

Ames Public Library Board of Trustees
****Amended** Agenda – May 24, 2018**
Dale H. Ross Board Room, 515 Douglas Avenue

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 of April 19, 2018
- 3) Motion approving minutes of the Executive Committee Meeting of April 24, 2018
- 4) Motion approving payment of claims 4/1/18 – 4/30/18

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.)

Activity Reports

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

Board Education

- 7) Public Library Association Conference

Policy Review

- 8) Collections Policy (Action)
- 9) Confidentiality and Library User Records (Discussion)

Unfinished Business

- 10) Strategic Plan Review (Action Item)

New Business (Action Items)

- 11) 2017/18 Budget Amendments
- 12) Contract with Library Marketing for Website Redesign **
- 13) 2018/19 APLFF Funding Request
- 14) 2018/19 APLFF Memorandum of Understanding
- 15) 2018/19 OCLC Subscription Renewal

Trustee Comments

Adjournment

Next Regular Meeting: Thursday, June 21, 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
MAY 24, 2018**

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

- 1) In memory of Evon Bailey from Marlys Ladd \$10.00

Charles Glatz, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 19, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 19, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Briese, Butler, Kluesner, Linch, Marshall, Raman and Wang in attendance. Glatz was excused. Library Director Carey, Adult Services Manager Mary Logsdon, Customer Account Services Manager Tracy Briseño, and Youth Services Manager Jerri Heid were also present.

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

Welcome New Trustees: New trustees D. Raj Raman and Toni Wang were welcomed and introductions were made around the table.

Consent Agenda:

Moved by Briese, seconded by Raman, to approve the following items on the consent agenda:

1) Resolution accepting donations:

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

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

3) Motion approving payment of claims 3/1/18 – 3/31/18

Vote on Motion: 7-0. Approved unanimously. Resolution No. 2018-L010 adopted.

Public Forum: None.

Financial Reports: Financial reports ending March 31, 2018, were distributed in the meeting packets. During conversation, it was noted that all expenses for the remainder of the year for internal data services and insurance were paid in March.

Ames Public Library Friends Foundation (APLFF) Report: Carey said Ana McCracken was welcomed as a new director who is taking Jennifer Garst’s position. The Teen Advisory Group is planning a silent disco party and has received permission from the City to hold a 5K run/ fundraising event on August 25. They’ve selected a superhero theme and will begin seeking sponsorships soon. The Sales Committee had a wonderful month. In spite of having been a bit nervous early on about holding a major book sale during spring break, the earnings were good. Literary Grounds and on-line sales were also strong, so the committee has already met its annual income goal. A job description for a book sales intern who will help in Literary Grounds has been created by the Human Resources Intern. The Fundraising committee sent out the spring mailing to current donors and responses are coming in. Carey said the most successful Author Café to date took place on Saturday, April 15; 120 tickets were sold and the crowd was well pleased. She said the next Author Café will be on October 14 featuring ISU poet Jennifer Knox and Grandview poet Paul Brooke. Finally, Carey reported that the Marketing Committee is working on a new APLFF website that should be easier to keep up to date.

Administrative Staff Report: Carey stated that Diana Hopkins and Patience Leuth were hired as Parent Educators for the Small Talk Program and are currently being trained. Jan Heuss will be retiring at the end of the month from the Adult Services division. Her hours will be taken up by three part-time employees who are already on staff and wish to work more hours. The Library has an opportunity to hire a half-time Marketing Assistant starting July 1, so the search for an employee will begin soon. A new position has been posted for a person who will be shared by APL and the Iowa State University Parks Library to help with marketing and adult programming. The job is being funded by APLFF.

Other news shared by Carey included:

- Nine library employees were honored for their years of service earlier in the day at the City's Annual Awards Banquet, which recognizes every five-year milestone.
- The Novel Ideas Team, which is looking at suggested innovations, has reviewed the first round of submissions. The ideas they select will be funded with the \$10,000 the Board requested from APLFF.
- On Earth Day—Sunday, April 21—APL will showcase its efforts toward efficiency and sustainability, and celebrate the Leadership in Energy and Environmental Design (LEED) Gold status that was attained with the Library Renewal Project. The LEED plaque will be hung in the lobby near the front doors and the Community Relations Officer has created a display detailing some of the “green” features of the building.
- The 2018 Volunteer Luncheon was held on Tuesday, April 17, with a nautical theme for decorations and food. Over 100 volunteers were in attendance.
- The most recent issue of the Iowa State University (ISU) College of Human Sciences publication, *Matters*, included several photos of APL's Small Talk teachers and families.

Sex Offender Policy:

Moved by Barchman, seconded by Butler, to adopt a resolution approving revisions to the Sex Offender Policy as presented/amended.

Carey said that the language pertaining to a person's ability to appeal decisions was clarified.

Vote on Motion (as presented): 7-0. Approved unanimously. Resolution No. 2018-L011 adopted.

Collections Policy: Carey said the Leadership Team and Selector's Team will be looking at the policy in the next month or two and may recommend some changes. They will compare it with policies from some other Midwestern libraries in university communities and input from the trustees is always welcome. Carey stated that the American Library Association prepares documents that help libraries develop policies; she pointed out that three are cited at the end of APL's policy.

Carey was asked how selectors were chosen, who they were, if there were a term, and who offers input during the process of selection. Logsdon stated that there are many avid readers in the community who make suggestions for purchases, and the Library usually purchases everything requested. She added that items need to be removed when new materials are purchased and that sometimes causes angst. Librarians assigned to specific types of purchases such as book club books keep tabs on library journals, check circulations, and make decisions to withdraw some items to add new. Logsdon said that APL usually switches out 10-12 book club titles per year.

One trustee said that he had initially wondered if the policy provided sufficient guidance, but it seemed he was hearing that the process is working as it is. Carey replied affirmatively and said

the Library has intentionally tried to pull back from being too prescriptive; instead, the question asked of staff is, “Is the policy working for you?”

When asked what is done when people want to donate a book the Library doesn’t have, Logsdon said staff may speak about whether something has or hasn’t circulated, discuss the condition of the materials, or explain that APL is not an archive. In general, she said, it just comes down to having a good conversation.

Strategic Plan Review: Carey explained that an analysis of the building, workflow, and all activities happening in the library was done during the building construction. The 2016-2018 plan was developed as a document that could be used for guidance—especially on when to say “no”—and to help move the library in a general direction.

Customer Accounts Services Manager Tracy Briseño said there was an attempt to carry on the collaborative spirit that had developed during the building project into something that worked well for the Library and the community. She reviewed the plan’s development process, which included internal activities, a community survey, and the professional assistance of Jamie LaRue. She said it works well for staff.

Youth Services Manager Jerri Heid spoke about some of the activities that have met or are successfully meeting the strategic initiatives. Implementation of the Small Talk program, for example, addressed the “Encourage Early Literacy Skill Development” initiative and the Library’s collaborative connections with the organization now known as Story County Reads help promote literacy and address the “Enhancing Strategic Partnerships” initiative.

Trustee Wang noted that there seemed to be few multicultural aspects mentioned in the plan. During discussion, it was allowed that multiculturalism, inclusiveness, and support for diversity underlie the entire plan and are evident in APL’s operations and policies, but agreed that language to that effect should be added to emphasize those values.

Briseño approached the “Ensure Excellent Customer Service” initiative by explaining ways in which customers are assisted in being successful, responsible library users and how employees work to make everyone feel welcome.

The trustees posed questions about how the work was being managed and prioritized, and about the timeline. Carey said that for accreditation the State Library requires that libraries have a strategic plan that follows certain guidelines. A timeline was included for that reason; however, she said it seemed that sequential progress didn’t work as well—this Plan is seen as more of a web. Staff tries to be prepared to tackle things and take advantage of opportunities as they come up, and when something begins, it might suggest that work be done on another aspect or that a different direction be taken.

When asked what needed to be done now, Carey said that the Library’s mission statement needs to be added and the date needs to be extended, but the plan is providing good guidance. She would like to keep it until there’s a new director who may have a different approach.

Some of the trustees said they would like to be able to quickly see what progress was made and what was accomplished, as well as what things were not done, so they could be assessed. Carey indicated that the managers had wrestled with how to reflect progress visually. Logsdon stated they have versions of the plan with checkmarks, circles, and notes throughout; they could possibly be coded as some sort of checklist to help track the strategic priorities.

Briese stated that he had disliked this format initially, but it does seem to be effective for the Library and, having been through all the meetings, he is able to put the examples to the plan. There was further discussion about strategic plans versus action plans, clarification that Phases 1, 2, and 3 were related to priority rather than chronology, and conversation about how to move forward. It was agreed that staff would work on making strategic progress more visual and bring something back to the next meeting.

Newspaper Digitization Services and Funding:

Moved by Briese, seconded by Barchman, to adopt a resolution recommending 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.

Carey explained that APLFF enters into a Memorandum of Understanding each year to reimburse the library for certain services it receives, and the funds are then available for the library to use. She said that she and Logsdon have been trying to accomplish this digitization for many years and a key goal was to have searching available not only from within the library, but also remotely. Now that that possible, Carey said the genealogists in the community would be very pleased, students would make use of it, and the Historical Society would find it helpful.

Staff's proposal, outlined in the briefing paper, was to spend \$33,575 this year by using the \$31,282.82 received from the 2017/18 Memorandum of Understanding with Ames Public Library Friends Foundation along with \$2,292.18 in unrestricted donations, and to use a similar combination of funds in FY19 to complete the project.

Vote on Motion: 7-0. (Unanimous approval.) Resolution No. 2018-L012 adopted.

Innovative Interfaces Maintenance Agreement for 2018/19:

Moved by Marshall, seconded by Wang, to adopt a resolution approving 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.

Carey said Polaris is the software that pulls all library operations together. She said there are four major vendors, each of whom offers a variety of products. Polaris was purchased just prior to moving back to the permanent facility and the firm has been very responsive.

Vote on Motion: 7-0. (Unanimous approval.) Resolution No. 2018-L013 adopted.

Nationwide Office Care Contract for 2018/19:

Moved by Butler, seconded by Briese, to adopt a resolution approving renewal of the contract for custodial services for fiscal year 2018/19 with Nationwide Office Care in the amount of \$94,100.86.

Carey explained that the facilities maintenance person does not have time to take care of all the custodial functions. Nationwide personnel are doing a good job of keeping the building clean, safe, and new looking. They also help with programming needs and APL is pleased with the service.

Vote on Motion: 7-0. (Unanimous approval.) Resolution No. 2018-L014 adopted.

Videography of June 21 and July 19 Meetings: Carey said that Library Board Meetings were first televised during the building project, and filming was planned for the duration of it. One question to be asked now is whether or not the board wants to continue having the meetings filmed. Carey said that some of the issues are staffing, equipment, and data that indicates Library Board Meetings are not very often viewed.

Channel 12 Coordinator Derek Crisler came into the room to answer questions. He explained that the Library's equipment (the Flypack) does not produce broadcast quality recordings, the videos are only available from the City's website on demand, and data indicates there are only about two viewer hits per meeting.

Moved by Raman, seconded by Wang, that there not be Board Meeting videography on June 21 or July 19 and that a decision be made at the August meeting about continued recording.

When asked, Crisler stated that there weren't any programs with fewer hits than the Library Board meetings, and he felt he would have feedback from the public in time for the Board to make a decision about future recording in August. He added that the Flypack has not been upgraded since it was purchased. He said there might come a time when it will become nearly impossible to do these meeting without added expense or investment; however, the option to hold meetings in the Council Chambers is always open when there is a desire for live recording.

Vote on Motion: 7-0. Motion approved.

Committee Appointments: Kluesner indicated that the President had sent out new committee rosters via e-mail. His appointments were as follows:

Art:	Sarah Barchman, John Linch, Toni Wang
Budget & Finance:	Kyle Briese, Roger Kluesner
Director Evaluation:	Joanne Marshall, D. Raj Raman, Roger Kluesner
APLFF Board of Directors:	Mavis Butler, Charles Glatz

Trustee Comments:

Kluesner said that the Board will not have a quorum for the May 17 meeting and he advised the trustees to watch for e-mail or a poll to help determine possible dates.

Butler welcomed Trustees Raman and Wang.

Briese welcomed the new trustees, as well. He said he was impressed with the strategic plan process and progress. He said it definitely flipped him from where he was, but as an idealist, he sees a lot of idealism coming out in it and being achieved. He congratulated the team.

Marshall said she loved hearing about the Library's work.

Adjournment: The meeting was adjourned by consent 8:49 p.m.

The next regular meeting will be on Thursday, May 17, 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

**Ames Public Library Board of Trustees
Executive Committee Meeting Minutes
April 24, 2018**

The Executive Committee of the Ames Public Library (APL) Board of Trustees met electronically on April 23 and 24, 2018. President Charles Glatz, Vice President Roger Kluesner, and Secretary Sarah Barchman participated.

Board President Glatz sent e-mail correspondence on April 23 to the Executive Committee, Library Director, and Library Administrative Assistant, stating that the Library Board would not have a quorum for its Regular Meeting in May without changing the date.

Article IV(1) of the Library Board's bylaws allows the Executive Committee to change the time of the Board's Regular Meeting. Being out of town, Glatz proposed rescheduling to May 24 and asked for an e-mail vote via "reply all."

**Moved by Glatz, seconded by Kluesner, to change the date of the next Regular Meeting from May 17 to May 24, 2018.
Vote on Motion: 3-0. Motion carried unanimously.**

Karen Thompson, Administrative Assistant

Sarah Barchman, Secretary

Library Claims
April 1, 2018 - April 30, 2018

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,753.57
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 450.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 214.33
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 613.44
PAYROLL SUMMARY	FICA	\$ 2,622.94
PAYROLL SUMMARY	IPERS	\$ 3,858.08
PAYROLL SUMMARY	WORKERS COMP	\$ 127.29
MARCH MESSENGER CHARGES	MESSENGER SERVICE	\$ 516.41
MARCH LONG DISTANCE CHGS	LONG DISTANCE	\$ 6.67
FEB. 2018 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 879.14
FEB. 2018 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
MARCH POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 8.12
AMES TRIBUNE	ADVERTISING	\$ 531.75
ONESOURCE	RECRUITING COSTS	\$ 35.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 7,834.10
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 234.05
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 198.10
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 678.75
CITY OF AMES UTILITIES	WATER/SEWER	\$ 382.04
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 1,295.80
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$ 144.02
HOWES WELDING	EQUIPMENT REPAIRS	\$ 127.50
RAYS DOORS LLC	EQUIPMENT REPAIRS	\$ 107.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 1,394.60
RMC IMAGING INC	TECHNOLOGY MAINT/SUPPORT	\$ 845.00
XEROX CORPORATION	RENTALS/LEASES	\$ 1,270.20
G & K SERVICES	NON-CITY SERVICE	\$ 135.00
LAWNPRO	NON-CITY SERVICE	\$ 1,162.50
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,775.75
CH ISSUES	OFFICE SUPPLIES	\$ 110.58
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 22.93
QUILL CORP	OFFICE SUPPLIES	\$ 376.56
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 31.80
IA FREEDOM OF INFORMATION	OFFICE SUPPLIES	\$ 24.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 549.01
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 37.75
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,055.54
BANK OF AMERICA	CLEANING SUPPLIES	\$ 0.98
MARY GREELEY MEDICAL CENT	EQUIPMENT PARTS/SUPPLIES	\$ 220.80

Library Claims
April 1, 2018 - April 30, 2018

BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 29.98
BANK OF AMERICA	FOOD	\$ 27.96
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 160.60
	Total Administration	\$ 90,313.90
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,277.12
PAYROLL SUMMARY	IPERS DISABILITY	\$ 99.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,746.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 288.06
PAYROLL SUMMARY	FICA	\$ 1,231.70
PAYROLL SUMMARY	IPERS	\$ 1,900.04
PAYROLL SUMMARY	WORKERS COMP	\$ 25.54
MARCH LONG DISTANCE CHGS	LONG DISTANCE	\$ 2.07
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 782.51
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,056.83
DATA2 CORP	EQUIPMENT PARTS/SUPPLIES	\$ 1,275.13
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 135.90
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 78.35
2018 EMPL AWARD PLAQUES	SPECIAL PROJECT SUPPLIES	\$ 15.00
2018 EMPL LUNCHEON TKTS	SPECIAL PROJECT SUPPLIES	\$ 10.00
MIDWEST TAPE	ELECTRONIC LICENSES	\$ 3,214.09
OVERDRIVE	ELECTRONIC LICENSES	\$ 1,301.42
DES MOINES REGISTER	PERIODICALS	\$ 141.75
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,108.98
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 20.85
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 799.53
AMAZON	YOUTH COLLECTION	\$ 639.90
MIDWEST TAPE	YOUTH COLLECTION	\$ 539.63
BANK OF AMERICA	YOUTH COLLECTION	\$ 238.63
BOOK FARM INC	YOUTH COLLECTION	\$ 2,008.47
USBORNE BOOKS	YOUTH COLLECTION	\$ 389.65
CAVENDISH SQUARE	YOUTH COLLECTION	\$ 195.54
LIBRARY RECLASS	YOUTH COLLECTION	\$ 35.99
AMAZON	AUDIO-VISUAL COLLECTION	\$ 18.94
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 8,320.91
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 8,899.03
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 262.27
AMAZON	ADULT PRINT COLLECTION	\$ 752.52
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 851.69
GALE GROUP	ADULT PRINT COLLECTION	\$ 1,001.32
DEDEEPIYA, ADIVI	REFUNDS	\$ 36.00
WALKER, ANGELA	REFUNDS	\$ 53.49

Library Claims
April 1, 2018 - April 30, 2018

SPIKES, GARISA	REFUNDS	\$ 31.95
JORDAN, LAURA D	REFUNDS	\$ 35.90
	Total Resource Services	\$ 63,884.77
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,691.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,093.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 509.55
PAYROLL SUMMARY	FICA	\$ 2,178.62
PAYROLL SUMMARY	IPERS	\$ 3,284.90
PAYROLL SUMMARY	WORKERS COMP	\$ 53.98
MARCH LONG DISTANCE CHGS	LONG DISTANCE	\$ 3.47
AKSAMIT, CODY	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
FALTER, SAVANNA	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
WALLES, CHASE	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
GARCIA-RETTIG, PETER	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
MARCH POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.45
BANK OF AMERICA	TRAINING	\$ 257.19
BANK OF AMERICA	CONFERENCES	\$ 254.92
ZIEGLER, DANIELLE	CONFERENCES	\$ 67.84
BANK OF AMERICA	ADVERTISING	\$ 5.12
2018 EMPL AWARD PLAQUES	SPECIAL PROJECT SUPPLIES	\$ 15.00
2018 EMPL LUNCHEON TKTS	SPECIAL PROJECT SUPPLIES	\$ 10.00
	Total Youth Services	\$ 49,993.40
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,675.84
PAYROLL SUMMARY	VACATION	\$ 3,289.81
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 100.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 159.27
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,332.92
PAYROLL SUMMARY	MEDICARE FICA	\$ 554.32
PAYROLL SUMMARY	FICA	\$ 2,370.21
PAYROLL SUMMARY	IPERS	\$ 3,185.88
PAYROLL SUMMARY	WORKERS COMP	\$ 42.83
MARCH LONG DISTANCE CHGS	LONG DISTANCE	\$ 6.28
MARCH POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.66
BANK OF AMERICA	TRAINING	\$ 237.24
LOGSDON, MARY	CONFERENCES	\$ 42.84
BANK OF AMERICA	CONFERENCES	\$ 2,548.09
COONEY, CATHY	CONFERENCES	\$ 54.18
BANK OF AMERICA	FOOD	\$ 366.90

Library Claims
April 1, 2018 - April 30, 2018

2018 EMPL AWARD PLAQUES	SPECIAL PROJECT SUPPLIES	\$ 15.00
2018 EMPL LUNCHEON TKTS	SPECIAL PROJECT SUPPLIES	\$ 10.00
	Total Adult Services	\$ 52,063.27
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,148.30
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 10,906.20
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 150.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.04
PAYROLL SUMMARY	LIFE INSURANCE	\$ 95.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,031.86
PAYROLL SUMMARY	MEDICARE FICA	\$ 732.10
PAYROLL SUMMARY	FICA	\$ 3,130.47
PAYROLL SUMMARY	IPERS	\$ 4,648.45
PAYROLL SUMMARY	WORKERS COMP	\$ 145.66
MARCH LONG DISTANCE CHGS	LONG DISTANCE	\$ 11.84
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 312.80
MARCH POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,663.06
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 16.12
BANK OF AMERICA	CONFERENCES	\$ 1,189.12
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 105.00
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 184.00
ONESOURCE	RECRUITING COSTS	\$ 35.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 196.90
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 158.34
BANK OF AMERICA	OFFICE SUPPLIES	\$ 455.28
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 149.52
2018 EMPL LUNCHEON TKTS	SPECIAL PROJECT SUPPLIES	\$ 20.00
	Total Customer Account Services	\$ 70,655.06
	Grand Total:	\$ 326,910.40
		5/24/2018
Charles Glatz, President	Sarah Barchman, Secretary	Date

Collections Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 24, 2018**

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

Charles Glatz, President

Sarah Barchman, Secretary



Approved: 11/17/2005

Reviewed:

Revised: 10/23/2008, 7/21/2011, 6/18/2015, [5/24/2018](#)

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](#)



Confidentiality and Library User Records Policy

Section: Library Operations

Approved: 07/16/2015*

Reviewed:

Revised:

The Board of Trustees of Ames Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics.

The Library Director is the custodian of the Library's records.

The Library requires all staff, volunteers, and third parties with access to library user records to agree to uphold confidentiality as specified by Library policies and applicable Iowa code.

The Library Director may authorize specific uses of the data contained in the Library's user records by the Library or the Ames Public Library Friends Foundation. The information may be used to conduct library business, communicate with library users, and improve library services.

Public access to names of persons who hold Ames Public Library cards could discourage use of the Library. The library will hold confidential the names of card holders and their registration information.

The Library will not reveal the information sources or services individual users consult unless required by law or court order. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes Internet and database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of Library materials.

The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather information about library patrons through the registration process and/or library transactions for their own marketing purposes.

The library cannot ensure privacy of circulation records during the process of collecting fines and fees.

Contact information for use of meeting and study rooms is provided by the user and considered public information.

Persons attending or participating in library programs or public meetings may be videotaped or photographed. These images may be used for library programming or promotion on the Government Cable channel, the Library website, the Internet, and other media.

Unless required by court order, Library user records will only be released to the person(s) whose name(s) appear on the record.

References

This policy has been developed in concert with [Code of Iowa Section 22, "Examination of Public Records \(Open Records\)"](#) and [Code of Ethics of the American Library Association](#).

* Adopted upon removal of Confidentiality of Library Records and Use of Patron Database Policies.

FY18 Budget Amendments

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 24, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves budget amendments in the amount of \$33,575 for fiscal year 2017/18 as submitted by staff.

Charles Glatz, President

Sarah Barchman, Secretary

Background: Last month, an opportunity to enhance customer service by providing the community with easy access to the history of Ames by digitizing the *Ames Tribune* and its predecessors was considered by the Library Board. Certain aspects of the project were not final, but a cost estimate had been provided, and the Board adopted a resolution recommending 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 from the 2017/18 and 2018/19 Memoranda of Understanding with the Ames Public Library Friends Foundation and unrestricted general donations.”

Following that decision, details of the purchase were arranged, the agreement was reviewed by the City’s Legal Department, and City Council awarded the contract on May 8.

Amendments to the FY18 budget were submitted to cover Phase 1 of the project, which will take place in the current fiscal year at a cost of \$33,575. Phase 1 includes digitization of Ames newspaper pages from 1877-1988, excluding *The MilePost*, and creation of a searchable website. The funding sources identified in April were:

- \$31,282.82 from the 2017/18 Memorandum of Understanding with Ames Public Library Friends Foundation, plus
- \$2,292.18 in unrestricted donations.

The budget amendments are highlighted in the fund totals shown on the following page.

Requested Action: Staff requests Board approval of the budget amendments submitted to cover Phase 1 of the Ames Newspaper Digitization project: the additional expenditure of \$31,283 from the APLFF account (239) and \$2,292 from the donations account (241).

Phase 2 will include digitization and indexing of Ames newspapers from 1989 through June 2016, including *The MilePost*, and delivery of an external USB hard drive with all digital images and the associated text files. It will take place in the next fiscal year at a cost of \$34,075; expenditures will be included in next fall’s FY19 budget adjustments.

Library Donations Account - Fund 241

	ACCOUNT DESCRIPTION	2016/17 ACTUALS	2017/18 ADOPTED	2017/18 ADJUSTED	2017/18 FINAL AMEND
*	Personal Services	21,874	24,300	28,060	28,060
*	Contractual	10,292	1,200	1,733	1,733
*	Commodities	23,351	14,500	31,655	33,947
*	Capital	40,036	0	52,957	52,957
		95,553	40,000	114,405	116,697

APLFF Account - Fund 239

	ACCOUNT DESCRIPTION	2016/17 ACTUALS	2017/18 ADOPTED	2017/18 ADJUSTED	2017/18 FINAL AMEND
*	Personal Services	52,639	81,787	87,802	87,802
*	Contractual	13,293	15,250	55,671	55,671
*	Commodities	59,104	63,000	100,464	131,747
*	Capital	14,931	0	36,316	36,316
		139,967	160,037	280,253	311,536

Contract for Website Redesign

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 24, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves the contract for Ames Public Library Website Redesign as presented by LibraryMarket on May 9, 2018, in the amount of \$29,000.

Charles Glatz, President

Sarah Barchman, Secretary

Background: Redesign of the Library’s website has been anticipated for several years. In addition to providing customers a fresh look and easier navigation, the project will provide staff with a more modern, efficient way to update content and ensure ADA compliance. During development of the Strategic Plan website redesign was identified as an activity that would improve customer access to electronic resources, create a full-service virtual experience, provide adequate response to mobile devices, and reflect the welcoming feel of the library.

A team consisting of APL’s Resource Services Manager, Community Relations Specialist, and Information Technology Client Support Specialist assessed the existing website, identified requirements, and then worked with the City’s Purchasing Division to develop a Request for Proposal (RFP) that was issued last November. Fifteen companies responded to the RFP.

All proposals were thoroughly reviewed and independently evaluated by the members of the team. Considerations included: fulfillment of APL’s technical requirements; the vendors’ experience, qualifications, and understanding of the project; references from clients; and cost. Final scoring (shown on the third page that follows) was computed by a City Purchasing Agent and demonstrations were given by the two vendors receiving the highest ranking.

All members of the selection team now recommend that APL engage LibraryMarket to undertake APL’s Website Redesign. Pricing and details pertaining to ongoing/future website maintenance have been negotiated and the City’s Legal Department has approved the final proposal. Ames Public Library Friends Foundation previously agreed to the Library Board’s request for funding this project and \$30,000 was included in the 2017/18 budget.

The final pricing schedule appears on page 25 of LibraryMarket’s proposal dated May 9, as follows:

• LibraryWebsite Design and Development	\$24,900
• LibraryWebsite Slide Package	\$ 1,000
• LibraryWebsite Maintenance & Hosting (Annual)	\$ 600
• LibraryCalendar Subscription (Annual)	<u>\$ 2,500</u>
TOTAL:	\$29,000

Ongoing website hosting and licensing will cost \$3,100 in each of the next four years and will be included in the Library’s future operating budgets.

Requested Action: Administration requests Library Board approval of the contract for Ames Public Library Website Redesign with LibraryMarket in the amount of \$29,000.

EVALUATION MATRIX TOTALS

Request for Proposal No. 2018-056, APL Website Redesign

COMPANY	COST PROPOSAL	EVALUTATION SCORE	TOTAL POINTS	TOTAL POINTS (3 EVALUATIONS)
Eway Corp	\$18,200.00	5.00	15.00	45.00
Octadyne	\$21,700.00	4.19	12.58	37.74
Global Reach Internet Productions, LLC	\$22,650.00	4.02	12.05	36.16
Applied Art & Technology	\$25,000.00	3.64	10.92	32.76
CMS Website Services, LLC	\$25,000.00	3.64	10.92	32.76
Library Market	\$28,000.00	3.25	9.75	29.25
ePathUSA, Inc.	\$29,090.00	3.13	9.38	28.15
West Interactive - CivicLive	\$29,400.00	3.10	9.29	27.86
Interpersonal Frequency	\$29,500.00	3.08	9.25	27.76
MRW Connected, Inc.	\$29,575.00	3.08	9.23	27.69
Foxtrot	\$30,000.00	3.03	9.10	27.30
Ethode	\$30,104.00	3.02	9.07	27.21
Vision Internet	\$41,800.00	2.18	6.53	19.59
Datagain, Inc.	\$43,500.00	2.09	6.28	18.83
JesseJames Creative, Inc.	\$51,000.00	1.78	5.35	16.06

** Score Without Pricing **				
COMPAY	Alissa	Jillian	Julie	Totals
Eway Corp	39	37	67	143
Octadyne	29	22	35	86
Global Reach Internet Productions, LLC	43	41	72	156
Applied Art & Technology	27	22	26	75
CMS Website Services, LLC	48	45	49	142
Library Market	68	73	85	226
ePathUSA, Inc.	29	29	28	86
West Interactive - CivicLive	43	43	55	141
Interpersonal Frequency	68	77	71	216
MRW Connected, Inc.	32	44	54	130
Foxtrot	38	36	55	129
Ethode	38	35	30	103
Vision Internet	41	33	73	147
Datagain, Inc.	29	36	60	125
JesseJames Creative, Inc.	51	62	62	175

**** Final Score With Pricing ****

COMPAY	Alissa	Jillian	Julie	Totals	Pricing Score	GRAND TOTALS	RANKING
Eway Corp	39	37	67	143	45.00	188.00	5
Octadyne	29	22	35	86	37.74	123.74	
Global Reach Internet Productions, LLC	43	41	72	156	36.16	192.16	3
Applied Art & Technology	27	22	26	75	32.76	107.76	
CMS Website Services, LLC	48	45	49	142	32.76	174.76	
Library Market	68	73	85	226	29.25	255.25	1
ePathUSA, Inc.	29	29	28	86	28.15	114.15	
West Interactive - CivicLive	43	43	55	141	27.86	168.86	
Interpersonal Frequency	68	77	71	216	27.76	243.76	2
MRW Connected, Inc.	32	44	54	130	27.69	157.69	
Foxtrot	38	36	55	129	27.30	156.30	
Ethode	38	35	30	103	27.21	130.21	
Vision Internet	41	33	73	147	19.59	166.59	
Datagain, Inc.	29	36	60	125	18.83	143.83	
JesseJames Creative, Inc.	51	62	62	175	16.06	191.06	4

Library Request to APLFF for FY19 Funding

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 24, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, requests that Ames Public Library Friends Foundation provide funding in the amount of \$168,200 for fiscal year 2018/19 for the following purposes.

Programming.....	\$56,700.00
Incentives and Promotions	\$1,000.00
Collections.....	\$31,500.00
Project Smyles	\$36,000.00
Community Engagement Position	\$33,000.00
Innovations.....	\$10,000.00

Charles Glatz, President

Sarah Barchman, Secretary

Background: Ames Public Library Friends Foundation (APLFF) conducts public fundraising efforts in support of the Library and responds, within its ability, to the Library Board’s requests for funding. The APLFF Board of Directors will be considering its 2018/19 (FY19) budget in the next two months. Suggestions from the Library Director and staff appear below.

Programming		\$ 56,700
• Youth/Teen Programming		\$ 29,900
○ <i>INSPIRE</i>	\$ 1,000	
○ <i>Small Talk</i>	\$ 2,500	
○ <i>Summer Food</i>	\$ 6,000	
○ <i>Summer Presenters</i>	\$ 6,400	
○ <i>YS Programs</i>	\$ 2,000	
○ <i>Teen Programs</i>	\$ 3,000	
○ <i>Reading Incentives</i>	\$ 9,000	
• Adult Programming		\$ 7,000
○ <i>Live Music</i>	\$ 4,000	
○ <i>Hospitality</i>	\$ 500	
○ <i>Materials Support</i>	\$ 2,500	
• Author Visits		\$ 10,000
• Passive Programming		\$ 500
• Book Clubs		\$ 9,300
○ <i>All Iowa Reads - Teen</i>	\$ 1,500	
○ <i>Adult Book Clubs</i>	\$ 1,000	
○ <i>Great Books</i>	\$ 500	
○ <i>All Iowa Reads</i>	\$ 6,300	
Incentives and Promotions.....		\$ 1,000
Collections.....		\$ 31,500
• Materials (to bridge fiscal years)	\$ 10,000	
• Kanopy (film database)	\$ 10,000	
• Youth World Languages	\$ 2,000	
• Youth Graphic Novels	\$ 2,000	
• Youth High Circ Duplicate Copies	\$ 2,000	
• STEAM kits	\$ 2,000	
• Adult Book Series	\$ 2,500	
• Heritage Room	\$ 1,000	
Project Smyles		\$ 36,000
• Operations		\$ 30,000
• Smyles Costume		\$ 6,000
Community Engagement Position.....		\$ 33,000
Innovation Grants.....		\$ 10,000
	TOTAL	\$168,200

Requested Action: In order to assist the APLFF Budget and Finance Committee prepare its FY19 budget, Administration recommends that the Board of Trustees request funding in the amount of \$168,200 for the purposes indicated.

**Memorandum of Understanding with Ames Public Library Friends
Foundation for Fiscal Year 2017/18**

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 24, 2018**

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 2018/19 as presented/amended.

Charles Glatz, President

Sarah Barchman, Secretary

MEMORANDUM OF UNDERSTANDING (MOU)

**For the Fiscal Year 7/1/2018-6/30/2019 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:
 - Principal Clerk for clerical assistance, meeting minutes, financial and donor records.
 - Community Relations Coordinator for campaign and promotional materials.
 - Volunteer coordinator to serve in support capacity for:
 - Book sale organizing and book donation acceptance.
 - Coordination of Literary Grounds sales and services.

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

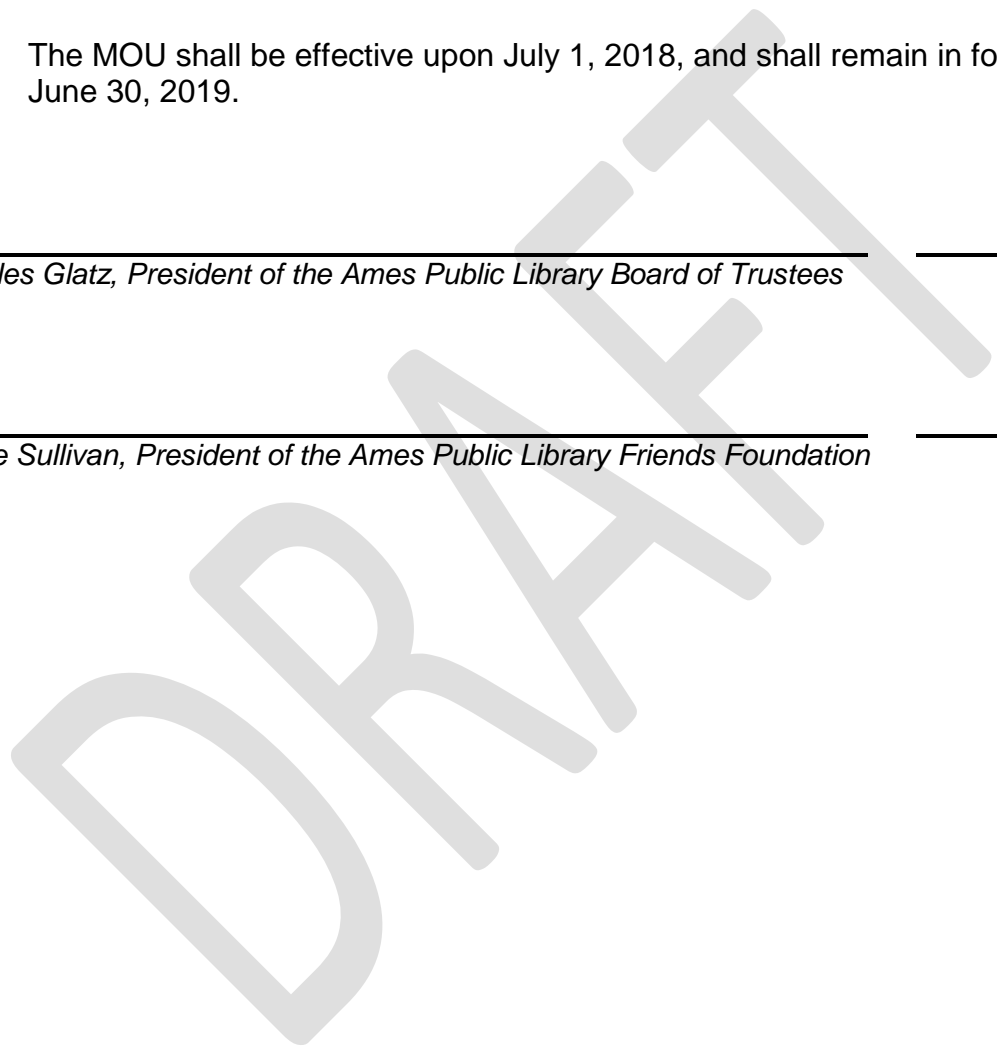
The MOU shall be effective upon July 1, 2018, and shall remain in force until June 30, 2019.

Charles Glatz, President of the Ames Public Library Board of Trustees

Date

Steve Sullivan, President of the Ames Public Library Friends Foundation

Date



APL/APLFF Memorandum of Understanding - Appendix A

**Total Projected Expense for APLFF for Fiscal Year 2019, payable
to Ames Public Library:**

\$32,259.22

Fiscal Year 2019 (7/1/2018-6/30/2019)

Staffing	Library Employee	Dedicated Hours	Wages & Benefits (FY18)	Wages & Benefits (FY19)	Staffing Total
Volunteer Coordinator	Sarah Bohlke	236	\$10,071.30	\$10,414	\$10,413.72
Community Relations	Jillian Ocken	45	\$1,671.75	\$1,729	\$1,728.59
Principal Clerk	Jill Anderson	470	\$16,485.25	\$17,046	\$17,045.75
Total Staff Cost					\$29,188.06
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

Renewal of OCLC Subscriptions for Fiscal Year 2018/19

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 24, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of OCLC Subscription Services for fiscal year 2018/19 in the amount of \$31,206.94.

Charles Glatz, President

Sarah Barchman, Secretary

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.

APL participates in OCLC's Subscription Payment Program. Deposits are made into the APL account once or twice a year so that monthly charges may be automatically withdrawn. This saves work for both the Library and the Finance Department, and interest earned on the account balance is deducted from the amount due each month.

The net cost of OCLC services was \$27,797 in fiscal year 2015/16 (FY16) and \$28,873 in FY17. The net cost for the current year will be approximately \$29,900.

As shown on OCLC's FY19 renewal notice, FY19 charges will be \$31,206.94. The actual cost to the Library will be slightly less, depending on the amount of interest credit applied to the account balance throughout the year. Deposits will earn 2.0% annual percentage rate (APR) from July through December 2018, but the rate may change for the second half of the year.

Requested Action: Staff requests approval to renew OCLC Cataloging and Metadata and WorldShare Inter-library Loan Subscriptions for FY19 at a cost not to exceed \$31,206.94.



April 26, 2018

OCLC Symbol: UIB

ALISSA DORNINK
AMES PUBLIC LIBRARY
515 DOUGLAS AVE
AMES, IA 50010-6215

Please find your FY2019 OCLC Cataloging and Metadata and WorldShare Interlibrary Loan (ILL) subscriptions renewal notice on the reverse of this letter. By renewing your subscriptions, the world's libraries' collections will be available to your library users and your valuable collection will be shared with your users and those of other libraries worldwide.

OCLC Cataloging and Metadata Subscription

OCLC's full range of cataloging and metadata services gives you the tools you need to streamline your cataloging workflows, to reduce operational costs, and to save your staff time. You have access to WorldCat, which includes more than 415 million high-quality records that have been created, enhanced, and shared by libraries worldwide. This allows you to do more copy cataloging, to improve discovery of your collections, and to register your collection in WorldCat to support services such as interlibrary loan. Plus, to improve your local discovery, your subscription provides the ability to automatically receive enhanced MARC records when improvements are made to WorldCat records for items you hold. During the past year:

- OCLC continued to support library copy cataloging needs by loading titles from 10 new vendors/publishers into WorldCat and loading more than 2,700 new collections from 227 new providers into the WorldCat knowledge base.
- We also continued our work to streamline electronic and print collection workflows in WorldShare Collection Manager with automated holdings feeds from ProQuest Ebook Central and the ability to clone existing collections.
- Our pioneering linked data work continued with the initiation of three new prototype services that build on the size and scale of WorldCat to further develop a global network of relationships and services. Plus, we added the ability to output URI references in WorldShare Record Manager.

For more information about your OCLC Cataloging and Metadata Subscription, visit oc.lc/cataloging.

WorldShare Interlibrary Loan Subscription

With your WorldShare ILL subscription, **your users have access to the collections of over 10,300 libraries** through the world's largest resource sharing network. **In 2017, the global library community shared more than 7 million monographs, articles, and other materials** using WorldShare ILL. Your subscription includes the following:

- Article Exchange, which **streamlines document delivery**, supports documents up to 60MB in a wide range of formats, and is integrated into WorldShare ILL
- Article Exchange integration with scanners to further streamline workflows
- Direct Request functionality within the WorldShare ILL user interface
- Complete citation and local holdings information on requests
- Access to Google Scholar, Google Books, and Google Search within the WorldShare ILL user interface

For more information about your WorldShare Interlibrary Loan subscription, visit oc.lc/ill.

Please contact OCLC's Renewal team at 1-800-848-5878, ext. 5878, or via email at oclc renewals@oclc.org with any questions. **Thank you for your continued participation in the OCLC cooperative.**

Sincerely,

A handwritten signature in black ink that reads "Bruce Crocco".

Bruce Crocco
Vice President, Library Services for the Americas



April 26, 2018

AMES PUBLIC LIBRARY
OCLC Symbol: UIB

FY2019 OCLC Cataloging and Metadata and WorldShare ILL Subscription Renewal Notice

OCLC will increase prices modestly in FY2019. The FY2019 OCLC Price List is available on the Online Service Center (OSC) for your convenience. Please visit www.oclc.org/servicecenter/, and then log on to your OSC account to access the Price List.

Effective July 1, 2018, the following subscriptions will renew automatically for the period of July 1, 2018 – June 30, 2019 at the same billing frequency you requested last year. The new amount will be reflected beginning with your July 2018 OCLC invoice, which will arrive in early August 2018.

Your FY2019 OCLC Cataloging and WorldShare ILL Annual Subscriptions

FY2019 OCLC Cataloging and Metadata Subscription:	\$29,627.75
FY2019 OCLC WorldShare ILL Subscription:	\$1,579.19
FY2019 Total:	\$31,206.94

OCLC offers billing services, including a prompt payment discount and a Subscription Payment Program that earns interest on deposits (earning 2.0% APR from 7/1/18 – 12/31/18). If you wish to participate in the Subscription Payment Program and require additional documentation, please visit: **oc.lc/SubscriptionPayment**

ILL Fee Management (IFM) libraries: Please note that IFM is not included in the above subscription, as activity for IFM is tracked on a transaction basis, and pricing is set by the libraries involved. OCLC's Renewals team will be happy to answer questions and offer further guidance about this renewal information. Please contact them at 1-800-848-5878, ext. 5878 or send an email to oclc renewals@oclc.org.

THIS IS NOT AN INVOICE

Ames Public Library Board of Trustees
Committee Assignments 2018/2019

Standing Committees

Art:	Sarah Barchman, John Linch, Toni Wang
Budget & Finance:	Kyle Briese, Roger Kluesner
Director Evaluation:	Joanne Marshall, D. Raj Raman, Roger Kluesner
Executive:	Chuck Glatz (P), Roger Kluesner (VP), Sarah Barchman (S)
Nominating:	

APLFF Board Representatives

APLFF:	Mavis Butler, Chuck Glatz
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