

Ames Public Library Board of Trustees
Agenda – June 18, 2020

***DUE TO THE COVID-19 PANDEMIC, THE AMES PUBLIC LIBRARY IS CLOSED TO THE PUBLIC THROUGH JULY 1, 2020. THEREFORE, THIS WILL BE AN ELECTRONIC MEETING. IF YOU WISH TO PROVIDE INPUT ON ANY ITEM, PLEASE CALL 515-239-5630 OR EMAIL libraryboard@amespubliclibrary.org**

ACCESS TO THE PUBLIC REQUIRED BY STATE LAW:

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

Electronic Meetings and Hearings

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

This meeting will be held on Zoom via this link: <https://us02web.zoom.us/j/82633232974>

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 May 21, 2020
- 3) Motion approving payment of claims 5/1/20 – 5/31/20

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary.)

Financial Reports

- 4) Fiscal Reports

Activity Reports

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

New Business

- 7) FY21 OCLC renewal (Action Item)
- 8) 2020/21 APLFF Memorandum of Understanding (Action Item)
- 9) Proposed Re-opening Plan (Action Item)
- 10) 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.
- 11) Approval of the Director’s salary (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, July 16, 2020
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

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

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
June 18, 2020**

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

- 1) From the Ames Morning Rotary for books for Ames school children \$7,500.00
- 2) From Judith P. Anthony in honor of Jonie Fitzsimmons \$100.00
- 3) From Theodore Hutchcroft in honor of Herb Harmison \$25.00

Roger Kluesner, President

Sandra Looft, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
May 21, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 21, 2020, via Zoom, with Butler, Glatz, Kluesner, Looft, Marshall, Myers, Raman, and Thorbs-Weber in attendance. Barchman was excused. Director Schofer and Assistant City Manager Schildroth were also in attendance.

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

Consent Agenda:

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

1. Resolution approving donation:
 - A. In honor of Herb Harmison from Rebecca Hoepfner \$100.00
 - B. In honor of Herb Harmison from Jean A. Peterson \$100.00
2. Motion approving minutes of the regular meeting April 16, 2020
3. Motion approving payment of claims 4/1/20 – 4/30/20

Vote on Motion: 8-0. Approved unanimously. Resolution No. 2020-L010 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth:

- At the City Council meeting on May 12 the Council discussed the COVID-19 pandemic. Their top priority is the safety of the citizens and employees and are trying to make decisions accordingly. They talked about how to bring employees back to working in the buildings which have been closed to the public, and how to ensure safety of citizens and employees. The City has taken measures including installing sneeze guards, implementing a mask policy, and encouraging social distancing. They will be placing sanitizer stations throughout the buildings. They are also considering limiting open entrances at City Hall to better control traffic in that facility.
- Parks & Rec opened the golf course and the library started curbside services. Both of these were well received by the citizens.
- Some events will be cancelled including the Memorial Day parade, 4th of July parade, and pancake breakfast. The Iowa Games, even though not a City sponsored event, will be greatly scaled back.
- The dog park, shake park, and playgrounds remain closed under the Governor's orders.

- The municipal pool and Furman Aquatic Center were discussed. The Governor has allowed pools to open for lap swim and swim lessons, however the Council will discuss this further Tuesday night.
- Staff are starting to return to facilities instead of working from home. The City is going to continue to work with individuals that are facing child care or scheduling issues in hopes that by July 1 staff will be back in place.

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

- Over the last month, our goals have been aligned with City of Ames to provide continuity of service during our closure. We have had coordinated efforts among library department to offer a range of virtual programs, radio hour, and reading challenges. We have promoted these things in variety of ways. We continue to look for additional creative opportunities such as podcasting or a story walk.
- The library had about half of the staff working remotely across titles. The original approval was through May 15. We do have some flexibility in continuing to work from home where applicable but most staff have returned this week to support our rollout of curbside service.
- We did a test run with volunteers Monday for curbside services, with the first week being opened to those who already had materials on hold prior to closing. We just opened up holds and appointments for everyone last night and have had over 500 holds placed in the first 18 hours which is over 40 pages of requests. All the slots are not filled up, but it is very popular.
- As we plan more for what re-opening may look like, managers have been discussing a phased approach. Schofer asked staff to do mock schedules to see if we can accommodate our current offerings (virtual, some curbside overlap) along with computers, and reference desk schedules to have a better idea of if we may need to modify your hours. Schofer had encouragement from a couple Board members to try to keep our previous hours as much as possible for the community need, and to spread out public use and staff shifts.
- We continue to modify the physical space for social distancing. We are installing sneeze guards at service desks. We have removed some seating and are rearranging computers to encourage social distancing. Some staff have spread out into study rooms so work space is social distanced. There are self-monitoring stations at staff entrances. We will be placing sanitizing stations in the building.
- Friendship Ark received a grant to work with APL to install an adult changing table. This process began in 2018. Current restrooms provided too many challenges to install the changing table in one of them, so we landed on modifying the quiet room near the main floor restrooms. This will include updating the flooring, installing a sink, and installing the recessed changing table. This has come up on Leadership Ames projects. There are no adult changing tables available in Ames currently (although there will be one at the Miracle Park) and this fits our strategic goals of providing accessibility. We plan to move forward with this project while we are closed to the public.
- Kluesner applauded the collaboration to meet this community need.
- Summer Meals have been offered at the library for several years, meeting a real community need which may be even more important now. We had

previously been sponsored by the Boys and Girls Club but we will now be a satellite of the Ames Community Schools program. USDA approved continuing a Grab and Go model. We will work with staff on logistics. The start date could be June 8 or 15.

- The strategic plan hasn't been our main focus but work on it has continued. We may not be ready with a finalized plan by July 1 but anticipate having it completed by at least September 1. We do have a preliminary summary from the surveys. We should have results from StatCom soon. The Community Engagement Team is in its final report phase. The Data Team has been compiling information. We have good information from staff and community engagement that is mostly still applicable but we may just have to look at it with an altered lens.
- The next policy up for review would have been the Exhibits and Display Spaces policy. We will review all the policies with managers to see if there is anything more pressing that may be more effected by COVID. Although some policy changes may be necessary, some may be more procedural changes. The Meeting Room and Study Room policy for example may be effected for the longer term. We may need new limits on capacity.
- Primary elections will take place June 2. APL is a polling site. They will be using the auditorium with outside entrance and exit, and not allowed in the main library. Restrooms will be available for poll workers only.
- APL staff performance reviews are in progress. Schofer will be turning competed evaluations in by June 7.
- Schofer will send some information for herself to our newly appointed Director Evaluation Committee.
- We are finalizing spending- primarily collections and re-opening expenses. There are some opportunities to expense some items to a COVID line item such as sneeze guards, extra cleaners, and things like that. The City did reduce our budget slightly by reducing line amounts for things like conferences, training, and food, and they did remove the new library doors from capital projects. This wasn't critical; we had proposed the doors as a 3-5 year capital project, they had just thought they would be able to accommodate us earlier.
- We are still able to fill our in-process positions, which includes the Adult Services Manager position, and opening in Customer Account Services, and in Youth Services. There isn't a hiring freeze currently in place or any mandated percentage cuts but they are asking us to hold off on huge early spends in case cuts necessary later.

Raman recognized Schofer's work in recognizing hot spots and managing things. He would like to see a one page summary of policies that may be impacted such as no meeting room use. Raman feels that if this information is outward facing, it may be easier for patrons to be prepared to visit the library. Raman also stated that he would prefer more of a finalized version of the strategic plan versus raw data.

Looft asked if staff will be wearing masks, and will patrons also be encouraged to do so? How will staff be prepared to interact with patrons who may be coughing and not wearing a mask?

Schofer shared that we do have a mask policy for staff and staff are expected to comply. Managers are looking at scheduling to try to ensure that staff members are not scheduled on desks for long shifts and also to facilitate social distancing in the workgroup office areas. We can strongly encourage patrons to wear masks, and will have signs with our expectations posted, but as far as enforcement goes, we are not sure what this will look like.

Kluesner did add that with Board members in a variety of fields including education and medical fields, the Board may be able to offer some insight from a different lens.

Looft does support keeping the Storytime room closed initially.

APLFF Report: Barchman and Myers were both unable to attend. Schofer stated that the Friends Foundation did have a Zoom meeting that she was part of.

- The APLFF discussed the budget, anticipating the loss of revenue from book sales, and fundraisers such as the Author Café and Pub Fiction, and if there are ways to hold them in a different format. They also postponed doing a spring mailing so they are expecting a loss there.
- They did review the APL FY21 Ask but had more of an explanation of it. The Ask was approved by the budget and finance committee, but will be voted on at the next APLFF meeting.

Unfinished Business:

President Kluesner reviewed the proposed committee appointments for the next year and entertained objections. No objections were made. The committee appointments are accepted as proposed as follows:

- Art: Looft, Marshall, Thorbs-Weber
- Budget & Finance: Glatz, Myers
- Director Evaluation: Barchman, Butler, Looft
- Nominating: Raman, Thorbs-Weber
- APLFF: Butler, Myers

New Business:

FY21 Enrich Iowa Agreement with Iowa Library Services

Moved by Raman, seconded by Glatz, to approve the FY21 Enrich Iowa Agreement as presented.

Glatz asked if Open Access is used much and the information talks about a list of libraries that participate in Open Access. He asked if he took his Ames library card in to the Cedar Rapids Library could he check out a book and return it in Ames.

Schofer explained that we receive money for allowing users from outside of the Ames City limits the ability to use our materials based on how many materials are checked out to those patrons. An Ames library card would not work in Cedar Rapids, but you would be allowed to get a library card at Cedar Rapids.

Vote on motion: 8-0. Motion approved unanimously. Resolution No. 2020-L011 adopted.

FY21 Innovative Interfaces renewal

Moved by Myers, seconded by Looft, to approve the FY21 Innovative Interfaces renewal as presented.

Glatz said this is actually the one he had wanted to ask questions about. There isn't a price for previous years included in the packet.

Since this is a renewal we do not have a new contract to present but a current invoice. There were some technical difficulties sharing the screen for the Board to see the invoice. The cost in FY20 was \$29,982. The cost for FY21 is \$30,277.

Vote on motion: 8-0. Motion approved unanimously. Resolution No. 2020-L012 adopted.

Trustee Comments:

- Marshall – is grateful for the curbside pickup being available. The user interface is really hard to use, but it's a minor thing and her family is really excited to have new books, so thank you for that.
- Glatz – thanks to Schofer and the library for all the efforts that this has taken and will continue to take to get back in business. Best wishes for doing it safely.
- Looft – thank you to everyone for everything; these are challenging times.
- Butler – is very appreciative of all the library is doing
- Kluesner appreciates the leadership of our City Council and City Staff. He knows there is a lot of working being done on behalf of our community. He asked Schofer to convey his gratitude. Kudos to the staff. Finally thank you to the Board for working in this format. He's looking forward to the day we can all meet in person.

Adjournment:

**Moved by Glatz, seconded by Raman, to adjourn at 8:08 pm.
Vote on Motion: 8-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, June 18, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Sandra Looft, Board Secretary

Library Claims
5/1/2020 - 5/31/2020

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,455.90
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 337.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 75.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 426.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 160.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,584.10
PAYROLL SUMMARY	MEDICARE FICA	\$ 608.91
PAYROLL SUMMARY	FICA	\$ 2,603.67
PAYROLL SUMMARY	IPERS	\$ 4,039.65
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 137.96
APRIL MESSENGER CHGS	MESSENGER SERVICE	\$ 502.01
APR 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 191.05
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 4.60
MARCH 2020 EQUIPMENT CHRГ	FLEET MAINTENANCE	\$ 282.86
MARCH 2020 EQUIPMENT CHRГ	FLEET REPLACEMENT	\$ 2,219.00
NEW MACHINE PACKAGE	POSTAGE/FREIGHT	\$ 5.08
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 104.07
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$ 366.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 20.00
SPRING HILL PRESS	ADVERTISING	\$ 775.00
ONESOURCE	RECRUITING COSTS	\$ 140.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 4,901.86
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 255.00
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 188.76
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 311.86
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 232.57
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$ 60.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$ 3,745.05
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 1,944.10
RMC IMAGING INC	TECHNOLOGY MAINT/SUPPORT	\$ 845.00
XEROX CORPORATION	RENTALS/LEASES	\$ 725.71
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 5,621.96
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 108.06
CH ISSUES	OFFICE SUPPLIES	\$ 41.51
AMER MARKING INC	OFFICE SUPPLIES	\$ 15.20
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 6.76
BANK OF AMERICA	OFFICE SUPPLIES	\$ 34.66
STOREY KENWORTHY CO	MINOR OFFICE EQUIPMENT	\$ 61.28
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 299.58

Library Claims
5/1/2020 - 5/31/2020

CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 200.00
BANK OF AMERICA	CLEANING SUPPLIES	\$ 127.98
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 402.08
BANK OF AMERICA	FOOD	\$ 288.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 57.87
	Total Administration	\$ 85,764.48
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 24,385.22
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 256.24
PAYROLL SUMMARY	IPERS DISABILITY	\$ 114.38
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,818.18
PAYROLL SUMMARY	MEDICARE FICA	\$ 329.57
PAYROLL SUMMARY	FICA	\$ 1,409.14
PAYROLL SUMMARY	IPERS	\$ 2,301.96
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 29.26
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 4.01
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 280.71
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 8.50
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 26.75
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 14.08
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 6,388.70
OVERDRIVE	ELECTRONIC COLLECTION	\$ 4,130.27
KANOPY LLC	ELECTRONIC COLLECTION	\$ 2,708.00
THE NEW YORK TIMES	ELECTRONIC COLLECTION	\$ 2,101.20
WEB CHARGES:4/10/20-6/30	ELECTRONIC COLLECTION	\$ (525.30)
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,354.05
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 2,328.23
AMAZON	YOUTH COLLECTION	\$ 365.88
MIDWEST TAPE	YOUTH COLLECTION	\$ 693.93
BANK OF AMERICA	YOUTH COLLECTION	\$ 113.80
BOOK FARM INC	YOUTH COLLECTION	\$ 2,233.06
PENWORTHY COMPANY	YOUTH COLLECTION	\$ 297.77
AMAZON	AUDIO-VISUAL COLLECTION	\$ 524.81
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,389.38
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 4,931.08
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 1,060.98
AMAZON	ADULT PRINT COLLECTION	\$ 618.05
GALE GROUP	ADULT PRINT COLLECTION	\$ 493.31
GENT, STEVE	REFUNDS	\$ 63.94
PATIENCE, REBECCA A CHRIS	REFUNDS	\$ 37.00
	Total Resource Services	\$ 70,468.90

Library Claims
5/1/2020 - 5/31/2020

Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 38,423.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 751.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 250.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 345.76
PAYROLL SUMMARY	IPERS DISABILITY	\$ 194.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 79.78
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,679.40
PAYROLL SUMMARY	MEDICARE FICA	\$ 548.86
PAYROLL SUMMARY	FICA	\$ 2,346.83
PAYROLL SUMMARY	IPERS	\$ 3,698.08
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 59.04
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 0.62
BRAMMER, RICK EUGENE	OUTSIDE PROFESSIONAL SVCS	\$ 700.00
STEPHENS, CAROLE H	OUTSIDE PROFESSIONAL SVCS	\$ 350.00
OSMAN, MIKAYLA	OUTSIDE PROFESSIONAL SVCS	\$ 200.00
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 191.84
LIBRARY STAFF REIMB.	SPECIAL PROJECT SUPPLIES	\$ (115.25)
COLLABORATIVE SUMMER LIBR	SPECIAL PROJECT SUPPLIES	\$ 51.75
	Total Youth Services	\$ 53,754.84
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 27,507.68
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 220.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 25.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 185.64
PAYROLL SUMMARY	IPERS DISABILITY	\$ 95.33
PAYROLL SUMMARY	LIFE INSURANCE	\$ 66.02
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,105.12
PAYROLL SUMMARY	MEDICARE FICA	\$ 392.47
PAYROLL SUMMARY	FICA	\$ 1,678.10
PAYROLL SUMMARY	IPERS	\$ 2,617.51
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 36.80
2020-2 MUNIC CODE BILLING	PRINT SHOP SERVICES	\$ 34.33
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 1.28
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.41
	Total Adult Services	\$ 35,966.69
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,112.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 9,202.04
PAYROLL SUMMARY	COVID19 LEAVE	\$ (360.03)
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 97.08
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 75.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 287.54
PAYROLL SUMMARY	IPERS DISABILITY	\$ 209.10

Library Claims
5/1/2020 - 5/31/2020

PAYROLL SUMMARY	LIFE INSURANCE	\$ 101.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,654.40
PAYROLL SUMMARY	MEDICARE FICA	\$ 696.28
PAYROLL SUMMARY	FICA	\$ 2,977.03
PAYROLL SUMMARY	IPERS	\$ 4,724.88
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 99.97
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 5.02
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 87.99
	Total Customer Account Services	\$ 63,970.33
	Grand Total:	\$ 309,925.24
Roger Kluesner, President	Sandra Looft, Secretary	Date

YTD Expenses from all funding sources - not balances:

Ames Public Library						
2019/20 Expenditure Summary - All Funding Sources						
April 30, 2020						
10 month = 83%						
	General	Fund 238 Direct	Fund 239 Friends	Fund 241 Donations	Fund 240 Future	Total
	Fund	State Aid	Foundation	& Grants	Needs	Expenses
Administration:						
General Administration	1,037,104	4,136	18,557	-	-	1,059,797
Total Administration	1,037,104	4,136	18,557	-	-	1,059,797
Resource Services:						
Collections Administration	403,307					403,307
Electronic Collection/Licenses	163,593	-	-	-		163,593
Periodicals	14,935					14,935
Juvenile	71,204	-	3,158	1,151		75,513
Audio/Visual Collection	60,043	-	-			60,043
Adult Collection	97,527	-	6,205	370		104,102
Refunds	314					314
Computer Equipment/Software	-	-	-			-
Total Resource Services	810,924	-	9,363	1,521	-	821,809
Youth Services:						
Employee Benefits	541,305	-	292			541,305
Outside Professional Services		-	3,772			3,772
Food & Feed		-	1,507	-		1,507
Juvenile		-	-	-		-
Special Project Supplies		-	3,605	-		3,605
Total Youth Services	541,305	-	9,176	-	-	550,482
Adult Services:						
Food	495,479	-	538			495,479
Printing/Graphics						-
Outside Professional Services		-	7,433	2,000		9,433
Special Project Supplies		-	4,766			4,766
Total Adult Services	495,479	-	12,737	2,000	-	510,216
Customer Account Services:						
Circulation Services	743,736	-	-			743,736
Total Customer Account Services	743,736	-	-	-	-	743,736
Library Improvements:						
Small Talk Grant:		-	110	-		110
Project Smyles:			19,884	2,977		22,861
Books for Babies:		318		-		318
Harrison Barnes Reading Academy:				238		238
Large-Print Books Bequest:		-	10,287	-		10,287
Gilman, Smith & Feinberg :						
Adult Collection (Smith)						-
Youth Collection (Gilman & Feinberg)						-
Total Bequest	-	-	-	-	-	-
Total Expenses	3,628,548	4,454	80,116	6,735	-	3,719,853

Ames Public Library Donations Report					
April 30, 2020					
FY2019/20					
	Fund 238	Fund 239	Fund 241	Fund 240	
	Direct	Friends	Donations	Future	
	State Aid	Foundation	& Grants	Needs	Total
Fund balance - 06/30/19	\$ -	\$ 86,612	\$ 63,623	\$ 185,809	\$ 336,044
Revenues:					
Interest revenue	181	2,392	1,149	3,171	6,893
Direct state aid	15,306		-		15,306
General Donations			7,584		7,584
Project Smiles Donations			1,576		1,576
Misc Revenue			-		-
Friends Foundation		155,499			155,499
Small Talk Grant		6,104	-		6,104
Large-Print Book Bequest		10,261			10,261
Harrison Barnes Reading Academy			-		-
Merchandise Sales		278			278
Total revenues	15,486	174,534	10,310	3,171	203,502
Expenditures:					
Administration:					
Minor Office Equipment			-		-
Personal Services/Interns	-	-			-
Printing/Graphics	-	418			418
Food	-		-		-
Office Supplies	-	(2,029)			(2,029)
Outside Professional Services	-	15,967			15,967
Minor Computer Equipment	4,136	-			4,136
Special Project Supplies	-	4,201	-		4,201
Resource Services:					
Collection administration/Interns	-				-
Electronic Collection Service	-	-	-		-
Periodicals	-				-
Juvenile	-	3,158	1,151		4,309
Audio-visual collection	-	-			-
Adult collection	-	6,205	370		6,575
Computer Equip/Software	-	-			-
Youth Services:					
Employee Benefits (Interns)	-	292			292
Outside Professional Services	-	3,772			3,772
Minor Office Equipment	-	-			-
Food	-	1,507	-		1,507
Juvenile Collection	-	-	-		-
Special Project Supplies	-	3,605	-		3,605
Adult Services:					
Food	-	538			538
Printing/Graphics	-	-			-
Outside Professional Services	-	7,433	2,000		9,433
Special Project Supplies	-	4,766			4,766
Library Improvements:					
Gilman, Smith & Feinberg Bequests:					
Juvenile Collection					-
Adult Collection					-
Small Talk Grant:		110			110
Books for Babies:	318		-		318
Project Smyles:		19,884	2,977		22,861
Harrison Barnes Reading Academy:			238		238
Large-Print Books Bequest:		10,287			10,287
Library Merchandise		-			-
Total expenses	4,454	80,116	6,735	-	91,306
Transfers between funds:					
Donations/Future Needs Fund	-				-
Friends Foundation/Donations	-	-	-		-
Total transfers	-	-	-	-	-
Current fund balance	\$ 11,032	\$ 181,030	\$ 67,197	\$ 188,980	\$ 448,240
Less:					
Committed funds:					
Encumbrances	-	2,442	-	-	2,442
Reserved principal*			8,276	-	8,276
Total committed funds		2,442	8,276	-	10,718
Balance available for expenditure	\$ 11,032	\$ 178,587	\$ 58,921	\$ 188,980	\$ 437,522
	-	-	-	-	-
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.					

2019/20 Ames Public Library Expenditure Summary						
April 30, 2020						
10 month = 83%						
	Actual	Budget	YTD	YTD	Current	% of total
	2018/19	2019/20	2018/19	2019/20	Balance	Budget Spent
Personnel Services:						
Salaries	\$ 2,133,543	\$ 2,213,009	\$ 1,782,435	\$ 1,825,377	\$ 387,632	
Temporary Salaries	178,033	201,616	135,687	141,959	59,657	
Time & 1/2	2,540	-	2,540	-	-	
Longevity	6,687	5,030	6,687	5,893	(863)	
Payroll Adjustment	(22)	19,450	(22)	(135)	19,585	
Employee Awards	275	550	75	125	425	
Merit Adjustment	-	125	-	17,038	(16,913)	
Comp Time	-	-	-	-	-	
Sick Leave	42,635	-	42,635	3,695	(3,695)	
Holiday	-	-	-	-	-	
Vacation	32,040	-	31,447	13,550	(13,550)	
Total Personnel Services	2,395,731	2,439,780	2,001,484	2,007,502	432,278	82.3%
Employee Benefits:						
Temp Salaries Benefits	-	36,310	-	-	36,310	
Dental Insurance	1,619	19,937	-	15,566	4,371	
IPERS Disability	9,390	9,311	7,926	7,751	1,560	
Life Insurance	4,481	4,750	3,695	3,903	847	
Health Insurance	348,897	362,873	291,402	268,726	94,147	
FICA Medicare	33,423	31,195	27,922	28,290	2,905	
FICA	142,453	133,029	118,935	120,962	12,067	
IPERS	217,085	211,219	180,856	186,376	24,843	
Workers Compensation	5,195	3,662	4,260	4,465	(803)	
Total Employee Benefits	762,544	812,286	634,995	636,040	176,246	78.3%
Internal Services:						
City Data Services	8,350	8,595	8,350	8,595	-	
City Messenger	6,257	6,564	3,910	4,833	1,731	
Pool Vehicle Usage	-	-	-	-	-	
Printing	930	1,325	484	532	793	
Insurance & Bonds	20,096	20,965	20,096	20,965	-	
Phone Operation/Maintenance	18,224	18,786	18,224	18,786	-	
Long Distance	376	350	293	182	168	
Fleet Operating/Maintenance	9,582	8,971	6,997	5,608	3,363	
Fleet Replacement	26,628	26,628	17,752	17,752	8,876	
Computer Replacement	50,000	50,000	-	-	50,000	
Total Internal Services	140,442	142,184	76,106	77,254	64,930	54.3%
Contractual:						
Outside Professional Services	56,995	57,473	40,575	45,326	12,147	
Flex Administration	518	586	518	-	586	
Postage/Freight	19,753	18,240	14,230	13,283	4,957	
Travel/Meetings	621	1,000	503	582	418	
Training	1,816	2,800	1,816	3,342	(542)	
Conferences	26,126	46,603	11,164	22,918	23,685	
Dues & Memberships	3,216	6,411	2,837	5,888	523	
Printing	78	500	78	177	323	
Advertising	219	1,219	219	-	1,219	
Recruiting Costs	10,727	15,380	10,409	15,880	(500)	
Electricity	83,749	99,119	63,112	58,519	40,600	
Phone Operation/Maintenance	15,235	17,104	11,023	13,071	4,033	
Long Distance	-	-	-	-	-	
Water/Sewer	5,219	5,817	3,926	3,955	1,862	
Waste Disposal	4,128	2,326	3,556	1,718	608	
Natural Gas	8,932	8,834	8,496	5,054	3,780	
Maintenance Contract	20,010	25,120	21,875	25,913	(793)	

will be billed -
these are
internal city
departments

2019/20 Ames Public Library Expenditure Summary						
April 30, 2020						
10 month = 83%						
	Actual	Budget	YTD	YTD	Current	% of total
	2018/19	2019/20	2018/19	2019/20	Balance	Budget Spent
Structural Repair	3,521	15,000	546	23,671	(8,671)	
Equipment Repair	13,373	17,000	13,315	1,999	15,001	
Fixed Equipment Repair	-	-	-	-	-	
Computer Maintenance	98,883	111,265	98,268	108,164	3,101	
Rentals & Leases	12,609	12,000	9,012	10,182	1,818	
Other Non-City Services	105,956	111,968	81,887	70,418	41,550	
Total Contractual	491,685	575,765	397,366	430,060	145,705	74.7%
Commodities:						
Office Supplies	15,349	16,500	10,526	10,662	5,838	
Minor Office Equipment	2,652	3,625	748	212	3,413	
Minor Computer Equipment	10,164	15,000	4,083	12,707	2,293	
Ag-Hort Supplies	215	100	-	29	71	
Structural Materials	806	1,250	806	593	657	
Cleaning Supplies	7,175	9,000	6,188	7,787	1,213	
Equipment Parts/Supplies	35,976	37,500	29,479	32,504	4,996	
Minor Equipment & Tools	2,853	2,500	2,853	511	1,989	
Food	6,892	7,470	3,886	4,231	3,239	
Special Project Supplies	2,842	7,805	2,490	839	6,966	
Total Commodities	84,924	100,750	61,057	70,075	30,675	69.6%
Collection:						
Electronic Collection/Licenses	158,636	177,917	133,341	163,593	14,324	91.9%
Periodicals	14,811	18,431	14,443	14,935	3,496	81.0%
Juvenile	111,989	117,000	81,116	71,204	45,796	60.9%
Audio Visual	89,127	97,000	73,574	60,043	36,957	61.9%
Adult Collection	126,957	135,000	90,523	97,527	37,473	72.2%
Total Collection	501,520	545,348	392,996	407,303	138,045	74.7%
Other:						
Withdrawals	-	-	-	-	-	
Refunds	384	700	265	314	386	
Total Other	384	700	265	314	386	44.9%
Capital over 5,000:						
Other movable Equipment	13,590	-	13,590	-	-	
Buildings / Structures	-	30,000	-	-	30,000	
Total Capital over 5,000	13,590	30,000	13,590	-	30,000	
Total	\$ 4,390,821	\$ 4,646,813	\$ 3,577,860	\$ 3,628,548	\$ 1,018,265	78.1%
						% of
						Grand Total
Totals by Division:						
Administration	\$ 1,336,595	\$ 1,360,803	\$ 1,081,820	\$ 1,037,104	\$ 323,699	28.58%
Resource Services	948,188	1,029,633	764,280	810,924	218,709	22.35%
Youth Services	648,937	702,440	537,142	541,305	161,135	14.92%
Adult Services	574,943	587,627	476,628	495,479	92,148	13.66%
Customer Account Services	882,158	936,310	717,990	743,736	192,574	20.50%
Grand Total	\$ 4,390,821	\$ 4,616,813	\$ 3,577,860	\$ 3,628,548	\$ 988,265	100.00%

2019/20 Ames Public Library General Fund Expenditure Comparisons

April 30, 2020

10 month = 83%

Year-to-Year Expenditure Comparisons

	YTD 2018/19	YTD 2019/20	% Change from 2018/19
Totals by Category:			
Personnel Services	\$ 2,001,484	\$ 2,007,502	0.3%
Employee Benefits	634,995	636,040	0.2%
Internal Services	76,106	77,254	1.5%
Contractual	397,366	430,060	8.2%
Commodities	61,057	70,075	14.8%
Collection	392,996	407,303	3.6%
Other	265	314	18.7%
Capital over 5,000	13,590	-	
Total	\$ 3,577,860	\$ 3,628,548	1.4%

Expense-Budget Comparisons

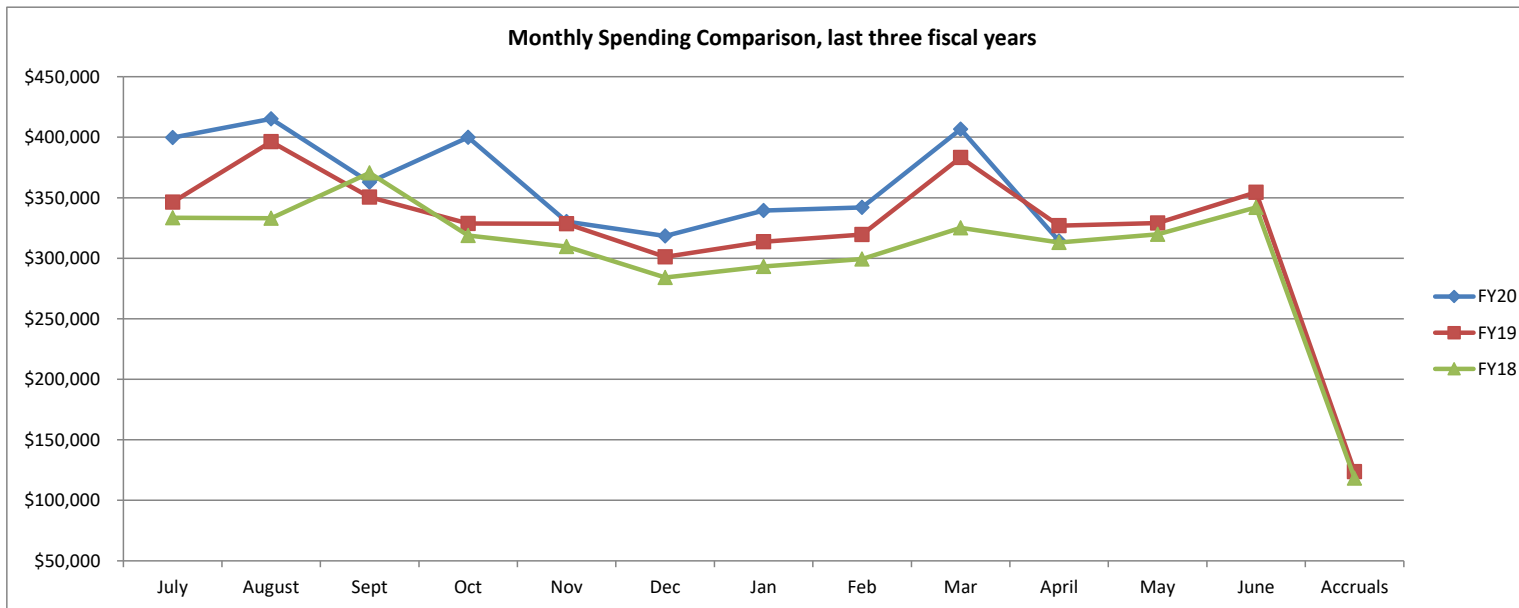
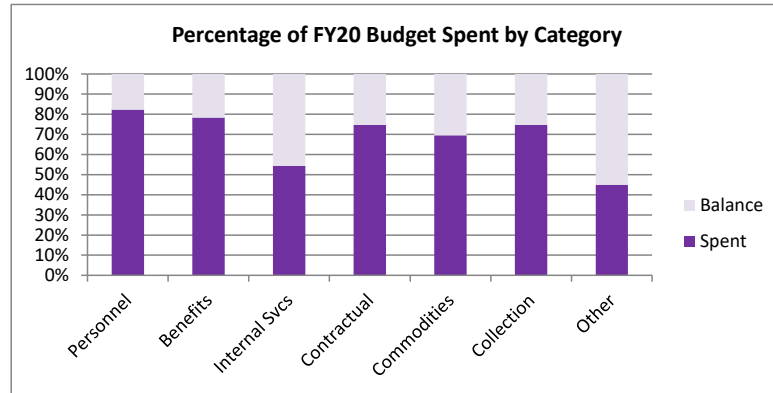
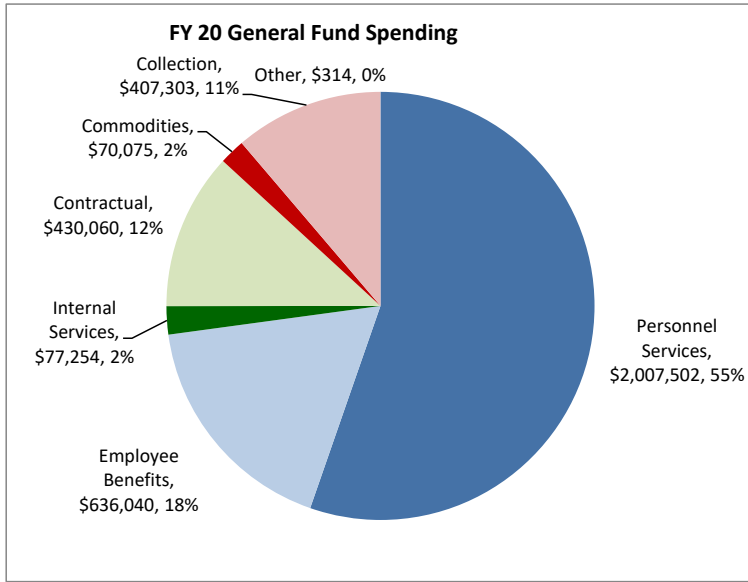
	YTD 2019/20	Budget* 2019/20	% of Total Budget Spent
	\$ 2,007,502	\$ 2,439,780	82.3%
	636,040	812,286	78.3%
	77,254	142,184	54.3%
	430,060	575,765	74.7%
	70,075	100,750	69.6%
	407,303	545,348	74.7%
	314	700	44.9%
	-	30,000	0.0%
Total	\$ 3,628,548	\$ 4,646,813	78.1%

Year-to-Year Expenditure Comparisons

	YTD 2018/19	YTD 2019/20	% Change from 2017/18
Totals by Division:			
Administration	\$ 1,081,820	\$ 1,037,104	-4.1%
Resource Services	764,280	810,924	6.1%
Youth Services	537,142	541,305	0.8%
Adult Services	476,628	495,479	4.0%
Customer Account Services	717,990	743,736	3.6%
Grand Total	3,577,860	3,628,548	1.4%

	YTD 2019/20	Budget* 2019/20	Division % of Grand Total
	\$ 1,037,104	\$ 1,360,803	28.58%
	810,924	1,029,633	22.35%
	541,305	702,440	14.92%
	495,479	587,627	13.66%
	743,736	936,310	20.50%
Total	3,628,548	4,616,813	100.00%

* Adjusted Budget



Background: The library contracts annually with OCLC (formerly known as Online Computer Library Center) for cooperative collection cataloging and certain interlibrary loan services. The Subscription Renewal Notice for the coming fiscal year appears on the following pages and Board approval is needed because the annual cost exceeds \$25,000.

The net cost of OCLC services was \$31,207 in fiscal year 2018/19 (FY19). The net cost for the current fiscal year will be approximately \$32,377.

As shown on OCLC's FY21 renewal notice, FY21 charges will be \$32,377.20.

Requested Action: Staff requests approval to renew OCLC Cataloging and Metadata and WorldShare Inter-library Loan Subscriptions for FY21 at a cost not to exceed \$32,377.20.



Greetings,

Thank you for your continued work to support your institution and community during the most unusual time in recent history. These are certainly times we will remember for the rest of our lives.

The speed at which things have changed has been unprecedented. We know that libraries are dealing with many challenges and are being asked to find ways to manage expenses while continuing to provide needed services. We are in this with you and want to help.

OCLC has made the decision to hold prices flat for OCLC services in fiscal year 2021. This means that we will not increase prices for individual or group subscribers with year-to-year renewals for the fiscal year starting July 1, 2020.

We believe holding our prices flat is the right thing to do even though it represents a significant budget cut for OCLC. As a tax-exempt organization, OCLC operates under a model where the costs to run the cooperative are shared among members. Even before the pandemic and resulting economic difficulties, OCLC's pricing did not recoup the full amount of the costs to run the business. Instead, OCLC relies on its sustainability fund in order to operate at breakeven or slightly positive levels. And we also return investments back to libraries in other ways, including valued resources and services offered through Web Junction and OCLC Research. Unlike other organizations, OCLC is not anticipating government stimulus funding.

As libraries face cuts and painful decisions, be assured that we share in that pain and difficulty and are making the same tradeoffs. Others in the library service industry may operate differently: large family-owned businesses that tap into private equity investment, public companies with shareholders, and venture capital businesses typically set their pricing in order to generate significant profits to owners.

While we make these adjustments, we are continuing to serve you. We have brought together hundreds of library staff in groups large and small to share experiences, understand changing conditions, and brainstorm ideas. Thank you for your insights. We are revisiting our product roadmaps and identifying opportunities for acceleration of new solutions and needed functionality based on what we believe will be a new normal.

And part of that new normal will be significant economic challenges across the board in education, in public services, and in businesses of all types and sizes. We have been pleased to see the government's prioritization of the education and learning sectors as part of record-breaking stimulus programs. While the shortfalls will outpace stimulus funds and other aid, it is heartening to see how much funding is going to our member organizations.

We know these are difficult times and the long-term impact of this pandemic will require us all to continue to prioritize what services we can provide and identify often painful ways to reduce expenses.

We also know that resilience, creativity, and innovation can flourish when resources are constrained and circumstances are challenging. We are part of an amazing community of libraries and library staff who are the heart of their communities, the source of learning, and stewards of the scholarly record. We are in this together and we will emerge from this crisis, just as we have in the past.

Thank you for being part of the OCLC cooperative, and thank you for all that you do for your communities.

Bruce A Crocco
Vice President, Library Services for the Americas



Because what is known
must be shared.®



OCLC Symbol
 UIB
Customer ID
 38733

Currency
 USD
Renewal Period
 7/01/2020 to 6/30/2021

Renewal
 Renewal Order
 # 1000029538
4/30/2020

Ames Public Library
 ALISSA DORNINK
 Resource Services
 515 Douglas Ave
 Ames IA 50010
 United States

Participant Library
Ames Public Library

 515 Douglas Ave
 Ames IA 50010
 United States

Item Code	Item	Amount
3000065	WorldShare ILL	\$1,638.41
3000030	Cataloging and Metadata Subscription	\$30,738.79
Total		\$32,377.20

We appreciate your subscription to OCLC services and hope you are pleased with the service and the support you have received during the past year. Your subscription(s) will automatically renew on 7/1/2020.

If you wish to continue your subscription as is, with no changes, no action is required by you at this time. If you wish to change or cancel your subscription(s) please contact OCLC Order Services at orders@oclc.org. Your renewal order number is 1000029538. Please note that we require written confirmation for cancellation requests. If your institution requires a PO, please provide the new details to OCLC prior to your renewal date.

If you have any questions about this service or need help using it, please contact OCLC support in your region at <http://oclc.org/support>.

*Thank you
 OCLC Order Services*

*THIS IS NOT AN INVOICE. An invoice will follow in the usual billing cycle.
 * Please note prices are current as of the date of this notice and are subject to change.*

Renewal of OCLC Subscriptions for Fiscal Year 2020/21

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 18, 2020**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of OCLC Subscription Services for fiscal year 2020/21 in the amount of \$32,377.20.

Roger Kluesner, President

Sandra Looft, Secretary

MEMORANDUM OF UNDERSTANDING (MOU)

**For the Fiscal Year 7/1/2020-6/30/2021 between
The Ames Public Library Friends Foundation and
The Ames Public Library Board of Trustees**

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

I. Purpose and Scope

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

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

II. Background

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

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

II. Library Responsibilities Under the MOU

- The Library will be a mail and delivery address for APLFF correspondence and deliverable items.
- The Library will provide support for the daily management of APLFF affairs to include:
 - Correspondence
 - Communications to and from donors and potential donors
 - Collection and deposit of APLFF funds
 - Office, storage, and activity space
 - Use of office furniture and equipment, including telephone, copier, etc.
 - Use of library website, social media, and other communication outlets.

- Management, via office computer equipment, of databases and computer files relevant to the operation of the APLFF.
- Staff liaison to APLFF for attendance at board meetings and committee meetings.
- Facility for APLFF meetings.
- Staffing to include:
 - Sales & Volunteer Coordination for:
 - Book sale organizing and book donation acceptance.
 - Coordination of Literary Grounds sales and services.
 - Marketing & Design for campaign and promotional materials.
 - Clerical Support for meeting packets and minutes, financial records, and donor records.
 - Customer Account Services for sales transactions completed at the Welcome Desk.

IV. APLFF Responsibilities under the MOU

- APLFF will conduct at least one (1) annual campaign that will raise and surrender to the Library a sum necessary to fulfill the cost obligations as specified in Appendix A. Further expenditure of the funds may go toward administrative expenses of APLFF. All expenditures for library programs, projects, and collection development shall be at the discretion of the Library.
- APLFF will operate at least two (2) book sales to raise funds for library projects, programs, and collection development. Expenditure of these funds will be at the discretion of the Library upon recommendation by APLFF.
- APLFF will manage Endowment Accounts with the Story County Community Foundation.
- APLFF will assume responsibility for the following administrative expenditures:
 - Cost of printing and mailing of fundraising and promotional materials and correspondence.
 - Costs for audits, payroll services, tax preparation, and other such administrative matters.
 - Maintenance fees for computer software
- APLFF will maintain Directors and Officers Insurance to indemnify the APLFF Directors against liability for APLFF administrative and staff actions.
- APLFF will maintain Liability Insurance to indemnify against any claims against APLFF due to activities or operations under the responsibility and control of APLFF.

V. Records Retention

- APLFF meeting packets (including minutes, statements of financial assets and liabilities, and treasurer's reports) shall be retained indefinitely, or until five years after the dissolution of the APLFF.

- APLFF financial records, such as check registers, bank statements, or reconciliation worksheets, shall be retained for a period of five years after the useful life of such records.
- APLFF records regarding bequests, pledges, and other such donor information shall be held indefinitely, or five years after the closure or useful life of such bequest, pledges, and other such records.

VI. EFFECTIVE DATE AND SIGNATURE

The MOU shall be effective upon July 1, 2020, and shall remain in force until June 30, 2021.

Roger Kluesner, President of the Ames Public Library Board of Trustees

Date

Jennie LeGates, President of the Ames Public Library Friends Foundation

Date

APL/APLFF Memorandum of Understanding - Appendix A

**Total Projected Expense for APLFF for Fiscal Year 2020,
payable to Ames Public Library: \$36,695.74**

Fiscal Year 2020 (7/1/2019-6/30/2020)

Library Staff Use	Dedicated Hours	Wages & Benefits (FY19)	Wages & Benefits (FY20)
Sales & Volunteer Coordination	236	\$10,413.72	\$10,490
Marketing & Design	45	\$1,728.59	\$1,757
Clerical Support	450	\$16,320.40	\$16,074
Customer Account Services Staffing	232		\$5,303.52
Total Staff Cost			\$33,624.58
Communications			Communications Total
Telephone (single line)			\$571.16
Photocopying			\$200.00
Total Communications Cost			\$771.16
Facilities			Use of Facilities Total
Use of Facilities Cost			\$2,300.00

**Memorandum of Understanding with Ames Public Library
Friends Foundation for Fiscal Year 2020/21**

**BOARD OF TRUSTEES
AMES PUBLIC
LIBRARY JUNE 18, 2020**

Be it resolved that the Board of Trustees, Ames Public Library, approves the Memorandum of Understanding with Ames Public Library Friends Foundation for Fiscal Year 2020/21 as presented.

Roger Kluesner, President

Sandra Looft, Secretary

Ames Public Library Plan for Reintroduction of Physical Services and Reopening of Building

Planning for a phased approach that allows for flexibility in gradually increasing services as appropriate and is adaptable to readily changing situations

Considerations for reopening the Library to the public:

- Direction from State and County health officials and Governor/Mayor/ Board
- Area Healthcare system that can accommodate outbreak
- Library has sufficient access to PPE and cleaning and disinfectant supplies
- Library has sufficient staffing available to work
- Physical space adaptations in place to foster staff and community safety

While the physical library building closed to the public as of March 17, library staff have continued to offer a range of virtual services to the public. This has included:

- Offering virtual library cards and expanded access to e-content
- Curated information on COVID 19, social services resources, educator's resources etc.
- Wide range of virtual programming and staff created content videos
- Virtual programming with partners- Children Authors, Ames History Museum
- Social media - video and content posts
- Audience specific emails, email newsletters
- Reading Radio weekly program on KHOI
- Press interviews and updates
- Phone and email reference
- Physical books to students via grab and go lunches, stocking Little Free libraries
- Emails, calls and letters to volunteers and new card holders
- Ongoing marketing and communication
- Curbside Pick-up of Holds Materials

May 18- July 1

Continue preparing physical space

- Staff symptom monitoring areas at entrance
- Staff workspaces set up for social distancing
- Coordinate signage/messaging to encourage safe practices for staff and public
- Create visual cues for distancing i.e. floor decals, stanchions
- Spacing furniture and computers to better encourage social distancing
 - leave some computers unavailable to safely space patrons and discourage extended visits
 - remove some seating
- Installation of acrylic sneeze-guard barriers at customer service desks
- Ensure orders for additional sanitizer, masks, etc. have been received
- Remove any remaining toys, circulating items with small or cloth parts
- Develop themed Grab and Go bags of materials for check out
- Limited volunteers for select assignments

Review Staffing Levels and Options to determine Service Hours and Shifts

- Work with managers on workgroup shifts and schedules to minimize exposure
- Consider PIC level staffing for safety and closing needs
- Have a PIC basics training and guide
- **All staff meeting June 22 1:00-3:00 pm** - reopening updates and discussion led by Director, Leadership Team, PIC team, HR Health Coordinator.
 - Review of staff/ building safety measures and how to mitigate risk
 - Walk through phases and services available
 - Discussion of public expectations, how to address behavior challenges with examples of scenarios

Work with staff, City, and Board on phasing in more services using recommendations from Governor, IDPH, and others. Recommended Phased in plan, anticipate revisiting every two weeks.

Recommend modified hours due to reduced staffing levels, scheduling challenges with altered work processes. Will re-evaluate these as criteria change and with consideration of community health impacts of the ongoing pandemic.

New Public Hours

Monday 9-6

Tuesday 9-9

Wednesday 9-6

Thursday 9-9

Friday 9-6

Saturday 9-6

Sunday 1-5

Curbside Pick-up to end July 1 with Library reopening

Beginning July 1- 13

Phase one – limited area of access to building

- Depending on current health guidelines may limit number of patrons and time in building
- Have hand sanitizer & masks available for public, social distancing marked, expectations posted
- Lobby holds pick up
- Grab and Go bags - prepared bags i.e. Children's materials, Quick Pick new releases, binge watchers TV and movie DVDS etc.
- Self-check-out with limited staff interaction
- Wireless printing pick up
- Tax forms available
- Phone and email reference
- Virtual programming by staff and partners

July 13- August 17?

Possible Phase two – limited time in building

- Depending on current health guidelines may limit number of patrons in building
- Limited browsing
- Limited computer use- 1 hour
- Remote computer assistance for social distancing
- Basic in-person Reference
- Basic assistance at customer service desk
- Phone and email reference – new chat reference service available date TBD
- Virtual programming by staff and partners
- Summer Reading Program Promotion- Reading logs, takeaway program
- Some volunteers to return
- Study rooms closed
- Teen space closed
- Storytime room and Studio closed
- No public meeting room use

Phase three- gradual increase of in-person services

- Depending on current health guidelines may remove limits on number of patrons in building
- Computer use
- Reference
- I-Pad and Laptops available
- Phone and email reference - new chat reference service date TBD
- Virtual programming by staff and partners
- Allow additional volunteers to return
- Study rooms closed
- Teen space closed
- Limited public meeting room use

Phase Four

- Assumes public gathering restrictions are lifted
- Resume outreach as possible
- Computer use
- Reference
- I-Pad and Laptop Loan
- Phone and email reference
- Virtual programming as staffing permits
- Increased access to meeting rooms
- Limited-sized programming resumes
- Allow additional volunteers to return
- Limited study room use
- Limited teen space
- Limited public meeting room use
- Review hours of service

Additional areas working on:

Circulation

- Holds process and logistics
- ILS adjustments
- ILL prepare response for requests, review when to resume
- Digital card continuation

Materials Handling

- Quarantine returns for 72 hours
- Will clean holds that need to be processed more quickly
- Work on guidance and shift length for shelvers to minimize exposure

Cleaning Protocols

- Cleaning crew directed to increase frequency and depth of cleaning in key areas
- Staff wipe down personal and customer service desk before/ after shift
- May work in a more thorough cleaning protocol monthly
- Specialty cleaning for certain circumstances, staff outbreak

Staff Communication and Support

- Ongoing Communication regarding health and safety protocols, HR policies
- Solicit feedback on workflow, customer service, challenges
- Ongoing emphasis on self-care and support including City EAP

Public Messaging- What to expect with re-opening; website, newsletter, press, signage

Director's Salary

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 18, 2020**

Be it resolved that the Board of Trustees, Ames Public Library, sets the Director's salary effective July 1, 2020 at \$_____.

Roger Kluesner, President

Sandra Looft, Secretary