPUTER EQUIPMENT	\$ (125.97)
WINEGARD COMPANY-HARRIS	MINOR COMPUTER EQUIPMENT	\$ (393.89)
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,961.61
BANK OF AMERICA	AG/HORT SUPPLIES	\$ 85.28
BOTTLE W/SPRAYER,HAND SAN	CLEANING SUPPLIES	\$ (200.00)
MENARDS 3356	CLEANING SUPPLIES	\$ (131.28)
ORG CONCNTRTE,PURELL,GLVS	CLEANING SUPPLIES	\$ (1,034.00)
OFFICE DEPOT INC	CLEANING SUPPLIES	\$ 10.76
BANK OF AMERICA	CLEANING SUPPLIES	\$ 14.07
LOWES COMPANIES INC	EQUIPMENT PARTS/SUPPLIES	\$ 16.19
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 55.01
BANK OF AMERICA	FOOD	\$ 24.05
	<b>Total Administration</b>	<b>\$ 183,206.88</b>

**Resource Services FY20**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 37,175.12
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 399.48
PAYROLL SUMMARY	IPERS DISABILITY	\$ 114.38
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,509.18
PAYROLL SUMMARY	MEDICARE FICA	\$ 499.26
PAYROLL SUMMARY	FICA	\$ 2,134.77
PAYROLL SUMMARY	IPERS	\$ 3,509.33
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 44.61
MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 0.18
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 0.03
OCLC INC	OUTSIDE PROFESSIONAL SVCS	\$ 32,377.20
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 398.33
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 8.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 524.55
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$ 31.34
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 51.10
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 222.91

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

2020 EMP AWARD PLAQUES	SPECIAL PROJECT SUPPLIES	\$ 25.00
BRAINFUSE ONLINE TUTORING	ELECTRONIC COLLECTION	\$ 5,000.00
EBSCO SUBSCRIPTION	ELECTRONIC COLLECTION	\$ 8,469.00
ENCYCLOPAEDIA BRITANNICA	ELECTRONIC COLLECTION	\$ 2,350.00
MANGO LIBRARY CONVERSATIO	ELECTRONIC COLLECTION	\$ 3,879.33
MANGO LITTLE PIM SUBSRIP	ELECTRONIC COLLECTION	\$ 1,477.66
MOMETRIX MEDIA-ELIBRARY	ELECTRONIC COLLECTION	\$ 1,462.12
NEWS BANK-LIBRARY SUBSCRI	ELECTRONIC COLLECTION	\$ 8,144.00
REVS G#4662 PREPAID 2020	ELECTRONIC COLLECTION	\$ (5,356.99)
VALUE LINE INVEST SURVEY	ELECTRONIC COLLECTION	\$ 7,000.00
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 6,599.72
OVERDRIVE	ELECTRONIC COLLECTION	\$ 25,603.08
KANOPY LLC	ELECTRONIC COLLECTION	\$ 1,059.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 6,445.61
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 49.02
REGENT BOOK CO INC	YOUTH COLLECTION	\$ 155.18
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 2,705.63
AMAZON	YOUTH COLLECTION	\$ 2,233.83
MIDWEST TAPE	YOUTH COLLECTION	\$ 1,250.27
BANK OF AMERICA	YOUTH COLLECTION	\$ (1.04)
PENWORTHY COMPANY	YOUTH COLLECTION	\$ 288.89
LIBRARY IDEAS LLC	YOUTH COLLECTION	\$ 641.20
SENTRUM MARKETING, LLC	YOUTH COLLECTION	\$ 431.40
AMAZON	AUDIO-VISUAL COLLECTION	\$ 277.48
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 4,886.42
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 4,716.52
RECORDED BOOKS LLC	ADULT PRINT COLLECTION	\$ 9.00
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 921.28
AMAZON	ADULT PRINT COLLECTION	\$ 750.25
INFO USA MARKETING INC	ADULT PRINT COLLECTION	\$ 435.00
MIDWEST TAPE	ADULT PRINT COLLECTION	\$ 34.99
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 459.44
GALE GROUP	ADULT PRINT COLLECTION	\$ 314.90
	<b>Total Resource Services</b>	<b>\$ 177,775.22</b>
<b>Youth Services FY20</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 58,429.63
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 732.70
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 539.01
PAYROLL SUMMARY	IPERS DISABILITY	\$ 194.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 79.78
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 8,851.32
PAYROLL SUMMARY	MEDICARE FICA	\$ 822.34
PAYROLL SUMMARY	FICA	\$ 3,516.26
PAYROLL SUMMARY	IPERS	\$ 5,584.97
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 82.72

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

JUNE 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 2.40
MAY 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 96.79
MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 5.72
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 0.04
JESTER PUPPETS	OUTSIDE PROFESSIONAL SVCS	\$ 250.00
SCIENCE TELLERS	OUTSIDE PROFESSIONAL SVCS	\$ 195.00
BANK OF AMERICA	TRAINING	\$ 50.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 260.00
SWANK MOVIE LICENSING USA	LICENSES/PERMITS	\$ 1,942.50
P-CARD CLEARING	OFFICE SUPPLIES	\$ 49.99
GRAINGER INC	OFFICE SUPPLIES	\$ 343.98
COUNTRY PLASTICS	OFFICE SUPPLIES	\$ 443.30
BANK OF AMERICA	OFFICE SUPPLIES	\$ 47.21
2020 EMP AWARD PLAQUES	SPECIAL PROJECT SUPPLIES	\$ 100.00
	<b>Total Youth Services</b>	<b>\$ 82,619.69</b>
<b>Adult Services FY20</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,950.58
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 289.35
PAYROLL SUMMARY	IPERS DISABILITY	\$ 95.33
PAYROLL SUMMARY	LIFE INSURANCE	\$ 66.02
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,839.39
PAYROLL SUMMARY	MEDICARE FICA	\$ 592.54
PAYROLL SUMMARY	FICA	\$ 2,533.65
PAYROLL SUMMARY	IPERS	\$ 3,960.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 50.34
MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 7.95
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 2.67
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 4.78
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.94
SWANK MOVIE LICENSING USA	LICENSES/PERMITS	\$ 1,942.50
2020 EMP AWARD PLAQUES	SPECIAL PROJECT SUPPLIES	\$ 25.00
	<b>Total Adult Services</b>	<b>\$ 56,361.18</b>
<b>Customer Account Services FY20</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 58,080.09
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 15,061.60
PAYROLL SUMMARY	LONGEVITY	\$ 80.00
PAYROLL SUMMARY	COMPENSATORY TIME	\$ 67.23
PAYROLL SUMMARY	SICK LEAVE	\$ 299.31
PAYROLL SUMMARY	VACATION	\$ 6,971.15
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 422.55
PAYROLL SUMMARY	IPERS DISABILITY	\$ 175.88
PAYROLL SUMMARY	LIFE INSURANCE	\$ 85.29
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,806.73
PAYROLL SUMMARY	MEDICARE FICA	\$ 1,128.27

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

PAYROLL SUMMARY	FICA	\$ 4,824.49
PAYROLL SUMMARY	IPERS	\$ 6,918.45
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 159.08
MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 10.22
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 9.12
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 203.25
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 120.31
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 4.07
2020 EMP AWARD PLAQUES	SPECIAL PROJECT SUPPLIES	\$ 25.00
	<b>Total Customer Account Services</b>	<b>\$ 101,452.09</b>
<b>COVID FY20</b>		
JUNE 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 31.11
PRINT SHOP/CITY PHOTO IDS	PRINT SHOP SERVICES	\$ 190.00
MAY 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 36.30
AMZN MKTP US AZ80H2U93	SPECIAL PROJECT SUPPLIES	\$ 57.85
AMZN MKTP US JE78I1JP3	SPECIAL PROJECT SUPPLIES	\$ 65.72
BOTTLE W/SPRAYER,HAND SAN	SPECIAL PROJECT SUPPLIES	\$ 200.00
MENARDS 3356	SPECIAL PROJECT SUPPLIES	\$ 131.28
ORG CONCTRTE,PURELL,GLVS	SPECIAL PROJECT SUPPLIES	\$ 1,034.00
PAYPAL DFTDFGROUP1 EBA	SPECIAL PROJECT SUPPLIES	\$ 105.28
PAYPAL EBAY EBAY.COM	SPECIAL PROJECT SUPPLIES	\$ 98.99
PAYPAL MDYCOMMUNIC EBA	SPECIAL PROJECT SUPPLIES	\$ 87.50
PAYPAL SVCHECK EBAY SV	SPECIAL PROJECT SUPPLIES	\$ 125.97
TECHSOUP	SPECIAL PROJECT SUPPLIES	\$ (16.00)
WINEGARD COMPANY-HARRIS	SPECIAL PROJECT SUPPLIES	\$ 393.89
ZOOM.US	SPECIAL PROJECT SUPPLIES	\$ 476.79
STOREY KENWORTHY CO	SPECIAL PROJECT SUPPLIES	\$ 122.44
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 8,261.84
STAPLES BUSINESS ADVANTAG	SPECIAL PROJECT SUPPLIES	\$ 1,007.31
PAPER MART-ROBINSON	SPECIAL PROJECT SUPPLIES	\$ 327.84
		\$ 12,738.11
	<b>Total COVID</b>	<b>\$ 25,476.22</b>
	<b>Total FY20:</b>	<b>\$ 626,891.28</b>
<b>Administration FY21</b>		
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 595.00
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 8.63
ACCRUE 6/16-6/30 WAGES	FICA	\$ 36.89
JUNE 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 83.15
MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 3.12
	FLEET MAINTENANCE	\$ 237.42
FLEET SERVICES CREDIT	FLEET MAINTENANCE	\$ (8.96)
JUNE 2020 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 144.99
	FLEET REPLACEMENT	\$ 2,219.00
JUNE 2020 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00

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

TFR TO IT/REPLACEMENT	TECHNOLOGY REPLACEMENT	\$ 50,000.00
JUNE NEW MACHINE PACKAGE	POSTAGE/FREIGHT	\$ (13.20)
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 5.18
MINNESOTA ASSOCIATION	DUES/MEMBERSHIPS	\$ 20.00
BANK OF AMERICA	ADVERTISING	\$ 48.45
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 6,614.16
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 188.76
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 293.83
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 190.89
XEROX CORPORATION	RENTALS/LEASES	\$ 165.30
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 1,932.90
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 20.98
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,457.82
BANK OF AMERICA	AG/HORT SUPPLIES	\$ 23.88
BANK OF AMERICA	CLEANING SUPPLIES	\$ 15.02
LOWES COMPANIES INC	EQUIPMENT PARTS/SUPPLIES	\$ 16.19
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 109.24
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 70.92
	<b>Total Administration</b>	<b>\$ 67,676.56</b>

**Resource Services FY21**

MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 0.18
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 229.34
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 516.36
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$ 44.07
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 296.15
EBSCO SUBSCRIPT LIBRARY	ELECTRONIC COLLECTION	\$ (661.33)
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 6,825.34
OVERDRIVE	ELECTRONIC COLLECTION	\$ 11,912.16
KANOPI LLC	ELECTRONIC COLLECTION	\$ 1,120.00
USA TODAY	PERIODICALS	\$ 595.35
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,965.38
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 1,920.43
AMAZON	YOUTH COLLECTION	\$ 1,109.83
MIDWEST TAPE	YOUTH COLLECTION	\$ 455.04
ABDO SPOTLIGHT MAGIC WAGO	YOUTH COLLECTION	\$ 3,530.70
AMAZON	AUDIO-VISUAL COLLECTION	\$ 346.80
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 4,202.92
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 3,841.67
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 258.29
AMAZON	ADULT PRINT COLLECTION	\$ 1,343.51
MIDWEST TAPE	ADULT PRINT COLLECTION	\$ 34.99
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 834.06
GALE GROUP	ADULT PRINT COLLECTION	\$ 310.38
	<b>Total Resource Services</b>	<b>\$ 43,031.62</b>

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

<b>Youth Services FY21</b>		
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 214.50
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 3.11
ACCRUE 6/16-6/30 WAGES	FICA	\$ 13.30
JUNE 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 2.40
MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 5.72
IMLA REIMB FOR WEBINAR	TRAINING	\$ (59.00)
BANK OF AMERICA	OFFICE SUPPLIES	\$ 610.42
	<b>Total Youth Services</b>	<b>\$ 790.45</b>
<b>Adult Services FY21</b>		
MUNI CODE JUN 2020	PRINT SHOP SERVICES	\$ 24.50
MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 7.95
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 4.78
	<b>Total Adult Services</b>	<b>\$ 37.23</b>
<b>Customer Account Services FY21</b>		
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 5,274.27
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 76.48
ACCRUE 6/16-6/30 WAGES	FICA	\$ 327.00
MAR INTERNAL LONG DISTANC	CITY LONG DISTANCE	\$ 10.22
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 103.30
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 120.31
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 37.26
BANK OF AMERICA	OFFICE SUPPLIES	\$ 524.43
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 139.84
	<b>Total Customer Account Services</b>	<b>\$ 6,613.11</b>
<b>COVID FY21</b>		
JUNE 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 31.11
PO#57982 AVKARE	MINOR EQUIPMENT/TOOLS	\$ 1,810.58
OFFICE DEPOT INC	SPECIAL PROJECT SUPPLIES	\$ 278.42
STOREY KENWORTHY CO	SPECIAL PROJECT SUPPLIES	\$ 122.44
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 4,622.74
		\$ 6,865.29
	<b>Total COVID</b>	<b>\$ 13,730.58</b>
	<b>Total FY21:</b>	<b>\$ 131,879.55</b>
<b>Roger Kluesner, President</b>	<b>Sandra Looft, Secretary</b>	<b>Date</b>

Approved: 5/21/2009

Reviewed:

Revised: 10/21/2010, 03/21/2013, 08/21/2014, 09/17/2015, 03/23/2017

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Ames Public Library offers display and exhibit spaces to connect Library visitors to the world of ideas. Display space will be made available regardless of the beliefs or affiliations of the individual or group requesting its use.

## **Content**

Materials displayed or distributed in the Library do not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The Library reserves the right to accept, reject, or request modifications to any materials displayed or exhibited.

Political campaign signs cannot be displayed, per [Iowa Code](#).

## **Fees and Liability**

There is no charge for the use of display space and no fees may be charged to view displays in the Library.

Ames Public Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsor.

## **Scheduling**

The scheduling of displays and exhibit spaces for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over scheduling for others.

## **Displays**

Spaces within the Library may be provided for items of an informational, educational, cultural, civic, or recreational nature.

### **General Guidelines:**

- Items must be submitted to the Welcome Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Ames Public Library personnel.
- Preference will be given to items no larger than 8½"x 11." Larger items will be considered as space allows.
- Preference will be given to items with the broadest community interest.

- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.
- Materials NOT accepted for posting include:
  - items that omit essential information such as date, place and time
  - items so large in size that they exclude posting of other items
  - petitions

### **Wall-Mounted Display Cases:**

Specific display cases have been designated for flyers and posters that provide information about community events such as programs, meetings, performances, leisure activities, and educational opportunities. All items must be identified with the name of sponsoring person or organization, time, and date of event.

### **Literary Grounds Bulletin Board:**

Some materials will not be posted in the display cases, but may be submitted for posting on a bulletin board in Literary Grounds, including:

- items promoting a continuing service
- miscellaneous postings that include, but are not limited to:
  - items for sale
  - roommate wanted
  - advertisements for lessons (music, martial arts, tutoring, etc.) or services (babysitting, painting, lawn care, etc.)

### **Brochure Racks:**

Library-provided display racks hold multi-copy informational handouts.

### **Free-Standing Display Cases:**

Library-provided free-standing display cases may be utilized exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

### **Floor Space:**

Floor spaces may be utilized for temporary free-standing displays exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

## **Exhibits**

Exhibits in designated spaces provide an opportunity for artists and designers to display their work within the limits of the space, with an understanding that the space is used regularly by people of all ages.

### **General Guidelines:**

- Applications for exhibits may be submitted to Ames Public Library's Administration Office.
- Applications will be approved by the Library Director, based on availability of space and suitability of the exhibit for the space and audience.
- Preference may be given to exhibits with:

- overall community interest
- local artists and designers
- a connection to libraries, items in the Library's collection, Ames Public Library programs or strategic initiatives
- Ames, Iowa, or current events
- The Library will not engage in selling or negotiating for the sale of work on behalf of an artist or designer. However, the artist's or designer's name and contact information may be displayed with the artwork.

## Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the Expressions of Concern Policy.

## References

American Library Association guidance documents:

[\*Library Bill of Rights\*](#)

["Exhibit Spaces and Bulletin Boards, An Interpretation of the \*Library Bill of Rights\*"](#)

### [Iowa Code §68A.406 Campaign Signs – Yard Signs](#)

2. a. Campaign signs shall not be placed on any of the following:
  - (1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state, including all property considered the public right-of-way. (...)
  - (3) On any property without the permission of the property owner or lessee.

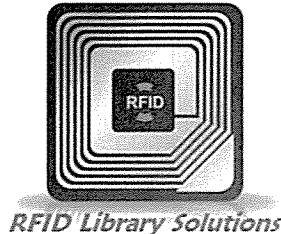
**Background:** In 2011 the library identified a need for an automated materials handling system (AMHS) to be installed in the newly renovated building. An AMHS is a system by which library materials returned to the book drop are automatically checked in from patron circulation and sorted into bins in preparation for shelving by staff.

With the 60% larger space in the renovated building, staff resources were at a premium. The addition of an AMHS allowed for staff to spend more time on the floor assisting customers and less time in the back of the library checking in materials. In the current COVID environment, the Library continues to benefit from this efficiency as well as from the reduced physical handling of materials being returned.

Ames Public Library staff made site visits and observed in action many AMH systems. With the opportunity of attending the American Library Association conference in Chicago in June of 2013, staff members were able to speak with representatives from many of the companies providing AMHS services and see working models of their systems. A team then worked to develop a Request for Proposal that identified and detailed all of the features it felt were ideal for Ames Public Library, its customers and its staff, within the framework of the renovations and the APL service model. The resulting document was provided to all known AMHS companies. Three companies submitted proposals. After a thorough review of all proposals, all members of the selection team rated RFID Library Solutions highest in terms of responsiveness to stated staff needs, building needs, and architectural renderings. The bid was approved and the AMHS system was installed in 2013.

The current multi-year Service Agreement with RFID Library Solutions was entered into in 2013 and expires in 2020. Staff continues to be pleased with the AMHS and the service provided by RFID Library Solutions. The Board is being asked to approve a renewal of the Service Agreement for an additional five years beginning October 1, 2020 – September 30, 2025. The cost remains \$15,000 per year for the first two years and increases to \$17,500 per year, thereafter, for a total of \$82,500 for the entire five-year period. This Agreement has been reviewed and approved by the City's Legal Department.

**Recommendation:** Administration recommends approval of the maintenance agreement for the automated materials handling system (AMHS) from RFID Library Solutions.



*RFID Library Solutions*

11030 89<sup>th</sup> Ave N  
Maple Grove, MN 55369  
(763) 273-4643

## Automated Materials Handling Agreement

This Agreement, hereinafter referred to as "the Agreement", is by and between RFID Library Solutions, Inc. hereinafter called "the Vendor" and Ames Public Library hereinafter called "the Library" and is to be effective on the date it is executed on behalf of the Library's Board of Trustees as shown herein below.

The Vendor and the Library, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**Section 1. Scope of Services:** The Vendor shall, at its sole cost and expense, provide, perform and complete in the manner described and specified in this Agreement, all necessary work, labor, services, transportation, equipment, materials, apparatus, information, data and other items necessary to accomplish the Project as defined by the AMH system drawing and Scope of Services included in Attachment A (hereinafter "Services"). All attachments by this reference are incorporated herein and made part hereof. The Services will also include procuring and furnishing all approvals and authorizations, and certificates or policies of insurance as specified herein necessary to complete the Project. Vendor shall provide, perform, and complete all of the Services in a proper and workmanlike manner, consistent with the highest standards of professional practice, and in full compliance with, and as required by or pursuant to this Agreement. Included in this Agreement is a Service & Maintenance Agreement (hereinafter "SMA") that specifies the start date of the AMH systems' one year warranty and subsequent five (5) year SMA coverage terms.

**Section 2. Revisions to Scope of Work:** The Library reserves the right to make changes to the Services to be provided which are within the Project. No assignment, alteration, change, or modification of the terms of this Agreement shall be valid unless made in writing and agreed to by both the Library and the Vendor. The Vendor shall not commence any additional work or change the scope of the Services until authorized in writing by the Library. Vendor shall make no claim for additional compensation in the absence of a prior written approval and amendment of this Agreement executed by both the Vendor and the Library. This Agreement may only be amended, supplemented or modified by a written document executed in the same manner as this Agreement.

**Section 3. Term of Agreement:**

- A. This Agreement shall originate on the date it is signed by both parties on page 6 of this document.
- B. This Agreement calls for the manufacture and installation of a custom designed material handling system requiring a twelve (12) week production phase before delivery, in addition to a three week set-up, test, train and hand-off period. Attachments A identifies the system to be installed with its project start timeline being signified by a date and authorized library signature on the corresponding Delivery Schedule.
- C. The Service & Maintenance Agreement at the end provides for a one year warranty on all hardware starting on the day the system is officially accepted and handed-off to the Library. Included in the SMA is a five year all-inclusive repair and service agreement.
- D. This Agreement may be extended by written mutual agreement by the Library and the Vendor. The vendor agrees to uphold hardware and equipment pricing to the library for 24 months after execution of the Agreement with the understanding that future AMH systems may or may not be purchased at branches to be built within the library district.

**Section 4. Compensation:** The Vendor shall be paid a fee for providing, performing, and completing the Services required for each Attachment as follows:

<u>TASK</u>	<u>PAYMENT</u>	<u>TERMS</u>
• Approval of shop drawings & agreement	10%	Due upon signing
• Shipment of system to site for installation	65%	Net 30
• System passing of testing period & hand-off to the library	25%	Net 30

The total fee for system hardware/software/5-yr maintenance agreement to be paid to the Vendor shall not exceed **\$350,014.00**. The fee is inclusive of all expenses to provide, perform and complete in the manner described and specified in this Agreement, all necessary work, labor, services, vehicles, equipment, materials, apparatus, information, data, office and other items necessary to accomplish the Project as defined in Attachments A.

**Section 5. Payment Terms and Invoice Procedures**

- A. Vendor shall submit invoices to correspond to the payments described in Section 4 hereinabove. Each invoice shall state the title of this Agreement, a description of the work that was completed during the time period subject of the invoice, who performed the work and the full deliverable, if any. The invoices shall be presented in such detail, with supporting information in the format the Library requests. Violation of this provision by Vendor shall constitute a material breach of this Agreement. All schedules and supporting documentation must be accepted by the Library's Executive Director before any invoice related to such schedules and documentation will be processed for payment.

- B. All invoices shall be submitted in a .pdf format via e-mail to Karen Thompson: [kthompson@amespubliclibrary.org](mailto:kthompson@amespubliclibrary.org).
- C. Payment terms for services authorized under this Agreement shall be net thirty (30) upon receipt of an acceptable original invoice and after services are performed, inspected and accepted and all required documentation and reports are received in a format acceptable to the Library.
- D. The Library may withhold payment for reasons including, but not limited to the following: unsatisfactory job performance or progress, defective work, disputed work, failure to comply with material provisions of the Agreement, third party claims filed, inadequate schedules or supporting documentation, reasonable good faith belief that a claim will be filed or other reasonable cause.

**Section 6. Insurance.**

Vendor, at its own expense, shall procure and maintain during the entire term of this Agreement and any extensions thereof, the following insurance so as to cover all risk which shall arise directly or indirectly from Vendor's obligations and activities.

- i. **Workers Compensation and Employers Liability Insurance** meeting the statutory obligations with Coverage B – Employer's Liability limits of a least \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease each employee.
- ii. **Commercial General Liability Insurance** with limits of at least \$1,000,000 general aggregate, \$1,000,000 products – completed operations, \$1,000,000 personal & advertising injury, \$1,000,000 each occurrence, 450,000 fire damage, and \$10,000 medical expense any one person.
- iii. **Commercial Umbrella Liability Insurance** with limits of at least \$1,000,000 annual aggregate and \$1,000,000 per occurrence
- iv. **Automobile Liability Insurance** covering all owned, non-owned and hired automobiles with limits of at least \$1,000,000 per accident.
- v. **Sub Vendors:** In the case of any work sublet, the Vendor shall require sub Vendors and independent Vendors working under the direction of either the Vendor or a sub Vendor to carry and maintain the same workers compensation and liability insurance required of the Vendor.
- vi. **Additional Insured:** Ames Public Library shall be named as additional insured's on the Vendor's general and automobile liability insurance policies and certificates of insurance. This provision does not apply to workers compensation insurance.

**Section 7. Hold Harmless and Indemnity.** The Vendor shall protect, defend, indemnify and hold harmless the Library, the City of Ames, and their officers and employees, from any and all claims and damages of every kind and nature made, rendered or incurred by or in behalf of every person or corporation whatsoever, including the parties hereto and their employees that may arise, occur, or grow out of any acts, actions, work or other activity done by the Vendor, its employees, sub Vendors or any independent Vendors working under the direction of either the Vendor or sub Vendor in the performance of this Agreement.

**Section 8. Subcontracting.** This Agreement, or any portion thereof, may **NOT** be subcontracted without the prior written approval by the Library.

**Section 9. Laws and Regulations.** All applicable State of Iowa and federal laws, ordinances, licenses and regulations of a governmental body having jurisdiction shall apply to the Agreement throughout as the case may be, and are incorporated here by reference.

**Section 10. Compliance with Laws.**

- A. The Vendor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations there under after execution of the Agreement shall be reviewed by the Library and the Vendor to determine whether the provisions of this Agreement require formal modification.
- B. The Vendor shall obtain and maintain all required licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the Library. Failure to do so may be deemed a material breach of this Agreement and grounds for immediate termination and denial of further work with the Library.

**Section 11. Disputes.**

- A. Should any disputes arise with respect to this Agreement, the Vendor and the Library agree to act immediately to resolve such disputes. Time is of the essence in the resolution of disputes.
- B. The Vendor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under this Agreement that is not affected by the dispute. Should the Vendor fail to continue to perform its responsibilities regarding all non-disputed work, without delay, any additional costs incurred by the Library or the Vendor as a result of such failure to proceed shall be borne by the Vendor.
- C. The Library may withhold payments on disputed items pending resolution of the dispute. The unintentional nonpayment by the Library to the Vendor of one or more invoices not in dispute in accordance with the terms of this Agreement will not be cause for Vendor to terminate Agreement.

**Section 12. Independent Vendor.** Both parties hereto, in the performance of this Agreement, shall act in an individual capacity and not as agents, employees, partners, joint ventures' or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever. Neither party will assume liability for any injury (including death) to any persons, or damage to any property, arising out of the acts or omissions of the agents, employees or sub Vendors of the other party.

**Section 13. Force Majeure.** Force majeure shall be any of the following events: acts of God or the public enemy; compliance with any order, rule, regulation, decree, or request of any governmental authority or agency or person purporting to act therefore; acts of war, public disorder, rebellion, terrorism, or sabotage; floods, hurricanes, or other storms; strikes or labor disputes; or any other cause, whether or not of the class or kind specifically named or referred to herein, not within the reasonable control of the party affected. A delay in or failure of performance of either party shall not constitute a default hereunder nor be the basis for, or give rise to, any claim for damages, if and to the extent such delay or failure is caused by force majeure. The party who is prevented from performing by force majeure (i) shall be obligated, within a period not to exceed fourteen (14) days after the occurrence or detection of any such event, to give notice to the other party setting forth in reasonable detail the nature thereof and the anticipated extent of the delay, and (ii) shall remedy such cause as soon as reasonably possible.

**Section 14. Warranty of Work and Limits on Liability.** Vendor warrants that the Services and all of its components shall be free from defects and flaws in design; shall strictly conform to the requirements of this Agreement; shall be fit, sufficient, and suitable for the purposes expressed in, or reasonably inferred from, this Agreement, and shall be performed in accordance with the highest standards of professional practice, care, and diligence practiced by recognized similar entities in performing services of a similar nature in existence at the time of performance of the Services. The warranty herein expressed shall be in addition to any other warranties in this Agreement, or expressed or implied by law, which are hereby reserved unto Library.

Vendor shall be responsible for the quality, technical accuracy, completeness and coordination of all reports, documents, data, information and other items and services under this Agreement. Vendor shall, promptly and without charge, provide, to the satisfaction of Library, all corrective Services necessary as a result of Vendor's errors, omissions, negligent acts, or failure to meet warranty.

The Services and everything pertaining thereto shall be provided, performed, and completed at the sole risk and cost of Vendor. Vendor shall be responsible for any and all damages to property or persons as a result of Vendor's errors, omissions, negligent acts, or failure to meet warranty and for any losses or costs to repair or remedy any work undertaken by Library based upon the Services as a result of any such errors, omissions, negligent acts or failure to meet warranty. Notwithstanding any other provision of this Agreement, Vendor's obligations under this Section shall exist without regard to, and shall not be construed to be waived by, the availability or unavailability of any insurance, either of Library or Vendor, to indemnify, hold harmless or reimburse Vendor for such damages, losses or costs.

**Section 15. Remedies, Termination for Convenience, Defaults.**

- A. **Termination of Award for Convenience.** The Library may terminate the Agreement at any time by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least thirty (30) working days before the effective date of such termination. In that event, all finished or unfinished services, reports, materials(s) prepared or furnished by the Vendor under this Agreement, shall at the option of the Library, become its property. If the award is terminated by the Library as provided herein, the Vendor shall be paid an amount as of the time notice is given by the Library for all Services which have been provided, performed and completed.

B. **Default and Termination for Cause.** If through any cause, the Vendor shall fail to fulfill in a timely and proper manner its obligations or if the Vendor shall violate any of the terms or conditions of this Agreement, the Library shall thereupon have the right to terminate the Agreement by giving written notice to the Vendor of such termination and specifying the effective date of termination. In that event, and as of the time notice is given by the Library, all finished or unfinished services, reports or other materials prepared by the Vendor shall, at the option of the Library, become its property, and the Vendor shall be entitled to receive compensation for any satisfactory work completed, prepared documents or materials as furnished. Notwithstanding the above, the Vendor shall not be relieved of liability to the Library for damage sustained by the Library by virtue of breach of the award by the Vendor and the Library may withhold any payments to the Vendor for the purpose of set off until such time as the exact amount of damages due the Library are determined.

**Section 16. Assignment.** Vendor shall not assign this project or any monies to become due hereunder without the prior written consent of the Library. Any assignment or attempt at assignment made without such consent of the Library shall be void.

**Section 17. Collusive Proposal** - The Vendor certifies that the proposal submitted by said Vendor is done so without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same contract, without prior knowledge of competitive prices, and it is, in all respects, fair, without outside control, collusion, fraud or otherwise illegal action.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed in triplicate as of the latest date set forth below.

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**Primary Vendor Contact:**

Eric Kohorst  
RFID Library Solutions  
212 3<sup>rd</sup> Ave N, Ste 415  
Minneapolis, MN 55401  
**Phone** (877) 924-7434  
**Mobile** (763) 443-5937  
**E-Mail** [eric@rfidls.com](mailto:eric@rfidls.com)

**Primary Library Contact:**

Lynne Carey  
Ames Public Library  
515 Douglas Ave  
Ames, IA 55010  
**Phone** (515) 239-5640  
**E-Mail** [lcarey@amespubliclibrary.org](mailto:lcarey@amespubliclibrary.org)

**RFID Library Solutions**

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By: Eric Kohorst  
Its: President  
Date: Oct 10<sup>th</sup>, 2013

**Ames Public Library**

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By: Lynne Carey  
Its: Director  
Date: \_\_\_\_\_

**City of Ames**

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By:  
Its:  
Date: \_\_\_\_\_

## ATTACHMENT A

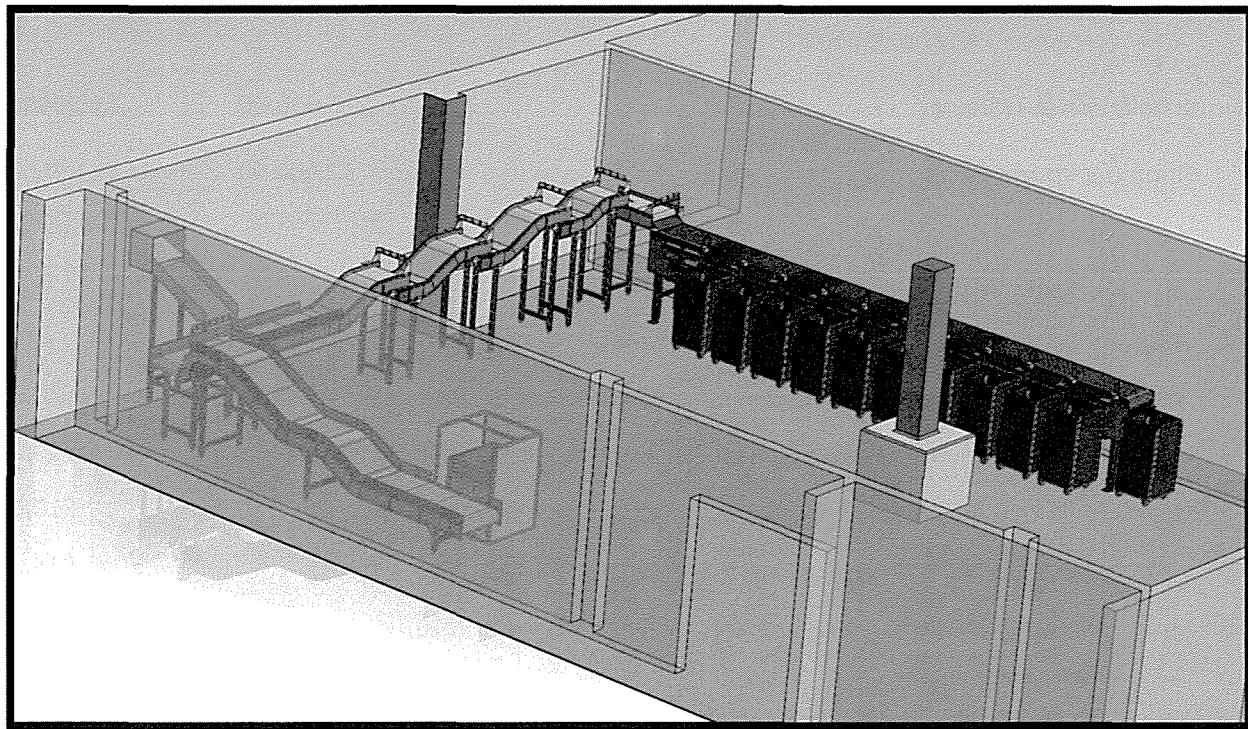
### Ames Public Library

#### PROJECT

This project involves the design, manufacture, installation, testing, training & delivery of the Ames Public Library Automated Materials Handling System located at 515 Douglas Ave, Ames, Iowa 50010. Attachment A defines hardware position, type and quantities to be implemented in the circulation workroom at the library. An illustration is included to give a clear representation of the general system layout. Included hardware is as follows:

- 11-zone ARB sort conveyor
- Bin induction module w/ (2) custom (25"W x 30"D x 30"T) & (4) Standard (30"W x 30"D x 30"T) sized induction bins
- (5) 18" wide separation conveyors
- (1) 24" wide conveyor for induction module
- (2) 4-channel RFID readers with (8) RFID antenna pads
- AMH staff station with EZ sort software
- Control Panels for power distribution & communication on system
- (5) E-stops safety buttons
- (12) Standard sized AMH sort bins & (1) Oversized sort bin.

A price matrix spells out the particulars for one-time costs as well as annual Service & Maintenance Agreement fees. A drawing shows relevant dimensions and call-out locations for system electrical and network connections. The Scope of Services details basic requirements for both parties. Included in the Scope of Services are "Acceptance and Delivery" standards whereby agreed upon values are established to allow for a mutually acceptable system hand-off to Ames staff. Finally, a copy of the Service & Maintenance Agreement.

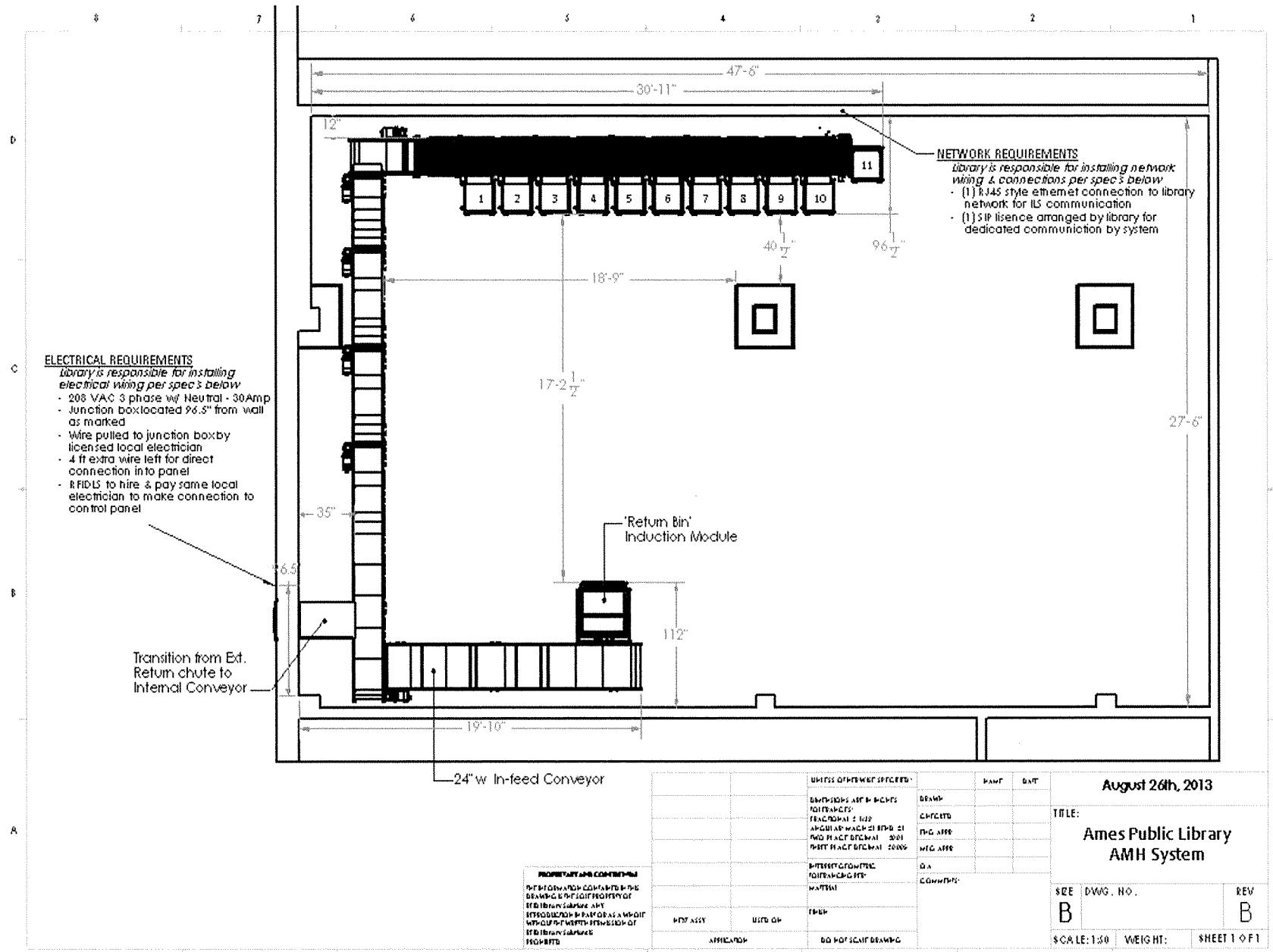


## PRICING MATRIX

<u>DESCRIPTION</u>	<u>UNIT COST</u>	<u>TOTAL</u>
<b>11-zone right handed ARB Sortation Conveyor</b>	\$100,000.00	<b>\$100,000.00</b>
<b>Conveyors – 18" wide</b>	\$46,934.00	<b>\$46,934.00</b>
• (1) 24" wide In-feed conveyor		
• (1) 18" wide Internal return conveyor		
• (3) 18" wide Singulation & Separation Conveyors		
• (1) 18" wide RFID sorter conveyor		
<b>System Controls</b>	\$55,000.00	<b>\$55,000.00</b>
• (3) Enclosures:		
○ PLC panel		
○ Motor drive panel		
○ Power panel		
• AMH software interface & System CPU		
• (2) 4-channel RFID readers & (8) antenna pads		
• (5) e-stops		
<b>Bin Induction Module</b>	\$16,500.00	<b>\$16,500.00</b>
• Bin inductor		
• Safety cage		
• Module control box		
<b>AMH Sorter Bins (12 total)</b>	\$1,915.00	<b>\$22,980.00</b>
• Dimensions: 20"W x 20"D x 42"T		
<b>AMH Oversized Sorter Bin (1 total)</b>	\$2,100.00	<b>\$2,100.00</b>
• Dimensions: 30"W x 30"D x 42"T		
<b>Return Induction Bins (6 total)</b>	\$4,000.00	<b>\$24,000.00</b>
• (4) Standard: 30"W x 30"D x 30"T		
• (2) Custom: 25"W x 30"D x 30"T		
<b>Installation &amp; Training</b>	\$15,000.00	<b>\$15,000.00</b>
<b>Shipping/Insurance</b>	\$7,500.00	<b>\$7,500.00</b>
	<b>SUB-TOTAL</b>	<b>\$290,014.00</b>

### Multi Year Service Contract

1 <sup>st</sup> year — System cover under warranty	June 2014 – May 2015	\$0.00
2 <sup>nd</sup> year — Service & Maintenance Agreement	June 2015 – May 2016	\$10,000
3 <sup>rd</sup> year — Service & Maintenance Agreement	June 2016 – May 2017	\$10,000
4 <sup>th</sup> year — Service & Maintenance Agreement	June 2017 – May 2018	\$10,000
5 <sup>th</sup> year — Service & Maintenance Agreement	June 2018 – May 2019	\$15,000
6 <sup>th</sup> year — Service & Maintenance Agreement	June 2019 – May 2020	\$15,000
	<b>SUB- TOTAL</b>	<b>\$60,000.00</b>
	<b>TOTAL</b>	<b>\$350,014.00</b>



## **SCOPE OF SERVICES**

### **Vendor shall provide the following services to Library to complete this AMH system:**

- 1) The Vendor will supply all tools, hardware, expertise, and labor to accomplish the project.
- 2) Unpack, assemble, and install the proposed 11-sort ARB conveyor, six transport conveyors, 2 four channel RFID readers, eight antenna pads, 3 control enclosures along with electrical connections to system from the wall outlet, Bin Induction Module and other related hardware in the designated RFID circulation work room. The Vendor will customize and adjust their hardware to fit the requirements of the space. The Ames circulation work room and AMH dimensions are attached hereto as 'Ames AMH System Drawing' of this Attachment A and by this reference is part of this Agreement.
- 3) Provide AMH staff station to include: desktop CPU, monitor, receipt printer& AMH software interface so that users may control AMH system, adjust settings as necessary, check-in material using RFID, sort to pre-determined locations and print custom hold receipts.
- 4) Supply 13 AMH sorting bins with spring loaded floors and 6 induction bins suitable for use in connection with Vendor's automated material handling system. Induction bins are to be custom sized to fit internal drop boxes.
- 5) Furnish the necessary staff training on the AMH system's general functioning, use of the software interface, software setting changes as well as general day-to-day maintenance. Training shall be performed in small groups over the course of several days to ensure consistent and confident operation by assigned staff. After the library operates the system on-site for two to three weeks, the vendor shall return to perform a thorough hardware evaluation as well as follow-up instruction.

### **Library shall provide the following items, product and services to this Project:**

- 1) The Library will purchase and install any and all hardware for the internal book drop located within the Customer Service Desk. The openings dimensions are be 4" tall and 18" wide with its bottom lip 30 inches from the floor. Its position from the drywall pillar in the front of the help desk is three inches.
- 2) The Library will make available the appropriate electrical power & data connection in the circulation work room as designated on the 'Ames AMH System Drawing' diagram.
- 3) The library will make arrangements to obtain a SIP license through their ILS provider for use in connection with the system.
- 4) The Library will provide appropriate fire protection or containment system as required if or when connecting a material handling conveyor directly to external return(s).
- 5) The Library will make the circulation work room available to the Vendor during normal business hours or at night if needed to achieve success in implementing this project.
- 6) The Library is responsible for removing furniture, equipment, workstations and all other cleaning to clear the space for installation of the AMH system.

### **Description of Suitability and Deliverable Practices**

Vendor will provide an automated materials handling solution that has the following capabilities and attributes. These capabilities and attributes define an acceptable product. The capabilities and attributes must be demonstrated and sustained through the testing period in order to constitute success. The test period will last for 30 days following the assembly of the working system. The Vendor will have 120 days following the test period to rectify anything found not to be satisfactory during the test period. If the Vendor fails to deliver a suitable AMH solution within this 120 day period, the Vendor will, at the option of the Library, refund any and all payments made to the Vendor pursuant to this Agreement.

### **A suitable automated materials handling solution will:**

- 1) Allow the system to interface with the Library's ILS via the SIP protocol to perform critical tasks:
  - Checking materials in
  - Processing Holds and transits
  - Sort materials into designated bin containers.
- 2) Read the customer's ISO 28560-3 data model RFID tags obtaining the item's database ID number.
- 3) The system will achieve a check-in accuracy of 97% of the total volume of material that has active as well as correctly program ID data on the RFID tag. Non-tagged material & non-operation tags do not count toward the total error.
- 4) An error is defined as sorting items into the wrong bin container. The system will achieve a mean error rating less than 5% of the total system volume.
- 5) An error is defined as the system placing items with active RFID tags and good data into the exceptions bin. The system will achieve a mean error rating less than 5% of the total system volume.
- 6) Vendor agrees to guarantee a system uptime during normal library business hours of 95% of the total operational hours measured on a monthly basis.

## AMH PROJECT DELIVERY SCHEDULE

TASK	COMMENTS	WEEK TIMELINE
Negotiate Project Scope of Work	Determine with staff the size, layout, placement & cost of AMH system to be installed.	Pre-Schedule
Contract Signing	Project is not initiated until agreement signed and deposit has been received. These 2 acts release the project for prep & material orders.	<b>Week 1</b> April 14 <sup>th</sup> – 20 <sup>th</sup>
Internal Project Meeting	Verify material orders for each supplier. Coordinate internal responsibilities for project team. Establish team leader for primary communication with library.	<b>Week 2</b> April 21 <sup>st</sup> – 27 <sup>th</sup>
Project Introduction	Project leader calls library contact to introduce team and determine date for 'Library Coordination Meeting.' Can be arranged via conference call or webinar.	<b>Week 2</b> April 21 <sup>st</sup> – 27 <sup>th</sup>
Library Coordination Meeting (LCM)	Outline expectations with Library to include: <ul style="list-style-type: none"> <li>• Electrical requirements</li> <li>• Ethernet placement</li> <li>• Determine Install hours</li> <li>• Facility remodeling (if necessary)</li> <li>• Existing equip. or desks moved</li> <li>• Delivery and Install start date</li> <li>• Review system layout drawing</li> </ul>	<b>Week 3</b> April 28 <sup>th</sup> – May 4 <sup>th</sup>
Order System Components	Bill of Materials verified based on LCM discussion with library. PO's sent to all vendors for manufacturing of product. Delivery date confirmed by supplier as acceptable.	<b>Week 3</b> May 5 <sup>th</sup> – 11 <sup>th</sup>
System Build	Constant communications as well as updates are received with suppliers during this period as to progress. Internally we are constructing all bins induction modules and add-on components that will be personally delivered by project team.	<b>Weeks 4 - 10</b> May 12 <sup>th</sup> – June 22 <sup>nd</sup>
Library Prep Work	Library to complete a set of tasks prior to install <ul style="list-style-type: none"> <li>• Electrical Installation (208 VAC, 3 phase, 30 Amps)</li> <li>• Ethernet connection Install – (2) RJ45's</li> <li>• Complete sort configuration table</li> <li>• Send material with tags to test</li> <li>• Arrange SIP license for AMH system</li> </ul>	<b>Weeks 5 – 10</b> May 19 <sup>th</sup> - June 22 <sup>nd</sup>
Verify Component Readiness & Spec's for Shipping	All suppliers are called to verify component completeness and their understanding of delivery date/time. Video and test data is reviewed with suppliers for correct system specification. Freight carrier information is recorded. In-house testing is performed on all components assembled by RFID LS technicians. Product crated for shipping	<b>Week 10</b> June 23 <sup>rd</sup> – 27 <sup>th</sup>
System Delivery	Project team on-site day before all system components are to arrive to perform last minute facility prep work. Any product hand delivered is unpacked and readied for install. Individual supplier components are pre-arranged to arrive at staggered times, typically in AM, PM & successive days.	<b>Week 11</b> Ship June 27th

TASK	COMMENTS	WEEK TIMELINE
System Install	Installation follows a very coordinated sequence. It begins with assembly and positioning of the initial conveyors. From there, erection flows forward to the ARB sortation conveyor. Next are motors, all sensors, transitions, chutes & induction parts. System control panels are positioned along with all electrical conduit, junction boxes and connections. Install wraps up with induction module set-up, sorter bin positioning and AMH CPU preparation.	<b>Weeks 12 &amp; 13</b>  July 1 <sup>st</sup> - 13 <sup>th</sup>
System Testing	Project engineer & install technician systematically test each electrical connection, sorter actuator, sensor, motor, induction mechanism, RFID readers, antenna pads, sort tables, etc for correct setting. This is a several day process that includes staff involvement towards the end of testing to ensure library satisfaction.	<b>Week 13</b>  July 14 <sup>th</sup> – 20 <sup>th</sup>
System Training	Training is performed by certified technician to cover user interface, vital equipment and essential system functions. Custom user manual reviewed for staff understanding. Administrative passwords established at this time. Training coordinated with library in small groups to facilitate interactive, hands-on learning.	<b>Week 15</b>  July 21 <sup>st</sup> – 27 <sup>th</sup>
System Hand-off	Verification that the system is performing as expected and to specification. Typically involves 1-2 days of clean operation – sorting to correct bins, accurate check-in, precise SIP connection, smooth induction of bins, seamless conveyor transition of material and staff comfort with user interface. At this point, sign-off on project takes place. Two week on-site follow-up visit arranged.	<b>Week 16</b>  July 28 <sup>th</sup> , 2014

#### **\*\*2 WEEK INSTALLATION DETAIL**

<b>DAY 1</b>	✓ 8AM Start on Monday of Install Week ✓ Delivery Receipt & Unpacking ✓ 1 <sup>st</sup> Conveyor Assembly	<b>DAY 6</b>	✓ Turn System Power on for 1 <sup>st</sup> Time ✓ CPU Set-up ✓ Software Install & Testing
<b>DAY 2</b>	✓ Continued Conveyor Assembly & Positioning ✓ Sorter Assembly & Positioning ✓ Conveyor Motors Installed ✓ Install Conveyor Sensors & Transitions	<b>DAY 7</b>	✓ Conveyor Speeds Adjusted to Maximize Throughput and timing ✓ Complete System Testing of all Components
<b>DAY 3</b>	✓ Install Sorter Sensors & Chutes ✓ Control Panel Installation ✓ Power Connected by Local Electrician ✓ Start Mounting Elec. Wiring Conduit	<b>DAY 8</b>	✓ Workroom Clean-up of tools & extra parts ✓ System Testing & Fine Tuning
<b>DAY 4</b>	✓ Finish Conduit Set-up ✓ Run wiring thru Conduit for System ✓ Wire Sorter cabling	<b>DAY 9 - 14</b>	✓ Multiple Days of Staff Training ✓ Final Workroom Clean-up ✓ System Sign-off and Hand-over to Library
<b>DAY 5</b>	✓ Finish Wiring & Cable Install ✓ Induction Modules Set-up		

Signature\_\_\_\_\_

Date\_\_\_\_\_

Print Name\_\_\_\_\_

## **AMH SERVICE AGREEMENT**

This Annual Service Agreement is a legal contract between the Ames Public Library (Library) and RFID Library Solutions, Inc. (RFIDLS), which governs the terms and conditions under which RFIDLS will perform Automated Material Handling (AMH) system maintenance.

This Agreement is for the existing AMH system located at Ames Public Library, 515 Douglas Ave, Ames, IA 50010. RFIDLS agrees to service the existing AMH system and sort bins owned by the Library. The Library agrees to provide access to the system when required and as needed to return it to operation. The service agreement is for five years; starting on June 1<sup>st</sup>, 2015 and expires on May 31<sup>st</sup>, 2020. The price of this agreement is **\$60,000.00 (US dollars)**, to be invoiced annually per the schedule outlined on the Pricing Matrix or upfront as a lump sum paid with install contract (page 8).

The service on the AMH system includes all the time, labor, and technical knowledge necessary to return the system to its normal functioning state, or repair/replace worn or improperly functioning equipment. Service is to be available in an emergency as well as a routinely scheduled event. Service includes software upgrades and technical support to achieve the system's mutually acceptable working condition. The Annual Services Agreement **does not include** the cost of replacement parts. All replacement parts are invoiced to the Library as purchased. RFIDLS may only purchase parts after approval has been gained from the Library.

The agreement provides for (2) Preventative Maintenance (PM) visits to be scheduled in advance with the Library per year. The PM visit has the following requirements:

- The on-site visits will be conducted by a certified RFIDLS Technician familiar with Ames AMH system.
- The trained technician will thoroughly inspect all equipment and keep a log of concerns or areas that need attention. Repairs or wear patterns are discussed with staff and the service log updated with regard to follow-up steps. If both parties agree, plans can be made for ordering parts as well as a timeline for repair/replacement of part(s). Once completed, a final report will be generated indicating the system's condition and/or repairs made.
- Preventative Maintenance visits will be coordinated and scheduled at the Library's convenience.

Emergency support will be available by calling our toll free telephone number, **(877) 924-7434**, and selecting **Option 1** for direct connection with a service technician. The Library will also have access to the technicians mobile phone line as backup should immediate assistance be required. RFIDLS will provide phone support 7 days a week and 24 hours a day. Voice messages will receive a two hour response time. On-site local service is guaranteed within 24 hrs. Library staff may contact their technician via e-mail: [kyle@rfidls.com](mailto:kyle@rfidls.com) at any time for general service questions or to schedule routine maintenance. Remote assistance is available and recommended, but only established with the library's request as well as permission.

**RFID Library Solutions**

Signature \_\_\_\_\_

Print Name Eric Kohorst

Date 10-9-2013

**Ames Public Library**

Signature Shelia Schotter

Print Name Shelia Schotter

Date 9/30/17



## **AMH MULTI YEAR SERVICE AGREEMENT**

This Annual Service Agreement is a legal contract between the Ames Public Library (Library) and RFID Library Solutions, Inc. (RFIDLS), which governs the terms and conditions under which RFIDLS will perform Automated Material Handling (AMH) system maintenance.

This Agreement is for the existing AMH system located at Ames Public Library, 515 Douglas Ave, Ames, IA 50010. RFIDLS agrees to service the existing AMH system and sort bins owned by the Library. The Library agrees to provide access to the system when required and as needed to return it to operation. The service agreement is for five years; starting on Oct. 1<sup>st</sup>, 2020 and expires on Sept. 31<sup>st</sup>, 2025. The price of this agreement is **\$82,500.00 (US dollars)**, to be invoiced annually per the schedule outlined on the Pricing Matrix outlined on the next page.

The service on the AMH system includes all the time, labor, and technical knowledge necessary to return the system to its normal functioning state, or repair/replace worn or improperly functioning equipment. Service is to be available in an emergency as well as a routinely scheduled event. Service includes software upgrades and technical support to achieve the system's mutually acceptable working condition. The Annual Services Agreement **DOES** include the cost of replacement parts.

The agreement provides for (2) Preventative Maintenance (PM) visits to be scheduled in advance with the Library per year. The PM visit has the following requirements:

- The on-site visits will be conducted by a certified RFIDLS Technician familiar with Ames AMH system.
- The trained technician will thoroughly inspect all equipment and keep a log of concerns or areas that need attention. Repairs or wear patterns are discussed with staff and the service log updated regarding follow-up steps. If both parties agree, plans can be made for ordering parts as well as a timeline for repair/replacement of part(s). Once completed, a final report will be generated indicating the system's condition and/or repairs made.
- Preventative Maintenance visits will be coordinated and scheduled at the Library's convenience.

Emergency support will be available by calling our toll-free telephone number, **(877) 924-7434**, and selecting **Option 1** for direct connection with a service technician. The Library will also have access to the technician's mobile phone line as backup should immediate assistance be required. RFIDLS will provide phone support 7 days a week and 24 hours a day. Voice messages will receive a two-hour response time. On-site local service is guaranteed within 24 hrs. Library staff may contact their technician via e-mail: [neil@rfidls.com](mailto:neil@rfidls.com) at any time for general service questions or to schedule routine maintenance. Remote assistance is available and recommended, but only established with the library's request as well as permission.

### **RFID Library Solutions**

Signature \_\_\_\_\_

Print Name Eric Kohorst

Date 1-14-2020

### **Ames Public Library**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## **PRICING MATRIX**

### **Multi Year Service Contract**

1 <sup>st</sup> year – Service & Maintenance Agreement	Oct. 2020 – Sept. 2021	\$15,000.00
2 <sup>nd</sup> year – Service & Maintenance Agreement	Oct. 2021 – Sept. 2022	\$15,000.00
3 <sup>rd</sup> year – Service & Maintenance Agreement	Oct. 2022 – Sept. 2023	\$17,500.00
4 <sup>th</sup> year – Service & Maintenance Agreement	Oct. 2023 – Sept. 2024	\$17,500.00
5 <sup>th</sup> year – Service & Maintenance Agreement	Oct. 2024 – Sept. 2025	\$17,500.00
	<b>SUB- TOTAL</b>	<b>\$82,500.00</b>

## **Renewal of the RFID Library Solution Service Agreement**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 20, 2020**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of RFID Library Solution multi-year service agreement beginning October 1, 2020 and ending September 30, 2025, in the total amount of \$82,500.20.

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Roger Kluesner, President

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Sandra Loof, Secretary

- 1) Phased Reopening of Library- Continue to work with Board, City, and staff to evaluate and safely phase in library services for the community during the COVID-19 pandemic.**
  - Work with City and Board in continuing to evaluate phased reopening plan
  - Communicate with staff regularly to get input and assess services
  - Communicate phased opening and available services with community through multiple channels
- 2) Strategic Plan- continue to work collaboratively with staff to finalize the plan, publicize and begin implementation**
  - Map out key areas of focus with specific measurable goals
  - Map out timeline and other tools to guide implementation
  - Publicize plan both internally with staff and Board and externally with overall community and specific stakeholders
- 3) Board Relationships- Continue to foster relationships with the APL and APLFF Boards**
  - Schedule more regular information sharing of Library events, key partnerships, fundraising updates etc.
  - Foster communication around key dates/ milestones for budget, Board committee work i.e. director evaluation and nominating committee
  - Identify and facilitate appropriate Board Education opportunities for both APL and APLFF
  - Assist in onboarding new APLFF development officer
  - Collaborate on identifying new strategies for fundraising