

Ames Public Library Board of Trustees
Agenda – May 18, 2023
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 April 20, 2023
- 3) Motion approving payment of claims 4/1/23 – 4/30/23

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 prior to the Call to Order.)

Activity Reports

- 4) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF –
- 7) Board Committee Appointments - Reynolds

Board Education

- 8) Strength Finders Part 1 – Klein-Hewett

Policy Review

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

New Business

- 11) FY24 APLFF MOU (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, June 15, 2023
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
MAY 18, 2023**

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

- 1) Fern Kupfer (Book Club donations in memory of Jane Zaring) \$150.00

Kate Reynolds, President

Richard Johnson, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 20, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 20, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers, Reger, Reynolds and Thorbs-Weber in attendance. Torres III was excused. Assistant City Manager Schildroth, Director Schofer, and Youth Services Manager Anderson were also in attendance along with citizen Deyo.

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

Oath of Office: Crain, Gibson, and Reger took the Oath of Office. Board members introduced themselves to one another.

Consent Agenda:

Moved by Myers, seconded by Thorbs-Weber, to approve the consent agenda as follows:

1. Resolution approving donations
 - a. ISU Women’s Club Garden Group \$51.16
 - b. Megan Colebrooke (credit refund) \$4.95
 - c. Hannah Schmidt (credit refund) \$12.99
 - d. Dennis Youngquist (credit refund) \$15.98
 - e. Suzanne Harrenga (credit refund) \$5.99
 - f. Kenessa Jones (credit refund) \$45.00
 - g. Lynn Jenison in memory of Athreya Krishna \$25.00
 - h. Liang Dong (credit refund) \$3.74
 - i. Donna Niday (credit refund) \$13.24
2. Motion approving minutes of the regular meeting March 16, 2023
3. Motion approving payment of claims 3/1/23 – 3/31/23

Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L007 adopted.

Public Forum: Deyo spoke to the Board regarding the Conduct in the Library policy.

Activity Reports:

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

- Casandra Eames has been selected as the first Diversity, Equity, and Inclusion (DEI) Coordinator for the City of Ames. Eames was previously with the Story County Attorney’s Office. She began her new position on Wednesday, March 29. Adding a DEI Coordinator was one of 21 recommendations from the “Policing in Ames: A Path Forward” report Ames City Manager Schainker presented to the Ames City Council in 2020. The report addressed ways to improve Ames Police Department policies and strengthen connections with community members. In addition to working with the Police Department, the DEI Coordinator will partner with all City departments

and committees to help ensure that City policies and programs promote an inclusive environment for all those who are served by the City organization. The Coordinator also will provide assistance to the Ames Human Relations Commission. In collaboration with this Commission, this new position will coordinate activities, trainings, and other programming designed to educate, inform, and maintain a welcoming environment for those who live, work, and visit the Ames community. In addition to working as a legal assistant in the Story County Attorney's Office, Eames served as a detention officer at the Story County Jail, a bilingual family-based services counselor with Youth & Shelter Services, an art education program coordinator with the Octagon Center for the Arts, and served as a bilingual family development specialist with Mid-Iowa Community Action Inc. Eames earned a bachelor's degree in sociology from Iowa State University and a master's degree in organizational leadership from Colorado State University. As DEI Coordinator, she will be based in the City Manager's Office.

- The first draft of the design plan for the Climate Action Plan is available on the City's website, <https://www.cityofames.org/living/sustainability-in-ames/climate-action-plan>. They are accepting public comment through May. Final adoption will be in June.
- ASSET (Analysis of Social Services Evaluation Team) is comprised of four funders in Story County, Iowa that assesses, coordinates, and funds human services provided in the county. The ASSET Funders are City of Ames, Iowa State University Student Government, Story County, and United Way of Story County. ASSET has an open Request for Proposal (RFP) to provide emergency shelter services as the need in Story County has exceeded the existing resources. More information is available at www.storycountyasset.org. Proposals are due by June 2nd.
- The fifth Community Conversation "Civility in Conversations" was rescheduled from April 4th to June 6th due to inclement weather. This event is intended to be an interactive presentation exploring the importance of civility and civil discourse in addressing the challenges of mental health issues we face both from an individual perspective as well as public engagement. The event is hosted by the City of Ames featuring speaker Scott Raecker, Executive Director of The Robert D. and Billie Ray Center at Drake University. Raecker will lead this interactive presentation, incorporating key strategies that will focus on how we each play a role in creating a culture of civility. Participants will engage with research-based strategies to enhance individual actions that create a culture of civility that is motivated by relationship building, integrity, respect, and accountability.

The sixth Community Conversation "Navigating Mental Health/Substance Use Systems" will be held on Tuesday, May 2 from 6:30 to 8:30 p.m. at the Ames Public Library. The event will include local mental health service providers describing their services and how to access them. In addition, information will be provided about the following: accessing 2.1.1 for mental health and substance use resources, the committal process for mental health and substance use treatment, and the Central Iowa Community Services Mental Health Region and what they offer.

- These events support Ames City Council's goal to identify opportunities to improve mental and physical wellness together with community partners. These events are free and open to the public. The events are livestreamed on the City of Ames

YouTube channel (AmesTelevision or AmesChannel12) and saved to the video archives on the City of Ames website at www.cityofames.org/living/mental-health-initiative.

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

- The Employee Service Awards Luncheon was today. The luncheon celebrates employees reaching milestone anniversaries in increments of five years. Pleasants (Customer Account Services Library Assistant), Hopkins (Youth Services Project Smyles Presenter), and Vaclav (Customer Account Services Library Aide) each celebrated five years. Dornink, Resource Services Manager, celebrated ten years. Hartzler, Resource Services Library Clerk, celebrated fifteen years. Gulden, Adult Services Library Assistant celebrated twenty years. Lastly, Briseno, Customer Account Services Manager celebrated twenty-five years.
- The Volunteer Recognition Reception was also today. President Reynolds and Schofer made some remarks to the volunteers. Bohlke, Volunteer Coordinator, presented the Volunteer Emeritus Awards to Rod Brink, Marv Scott, Rudy Jensen, and Carla Dixson, all long-time volunteers. The committee that worked on the reception did an amazing job.
- Battle of the Books took place earlier this month with 39 teams of 5th grade students and 20 teams of 6th grade students competing from Ames, Ballard, Boone, Gilbert, North Polk, Slater, and United Community schools. Ames Public Library's Battle of the Books is a way for Students to have fun and compete in a book-related challenge. Students form teams, read a designated list of books provided to them in the fall, and come prepared to answer questions based on facts from the books. Winners receive a traveling plaque and, of course, bragging rights for a whole year! Hundreds of kids and their family participate each year using nearly every space in the library.
- The Ames Repair Café returns for the third time to the Ames Public Library, 515 Douglas Ave., from 10 a.m. to 4 p.m. on Saturday, April 22. Ames Repair Café volunteers have partnered with the Ames Resource Recovery Plant and Ames Public Library to promote waste reduction by repairing rather than replacing items that no longer function properly. The repairs are offered at no charge. The Ames Repair Café Team is an all-volunteer group with various repair skills. Some items the volunteers are prepared to work on include clothing, jewelry, musical instruments, computers, furniture, bicycles, wheelchairs, AV equipment, and small appliances, motors, and combustion engines. Participants are expected to bring their items to the library and remain with them throughout the repair process. If volunteers are unable to fix the item or if parts are required, the volunteers will assist in finding a local repair shop. If participants have replacement parts, they should bring them with the item. Volunteers also will focus on sharing basic maintenance tips. This Repair Café event will also include a flower and vegetable seed giveaway from Iowa State University Extension and Outreach - Story County, and native tree seedlings from the City of Ames will be available while supplies last.
- Staff are planning for summer reading promotion and programming. They plan to do a big push with the schools in May.
- The library will be offering free summer meals to all youth 18 years and younger again this year. Funding is provided by the Ames Public Library Friends Foundation.

- Planning for Juneteenth and Pridefest is also taking place.
- April is a month of tours including the City of Ames new employee onboarding tour, the new Trustee orientation tour, the new City of Ames DEI Coordinator tour, and approximately 75 preschool and daycare tours through Project Smyles.
- Schofer, the managers, and several of the DEI Team members are taking an online Antiracism 201: Digging Deeper in Antiracist Library Cultures course in May put on by LJ and SLJ Professional Development.
- People are checking out the 1st Amendment Days exhibit. The library partners with the ISU Greenlee School of Journalism around this each year.
- A Novel Ideas Scavenger Hunt will be available next week for National Library Week.
- The Library is moving forward with upgrading our email to Microsoft 365 with Teams to foster better collaboration internally and with city departments. Planning is underway including a data migration the evening of May 10th.
- We received a call regarding a possible art donation, a rendering of the 1915 Ames Main Street photo that is hanging in the Ames Historical Society window. The painting is 3' x 7' and is presently owned by someone who graduated from Ames in 1961. They said they would take a picture of the piece and send it to us so the Art Committee could consider it.

APLFF Report: Thorbs-Weber gave a report to the Board.

- The Spring Mailing is being sent out during National Library Week. It is one of two annual campaigns.
- The Ames Public Library Friends Foundation Development Director resigned. The Finance Committee is going to review the position and consider making changes.
- The APLFF financial position continues to be strong with great support from the community and book sales.
- Nominations were made for the officers for the upcoming year; Luze President, Klindt Vice President, and Hoffman Secretary/Treasurer. The nominations will be voted on at a future meeting and will be effective for FY24.

Budget & Finance Committee: Myers gave a report to the Board.

- The adjusted FY23 budget, due to changes by the State Legislature, has yet to be approved. The current summary report shows that we are little underspent at 69.16% where at the end of March we should be closer to 75% spent. Once the budget amendments are approved, our total spent will be closer to on track. There are no unexpected expenses or concerns at this time.

Moved by Myers, no seconded is needed since it is brought from a committee, to approve the review of the financial review as presented.

Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously.

Board Education:

Youth Services Manager introduced herself and gave a presentation about Project Smyles. Project Smyles is an outreach project visiting children where they are during the day, in

daycares and preschools, that began in 2006. Its purpose is to provide early literacy skills by presenting a storytime at 94 different daycares and preschools each month and delivering library materials for the children's use at each visit. Library materials from the previous month are collected by the presenter, and new items are left. In April most of the daycares and preschools will visit the library and have a behind the scenes tour of the library, have a storytime, and a chance to select their own items for their collection for the month.

Policy Review:

Circulation and Customer Accounts Policy: This policy was brought to the Board last month for discussion. The Customer Account Services team has reviewed the policy as well as the managers. There are several suggested changes. The first change is to remove the last sentence under Library Materials and Services "To use public access computers, customers must have a borrower account or a computer use account" since this is no longer accurate. Guest passes are issued for anyone wanting to use a public computer. Under Library Borrower Accounts changes were made to include the acceptance of the Central Iowa Community ID as an acceptable photo identification, adding a preferred name to be added to accounts, adding shipping confirmations being accepted as proof of residency, and adding online library account registration. Student Accounts were changed from kindergarten to pre-K. Other changes are minor wording and adding references to policies referenced in this policy.

Moved by Myers, seconded by Crain, to approve the revisions to the Circulation and Customer Accounts Policy as presented.

Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L008 adopted.

Library Charges: This policy was brought to the Board last month for discussion. The managers have reviewed the policy. No changes are recommended.

Moved by Johnson, seconded by Mitchell-Conway, to approve the review of the Library Charges Policy without changes.

Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L009 adopted.

Collections Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action.

New Business:

Enrich Iowa Agreement: The Enrich Iowa program offers public libraries state funding through the Direct State Aid, Open Access, and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor. In the current fiscal year, APL has received \$63,761.02 in revenue from the State—\$16,838.76 in Direct State Aid, \$44,588.78 for Open Access and \$2,333.48 Interlibrary Loan (ILL). Last fiscal year APL received \$65,591.83. In order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines

office by April 30, 2023. APL's Financial Limits Authority Policy requires Board approval before the Director may sign agreements for services delivered by the Library that result in revenues of \$25,000 or more.

Moved by Reger, seconded by Johnson, to authorize the Director to execute the FY24 Enrich Iowa agreement as presented.

Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L010 adopted.

Custodial Contract Renewal: : Custodial services for Ames Public Library are provided by a third-party professional cleaning service. For the last four fiscal years ABM has provided relatively low-cost custodial services for the Ames Public Library and ABM's representatives have worked closely with Library staff to ensure high quality results and to accommodate the timing of library activities and public events. The hourly rate for the FY24 renewal is \$17.00.

Moved by Myers, seconded by Gibson, to approve the FY24 contract for library custodial services to ABM in the amount of \$93,466 and recommends City Council award the contract as presented.

Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L011 adopted.

FY24 APLFF ASK: The Ames Public Library Friends Foundation provides wonderful support to the Ames Public Library including financing for the bulk of the public programming, summer meals, book giveaways, Project Smyles staff and supplies, a shared position with Iowa State University, hotspots, the Teen Advisory Group, collection support, and electronic resource support for things like Hoopla and Kanopy. Each year the library prepares a proposed Ask for funding. It is brought to the Library Board of Trustees for approval and then presented to the Ames Public Library Friends Foundation Board for their approval.

This year the library is requesting funding in the amount of \$399,879 for fiscal year 2023/24 for the following purposes:

Programming.....	\$58,000.00
Collections.....	\$85,000.00
Marketing and Promotions	\$11,500.00
Project Smyles	\$30,000.00
Community Engagement Position	\$36,000.00
Innovations.....	\$10,000.00
Professional Development	\$7,250.00
Summer Food	\$18,000.00
Interns & Benefits.....	\$51,629.00
Youth Area Update.....	\$80,000.00
Adult Services Furniture	\$10,000.00
Literary Grounds Supplies.....	\$2,500.00

Moved by Gibson, seconded by Johnson, to approve the FY23 Ames Public Library Friends Foundation ask as presented.

Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously. Resolution No. 2023-L012 adopted.

Director's Goals: Schofer presented her goals to the Board. The Director's Evaluation Committee had previously reviewed the goals with Schofer.

Moved by Myers, seconded by Thorbs-Weber, to approve the Director's goals as presented.

Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously.

Trustee Comments:

- Myers – welcome, it's great to have the new trustees on board. Thank you for being here.
- Reger – it's eye opening and informative to see how the library is ran. It looks like it's under good hands. He's pleased
- Gibson – it's very well organized and coordinated. The building tour alone blew her away and she's been coming for years. She's excited to learn more and be a part of it all.
- Crain – thank you for putting together a great agenda, with so many interesting and informative things, looking forward to being on the Board.
- Thorbs-Weber – welcome to the new members. The volunteer reception was well done; nice to see other trustees there.
- Johnson – welcome to the new trustees, it's good to have you here. There's a lot of learn. He's looking forward to getting to know and work with everyone. He thought the matchbooks were amazing. He's looking forward to his third year.
- Reynolds - thank you everyone and thank you to Deyo for speaking to the Board and joining us tonight.

Adjournment:

Moved by Mitchell-Conway, seconded by Thorbs-Weber, to adjourn at 8:31 p.m.

Vote on Motion: 7-0 (Reynolds abstained; Torres III excused). Approved unanimously.

The next regular meeting will be on Thursday, May 18, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
April 1, 2023 to April 30, 2023

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,790.60
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,989.34
PAYROLL SUMMARY	MEDICARE FICA	\$	651.72
PAYROLL SUMMARY	FICA	\$	2,786.73
PAYROLL SUMMARY	IPERS	\$	4,322.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	146.18
MESSENGER ALLOCATION	MESSENGER SERVICE	\$	2,010.09
MARCH 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$	48.00
FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$	0.58
MARCH POSTAGE	POSTAGE/FREIGHT	\$	4.26
BANK OF AMERICA	TRAINING	\$	189.99
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	876.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,757.13
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$	296.35
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	297.26
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,038.30
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	419.07
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	219.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	896.01
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
1ST WINDOW COVERINGS INC	EQUIPMENT REPAIRS	\$	600.00
DELL MARKETING LP	TECHNOLOGY MAINT/SUPPORT	\$	6,500.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	2,305.36
ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	\$	2,429.97
BIBLIOTHECA LLC	TECHNOLOGY MAINT/SUPPORT	\$	15,085.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	917.99
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	7,287.46
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
CH ISSUES	OFFICE SUPPLIES	\$	139.50
AMER MARKING INC	OFFICE SUPPLIES	\$	48.70
CYCLONE AWARDS & ENGRAVIN	OFFICE SUPPLIES	\$	21.00
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	37.92
BANK OF AMERICA	OFFICE SUPPLIES	\$	120.37
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	652.34
ULINE	OFFICE SUPPLIES	\$	55.05
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	142.62
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	508.42
BANK OF AMERICA	CLEANING SUPPLIES	\$	48.41

Library Claims
April 1, 2023 to April 30, 2023

BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	151.71
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	130.83
BANK OF AMERICA	FOOD	\$	1,178.76
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	508.22
Total Administration		\$	116,053.35
Resource Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	28,051.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	882.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	129.04
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,624.38
PAYROLL SUMMARY	MEDICARE FICA	\$	395.10
PAYROLL SUMMARY	FICA	\$	1,689.51
PAYROLL SUMMARY	IPERS	\$	2,731.32
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	34.72
FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$	0.23
BANK OF AMERICA	TRAINING	\$	189.99
BANK OF AMERICA	CONFERENCES	\$	401.94
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	639.95
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	524.79
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	59.70
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	533.92
EMPLOYEE SVC AWARD/GIFT/ OVERDRIVE	SPECIAL PROJECT SUPPLIES	\$	62.00
KANOPY LLC	ELECTRONIC COLLECTION	\$	3,716.22
NICHE ACADEMY LLC	ELECTRONIC COLLECTION	\$	1,267.00
USA TODAY	ELECTRONIC COLLECTION	\$	2,800.00
WT COX INFORMATION SERVIC	PERIODICALS	\$	122.63
BAKER & TAYLOR INC	PERIODICALS	\$	7,497.14
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	2,769.34
MIDWEST TAPE	YOUTH COLLECTION	\$	1,720.47
BANK OF AMERICA	YOUTH COLLECTION	\$	163.65
PLAYAWAY PRODUCTS LLC	YOUTH COLLECTION	\$	539.68
BLACKSTONE PUBLISHING	YOUTH COLLECTION	\$	642.07
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	2,111.96
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	3,151.15
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	120.36
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	7,620.24
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	1,689.60
GALE GROUP	ADULT PRINT COLLECTION	\$	725.97
G+L WISSENSCHAFTLICHE BUC	ADULT PRINT COLLECTION	\$	1,422.23
CLARK, BARBARA	ADULT PRINT COLLECTION	\$	639.77
	REFUNDS	\$	26.99

Library Claims
April 1, 2023 to April 30, 2023

RASMUSSEN, JESSICA	REFUNDS	\$	19.92
APL CREDITS DONATED	REFUNDS	\$	84.91
LIBRARY CREDIT BALANCE	REFUNDS	\$	16.98

Total Resource Services **\$ 81,149.59**

Youth Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	41,928.04
PAYROLL SUMMARY	DENTAL INSURANCE	\$	362.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	158.74
PAYROLL SUMMARY	LIFE INSURANCE	\$	81.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,071.20
PAYROLL SUMMARY	MEDICARE FICA	\$	578.16
PAYROLL SUMMARY	FICA	\$	2,472.23
PAYROLL SUMMARY	IPERS	\$	3,958.02
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	50.28
MARCH 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$	130.40
FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$	0.50
MARCH POSTAGE	POSTAGE/FREIGHT	\$	2.40
BANK OF AMERICA	TRAINING	\$	189.99
BANK OF AMERICA	OFFICE SUPPLIES	\$	29.78
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	102.59
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$	12.00

Total Youth Services **\$ 57,128.03**

Adult Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	39,913.72
PAYROLL SUMMARY	DENTAL INSURANCE	\$	248.26
PAYROLL SUMMARY	IPERS DISABILITY	\$	140.55
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,270.32
PAYROLL SUMMARY	MEDICARE FICA	\$	568.99
PAYROLL SUMMARY	FICA	\$	2,432.94
PAYROLL SUMMARY	IPERS	\$	3,767.90
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	47.90
FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$	7.86
MARCH POSTAGE	POSTAGE/FREIGHT	\$	4.56
BANK OF AMERICA	TRAINING	\$	219.99
BANK OF AMERICA	FOOD	\$	113.20
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$	25.00

Total Adult Services **\$ 52,835.45**

Customer Account Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,605.79
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	14,554.71
PAYROLL SUMMARY	DENTAL INSURANCE	\$	285.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	174.49

Library Claims
April 1, 2023 to April 30, 2023

PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,600.72
PAYROLL SUMMARY	MEDICARE FICA	\$	885.31
PAYROLL SUMMARY	FICA	\$	3,785.51
PAYROLL SUMMARY	IPERS	\$	5,857.33
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	162.28
FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$	8.41
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	62.36
MARCH POSTAGE	POSTAGE/FREIGHT	\$	983.86
ONOVE, JESSICA	TRAVEL/MEETINGS	\$	20.44
NEAL, JESSIE	TRAVEL/MEETINGS	\$	7.86
BANK OF AMERICA	TRAINING	\$	189.99
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	78.80
EMPLOYEE SVC AWARD/GIFT	SPECIAL PROJECT SUPPLIES	\$	99.00

Total Customer Account Services		\$	81,459.15
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Total:		\$	388,625.57
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Kate Reynolds, President	Richard Johnson, Secretary	Date
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Ames Public Library Board of Trustees
Committee Assignments 2023/2024

Standing Committees

APLFF:	Deb Gibson, Carolyn Myers
Art:	Ianka Mitchell-Conway, Victor Torres III
Budget & Finance:	Matt Crain, Richard Johnson
Director Evaluation:	Richard Johnson, Rick Reger, Kate Reynolds
Executive:	Kate Reynolds (P), Carolyn Myers (VP), Richard Johnson (S)
Nominating:	Rick Reger, Brenda Thorbs-Weber

Approved: 11/17/2005
Reviewed:
Revised: 10/23/2008, 7/21/2011, 6/18/2015, 5/24/2018, 4/15/2021

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 information, statistical analyses, and customer requests. The selectors apply professional standards and work within specific selection and review procedures.

Commented [SS1]: Reference professional standards without having to list all

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 represent the diverse cultures reflected in 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 a range of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

Commented [SS2]: Can be helpful when addressing why there is not more in a topic area

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.

Commented [SS3]: Important to include

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
- Quality, suitability, 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

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 materials and may add these to the collection. The continuation of current formats and the adoption of new ones 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.

Commented [SS4]: Relevant if we need to phase out a format

Ames Public Library acquires materials in formats that are accessible to citizens with a variety of needs. 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.

Commented [SS5]: Added link to form

World Language Materials

The Library maintains a select collection of world language materials in both the adult and youth collections for recreational reading, general interest, and to support world language programs. Languages selected for this collection are based on community data, availability of library-quality material and records, and reflects strategic plan goals.

Commented [SS6]: Update last review 2021

Special Collections

Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public, 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 History Museum to 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 surrounding communities. Ames Public Library will work in cooperation with Ames History Museum and Iowa State University Special Collections and University Archives 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 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 consider 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.

Commented [SS7]: Relevant to clarify that we don't restrict youth access

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](#).

Commented [SS8]: Added link

References

This policy has been developed in concert with:

Ames Public Library Policies

[Mission Statement](#)

[Donations Policy](#)

[Internet Use Policy](#)

[Expressions of Concern](#)

[Statement of Concern about Library Resources](#)

[Customer Request Form](#)

American Library Association Documents

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

[The Freedom to Read Statement](#)

[Freedom to View Statement](#)

Commented [SS9]: Added links to related policy and forms

Collections Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 18, 2023**

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

Kate Reynolds, President

Richard Johnson, Secretary

Approved: 07/16/2015*
Reviewed: 05/20/2021
Revised: 08/20/2018

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. Confidentiality of library records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others. The Board of Trustees believes that public access to names of persons who hold Ames Public Library cards could discourage use of the Library.

Confidential Information

The Library will not reveal the identities of individual users for private, public or commercial use. The Library will hold confidential personal registration information such as address, phone number, and e-mail address, and personally identifiable uses of Library resources, including but not limited to:

- information sources consulted;
- information sought or received;
- reference interviews;
- materials used or borrowed;
- interlibrary loan records; and
- Internet and database search records.

All parties with authorized access to Library User Records are required to uphold confidentiality as specified by Library policies and applicable provisions of the Iowa Code, unless excepted below.

Exceptions

- The Library Director may authorize specific uses of the data contained in the Library's User Records by the Library in order to conduct Library business.
- The Library Director may authorize use of Library user contact information by Ames Public Library Friends Foundation for such purposes as fundraising, marketing, or advocacy.
- The Library interprets possession of a card (or card number) as consent to use it, unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- Library User Records may be revealed to a collection agency or law enforcement personnel in the course of attempting to recover property or collect charges. Library User Records may be accessible by third party support personnel while providing routine software maintenance or troubleshooting.
- 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. Customers using these resources are subject to the individual third-party terms and privacy policies.

- Contact information provided by the user to book a meeting room is considered public information.
- Illegal activity is not protected and Library Users have no expectation of privacy as to activity that violates the law. The Library may review User Records when a violation of law or Library policy is suspected.
- Library User Records shall be released to a criminal or juvenile justice agency when pursuant to a valid search warrant, subpoena or court order, or when otherwise authorized by law. Library staff will consult with the City's Legal Department in the event of such request for release of Library records, and will respond to the request according to the advice of counsel.

References

This policy has been developed in concert with [Code of Iowa Chapter22, "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.

MEMORANDUM OF UNDERSTANDING (MOU)

For the Fiscal Year 7/1/2023-6/30/2024 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 of APLFF electronic and physical records according to the APLFF Document Retention and Destruction Policy.
 - Staff liaison to APLFF for attendance at board meetings and committee meetings.
 - Facility for APLFF meetings.
 - Acceptance of public book donations on behalf of APLFF. Library will have first access to donated materials for library use.

- 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 purchase collection materials withdrawn from Ames Public Library, and 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.

VI. EFFECTIVE DATE AND SIGNATURE

The MOU shall be effective upon July 1, 2023, and shall remain in force until June 30, 2024.

Kate Reynolds, President of the Ames Public Library Board of Trustees _____
Date

Cassie Luze, President of the Ames Public Library Friends Foundation _____
Date

APL/APLFF Memorandum of Understanding - Appendix A

**Total Projected Expense for APLFF for Fiscal Year 2024,
payable to Ames Public Library: \$39,387.94**

Fiscal Year 2024 (7/1/2023-6/30/2024)

Library Staff Use	Dedicated Hours	Wages & Benefits (FY21)	Wages & Benefits (FY22)
Sales & Volunteer Coordination	236	\$10,490.00	\$11,817.94
Marketing & Design	45	\$1,757.00	\$1,986
Clerical Support	450	\$16,074.00	\$15,412
Customer Account Services Staffing	232	\$5,303.52	\$6,316.90
Total Staff Cost		\$33,624.52	\$35,532.55
Communications			Communications Total
Telephone (single line)		\$571.16	\$571.16
Photocopying		\$200.00	\$200.00
Total Communications Cost		\$771.16	\$771.16
Facilities			Use of Facilities Total
Use of Facilities Cost		\$2,300.00	\$2,300.00
Withdrawn Collection Items			Items Total
		\$784.23	\$784.23

**Memorandum of Understanding with Ames Public Library Friends
Foundation for Fiscal Year 2023/24**

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 18, 2023**

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 2023/24 as presented.

Kate Reynolds, President

Richard Johnson, Secretary