

**Ames Public Library Board of Trustees
Agenda – April 19, 2018
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Welcome New Trustees

Consent Agenda (Action Item)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of March 15, 2018
- 3) Motion approving payment of claims 3/1/18 – 3/31/18

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.)

Financial Reports

- 4) Third Quarter reports

Activity Reports

- 5) Ames Public Library Friends Foundation (APLFF)
- 6) Administrative Staff Report – Carey

Policy Review

- 7) Sex Offender Policy (Action)
- 8) Collections Policy (Discussion)

New Business

- 9) Strategic Plan Review (Action)
- 10) Advantage Preservation Newspaper Digitization Services and Funding (Action)
- 11) Contracts for Fiscal Year 2018/19 (Action)
 - a) Innovative Interfaces Maintenance Agreement Renewal
 - b) Nationwide Office Care Contract Renewal
- 12) Videography of June 21 and July 19 Meetings (Action)
- 13) Committee Appointments

Trustee Comments

Adjournment

**Next regular meeting: Thursday, May 17, 2018
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 19, 2018**

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

- 1) From Ames Noon Kiwanis for the INSPIRE program..... \$1,000.00
- 2) From Golden K Kiwanis for children's books \$1,000.00
- 3) In memory of Evon Bailey from Margaret Knox \$25.00
- 4) In memory of Joan Mohler from
 - Keith and Martha Bornemeier..... \$25.00
 - Noralane Lindor \$250.00
- 5) In memory of Janet Klaas from Fern Kupfer on behalf of Janet's book club,
for a set of book club books \$140.00

Roger Kluesner, Vice President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
March 15, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 15, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Butler, Glatz, Kluesner, Linch, and Rohret in attendance. Briese arrived later and Marshall was excused. Library Director Carey and staff members Alissa Hawes and Mary Logsdon were also present.

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

Consent Agenda:

Moved by Glatz, seconded by Butler, to approve the following items on the consent agenda:

1) Resolution accepting donations:

- a) In memory of Evon Bailey from
 - i) Paul Anderson \$50.00
 - ii) Dorothy Bailey, Susan Langstaff, and Karen Schaapveld \$30.00
 - iii) Betty and Tom Barton \$20.00
 - iv) P. Jeffrey and Frances Berger \$25.00
 - v) Deborah and Mark Blaedel \$20.00
 - vi) Jim and Lori Eldridge \$10.00
 - vii) Jane and Gerald Kennedy \$50.00
 - viii) Loraine Safly \$15.00
 - ix) Laura Shanks \$25.00
 - x) Jan Eldridge Sorenson \$10.00
- b) In memory of Janet Klaas from
 - i) Paul and Marlaine Domoto \$30.00
 - ii) Margaret and Dan Jaynes \$25.00
 - iii) Erwin Klaas \$500.00
 - iv) Diane and Greg Nelson \$10.00
 - v) Clay and Ann Pierce \$50.00
 - vi) Helen and Robert Rod \$24.00
 - vii) Story County Soil & Water Conservation District Commissioners \$40.00
- c) From anonymous patron in thanks for AARP Tax Aide help \$75.00
- d) From ISU Women's Club \$70.00

2) Motion approving minutes of the regular meeting of February 15, 2018

3) Motion approving payment of claims 2/1/18 – 2/28/18

Vote on Motion: 7-0. Approved unanimously. Resolution No. 2018-L006 adopted.

Public Forum: None.

Ames Public Library Friends Foundation (APLFF) Report: Acker reported that Literary Grounds had income of \$3,400 last month and the previous weekend's book sale brought in over \$8,000. The April 15 Author Café is sold out, with an expanded number of tickets having been made available. Trustee Butler said that March was the last meeting for Acker and Ana McCracken was nominated to take the position being vacated by Jennifer Garst.

Art Committee Report: Acker showed a slide of a piece of art made of cast and stained aluminum and glass, measuring about 25 inches by 20 inches by 18 inches, that she had seen exhibited in the Palm Springs Library. The work, called *Personal Spaces*, depicted two persons

perusing library books. Acker said it was the last in series of library pieces by American Artist Lucy Lyon. Acker said the Art Committee was positively disposed toward purchasing it for APL, but it carries a \$30,000 price tag. She said the purchase could be made in three installments, if the Board were interested in pursuing it.

Briese arrived at 7:05 pm

The trustees found the subject matter and design appealing, but noted that the Library does not have any other art work valued this high. The Library would not purchase a piece with the intent of making an investment or selling it later, and if it were to be part of the permanent collection, it would need to be mounted on some sort of pedestal, lighted, and protected. Ongoing maintenance and security could become issues. The question of whether there might be any local artists who could create something similar was also raised, as their works are to be given preference according to the Library's policy. It was suggested that a purchase such as this would only make sense if it were done on the private side. At the direction of the Board, for example, APLFF could see if people were interested in donating to purchase a special piece that held significance and then commemorate it at a special event. No action was taken.

Carey stated that the original artwork from Stewart Buck had been delivered and a reception will be held on May 16 at 7 p.m. in the Farwell T. Brown Auditorium. Refreshments will be served and Mr. Buck will do a presentation and show a four-minute video on the concept and creation of the work. She said he did a lot of research into the subject matter and the piece is historically accurate. The unveiling will take place in the Heritage Room, where the piece will be hung. Carey said that Mr. Buck now lives in Ankeny, but grew up in Ames.

Director Evaluation Committee Report: Trustee Rohret said that the committee had met with Carey on Monday and her evaluation would take place under New Business.

Administrative Staff Report: Carey said that Julia Slocum and Kate Oltman were hired as clerks in Customer Account Services and four new youth/teen interns were hired; the Human Resources Intern helped conduct interviews with staff. A new student who is working his Master's degree at the University of Missouri will be working 130 hours over the summer for his practicum. He is interested in teen programming and met with the Teen Librarian.

Fiscal Year 2016/17 statistics from the Iowa Urban Public Library Association (IUPLA) were distributed, showing how the libraries compared amongst themselves. Carey pointed out that Ames had far higher figures for volunteers and programming than the others, especially considering the population. She said that Cedar Rapids has an interesting arrangement with two social workers who go to the library three days a week and use library space to meet clients. It is helpful to those who need services, provides the social workers a way of reaching people who can't meet in their offices, and expands the services the library is able to offer. She also related that Davenport Public Library is planning a pub crawl in April, after hearing about APL's.

Staff Development Day took place in February; Glatz and Barchman were able to attend. Responses about and from the presenter were good. In-house experts also presented that day: Cathy Cooney spoke about services to the homeless; the Safety Team offered updates; and the Budget Team gave its presentation to staff.

Trustee Glatz said he had run into the presenter after Staff Day and she told him how impressed she was with staff's level of engagement and the Library's overall commitment to the concepts of empathy and creating a welcoming environment.

Carey said that February was a banner month for programming. She said transformation could be seen taking place in the room during some of the Black History Month events. She personally saw tears and witnessed hour-long conversations that were held afterwards. She said March promises to be just as engaging—*Page One* is a full six pages long.

Board Education: Director Carey, along with Adult Services Manager Mary Logsdon and Resource Services Manager Alissa Dornink Hawes, shared the budget presentation they had given to the City Council in February. The team used an American Library Association theme, “Libraries Transform,” to structure the presentation and demonstrate how the library can play a transformative role for citizens who use it. They spoke about highlights from last year, ongoing and upcoming activities, and funding requests shown on pages 184 through 199 of the City’s Draft 2018/19 Program Budget, and how they relate to APL Strategic Plan Initiatives such as:

- strengthening the relationship with ISU Community;
- ensuring excellent customer service;
- developing welcoming and accessible destinations;
- engaging community members;
- encouraging early literacy skill development;
- cultivating program partners;
- curating responsive collections and programs;
- advancing digital literacy; and
- exploring streaming services.

Acker noted that City Council has been well disposed toward the Library and said she is pleased that the members look favorably on the Library’s requests. Carey agreed that they provide strong support and also challenge the Library in a favorable way.

Director’s General Job Duties Policy:

Moved by Glatz, seconded Kluesner, to retain the Director’s General Job Duties Policy without changes.

Glatz said that the policy was the basis for this year’s performance appraisal questions and had provided an adequate framework. Rohret suggested that the Board might want to review the policy again when a recruitment takes place, rather than waiting three years. Carey pointed out that the policy is not actually a position description—it describes what a director has to make sure is happening—but agreed that the Board would want to make sure the position description fits with the policy. She said she had obtained the position descriptions from all the other IUPLA libraries and offered to get their policies, as well.

Vote on Motion: 7-0. Approved unanimously.

Sex Offender Policy: Glatz said he felt the policy was a bit confusing because one section states that appeals will not be entertained, but another discusses exceptions to the general regulations. It was agreed that the language should be changed to make it clear that exceptions may be requested, but may not be appealed. Revisions will be presented in April.

2018/19 Enrich Iowa Agreement:

Moved by Linch, seconded by Barchman, to adopt a resolution authorizing execution of the Enrich Iowa agreement, including Direct State Aid, Open Access, and Interlibrary Loan Reimbursement for the period from July 1, 2018 through June 30, 2019.

When asked if the Library had any issues with the compliance requirements, Carey replied in the negative. She said the Direct State Aid report focuses on impact and the State Library asks for stories to relay to the legislature; the other statistics are gathered by staff throughout the year.

Vote on Motion: 7-0. (Unanimous approval.) Resolution No. 2018-L007 adopted.

Contract for Website Redesign: Carey reported that staff had no recommendation on awarding a contract yet because the demonstration that was to have taken place the previous day did not happen. Staff is in hopes that it can take place on Friday. In the meantime, Carey said she would like authorization to proceed with negotiations. APLFF funding in the amount of \$30,000 was included in the budget; however, without approval by the Board, the Director's contracting authority is limited to \$25,000.

Moved by Briese, seconded by Rohret, to adopt a resolution authorizing the Library Director to work with representatives of a selected vendor to negotiate for redesign of the APL Website, based on responses to Request for Proposal No. 2018-056.

Carey noted that the Library might not even need a contract—a purchase order could possibly serve as a contract—and terms and conditions would be approved by the Legal Department, but the vendors of both products under consideration are very busy, so the Library would like to get on a calendar soon.

Vote on Motion: 7-0. (Unanimous approval.) Resolution No. 2018-L008 adopted.

Director's Performance Evaluation: Acker stated that Carey requested that the meeting be closed under the provision of Iowa Code Section 21.5(1) (i), which refers to the evaluation of the professional competency of an individual whose performance is being considered.

Moved by Rohret, seconded by Glatz, to close the meeting under the provisions of Iowa Code Section 21.5(1)(i) for the purpose of discussing the Director's performance evaluation.

Roll Call Vote: 8-0. (Voting aye: Acker, Barchman, Briese, Butler, Glatz, Kluesner, Linch, Rohret). Motion carried unanimously.

The meeting was closed at 8:15 p.m. and reconvened in open session at 9:08 p.m.

Director's Salary for Fiscal Year 2018/19:

Moved by Briese, seconded by Rohret, to adopt a resolution setting the Director's salary at \$140,000 for fiscal year 2018/19.

Vote on Motion: 7-0. Motion carried unanimously. Resolution No. 2018-L009 adopted.

Election and Installation of Officers: The slate of candidates presented by the Nominating Committee in February was: Charles Glatz for President; Roger Kluesner for Vice President; and Sarah Barchman for Secretary.

Acker asked if there were any further nominations for the office of president. Hearing none, she declared nominations for the office of president closed. She welcomed further nominations for the office of vice president. None were offered and nominations for the office of vice president were declared closed. Additional nominations for the office of secretary were invited. None were offered; nominations for the office of secretary were declared closed.

Moved by Butler, seconded by Briese, to elect the slate of Glatz, Kluesner, and Barchman as presented.

Vote on Motion: 8-0. (All voting.) Motion carried unanimously.

The new officers were declared elected and installed for the upcoming year.

Recognition of Retiring Trustees: Acker and Rohret were recognized for their time and efforts as trustees for six and three years, respectively. Each was given a commemorative plaque.

Trustee Comments:

Kluesner, Briese and Barchman all thanked Acker and Rohret for their service as trustees.

Rohret thanked Glatz and Marshall for their help on the Director Evaluation Committee.

Glatz said it was rather scary to think of losing Acker and Rohret and their years of experience, but he hoped their absence would inspire the rest of the Board to “step it up.”

Adjournment took place by consensus at 9:13 pm.

The next regular meeting will be on Thursday, April 19, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

Library Claims
March 1, 2018 - March 31, 2018

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,588.64
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 746.88
PAYROLL SUMMARY	LONGEVITY	\$ 960.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 629.29
PAYROLL SUMMARY	FICA	\$ 2,690.64
PAYROLL SUMMARY	IPERS	\$ 3,955.62
PAYROLL SUMMARY	WORKERS COMP	\$ 127.44
DATA SERVICE CHARGES	CITY DATA SERVICES	\$ 11,399.00
FEB MESSENGER CHGS	MESSENGER SERVICE	\$ 393.66
FEB. 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 24.51
RISK INSURANCE CHGS 17/18	RISK INSURANCE	\$ 19,654.00
17/18 PHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 3,456.00
FEB LONG DISTANCE CHGS	LONG DISTANCE	\$ 3.40
JAN. 2018 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 342.48
JAN. 2018 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 75.00
AMER LIBRARY ASSOCIATION	TRAINING	\$ 156.00
BANK OF AMERICA	CONFERENCES	\$ 450.00
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$ 826.00
BANK OF AMERICA	ADVERTISING	\$ 197.60
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 9,447.54
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 234.55
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 198.10
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 678.75
CITY OF AMES UTILITIES	WATER/SEWER	\$ 373.62
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 1,188.09
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 359.88
FILEMAKER INC	TECHNOLOGY MAINT/SUPPORT	\$ 105.00
XEROX CORPORATION	RENTALS/LEASES	\$ 1,139.31
G & K SERVICES	NON-CITY SERVICE	\$ 81.00
LAWNPRO	NON-CITY SERVICE	\$ 1,750.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,131.20
CH ISSUES	OFFICE SUPPLIES	\$ 142.90
AMER MARKING INC	OFFICE SUPPLIES	\$ 25.17
QUILL CORP	OFFICE SUPPLIES	\$ 32.80
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 10.29
BANK OF AMERICA	OFFICE SUPPLIES	\$ 1,083.00
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 21.59
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 80.20

Library Claims
March 1, 2018 - March 31, 2018

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,201.08
HOME TOWN VARIETY INC	MINOR COMPUTER EQUIPMENT	\$ 649.99
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 437.20
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 1,200.20
BANK OF AMERICA	CLEANING SUPPLIES	\$ 126.04
MARY GREELEY MEDICAL CENT	EQUIPMENT PARTS/SUPPLIES	\$ 483.20
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 318.57
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$ 761.89
BANK OF AMERICA	FOOD	\$ 806.99
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 507.02
SENIORS IN STORY	SPECIAL PROJECT SUPPLIES	\$ 125.00
	Total Administration	\$ 131,033.06
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,277.12
PAYROLL SUMMARY	LONGEVITY	\$ 382.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 99.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,746.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 293.61
PAYROLL SUMMARY	FICA	\$ 1,255.42
PAYROLL SUMMARY	IPERS	\$ 1,934.21
PAYROLL SUMMARY	WORKERS COMP	\$ 25.54
17/18 PHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 1,728.00
FEB LONG DISTANCE CHGS	LONG DISTANCE	\$ 0.71
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$ 50.40
OCLC INC	OUTSIDE PROFESSIONAL SVCS	\$ 10,000.00
BANK OF AMERICA	CONFERENCES	\$ 1,475.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 556.37
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 304.17
RECORDED BOOKS LLC	EQUIPMENT PARTS/SUPPLIES	\$ 176.50
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 95.40
MIDWEST TAPE	ELECTRONIC LICENSES	\$ 2,693.86
BANK OF AMERICA	ELECTRONIC LICENSES	\$ 6.98
OVERDRIVE	ELECTRONIC LICENSES	\$ 332.97
DES MOINES REGISTER	PERIODICALS	\$ 113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,958.68
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 231.20
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 465.82
AMAZON	YOUTH COLLECTION	\$ 859.72
MIDWEST TAPE	YOUTH COLLECTION	\$ 829.18
BOOK FARM INC	YOUTH COLLECTION	\$ 3,254.15
USBORNE BOOKS	YOUTH COLLECTION	\$ 277.80

Library Claims
March 1, 2018 - March 31, 2018

AMAZON	AUDIO-VISUAL COLLECTION	\$ 135.09
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 6,149.18
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 5,456.60
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 51.54
AMAZON	ADULT PRINT COLLECTION	\$ 839.50
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 1,223.55
INTL CODE COUNCIL INC	ADULT PRINT COLLECTION	\$ 780.00
GALE GROUP	ADULT PRINT COLLECTION	\$ 725.72
REIMANN, CADY	REFUNDS	\$ 40.95
	Total Resource Services	\$ 71,888.91
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,678.01
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 388.00
PAYROLL SUMMARY	LONGEVITY	\$ 555.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 507.19
PAYROLL SUMMARY	FICA	\$ 2,168.49
PAYROLL SUMMARY	IPERS	\$ 3,270.27
PAYROLL SUMMARY	WORKERS COMP	\$ 45.91
17/18 PHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 2,592.00
FEB LONG DISTANCE CHGS	LONG DISTANCE	\$ 1.13
AMER LIBRARY ASSOCIATION	TRAINING	\$ 468.00
BANK OF AMERICA	CONFERENCES	\$ 1,105.00
ONESOURCE	RECRUITING COSTS	\$ 49.00
	Total Youth Services	\$ 53,075.62
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,618.10
PAYROLL SUMMARY	LONGEVITY	\$ 795.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 159.27
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,928.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 512.17
PAYROLL SUMMARY	FICA	\$ 2,189.96
PAYROLL SUMMARY	IPERS	\$ 3,251.71
PAYROLL SUMMARY	WORKERS COMP	\$ 42.76
17/18 PHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 2,592.00
FEB LONG DISTANCE CHGS	LONG DISTANCE	\$ 7.55
CAREY, DON	OUTSIDE PROFESSIONAL SVCS	\$ 150.00
STATE LIBRARY OF IOWA	TRAINING	\$ 100.00
AMER LIBRARY ASSOCIATION	TRAINING	\$ 468.00
BANK OF AMERICA	CONFERENCES	\$ 1,763.49
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 422.00
	Total Adult Services	\$ 53,070.63

Library Claims
March 1, 2018 - March 31, 2018

Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,564.21
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 10,960.43
PAYROLL SUMMARY	LONGEVITY	\$ 940.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.04
PAYROLL SUMMARY	LIFE INSURANCE	\$ 85.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,031.86
PAYROLL SUMMARY	MEDICARE FICA	\$ 752.44
PAYROLL SUMMARY	FICA	\$ 3,217.56
PAYROLL SUMMARY	IPERS	\$ 4,774.38
PAYROLL SUMMARY	WORKERS COMP	\$ 147.29
17/18 PHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 3,025.00
FEB LONG DISTANCE CHGS	LONG DISTANCE	\$ 7.34
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 286.40
FEBRUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,384.42
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 11.99
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 8.16
CATE, CHRISTINE	TRAVEL/MEETINGS	\$ 4.08
AMER LIBRARY ASSOCIATION	TRAINING	\$ 312.00
BANK OF AMERICA	CONFERENCES	\$ 1,008.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 213.00
ONESOURCE	RECRUITING COSTS	\$ 70.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 214.80
BANK OF AMERICA	OFFICE SUPPLIES	\$ 27.40
	Total Customer Account Services	\$ 74,215.80
	Grand Total:	\$ 383,284.02
		4/19/2018
Roger Kluesner, Vice President	Sarah Barchman, Secretary	Date

Ames Public Library					
2017/18 Expenditure Summary - All Funding Sources					
Mar 31, 2018					
9th month = 75%					
	General	Fund 239	Fund 241	Future	
	Fund	Friends	Donations	Needs	Total
		Foundation	& Grants	Fund	Expenses
Gilman, Smith & Feinberg :					
Adult Collection (Smith)					-
Youth Collection (Gilman & Feinberg)					-
Total Bequest	-	-	-	-	-
Administration:					
General Administration	928,420	534			928,954
Total Administration	928,420	534	-	-	928,954
Operations Services:					
Outreach Services	-				-
Total Outreach Services	-	-	-	-	-
Resource Services:					
Collections Administration	317,286				317,286
Electronic Collection/Licenses	82,207	15,717			97,924
Periodicals	15,264				15,264
Juvenile	82,418	5,377	126		87,921
Audio/Visual Collection	67,538	6,049			73,587
Adult Collection	96,241	1,407	348		97,996
Refunds	374				374
Total Resource Services	661,328	28,550	474	-	690,352
Youth Services:					
Outside Professional Services	461,186				461,186
Food & Feed		4,275			4,275
Juvenile		392	1,338		1,730
Project Smyles			18,007		18,007
Books for Babies			4,030		4,030
Special Project Supplies		2,975	1,270		4,245
HBRA			1,717		1,717
Total Youth Services	461,186	7,642	26,362	-	495,189
Adult Services:					
Food	431,964				431,964
Printing/Graphics		204			204
Outside Professional Services		3,115			3,115
Special Project Supplies		3,031			3,031
Total Adult Services	431,964	6,350	-	-	438,314
Customer Account Services:					
Circulation Services	584,833				584,833
Total Customer Account Services	584,833	-	-	-	584,833
Library Improvements:					
		6,249			6,249
Small Talk Grant:					
		41,346			41,346
Library Merchandise					
		2,456			2,456
Kinney-Lindstrom Grant:					
			7,065		7,065
Carver Trust Grant:					
			883		883
Total Expenses	3,067,730	93,127	34,784	-	3,195,641

2017/18 Ames Public Library General Fund Expenditure Comparisons

Mar 31, 2018

9th month = 75%

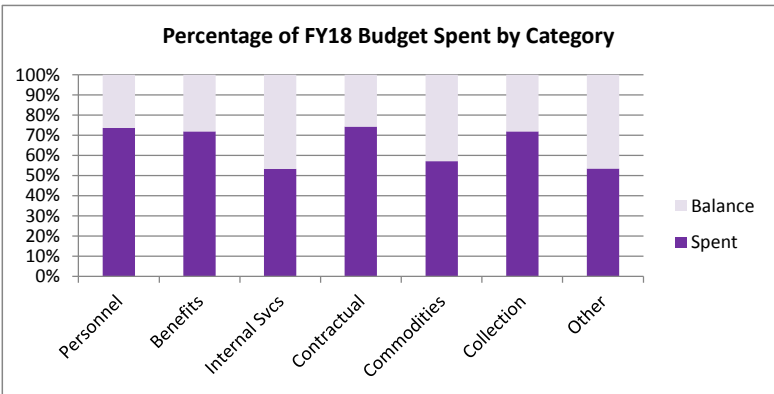
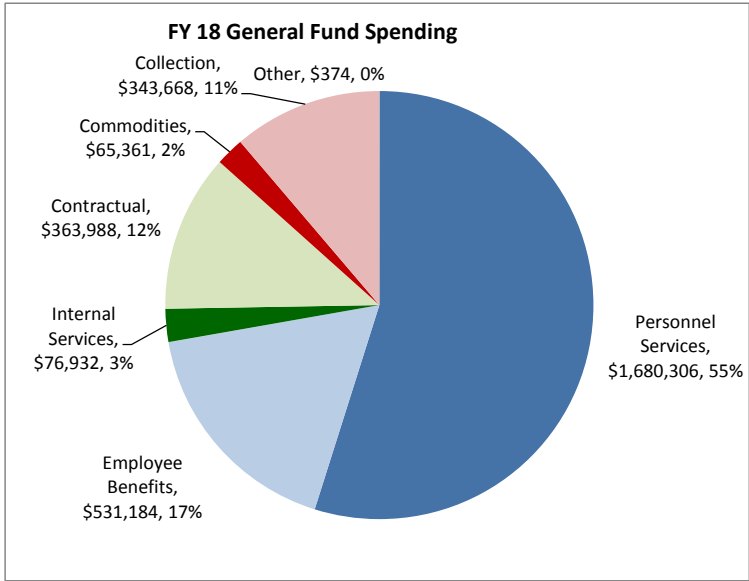
Year-to-Year Expenditure Comparisons			
	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Totals by Category:			
Personnel Services	\$ 1,598,333	\$ 1,680,306	5.1%
Employee Benefits	516,804	531,184	2.8%
Internal Services	69,188	76,932	11.2%
Contractual	320,047	363,988	13.7%
Commodities	46,960	65,361	39.2%
Collection	315,353	343,668	9.0%
Other	491	374	-23.8%
Capital over 5,000	-	5,916	
Total	\$ 2,867,176	\$ 3,067,730	7.0%

Expense-Budget Comparisons		
YTD 2017/18	Budget* 2017/18	% of Total Budget Spent
\$ 1,680,306	\$ 2,280,517	73.7%
531,184	738,689	71.9%
76,932	144,142	53.4%
363,988	489,732	74.3%
65,361	114,192	57.2%
343,668	477,651	71.9%
374	700	53.5%
5,916	29,925	0.0%
\$ 3,067,730	\$ 4,275,548	71.8%

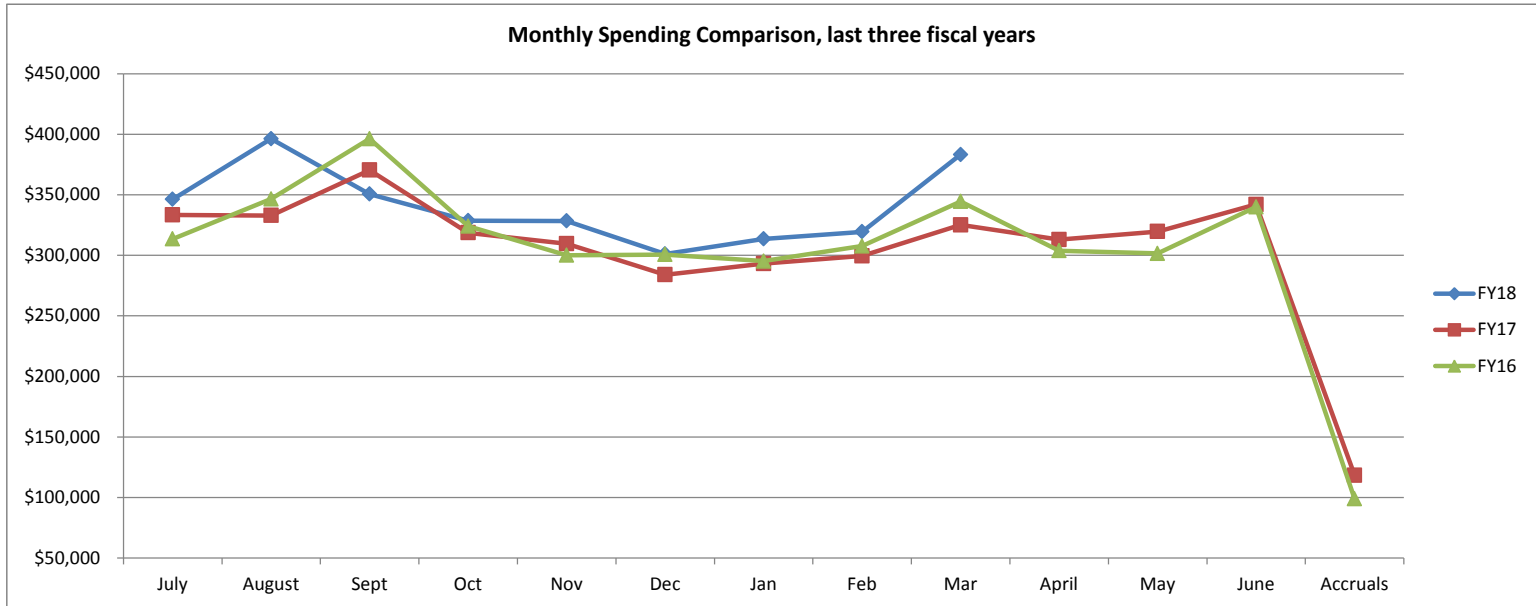
	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Totals by Division:			
Administration	\$ 826,507	\$ 928,420	12.3%
Operations	146,489	-	-100.0%
Resource Services	624,299	661,328	5.9%
Youth Services	420,108	461,186	9.8%
Adult Services	412,116	431,964	4.8%
Customer Account Services	437,656	584,833	33.6%
Grand Total	\$ 2,867,176	\$ 3,067,730	7.0%

YTD 2017/18	Budget* 2017/18	Division % of Grand Total
\$ 928,420	\$ 1,309,681	30.26%
-	-	0.00%
661,328	920,621	21.56%
461,186	623,455	15.03%
431,964	588,933	14.08%
584,833	832,858	19.06%
\$ 3,067,730	\$ 4,275,548	100.00%

* Adjusted Budget



The blue line in the Monthly Spending Comparison chart below reflects that charges for the balance of this fiscal year for City data services, insurance and bonds, and phone operations were deducted in March. The collections budget is also spent down relatively early in the spring so that all materials will be received by June 30.



Ames Public Library Donations Report				
March 31, 2018				
FY2017/18				
			Future	
	Friends	Donations	Needs	
	Foundation	& Grants	fund	Total
Fund balance - 06/30/17	\$ 99,421	\$ 252,829	\$ -	\$ 352,250
Revenues:				
Interest revenue	1,074	1,714	801	3,589
Direct state aid		14,181		14,181
General Donations		4,820		4,820
Project Smiles Donations		707		707
Misc Revenue		15		15
Friends Foundation	101,941			101,941
Small Talk Grant	45,381	-		45,381
HBRA		2,533		2,533
Merchandise Sales	648			648
Total revenues	149,044	23,970	801	173,815
Expenditures:				
Gilman, Smith & Feinberg Bequest:				
Adult Collection				-
Administration:				
Minor Office Equipment		-		-
Personal Services	-			-
Employee Benefits	33			33
Printing/Graphics	29			29
Food		-		-
Office Supplies	471			471
Outside Professional Services	-			-
Special Project Supplies	-	-		-
Resource Services:				
Collection administration				-
Electronic Collection Service	15,717			15,717
Periodicals				-
Juvenile	5,377	126		5,503
Audio-visual collection	6,049			6,049
Adult collection	1,407	348		1,755
Youth Services:				
Outside Professional Services	4,275			4,275
Food	392	1,338		1,730
HBRA (241-2642)		1,717		1,717
Project Smyles		18,007		18,007
Books for Babies		4,030		4,030
Juvenile		-		-
Special Project Supplies	2,975	1,270		4,246
Adult Services:				
Food	204			204
Printing/Graphics	-			-
Outside Professional Services	3,115	-		3,115
Special Project Supplies	3,031			3,031
Library Improvements:				
Small Talk Grant:	41,346			41,346
Library Merchandise	2,456			2,456
Kinney-Lindstrom Grant:		7,065		7,065
Carver Trust Grant:		883		883
Total expenses	93,127	34,783	-	127,910
Transfers between funds:				
Donations/Future Needs Fund		(178,526)	178,526	-
Friends Foundation/Donations	(16,500)	16,500		-
Total transfers	(16,500)	(162,026)	178,526	-
Current fund balance	\$ 138,837	\$ 79,990	\$ 179,327	\$ 398,154
Less:				
Committed funds:				
Encumbrances	-	-	-	-
Reserved principal*		8,276	-	8,276
Total committed funds	-	8,276	-	8,276
Balance available for expenditure	\$ 138,837	\$ 71,714	\$ 179,327	\$ 389,878
	-	-		-
Notes: * Reserved principal consists of the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests is to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large-print materials.				
** On July 21, 2011 the Ames Public Library Board of Trustees voted to pledge \$1,000,000 of bequest funds toward the Library Renewal Project. This resolution superseded the Board's previous resolution to reserve \$700,000 of bequest funds and 20% of the interest earned annually on the bequest funds for future projects.				
*** On June 30, 2016 the Bequest fund was merged into the Donations fund.				
**** On 1/26/18 A sum of \$178,526 from Donations fund (241) was transferred into the Future Needs Fund (240)				

Ames Public Library					
YTD Library Friends Foundation					
March 31, 2018					
FY2017/18					
	Friends Foundation	Small Talk Grant	Library Improvements	Library Merchandise	Total
Fund balance - 06/30/17	\$ 88,483	\$ 1,422	\$ 9,516	\$ -	\$ 99,421
Revenue:					
Interest revenue	1,074				1,074
Friends Foundation	101,941				101,941
Small Talk Grant		45,381			45,381
Merchandise Sales				648	648
Total revenues	103,015	45,381	-	648	149,044
Expenditures:					
Gilman, Smith & Feinberg Bequest:					-
Adult Collection					-
Administration:					-
Personal Services					-
Employee Benefits	33				33
Printing/Graphics	29				29
Food					-
Office Supplies	471				471
Outside Professional Services					-
Special Project Supplies					-
Resource Services:					-
Collection administration					-
Electronic Collection Service	15,717				15,717
Periodicals					-
Juvenile	5,377				5,377
Audio-visual collection	6,049				6,049
Adult collection	1,407				1,407
Youth Services:					-
Outside Professional Services	4,275				4,275
Food	392				392
Juvenile					-
Special Project Supplies	2,975				2,975
Adult Services:					-
Food	204				204
Printing/Graphics					-
Outside Professional Services	3,115				3,115
Special Project Supplies	3,031				3,031
Library Improvements:			6,249		6,249
Small Talk Grant:		41,346			41,346
Library Merchandise				2,456	2,456
Total expenses	43,076	41,346	6,249	2,456	93,127
Transfers between funds:					
Friends Foundation/Merchandise	(5,000)			5,000	-
Friends Foundation/Donations	(16,500)				(16,500)
	(21,500)	-	-	5,000	(16,500)
Available balance:	\$ 126,921	\$ 5,457	\$ 3,267	\$ 3,192	\$ 138,837

Ames Public Library															
YTD Library Donations and Grants Detail															
March 31, 2018															
FY2017/18															
	Donations	Books for Babies	Project Smyles	Small Talk	HBRA	Sale of Asset	Roy J Carver Bldg Grant*	Kinney-Lindstrom Grant**	Library Improvements	Library Renovation	Uncommitted Bequests	Gilman Bequest	Smith Bequest	Tommy Feinberg	Total
Fund balance - 06/30/17	\$ 74,854	\$ 0	\$ 15,248	\$ 10,000	\$ -		\$ 883	\$ 7,065	\$ 7,495	\$ 38,395	\$ 90,476	\$ 5,363	\$ 2,033	\$ 1,017	\$ 252,829
Revenues:															
Interest revenue	1,638											49	18	9	1,714
Direct state aid		14,181													14,181
General donations	4,820														4,820
Project Smyles donations			707												707
Small Talk donations															-
HBRA					2,533										2,533
Misc Revenue						15									15
Total revenues	6,458	14,181	707	-	2,533	15	-	-	-	-	-	49	18	9	23,970
Expenditures:															
Administration:															
Minor Office Equipment	-														-
Food															-
Special Project Supplies															-
Youth Services:															
Food	1,338														1,338
HBRA					1,717										1,717
Project Smyles			18,007												18,007
Books for Babies		4,030													4,030
Juvenile															-
Special Project Supplies	1,270														1,270
Adult Services:															
Outside Professional Service															-
Collections:															
Periodicals															-
Juvenile	126														126
Audio/Visual collection															-
Adult collection	348														348
Kinney-Lindstrom Grant								7,065							7,065
Carver Trust Grant							883								883
Total expenses	3,082	4,030	18,007	-	1,717	-	883	7,065	-	-	-	-	-	-	34,783
Transfers between funds:															
Donations/Future Needs Fund	(49,655)									(38,395)	(90,476)				(178,526)
Friends Foundation/Donations			16,500												16,500
Total Transfers	(49,655)	-	16,500	-	-	-	-	-	-	(38,395)	(90,476)	-	-	-	(162,026)
Current Fund balance:	\$ 28,576	\$ 10,151	\$ 14,448	\$ 10,000	\$ 816	\$ 15	\$ -	\$ -	\$ 7,495	\$ 0	\$ 0	\$ 5,412	\$ 2,051	\$ 1,026	\$ 79,990
Committed funds:															
Encumbrances															-
Reserved principal												5,276	2,000	1,000	8,276
Total committed funds	-	-	-	-	-	-	-	-	-	-	-	5,276	2,000	1,000	8,276
Available balance 2/28/18	\$ 28,576	\$ 10,151	\$ 14,448	\$ 10,000	\$ 816	\$ 15	\$ -	\$ -	\$ 7,495	\$ 0	\$ 0	\$ 136	\$ 51	\$ 26	\$ 71,714
*241-2640															
**241-2641															

Sex Offender Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 19, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Sex Offender Policy as presented/amended.

Roger Kluesner, Vice President

Sarah Barchman, Secretary



Sex Offender Policy

Section: Administration

Approved: 9/24/2009

Reviewed:

Revised: 6/21/2012, 4/16/2015, 4/19/2018

Iowa Code

Iowa Code Chapter 692A.113 of Subtitle 1 of Title 16 prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon public library real property without the written permission of the library director, or from loitering within 300 feet of the boundary of the real property of a public library.

- A “sex offender” is someone who is required under Chapter 692A to be on the Sex Offender Registry.
- "Sex offense against a minor" means an offense for which a conviction has been entered for a sex offense classified as a tier I, tier II, or tier III offense under Chapter 692 if such offense was committed against a minor, or otherwise involves a minor.
- “Loiter” means remaining in a place or circulating around a place under circumstances where a reasonable person would believe that the purpose or effect of the behavior is to enable a sex offender against a minor to become familiar with a location where a potential victim may be found, or to satisfy an unlawful sexual desire, or to locate, lure, or harass a potential victim.

In addition, the law prohibits a sex offender who has been convicted of a sex offense against a minor from being employed by or from acting as a contractor or volunteer at any public library.

Note: Ames Public Library real property includes the Bookmobile facility.

Exceptions

There are two exceptions to this law. A sex offender who has been convicted of a sex offense against a minor may be present: 1) during the period of time reasonably necessary to transport the offender’s own minor child or ward to or from the library; and 2) during the period of time reasonably necessary to vote in a public election if the polling place is located in the library.

Other exceptions to this policy can occur only with written permission of the Library Director. The Library Director will determine eligibility to be on Library property and may consult after consultation with law enforcement, social service agencies, and/or other appropriate governmental officials. The Board of Trustees will not entertain any appeals of the Director’s determination. - No entry to the Library will be permitted during the review process.

Access to Materials

If a request for permission to be on Library property is denied, an offender may it is the responsibility of the requestor to arrange for a third party to select, check-out and return materials to the Library on his or her behalf. The Library may issue a borrower’s card in the offender’s name to be used by the a third party.

Enforcement

The responsibility for compliance with this law rests with the offender. However, if Library staff has knowledge or receives information, that a person who has been convicted of a sex offense against a minor is on library premises, the Ames Police Department will be contacted.

Volunteers and applicants for employment will be screened as appropriate for compliance with the law.

Appeals

~~Appeals for administrative discretion regarding this policy will not be entertained.~~



Collections Policy

Section: Library Resources

Approved: 11/17/2005

Reviewed:

Revised: 10/23/2008, 7/21/2011, 6/18/2015

Ames Public Library offers collections to further the Library's mission, "Ames Public Library – We connect you to the world of ideas." The freedom to know is the foundation of our democracy. Ames Public Library strives to be an information center for the Ames community to preserve and encourage the free expression of ideas essential to informed citizens. The Ames Public Library Board of Trustees has adopted this Collections Policy to provide guidance for the selection and evaluation of materials to anticipate and meet the needs of the Ames community.

Responsibility for Selection

The Ames Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those members of staff designated by the director as selectors, who are charged with meeting the goals of the Collections Policy.

Materials Budget

The Ames Public Library Board of Trustees develops an annual materials budget in consultation with the director. This budget is certified by the Ames City Council. Each year the selectors develop budgets for their selection areas based on factors such as circulation statistics, cost per item, annual collection goals, and support of the strategic plan.

Selection Guidelines and Practices

The Ames community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Selections are based on general knowledge of the subject area and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs as identified by demographic circulation, statistical analyses, and customer requests. The selectors apply professional standards and work within specific selection and review procedures.

Selectors recognize the importance of informed citizens who are familiar with their heritage and with issues facing the community. Library customers will find materials to stimulate their imaginations and enhance their leisure time. Librarians support the role of a popular materials center by selecting materials to serve the full range of ages, cultures, lifestyles, education, reading, and technology skills of citizens. The materials selected reflect the complex culture shared by the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Librarians achieve a balanced collection through the diversity of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

Ames Public Library is a popular materials center and does not attempt to duplicate the research resources of Iowa State University. The library does not collect material to support local school curricula, except when these materials also serve the general public. The Library does collect

supplementary materials that promote lifelong learning and provide a beginning point for those seeking more advanced information or materials.

The collection is generally not archival, and items are expected to be used frequently. The selectors oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old.

Ames Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations, and The Freedom to Read and Freedom to View statements. Inclusion of material in the collection does not imply the library's endorsement of it or its contents. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

Criteria for Selection

All materials are evaluated using the following criteria:

- Content fits within the mission and strategic plan of Ames Public Library
- Popular demand
- Cost
- Timeliness
- Scarcity of material on the subject and availability elsewhere
- Suitability of form for library use
- Quality and sustainability of the format
- Representation of diverse points of view and broad knowledge base
- Relevance to community needs
- Consideration of the work as a whole
- Technical quality

Materials in electronic format are evaluated using the following additional criteria:

- Added value over other formats
- User-friendly search interface
- Remote and in-house accessibility
- Unlimited access, when possible
- Customer access based on library card number
- Vendor-provided usage statistics
- Maintained over a variety of computer platforms

An item need not meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas.

Formats

Materials are purchased in the most appropriate sustainable format for library use. Ames Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The Library monitors the development of new formats and may add these to the collection. The continuation of current formats and the adoption of new formats will be based on an analysis of market acceptance of the format, its ability to provide a cost-effective alternative to

existing formats, and the Library's financial ability to acquire, process, and maintain a sufficient collection.

Ames Public Library acquires materials in formats that are useful for citizens with disabilities. Selectors will develop these collections as demand indicates, and will be alert for new formats that may be appropriate.

Multiple Copies

Ames Public Library may respond directly to community and customer interests by purchasing multiple copies of certain items. While the Library's budgetary resources do not allow for the purchase of multiple copies of every title owned, the budget is structured to provide multiple copies of high demand items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. The Library strives to meet temporary demand and still build a collection with breadth and depth.

Customer Requests

Ames Public Library customers are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected elsewhere in this policy. "Customer Request Forms" are available online at Ames Public Library's website: www.amespubliclibrary.org.

World Language Materials

The Library generally does not acquire materials in languages other than English; nor does it acquire foreign language films that do not provide an option for English subtitles. The Library may maintain a limited collection of world language materials in both the adult and youth collections for recreational reading and to support world language programs.

Special Collections

Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public school, and genealogical materials relating to Ames and Story County. Materials may be obtained in print and electronic formats. The development of special collections will focus on the following areas:

- **Farwell Brown Photographic Archive:** Ames Public Library will work in cooperation with Ames Historical Society to develop and maintain the print and digital archive.
- **Heritage Room:** Ames Public Library may acquire and maintain useful and important historical and municipal publications relating to Ames and Story County. Ames Public Library will work in cooperation with Ames Historical Society to determine the disposition of materials of local historical interest.
- **Genealogy Collection:** Ames Public Library will acquire and maintain relevant genealogical materials in cooperation with the Story County Chapter of the Iowa Genealogical Society. The chapter is responsible for recommending new materials for the genealogy collection.

Collection Assessment

Circulating collections undergo an annual assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by customers and staff, and to reduce the damage to

materials caused by overcrowding, space limitations, and overuse. Assessment decisions are based on the following criteria:

- Currency
- Accuracy
- Use and vitality based on analysis of collection measures
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries
- Strategic plan priorities
- Sustainability of format

Placement of Materials

Ames Public Library Resource Services staff uses the Dewey decimal classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Selectors take into account age recommendations in reviews as they choose and classify materials.

Ames Public Library shelving areas are divided in sections such as Juvenile, Reference, Fiction, and DVDs for ease of use, but customers of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Ames Public Library staff, to monitor library use by minors.

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

This policy has been developed in concert with:

Ames Public Library Policies

[Mission Statement](#)

[Donations Policy](#)

[Internet Use Policy](#)

American Library Association Documents

[Library Bill of Rights](#) and its [interpretations](#)

[The Freedom to Read Statement](#)

[Freedom to View Statement](#)

Newspaper Digitization Services Recommendation

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 19, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, recommends that City Council approve the purchase of newspaper digitization services from Advantage Preservation of Cedar Rapids, Iowa, in an amount not to exceed \$68,400 using funds available from the 2017/18 and 2018/19 Memoranda of Understanding with the Ames Public Library Friends Foundation and unrestricted general donations.

Roger Kluesner, Vice President

Sarah Barchman, Secretary

Background: For several years, the Library has been interested in converting back issues of the Ames Tribune and its predecessor companies from microfilm into a digital format that would allow in-library and remote customer usage. This opportunity is now available through Advantage Preservation of Cedar Rapids.

Advantage Preservation has master negatives of most of the microfilm reels of interest to APL. These include issues of the *Ames Intelligencer/Times/News/Tribune*, *Ames Daily Tribune and Evening Times*, *Ames Daily Tribune*, *Ames Daily Tribune and Times*, and *Ames Milepost* that date back to 1877. The microfilm is owned by the State Historical Society of Iowa and stored in a vault in Cedar Rapids. Advantage Preservation has a contract with the State of Iowa which allows it access for the purpose of digitization, but does not allow for loan to institutions or other vendors. Furthermore, copyright authorization from the Ames Tribune is only valid for Advantage Preservation.

Staff has been working with Advantage Preservation to establish a timeline for the digitization project that is both practical for the firm and within the Library's budget. Advantage Preservation has offered to digitize issues from 1877 through August 1988 in the current fiscal year at a cost of \$33,575. This could be afforded by using the \$31,282.82 received from the 2017/18 Memorandum of Understanding with Ames Public Library Friends Foundation (FY18 MOU with APLFF) along with \$2,292.18 in unrestricted donations. A similar combination of funds could be used to complete the second phase of the project in fiscal year 2018/19 (FY19).

The total cost of the newspaper digitization project has not been determined because staff is still considering whether or not to purchase any additional titles. The amount of the FY19 MOU with APLFF has not yet been agreed upon, either, but usually results in about \$30,000 of revenue. At the end of March, over \$28,000 was available in the Library's unrestricted donations account. Complete digitization of the Ames Tribune's holdings and all of the 11 other optional titles has been quoted at \$68,400; the exact cost of the newspaper digitization project would ultimately depend on the titles selected, but would not exceed that amount.

Staff Recommendation: Staff recommends that the Library Board designate \$33,575 in 2017/18 for the first phase of the digitization project, using \$31,282.82 from the FY18 MOU with APLFF and \$2,292.18 from unrestricted donations, and up to \$34,825 in 2018/19, with proceeds from the FY19 MOU with APLFF and unrestricted donations. The exact cost of FY19 services will be determined when final options are chosen and the total project cost will not exceed \$68,400.

Requested Action: Because this project will involve a single source contract and cost more than \$50,000, Administration requests that the Library Board proceed by recommending City Council approval of the purchase of newspaper digitization services from Advantage Preservation of Cedar Rapids, Iowa in an amount not to exceed \$68,400, using Library funds from the 2017/18 and 2018/19 Memoranda of Understanding with the Ames Public Library Friends Foundation in combination with unrestricted donations.

FY19 Annual Maintenance Agreement Renewal with Innovative Interfaces, Inc.

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 19, 2018**

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 2018/19 at a cost of \$28,554.35.

Roger Kluesner, Vice President

Sarah Barchman, 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 2018/19 (FY19) will cost \$28,554.35. 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 FY19 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 2018/19 at a cost of \$28,554.35.



Invoice

Page 1 of 2

Innovative Interfaces, Inc.
 5850 Shellmound Way
 Emeryville, CA 94608
 510.655.6200
 billing@iii.com

Invoice # INV-INC17458
Invoice Date 3/23/2018
Terms
PO #
Due Date 6/30/2018
Site Code AMES1846
Created From Sales Order #SO-INC17393
Currency US Dollar

Bill To

Ames Public Library
 515 Douglas Avenue
 Ames IA 50010
 United States

Qty	Description	Unit Price	Amount
60	Polaris Staff User Licenses Maintenance	265.56666	15,934.00
1	Polaris API Maintenance	1,638.999999...	1,639.00
1	Polaris Collection Agency Manager Maintenance	573.99999996	574.00
1	Polaris Community Profiles Maintenance	327.99999996	328.00
1	Polaris EDI Maintenance (Baker & Taylor)	136.50	136.50
1	Polaris EDI Maintenance (Midwest Tape)	136.50	136.50
1	Polaris Export Express Maintenance	327.99999996	328.00
1	Polaris Inventory Control Maintenance	546.00	546.00
1	Polaris Mobile PAC Maintenance	546.00	546.00
1	Polaris Outreach Services Maintenance	546.00	546.00
1	Polaris PowerPAC Children's Edition Maintenance	546.00	546.00
1	Polaris Server Software Maintenance	0.00	0.00
1	Polaris Simply Reports Maintenance	819.99999996	820.00
1	Polaris URL Detective Maintenance	164.00000004	164.00
7	Polaris Self Check Station Maintenance	98.28571404	688.00
1	Polaris RFID Integration Maintenance	873.99999996	874.00
1	Polaris Annual Database Sync Service	217.35	217.35
1	Polaris Automatic Authority Control Subscription	1,800.00	1,800.00
1	Polaris OverDrive Integration Subscription	1,350.00	1,350.00
1	Polaris Syndetics Subscription	1,380.999999...	1,381.00



Invoice

Page 2 of 2

Invoice #

INV-INC17458

Innovative Interfaces, Inc.
5850 Shellmound Way
Emeryville, CA 94608
510.655.6200
billing@iii.com

Qty	Description	Unit Price	Amount
	Year 5 of 5 1 July 2018 - 30 June 2019		

Total	28,554.35
Amount Due	US\$28,554.35

FEIN 94-2553274

For billing inquiries contact us at:
1-510-655-6200 or billing@iii.com

Please remit electronically to:
Bank of America, N.A.
ABA/Routing Code: 026009593
SWIFT: BOFAUS3N
Beneficiary: Innovative Interfaces Incorporated
Beneficiary Account: 1416200046

For payments remitted by check via regular mail:
Innovative Interfaces, Inc
PO Box 74008010
Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:
Bank of America Lockbox Services
Innovative Interfaces, Inc
LBX #74008010
540 W Madison, FL 4
Chicago, IL 60661

FY19 Custodial Contract

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 19, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of the contract for custodial services for fiscal year 2018/19 with Nationwide Office Care in the amount of \$94,100.86.

Roger Kluesner, Vice President

Sarah Barchman, Secretary

Background: The annual contract for custodial services with Nationwide Office Care runs through June 30. The contract was first awarded in 2015 and included four optional renewal periods. The Library is pleased with Nationwide’s services and would like to renew for the fourth and final period—July 1, 2018 through June 30, 2019.

A price of \$16.87 per hour for fiscal year 2018/19 (FY19) was quoted when bids for the Library’s custodial work were originally solicited. Under the terms of the contract, the Library pays for actual hours worked and the number of total hours per year fluctuates, depending on which days are holidays.

It has been estimated that 5578 hours of service will be required next year, bringing the FY19 contract total to \$94,101. This amount was included in the FY19 approved budget and reflects the additional 16 hours per week that were requested.

Nationwide Office Care’s representatives work closely with Library staff to ensure high quality results and accommodate the timing of Library activities and public events. The firm completed Affirmative Action documentation and submitted it to the City Manager’s Office on April 5. Approval of the Library Board and City Council is required at this time to allow staff to initiate a purchase requisition in excess of \$50,000.

Requested Action: Administration requests authorization to extend the contract with Nationwide Office Care for FY19 custodial services the amount of \$94,100.86. City Council approval will be requested on April 24.

Background: On July 20, 2017, input was received from a community member who was unhappy that that evening's Library Board meeting was being televised in lieu of the Ames Municipal Band Concert. The citizen noted that the same thing had happened in June and expressed the opinion that more people would be interested in the concerts than the meetings. The Board indicated that the matter should be discussed this spring.

Many of the City's Boards and Commissions meetings are held in the Council Chambers at City Hall and televised, when possible. Library Board meetings have been video recorded since 2012. At that time, the Library was meeting in the Council Chambers because there was no meeting space available in the temporary locations at Lincoln Center, and because discussions about the Library Renewal Project were of great interest to the public.

In November 2013, when furnishings and equipment for the renovated facility were being considered, the trustees decided to purchase a portable "Flypack." The Flypack makes video recording possible in any room in the library and at off-site venues, so that meetings and other programs may be broadcast later on Channel 12 and accessed on demand from the City's website.

Videography of public meetings is not required by law, but since the Library's return to its permanent site, the Cable TV crew and/or Interns have been recording the Board meetings whenever possible. In return, the Library regularly makes the Flypack available for recording other municipal happenings. In the case of competing events, preference has been given to recording Library activities because APL owns the equipment.

This year, Municipal Band Concerts are scheduled at Bandshell Park on the same evenings as regular Library Board Meetings on June 21 and July 19. Opening acts at the Bandshell begin at 7pm, so the video crew will need to start setting up at 5pm, regardless of where it goes.

Requested Action: Administration seeks a decision on whether the Flypack should be used to record Library Board Meetings or Municipal Band Concerts on June 21 and July 19, 2018.