

**Ames Public Library Board of Trustees
Agenda – July 18, 2019
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 June 18, 2019
- 3) Motion approving payment of claims 6/1/19 – 6/30/19

Public Forum

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

Activity Reports

- 4) Administration – Schofer
- 5) APLFF – Barchman/Myers

Policy Review

- 6) Bylaws (Discussion)

Board Education

- 7) Staff Survey Analysis – Schofer/Briseno
- 8) ALA Highlights

New Business

- 9) Request for exemption to MOA Naming Agreement
- 10) 2019/20 APLFF Memorandum of Understanding

Trustee Comments

Adjournment

**Next regular meeting: Thursday, August 15, 2019
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
July 18, 2019**

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

- 1) From St. Thomas Aquinas Church for the INSPIRE program \$500.00
- 2) In memory of Donelle Meyer from the Story County Genealogical Society
for three genealogy books for the library collection..... \$64.33

Roger Kluesner, President

Joanne Marshall, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
June 18, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Tuesday, June 18, 2019, in the Dale H. Ross Board Room, with Barchman, Kluesner, Looft, and Myers in attendance. Glatz was in attendance via telephone. Briese, Butler, Marshall, and Raman were excused. Director Schofer was also present.

Call to Order: President Kluesner called the meeting to order at 7:01 p.m.

Consent Agenda:

Moved by Myers, seconded by Barchman, to approve the following items on the consent agenda:

- Resolution approving donation:
 - a) In honor of Herb Harmison from Duane Aske \$40.00
- Minutes of the regular meeting of May 16, 2019
- Payment of claims 5/1/19 – 5/31/19

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L017 adopted.

Public Forum: None

Administrative Staff Report: Kluesner welcomed Schofer to her first Board meeting with APL. Schofer gave a brief report to the board.

- She has been acclimating well. Briseno scheduled meetings with various department heads throughout the city, as well as the leadership team and managers at the library. This has been very helpful. She will continue acclimating by meeting with various community organizations that we partner with. She has already met with the Rotary Club, the APL Friends Foundation, and will be going with Beck to the Ames Chamber of Commerce. Glatz offered to introduce Schofer to the Story County Community Foundation
- There is one person in Resource Services that has taken a full-time position elsewhere. That position is posted. Interviews are being scheduled for the 10-hour custodial position. Quinn will be retiring in September after 35 years of service. Quinn has served as the leader on the PIC team and Safety team; managers will be discussing those replacements.
- Summer programming is underway including the summer reading programs for all ages, Terrific Tuesdays, and the summer meals program which is serving approximately 100 meals daily. The bookmobile has been out in the parks which is a great partnership with the parks department. Community affairs officers from the police department sometimes have “Donuts in the Park” at the same location which is nice city collaboration. Schofer is going to help with the pancake breakfast July 4, and take advantage of the opportunity to branch out and meet more people.
- Brown has initiated a new book club called “A View from the Margins” covering books from some populations that may not be as represented. It’s a great growth opportunity for her.
- The All Ages Drag Show has recently been the target on social media by an out-of-state group that is targeting supportive organizations during pride month. We have received emails and phone calls as well as some inappropriate posts on social media. We removed the inappropriate posts containing video links based on our Social Media policy and will

be reviewing the policy to see if changes are necessary as well as the Meeting Room policy.

- Social media is normally a very positive experience. Cooney has had a book discussion online with a lot of positive, robust discussions. This is more prominent on the page.
- Staff Schofer, Hanson, Cooney, and Dornink along with Board member Myers are attending the ALA conference June 20-25.
- The strategic plan is due to for revamping. We will be completing end of year reports and starting to map out the process and timeline for strategic planning. Staff and community members will be engaged in the process.

APLFF Report: Myers and Barchman were both unable to attend the meeting, however Anderson sent Myers an update which she presented to the Board.

- Two teen Advisory Group representatives gave a presentation about TAG's upcoming Murder Mystery Dinner Theater. They are working with Beck and the Fundraising committee to finalize details.
- New Library Director Schofer gave an overview of library happenings and invited the group to the 6/18 reception.
- Volunteer Coordinator Bohlke said she's received 100 applications for the APL-Y summer youth volunteer program, and 85 teens have already volunteered.
- Beck has been busy meeting with potential sponsors for Pub Fiction (to be held on Thursday, August 22) and the Murder Mystery Dinner Theater (to be held in October).
- The Board accepted the May Financial Reports and approved their budget for fiscal year 2019-20.
- The next big book sale begins on Sunday, June 30, and runs through July 3.
- New officers are President LeGates and Secretary/Treasurer Fitzsimmons.
- Retiring President Sullivan, who has served two three-year terms on the APLFF Board, was honored with a plaque and the opportunity to be the first check out a new DVD that was added to the library collection in his honor.

Policy Review:

The History Policy was reviewed by the staff and the Board. The recommended changes including adding an ending date to former Director Carey's term, adding Schofer to the History, and correcting a date.

Moved by Barchman, seconded by Glatz to approve the revisions to the History Policy as presented. Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L018 adopted.

The Bylaws were discussed. A committee including Kluesner, Looft, Myers, and Schofer will meet to review the Bylaws. Barchman requested special attention to electronic meetings including the possibility of using resources such as Zoom is considered. Bylaws will be referred to the city legal department for input. The committee will bring it back to the Board for approval.

Trustee Comments:

- Glatz welcomed Schofer and hopes can join the July meeting in more than one dimensional form.

- Barchman offered some advice to those attending ALA and brought chocolate from her recent trip to Switzerland to share.
- Looft welcomed Schofer and stated she's looking forward to working with her.
- Kluesner welcomed Schofer and stated he has enjoyed getting to know her and seeing Schofer start enjoying everything Ames to offer.

Adjournment:

Moved by Barchman, seconded by Looft, to adjourn at 7:33 pm.

Vote on Motion: 5-0. Motion approved unanimously.

The next regular meeting will be on Thursday, July 18, 2019, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Joanne Marshall, Board Secretary

Library Claims
6/1/2019 to 6/30/2019

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,281.96
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,244.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 426.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 133.29
PAYROLL SUMMARY	LIFE INSURANCE	\$ 63.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,584.10
PAYROLL SUMMARY	MEDICARE FICA	\$ 607.38
PAYROLL SUMMARY	FICA	\$ 2,596.95
PAYROLL SUMMARY	IPERS	\$ 4,014.46
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 149.18
MAY MESSENGER CHGS	MESSENGER SERVICE	\$ 546.44
MAY 2019 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 79.00
MAY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 3.96
OXEN TECHNOLOGY	OUTSIDE PROFESSIONAL SVCS	\$ 5,000.00
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 16.99
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 4.51
MYERS, CAROLYN	CONFERENCES	\$ 591.10
ONESOURCE	RECRUITING COSTS	\$ 105.00
MAY 2019 PRINTING CHRGS	RECRUITING COSTS	\$ 4.50
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 5,911.57
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 242.25
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 188.43
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 395.71
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 158.76
DIVISION OF LABOR	MAINTENANCE CONTRACTS	\$ 80.00
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
KENS APPLIANCE	EQUIPMENT REPAIRS	\$ 58.00
INFRASCALE INC	TECHNOLOGY MAINT/SUPPORT	\$ 2,592.00
XEROX CORPORATION	RENTALS/LEASES	\$ 1,271.36
RECLASS LIBRARY	RENTALS/LEASES	\$ (1,179.92)
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,634.18
CINTAS LOC 22M	NON-CITY SERVICE	\$ 98.55
AMER MARKING INC	OFFICE SUPPLIES	\$ 15.20
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 268.53
QUILL CORP	OFFICE SUPPLIES	\$ 15.84
AMAZON	OFFICE SUPPLIES	\$ 55.98
BANK OF AMERICA	OFFICE SUPPLIES	\$ 390.69
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 36.92
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,482.43
BANK OF AMERICA	AG/HORT SUPPLIES	\$ 89.82
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 301.70

Library Claims
6/1/2019 to 6/30/2019

BANK OF AMERICA	CLEANING SUPPLIES	\$ 13.44
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 1,129.57
BANK OF AMERICA	FOOD	\$ 167.24
HY VEE INC	FOOD	\$ 84.00
MAY 2019 PRINTING CHRGS	FOOD	\$ 4.40
	Total Administration	\$ 88,135.67
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,499.33
PAYROLL SUMMARY	VACATION	\$ 593.07
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 256.24
PAYROLL SUMMARY	IPERS DISABILITY	\$ 83.63
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,818.18
PAYROLL SUMMARY	MEDICARE FICA	\$ 295.01
PAYROLL SUMMARY	FICA	\$ 1,261.41
PAYROLL SUMMARY	IPERS	\$ 2,029.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 25.81
MAY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 0.19
BAKER & TAYLOR INC	OUTSIDE PROFESSIONAL SVCS	\$ 1,805.00
BOA SHERATON GRAND PHOENX	CONFERENCES	\$ 914.08
BANK OF AMERICA	CONFERENCES	\$ 378.60
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 475.23
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 8.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,982.13
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 314.20
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$ 30.36
FINDAWAY WORLD LLC	EQUIPMENT PARTS/SUPPLIES	\$ 237.79
BOA SHERATON GRAND PHOENX	PURCHASE CARD CLEARING	\$ (914.08)
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 5,688.50
OVERDRIVE	ELECTRONIC COLLECTION	\$ 4,809.94
DES MOINES REGISTER	PERIODICALS	\$ 141.75
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,775.26
PERMA BOUND	YOUTH COLLECTION	\$ 16.81
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 540.77
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 707.07
AMAZON	YOUTH COLLECTION	\$ 623.25
MIDWEST TAPE	YOUTH COLLECTION	\$ 631.50
BANK OF AMERICA	YOUTH COLLECTION	\$ 1,578.61
RECORDED BOOKS LLC	AUDIO-VISUAL COLLECTION	\$ 6.95
AMAZON	AUDIO-VISUAL COLLECTION	\$ 171.72
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,974.09
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 10,342.37
RECORDED BOOKS LLC	ADULT PRINT COLLECTION	\$ 1,035.00
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 863.65

Library Claims
6/1/2019 to 6/30/2019

AMAZON	ADULT PRINT COLLECTION	\$ 1,525.61
INFO USA MARKETING INC	ADULT PRINT COLLECTION	\$ 550.00
MIDWEST TAPE	ADULT PRINT COLLECTION	\$ 114.96
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 1,470.16
GALE GROUP	ADULT PRINT COLLECTION	\$ 1,210.21
AMAZON	REFUNDS	\$ 47.95
	Total Resource Services	\$ 77,977.63
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 37,842.89
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 2,715.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 342.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 183.02
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,090.88
PAYROLL SUMMARY	MEDICARE FICA	\$ 563.07
PAYROLL SUMMARY	FICA	\$ 2,407.66
PAYROLL SUMMARY	IPERS	\$ 3,828.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 92.12
MAY 2019 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 158.88
MAY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 1.31
POCKETS FULL OF FUN	OUTSIDE PROFESSIONAL SVCS	\$ 565.00
CASAS, DAVID	OUTSIDE PROFESSIONAL SVCS	\$ 191.03
MANNING, KEVIN J	OUTSIDE PROFESSIONAL SVCS	\$ 225.00
NOAH RIEMER PRODUCTIONS	OUTSIDE PROFESSIONAL SVCS	\$ 770.00
HEID, JERRI	DUES/MEMBERSHIPS	\$ 125.00
QUILL CORP	OFFICE SUPPLIES	\$ 79.89
SAMS CLUB DIRECT COMM ACC	OFFICE SUPPLIES	\$ 208.52
BANK OF AMERICA	OFFICE SUPPLIES	\$ 145.23
SAMS CLUB DIRECT COMM ACC	FOOD	\$ 16.26
BANK OF AMERICA	FOOD	\$ 112.53
LIBRARY	SPECIAL PROJECT SUPPLIES	\$ (386.40)
SCHOLASTIC INC	SPECIAL PROJECT SUPPLIES	\$ 5,145.42
	Total Youth Services	\$ 61,506.21
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,958.60
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ (34.77)
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 249.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 138.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,446.48
PAYROLL SUMMARY	MEDICARE FICA	\$ 509.19
PAYROLL SUMMARY	FICA	\$ 2,177.24
PAYROLL SUMMARY	IPERS	\$ 3,391.22
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 43.09

Library Claims
6/1/2019 to 6/30/2019

MAY 2019 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 42.00
MAY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 6.84
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$ 12.83
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.92
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 456.09
	Total Adult Services	\$ 47,480.56
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 43,111.66
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 14,043.91
IPERS REFUND-BAI,JING	PAYROLL ADJUSTMENT	\$ (109.21)
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 343.84
PAYROLL SUMMARY	IPERS DISABILITY	\$ 191.75
PAYROLL SUMMARY	LIFE INSURANCE	\$ 107.29
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,803.90
PAYROLL SUMMARY	MEDICARE FICA	\$ 791.97
PAYROLL SUMMARY	FICA	\$ 3,386.34
PAYROLL SUMMARY	IPERS	\$ 5,395.47
IPERS REFUND-BAI,JING	IPERS	\$ (163.90)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 183.55
MAY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 11.41
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 372.55
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,852.03
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 19.89
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 12.24
THORNTON, EMILY	TRAVEL/MEETINGS	\$ 8.16
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 220.00
ONESOURCE	RECRUITING COSTS	\$ 35.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 179.00
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 336.00
QUILL CORP	OFFICE SUPPLIES	\$ 63.43
BANK OF AMERICA	OFFICE SUPPLIES	\$ 831.15
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 273.37
BANK OF AMERICA	FOOD	\$ 4.85
BRISENO, TRACY	FOOD	\$ 113.82
	Total Customer Account Services	\$ 77,419.47
	Grand Total:	\$ 352,519.54
Roger Kluesner, President	Joanne Marshall, Secretary	Date

APL Employee Survey 2019

A confidential online survey to assess employee satisfaction, communication, trust in management (i.e., Manager’s Team), stress, relationship with supervisor, personal feedback, and customer service was administered in February 2019 by Iowa State University Industrial-Organizational Psychology interns under the supervision of Dr. Kathy Hanisch. The response rate for the survey was 90%; an outstanding and impressive participation rate! A summary of the 2019 results as well as a comparison to the survey results from 2016 are given below.

Scale Results:

- Higher scores are better except for stress (lower scores are better) and customer service (essentially no change); an improvement is seen in most areas from 2016 to 2019.
- The change in scale scores ranged from .03 (Customer Service) to 2.72 (Trust in Management).

Satisfaction with	2019 Score	2016 Score	Scale assessing	2019 Score	2016 Score
Advancement Opportunities	10.08 (+1.31)	8.77	Trust in Management	32.04 (+2.72)	29.32
Pay	18.13 (+.26)	17.87	Stress	6.74 (-1.77)	8.51
Work Activities	39.08 (+2.02)	37.06	Customer Service	28.03 (+.03)	28.00
Job in General	48.33 (+1.84)	46.49	Communication Culture	27.70 (+2.01)	25.69
Supervisor	49.00 (+1.55)	47.45	Relationship with Supervisor	31.60 (+1.62)	29.98
Co-worker	51.42 (+1.85)	49.57	Personal Feedback	28.15 (+1.24)	26.91

Summarized Written Comments with Overall Themes:

(approximately 30% of participants provided comments at the end of the survey)

- Pay is not always reflective of increased responsibilities.
- The Manager’s Team seems to take on too much responsibility in change and approval processes which sometimes causes staff to be discouraged from offering ideas.
- Assigned tasks use employees’ talents and capitalize on their strengths making APL an excellent place to work.
- Managers are genuinely supportive and allow personal growth for employees.
- Jobs are viewed as great (e.g., “I love my job!”), employees like their work teams, and indicate the work environment is good.

Overall Survey Summary:

- Most scales have seen some improvement since 2016.
- Satisfaction with Advancement Opportunities and Satisfaction with Pay were, on average, the lowest scoring scales.
- Satisfaction with Co-workers and Satisfaction with Direct Supervisor were, on average, the highest scoring scales.

If you have questions/concerns about the survey or results, please contact Kathy Hanisch at kathann@iastate.edu.

Beck has a donor family who wishes to have their name on a study room on the first floor; this is the final study room in the youth area to be named (one study room in the adult services area also remains unnamed). The donor knows the basic ground rules for the naming opportunity, but is asking for an exception.

The ground rules are: Each room is \$25,000. Names cannot be attached until 25% of the amount is paid to the Library.

The family would like to commit \$5000/year for the five years it takes to complete the pledge. But, they would like to have their name mounted with the initial gift.

Action: Administration recommends verbal approval of the proposed exemption at this time with approval by resolution at the time of receiving the donation.

Memorandum of Agreement

Agreement for Naming Certain Areas of the Ames Public Library

This naming agreement is made on the ____ day of _____, 20__ by and between Ames Public Library, a department of the City of Ames (hereafter referred to as the “Library”) and _____ (hereafter referred to as the “Donor”).

The Board of Trustees of the Ames Public Library agrees to name the (area to be named) for a donation of \$_____, under the terms of this agreement.

I. Donation: Donations may be paid directly through Ames Public Library or through the Ames Public Library Friends Foundation, provided such donations are paid within a reasonable period of time as determined by the Library Board of Trustees. Pledged donations entitle the Donor the privilege of naming upon payments that reach 25% of the total pledged amount.

II. Duration: Naming shall remain in effect until the Library Board of Trustees determines, in its sole discretion, any of the following:

- A building, room, or special use area is to be demolished.
- A building, room, or special use area changes function to the extent that its purpose is no longer applicable to the Donor’s intention for naming such room or special use area.
- The Donor fails to complete a pledge that was the basis for naming.
- The Donor is engaged in activities that, in the sole discretion of the Library Board of Trustees, are in conflict with the library’s mission and values, or is involved in disreputable or criminal activities that would bring dishonor and embarrassment to Ames Public Library.

Any change to the naming must be brought to the Ames Public Library Board of Trustees for approval. If the naming is discontinued due to demolition or re-purposing of the named space, the Library Board of Trustees shall make an effort to seek comparable space for naming, if possible. In any event, the Donor will retain a prominent listing on the Donor Wall.

In the event that naming had been discontinued due to activities in conflict with the library’s mission and values, or due to disreputable or criminal activities that have brought dishonor and embarrassment to the Library, all naming and listing on the donor wall shall be removed. The Library will not be under any obligation to return any donated funds due to the removal of naming for conditions or activities as stated within this paragraph.

III. Placement and Use of Name: The name of each room or special use area shall precede the descriptor of the room or special use area. The name shall be conspicuously posted in accordance with the aesthetics of the area to be named, as determined at the sole discretion of the Library Board of Trustees. The placement and size of lettering shall be conspicuous and readily identifiable upon entering the area. All directional signage shall refer to the naming as

well as the room's descriptor. All public references to the room or special use area, such as postings in press releases, advertising, etc., shall bear the name of the Donor.

IV. Pledged naming and defaults: In the case of pledged donations or deferred gifts, the naming agreement may take effect when pledge payments reach 25% of the total pledge. In the case of failure of the Donor to uphold the agreement, the Library may terminate the naming agreement and withdraw the assigned name to the room or special use area. The library board shall notify the Donor regarding the consideration to withdraw the name. The library board will provide a reasonable period of time, as determined at the sole discretion of the library board, to correct the deficiency. In the event of removal of the naming, funds already collected shall not be returned.

V. Assignment: Neither the Library or the Donor shall transfer a naming agreement to a third party without written consent of both parties.

VI. Acceptable names: Naming privileges are extended to individuals or families and shall be stated by use of a surname or hyphenated surname with reference to first names (middle name or middle initial of a couple or partnership), or surname and "family." Corporate names are permitted as long as the corporation's product or service is compatible with the area so named, as determined at the sole discretion of the Board of Trustees. Logos and corporate slogans shall not be permitted on placards or signage.

VII. Governing Law: The validity, execution, interpretation, and enforcement of this Agreement shall in all respects be governed by the laws of the State of Iowa and the Municipal Code of the City of Ames.

VIII. In Witness Whereof: The parties have caused three (3) copies of this Agreement to be executed.

Donor _____
Date

Library Director _____
Date

IX. Acceptance: The Board of Trustees of Ames Public Library hereby acknowledges that it has read and accepts the terms of this Agreement and agrees to implement an appropriate process to fulfill the criteria set in this Agreement.

President, Library Board of Trustees _____
Date

MEMORANDUM OF UNDERSTANDING (MOU)

**For the Fiscal Year 7/1/2019-6/30/2020 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, 2019, and shall remain in force until June 30, 2020.

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 2019/20**

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JULY 18, 2019**

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 2019/20 as presented.

Roger Kluesner, President

Joanne Marshall, Secretary