

**Ames Public Library Board of Trustees  
Agenda – May 20, 2021**

**\*DUE TO THE COVID-19 PANDEMIC THIS WILL BE AN ELECTRONIC MEETING.**

If you wish to provide input on any item you may call 515-239-5630, email [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org), or you may be a video participant by going to [www.zoom.com](http://www.zoom.com), click “Join a Meeting”, and enter this meeting ID and Passcode:

Zoom Meeting ID: 827 0249 8750

Passcode: 8675309

Please announce yourself at the start of the meeting to be reflected in the minutes. If you join during the meeting, please use the chat feature to announce your presence in order to avoid disrupting the meeting. Anyone wishing to comment during the Public Forum can do so by raising your hand in the chat feature; you will then be called on to speak following our Public Participation Policy. Please use the “mute” feature to minimize background noise when not speaking. Thank you for your cooperation during these unprecedented times.

**Call to Order** 7:00 p.m.

**Consent Agenda (Action Item)**

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting April 15, 2021
- 3) Motion approving payment of claims 4/1/21 – 4/30/21

**Public Forum**

Members of the public who wish to address the Board will be given the opportunity at this time. (Please type your full name and address in the chat feature to sign in)

**Activity Reports**

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

**Board Education**

- 7) Board Assessment Follow-up

**Policy Review**

- 8) Confidentiality and Library User Records Policy (Action)
- 9) Internet Use Policy and Guidelines (Discussion)

**Unfinished Business**

- 10) Service Offerings and Meeting Format (Discussion)
- 11) Director’s Goals (Action)

**New Business**

- 12) Standing Committee Appointments (Action)
- 13) Today’s Business Solution agreement (Action)
- 14) APL-APLFF agreement (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, June 17, 2021**

**Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto: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.

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
April 15, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 15, 2021, via Zoom, with Barchman, Christy, Glatz, Johnson, Kluesner, Marcu, Myers, Reynolds, and Thorbs-Weber in attendance. Assistant City Manager Schildroth, Director Schofer, and Adult Services Librarian Wilson were also in attendance. Johnson, spouse of Johnson, joined for the Oath of Office.

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

**Oath of Office:** Christy, Johnson, and Reynolds took the Oath of Office. Board members introduced themselves to one another.

**Consent Agenda:**

**Moved by Glatz, seconded by Barchman, to approve the consent agenda as follows:**

1. Resolution approving donation:
  - a) Story County Genealogy ..... \$68.69
2. Motion approving minutes of the regular meeting March 18, 2021
3. Motion approving payment of claims 3/1/21 – 3/31/21

**Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L010 adopted.**

**Public Forum:** None

**Activity Reports:**

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

- Schildroth introduced herself and welcomed the new trustees.
- An employee vaccination clinic will be hosted next week. Nucara Pharmacy will be administering Moderna vaccines for up to 400 employees and their spouses or dependents (18 years or older) who are interested in receiving the vaccination. They will be at City Hall on Wednesday and Thursday, and again in May for the second does. Most of the Police and Fire Department staff are already vaccinated.
- The Emergency Operations Command (EOC) partners group which includes representatives from the City, Iowa State, Mary Greeley, McFarland Clinic, Story County Medical Center, care facilities/retirement communities, Ames Community School District, and Story County Public Health, have been having weekly Zoom meetings since last March to discuss what's going on within each organization regarding COVID and ways to help each other out. They have decided to move to biweekly meetings and will call an emergency meeting if needed.

- The City Council directed staff to start preparing for in person meetings. Staff will research hybrid meetings to determine if that may be an option, the technology needed to do so, and how it will extend to other boards and commissions.
- Council received a memo from Parks and Recreation. The Parks and Recreation Commission supports the continued use of criteria previously set by Council last May for determining when programs and facilities would re-open. They will take into consideration if offering a program will meet the guidelines of the Governor's proclamation, ensure the safety of staff and citizens, allow for social distancing, and extra cleaning. Parks and Recreation will continue to follow that criteria. They are planning on opening Furman Aquatic Center. They plan on offering more outdoor recreation opportunities like yoga in the park since those programs were successful.
- The pre-application for the Reinvestment Development Program for the Lincoln Way project which includes office space, retail space, an indoor aquatic center, and green space, was approved. They City will need to submit a completed application that will be due next February.
- The City Council has goal of developing a climate action plan. The Climate Action Planning Panel had a meeting last night. They are in the midst of selecting a consultant. They are hoping to approve the consultant at the April 27 meeting, and schedule a meeting in early May to begin what is expected to be an 18 month process. They have to set emission goals, and will have focus groups to set goals, develop strategies. The Council will serve as a steering committee. There will be a lot of opportunities for public input.

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

- Schofer welcomed the new members. All of the new members did attend orientation along with Thorbs-Weber who did not receive a proper orientation last year.
- The Adult Services Library Assistant interviews were just completed; they will be making an offer soon. The Youth Services Teen Librarian position is up next. The hiring committee will be meeting next week with our Human Resources liaison. The committee has consulted with the Teen Advisory Group (TAG) to get input on some of the questions and qualities. The committee will be exploring ways to further involve the TAG group in the process.
- Warburton was reclassified from a Resource Services Technician to a Resource Services Librarian. This is more on par with what his responsibilities are. He will join our Person in Charge (PIC) team.
- Similar to the strategic planning teams that were used to create the plan, we have established strategic plan implementation teams.
  - Staff Development Team will focus on onboarding, library training and skill development, and mentorship opportunities. They have already started work on an onboarding process.
  - Diversity, Equity and Inclusion Team will focus on diversity, equity and inclusion initiatives within the organization, to include training and staff conversations around DEI topics and providing equitable, inclusive access to Library services. They may be working with a consultant.

Finding time for shared learning with a large staff, extended working hours, and a variety of learning styles is challenging.

- Diversity Audit Team – Collections & Displays will focus on auditing all Library collections and displays for DEI. Creates benchmarks for future purchasing and collection evaluation. Team members attended a virtual class offered by the University of Wisconsin-Madison. They are starting a process development for how we can go through our collection.
- The tax services just wrapped up. It is a great service with a higher demand than they are able to meet. We do have tax forms available for pick up and a resource page.
- Staff are planning the Black Arts and Music program. Last year it was a big festival with approximately 800 people over two weekends. This year it will be a COVID version with a series with conversations with artists in May, June, and July, and then everyone coming in person in August.
- We will be providing summer meals again this year. We are still working out the logistics.
- The Library's Instagram account is being rolled out.

Marcu would like the diversity audit on collections to be a future Board education topic.

APLFF Report: Myers gave a report to the Board.

- She was not able to be at the last meeting but believes they continued a discussion on their bylaws, mission, and values.
- She noted that fundraising is going well; the committee continues to do a great job.

Budget and Finance Committee Report: Glatz gave a report to the Board.

- Glatz explained to the new committee members that the Budget and Finance Committee meets quarterly for deeper look at the budget. They review materials prepared by City and Johannes. He explained the layout of the report, the various buckets expenditures are in, and the Ames Public Library Friends Foundation being a very important source for introducing new things into the Library funding. He explained that the APL Board makes a request in February of each year to the APLFF Board requesting funding; they do a great job of supporting the Library. The other funding sources are Direct State Aide, Donations and Grants, and Future Needs. He pointed out the various charts and graphs for a more visual and rewarding glance at expenditures.
- We are tracking on schedule.

**Moved by Thorbs-Weber, seconded by Myers, to approve the financial report as presented.**

**Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously.**

**Board Education:** Schofer introduced Wilson who joined the Ames Public Library as an Adult Services Librarian in September of 2019.

Wilson gave a presentation about the Home Delivery and Deposit Collections. Wilson began as the home delivery & deposit collection coordinator last fall.

The home delivery program matches a patron with a librarian to have customized selections delivered by a volunteer to their home. This includes all formats of materials available in the library (CDs, DVDs, audiobooks, interlibrary loan materials, etc.) and anywhere from 1-30 items per delivery. We are currently serving around 80 individuals.

In addition to the individuals, the library has six deposit collections. Deposit collections are at places such as retirement communities and offer as many as 80 items available for persons to use at those locations.

Wilson would like to expand the number of deposit collections, research mail options, and market the program.

The Board asked questions about the program and then thanked Wilson for her presentation.

**Policy Review:**

Collection policy: Schofer reviewed the Collection Policy. This policy was reviewed by the Selectors Committee before last month's Board meeting, where the Board offered some suggestions, and then it was reviewed by the managers. The suggested edits include adding more appropriate language, substantial changes to world languages section, and name changes.

The Board discussed the proposed changes.

**Moved by Glatz, seconded by Myers to approve the amendments to the Collections Policy as presented with the addition of changing the wording from "Ames, Story, and surrounding counties" to "Ames and surrounding communities" under the Special Collections section.**

**Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L011 adopted.**

Circulation and Customer Accounts Policy: Schofer introduced the Circulation and Customer Accounts Policy. The policy needed to be amended to add the Student Account type that was added as a result of a partnership with the Ames Community School District to include student accounts for registered students. Other changes include increasing the age that a photo ID is required from 16 to 18 and changing the "Family Account" name to "Shared Account".

The Board discussed the proposed changes.

**Moved by Kluesner, seconded by Thorbs-Weber to approve the amendments to the Circulation and Customer Accounts Policy as presented with the addition of “The library does not charge overdue fines for items that are returned late. There may be charges for lost or damaged items.” to the Fees section.**

**Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L012 adopted.**

Confidentiality and Library User Records Policy: Schofer introduced the policy for the initial review. She is not envisioning any changes.

The Board discussed the policy. The policy will be brought back for approval at the May meeting.

### **Unfinished Business:**

Service Offerings: Schofer reviewed the current service model with the Board. They discussed the next steps including the book mobile, hours, meeting room use, and programming. At this time the board meetings will continue via Zoom.

### **New Business:**

Director’s goals: Schofer highlighted her goals. The Board discussed the goals. They would like to see a goal involving the Board and a goal for professional development added. Schofer will bring the goals back for approval at the May meeting.

Custodial contact: Schofer introduced the contract. For the last two 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 FY22 renewal is \$16.75. It is recommended to award the contract for FY2021/22 Custodial Services for the Ames Public Library to ABM in the amount of \$91,857.

**Moved by Glatz, seconded by Barchman, to approve the renewal of the ABM custodial contract as presented.**

**Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L013 adopted.**

Polaris Renewal: Schofer introduced the contract. In January 2014 the Library purchased the Polaris Integrated Library System (ILS). The system’s modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider. Services include licenses, software maintenance, and technical support for the hardware and operating systems. The Library is pleased with the performance and

functionality of Polaris and the responsiveness of Ill representatives. Funding for renewal of the agreement is included in the approved FY22 budget. Staff requests that the Library Board approve renewal of the Annual Maintenance Agreement for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2021/22 at a cost of \$31,463.70.

**Moved by Glatz, seconded by Kluesner, to approve the renewal of the annual maintenance agreement for the Polaris Integrated Library System with Innovative Interfaces Inc. for fiscal year 2021/22 at a cost of \$31,463.70 as presented.**

**Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L014 adopted.**

Copier Lease Renewal: Schofer introduced the lease agreement. Copier/printer equipment for the staff work areas and the main public unit in Adult Services has been leased from Premier for over 15 years. Our current renewal rate is quoted at a cost of \$516 per month plus the cost of prints ranging from \$0.0047 to \$0.039 per page. It should be noted that a separate month to month agreement will remain in place for the public unit as we research alternative products. We have a good working relationship with Premier Office Equipment. Staff have been happy with their service and products. Staff recommends renewing the lease for the 2021-2026 period with Premier Office Equipment.

**Moved by Barchman, seconded by Reynolds, to approve the renewal of the five year lease agreement with Premier Office Equipment – Xerox Financial Services at a cost of \$516 per month as presented.**

**Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L015 adopted.**

#### **Trustee Comments:**

- Christy – thanked everyone for welcoming him. He thought orientation was really good. As a user of the library he thought how we backed away and re-opened services has been spot on.
- Johnson – said it's been a great experience kind of being a fly on the wall tonight and learning. Thank you for welcoming us.
- Barchman - no comments, but welcome to the new trustees.
- Glatz – welcome everyone and nice job Marcu.
- Reynolds – thank you for welcoming us, she looks forward to meeting everyone in person soon.
- Kluesner – thank you to new members for stepping into this role. It is important to have diversity. Great job to Marcu.
- Thorbs-Weber – thanked everyone for the discussion this evening.
- Myers - no additional comments but welcome everyone, and Marcu you did an amazing job.

- Marcu – welcome to everyone, it is great to meet our new board members, and thank you everyone for the collective help to get us through the meeting, she appreciated it.

**Adjournment:**

**Moved by Barchman, seconded by Thorbs-Weber, to adjourn at 9:09 pm.  
Vote on Motion: 6-0 (Kluesner abstaining). Motion approved unanimously.**

The next regular meeting will be on Thursday, May 20, 2021, at 7:00 p.m., via Zoom.

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Melissa Johannes, Library Secretary

Charles Glatz, Board Secretary



**Library Claims**  
**April 1 - April 30, 2021**

| <b>Administration</b>      |                          |    |           |
|----------------------------|--------------------------|----|-----------|
| PAYROLL SUMMARY            | PERMANENT SALARIES/WAGES | \$ | 43,709.25 |
| PAYROLL SUMMARY            | TEMPORARY SALARIES/WAGES | \$ | 510.00    |
| PAYROLL SUMMARY            | TIME AND 1/2             | \$ | 1,562.15  |
| PAYROLL SUMMARY            | DENTAL INSURANCE         | \$ | 446.88    |
| PAYROLL SUMMARY            | IPERS DISABILITY         | \$ | 195.83    |
| PAYROLL SUMMARY            | LIFE INSURANCE           | \$ | 63.25     |
| PAYROLL SUMMARY            | HEALTH INSURANCE         | \$ | 7,309.84  |
| PAYROLL SUMMARY            | MEDICARE FICA            | \$ | 656.20    |
| PAYROLL SUMMARY            | FICA                     | \$ | 2,805.76  |
| PAYROLL SUMMARY            | IPERS                    | \$ | 4,321.80  |
| PAYROLL SUMMARY            | WORKERS COMPENSATION     | \$ | 145.51    |
| JAN-MARCH MESSENGER CHGS   | MESSENGER SERVICE        | \$ | 1,798.75  |
| MARCH 2021 PRINTING CHRGS  | PRINT SHOP SERVICES      | \$ | 122.34    |
| MAR LONG DISTANCE          | CITY LONG DISTANCE       | \$ | 5.83      |
| FEB 2021 EQUIPMENT CHRGS   | FLEET MAINTENANCE        | \$ | 246.11    |
| FEB 2021 EQUIPMENT CHRGS   | FLEET REPLACEMENT        | \$ | 2,219.00  |
| MAR POSTAGE CHARGES        | POSTAGE/FREIGHT          | \$ | 5.77      |
| BANK OF AMERICA            | TRAINING                 | \$ | 289.90    |
| SECRETARY OF STATE         | DUES/MEMBERSHIPS         | \$ | 30.00     |
| ONESOURCE                  | RECRUITING COSTS         | \$ | 40.30     |
| CITY OF AMES UTILITIES     | ELECTRIC SERVICE         | \$ | 6,395.81  |
| CENTURYLINK                | OUTSIDE PHONE SERVICE    | \$ | 278.35    |
| VERIZON WIRELESS           | OUTSIDE PHONE SERVICE    | \$ | 188.23    |
| IA COMMUNICATIONS NETWORK  | OUTSIDE PHONE SERVICE    | \$ | 978.00    |
| CITY OF AMES UTILITIES     | WATER/SANITARY SEWER     | \$ | 312.70    |
| ASPEN WASTE SYSTEM OF IOWA | WASTE DISPOSAL           | \$ | 189.76    |
| ALLIANT ENERGY/IPL         | NATURAL GAS              | \$ | 590.67    |
| ACI MECHANICAL INC         | MAINTENANCE CONTRACTS    | \$ | 1,008.00  |
| BANK OF AMERICA            | TECHNOLOGY MAINT/SUPPORT | \$ | 1,801.22  |
| UNIQUE MANAGEMENT SERVICE  | TECHNOLOGY MAINT/SUPPORT | \$ | 50.00     |
| BIBLIOTHECA LLC            | TECHNOLOGY MAINT/SUPPORT | \$ | 19,127.50 |
| OXEN TECHNOLOGY            | TECHNOLOGY MAINT/SUPPORT | \$ | 5,054.00  |
| XEROX CORPORATION          | RENTALS/LEASES           | \$ | 1,053.62  |
| CITY LAUNDERING COMPANY    | NON-CITY SERVICE         | \$ | 145.40    |
| CH ISSUES                  | OFFICE SUPPLIES          | \$ | 136.65    |
| BANK OF AMERICA            | OFFICE SUPPLIES          | \$ | 156.90    |
| STAPLES BUSINESS ADVANTAGE | OFFICE SUPPLIES          | \$ | 17.26     |
| CENT IA DISTRIBUTING INC   | CLEANING SUPPLIES        | \$ | 1,050.00  |
| AMAZON                     | EQUIPMENT PARTS/SUPPLIES | \$ | 322.99    |
| BANK OF AMERICA            | EQUIPMENT PARTS/SUPPLIES | \$ | 376.25    |
| BANK OF AMERICA            | MINOR EQUIPMENT/TOOLS    | \$ | 36.49     |
| BANK OF AMERICA            | FOOD                     | \$ | 38.97     |
| BANK OF AMERICA            | SPECIAL PROJECT SUPPLIES | \$ | 160.00    |

**Library Claims**  
**April 1 - April 30, 2021**

|                                |                          |           |                   |
|--------------------------------|--------------------------|-----------|-------------------|
| 2021 EMP AWARD LUNCH/GIFT      | SPECIAL PROJECT SUPPLIES | \$        | 25.00             |
| <b>Total Administration</b>    |                          | <b>\$</b> | <b>105,978.24</b> |
| <b>Resource Services</b>       |                          |           |                   |
| PAYROLL SUMMARY                | PERMANENT SALARIES/WAGES | \$        | 25,742.08         |
| PAYROLL SUMMARY                | DENTAL INSURANCE         | \$        | 266.32            |
| PAYROLL SUMMARY                | IPERS DISABILITY         | \$        | 120.86            |
| PAYROLL SUMMARY                | LIFE INSURANCE           | \$        | 57.76             |
| PAYROLL SUMMARY                | HEALTH INSURANCE         | \$        | 5,006.12          |
| PAYROLL SUMMARY                | MEDICARE FICA            | \$        | 355.46            |
| PAYROLL SUMMARY                | FICA                     | \$        | 1,519.95          |
| PAYROLL SUMMARY                | IPERS                    | \$        | 2,430.04          |
| PAYROLL SUMMARY                | WORKERS COMPENSATION     | \$        | 30.88             |
| MAR LONG DISTANCE              | CITY LONG DISTANCE       | \$        | 0.11              |
| BANK OF AMERICA                | TRAINING                 | \$        | 14.95             |
| BAKER & TAYLOR INC             | EQUIPMENT PARTS/SUPPLIES | \$        | 1,261.58          |
| CRYSTAL CLEAR WATER            | EQUIPMENT PARTS/SUPPLIES | \$        | 17.00             |
| DEMCO INC                      | EQUIPMENT PARTS/SUPPLIES | \$        | 79.92             |
| MIDWEST TAPE                   | EQUIPMENT PARTS/SUPPLIES | \$        | 125.30            |
| 2020 EMP AWARDEE LUNCHES       | SPECIAL PROJECT SUPPLIES | \$        | 5.00              |
| 2021 EMP AWARD LUNCH/GIFT      | SPECIAL PROJECT SUPPLIES | \$        | 60.00             |
| MIDWEST TAPE                   | ELECTRONIC COLLECTION    | \$        | 13,374.15         |
| BRAINFUSE INC                  | ELECTRONIC COLLECTION    | \$        | 5,000.00          |
| OVERDRIVE                      | ELECTRONIC COLLECTION    | \$        | 210.42            |
| KANOPY LLC                     | ELECTRONIC COLLECTION    | \$        | 974.00            |
| NICHE ACADEMY LLC              | ELECTRONIC COLLECTION    | \$        | 2,800.00          |
| USA TODAY                      | PERIODICALS              | \$        | 113.40            |
| BAKER & TAYLOR INC             | YOUTH COLLECTION         | \$        | 1,375.63          |
| INGRAM LIBRARY SERVICES        | YOUTH COLLECTION         | \$        | 985.01            |
| WORLD BOOK SCHOOL & LIBRA      | YOUTH COLLECTION         | \$        | 49.95             |
| AMAZON                         | YOUTH COLLECTION         | \$        | 186.05            |
| MIDWEST TAPE                   | YOUTH COLLECTION         | \$        | 212.87            |
| PENWORTHY COMPANY              | YOUTH COLLECTION         | \$        | 857.11            |
| FINDAWAY WORLD LLC             | YOUTH COLLECTION         | \$        | 47.49             |
| MIDWEST TAPE                   | AUDIO-VISUAL COLLECTION  | \$        | 5,569.04          |
| BAKER & TAYLOR INC             | ADULT PRINT COLLECTION   | \$        | 6,151.13          |
| INGRAM LIBRARY SERVICES        | ADULT PRINT COLLECTION   | \$        | 1,783.48          |
| MANUFACTURERS NEWS INC         | ADULT PRINT COLLECTION   | \$        | 127.90            |
| AMAZON                         | ADULT PRINT COLLECTION   | \$        | 416.64            |
| CENTER POINT LARGE PRINT       | ADULT PRINT COLLECTION   | \$        | 134.22            |
| BANK OF AMERICA                | ADULT PRINT COLLECTION   | \$        | 374.60            |
| GALE GROUP                     | ADULT PRINT COLLECTION   | \$        | 753.48            |
| NITCHALS-REIERSON, ROBYN       | REFUNDS                  | \$        | 21.77             |
| FREDERIKSEN, JOANNE            | REFUNDS                  | \$        | 37.00             |
| <b>Total Resource Services</b> |                          | <b>\$</b> | <b>78,648.67</b>  |

**Library Claims**  
**April 1 - April 30, 2021**

| <b>Youth Services</b>            |                          |           |                  |
|----------------------------------|--------------------------|-----------|------------------|
| PAYROLL SUMMARY                  | PERMANENT SALARIES/WAGES | \$        | 37,494.86        |
| PAYROLL SUMMARY                  | TEMPORARY SALARIES/WAGES | \$        | 400.00           |
| PAYROLL SUMMARY                  | DENTAL INSURANCE         | \$        | 317.68           |
| PAYROLL SUMMARY                  | IPERS DISABILITY         | \$        | 180.82           |
| PAYROLL SUMMARY                  | LIFE INSURANCE           | \$        | 79.80            |
| PAYROLL SUMMARY                  | HEALTH INSURANCE         | \$        | 5,304.44         |
| PAYROLL SUMMARY                  | MEDICARE FICA            | \$        | 526.61           |
| PAYROLL SUMMARY                  | FICA                     | \$        | 2,251.57         |
| PAYROLL SUMMARY                  | IPERS                    | \$        | 3,577.30         |
| PAYROLL SUMMARY                  | WORKERS COMPENSATION     | \$        | 51.86            |
| MAR LONG DISTANCE                | CITY LONG DISTANCE       | \$        | 0.51             |
| BANK OF AMERICA                  | TRAINING                 | \$        | 74.75            |
| 2020 EMP AWARDEE LUNCHES         | SPECIAL PROJECT SUPPLIES | \$        | 20.00            |
| 2021 EMP AWARD LUNCH/GIFT        | SPECIAL PROJECT SUPPLIES | \$        | 65.00            |
| <b>Total Youth Services</b>      |                          | <b>\$</b> | <b>50,345.20</b> |
| <b>Adult Services</b>            |                          |           |                  |
| PAYROLL SUMMARY                  | PERMANENT SALARIES/WAGES | \$        | 30,965.78        |
| PAYROLL SUMMARY                  | DENTAL INSURANCE         | \$        | 181.62           |
| PAYROLL SUMMARY                  | IPERS DISABILITY         | \$        | 131.12           |
| PAYROLL SUMMARY                  | LIFE INSURANCE           | \$        | 66.02            |
| PAYROLL SUMMARY                  | HEALTH INSURANCE         | \$        | 3,131.36         |
| PAYROLL SUMMARY                  | MEDICARE FICA            | \$        | 438.04           |
| PAYROLL SUMMARY                  | FICA                     | \$        | 1,873.04         |
| PAYROLL SUMMARY                  | IPERS                    | \$        | 2,923.16         |
| PAYROLL SUMMARY                  | WORKERS COMPENSATION     | \$        | 37.16            |
| 2021-2 CODE SUBSCRIBER           | PRINT SHOP SERVICES      | \$        | 15.34            |
| MAR LONG DISTANCE                | CITY LONG DISTANCE       | \$        | 7.63             |
| MAR POSTAGE CHARGES              | POSTAGE/FREIGHT          | \$        | 6.62             |
| BANK OF AMERICA                  | TRAINING                 | \$        | 74.75            |
| MARCH 2021 PRINTING CHRGS        | RECRUITING COSTS         | \$        | 10.50            |
| 2021 EMP AWARD LUNCH/GIFT        | SPECIAL PROJECT SUPPLIES | \$        | 30.00            |
| <b>Total Adult Services</b>      |                          | <b>\$</b> | <b>39,892.14</b> |
| <b>Customer Account Services</b> |                          |           |                  |
| PAYROLL SUMMARY                  | PERMANENT SALARIES/WAGES | \$        | 44,763.90        |
| PAYROLL SUMMARY                  | TEMPORARY SALARIES/WAGES | \$        | 13,279.92        |
| PAYROLL SUMMARY                  | DENTAL INSURANCE         | \$        | 307.34           |
| PAYROLL SUMMARY                  | IPERS DISABILITY         | \$        | 182.95           |
| PAYROLL SUMMARY                  | LIFE INSURANCE           | \$        | 107.31           |
| PAYROLL SUMMARY                  | HEALTH INSURANCE         | \$        | 4,985.18         |
| PAYROLL SUMMARY                  | MEDICARE FICA            | \$        | 812.94           |
| PAYROLL SUMMARY                  | FICA                     | \$        | 3,475.85         |
| PAYROLL SUMMARY                  | IPERS                    | \$        | 5,479.27         |
| PAYROLL SUMMARY                  | WORKERS COMPENSATION     | \$        | 158.71           |

**Library Claims**  
**April 1 - April 30, 2021**

|                           |                           |    |        |
|---------------------------|---------------------------|----|--------|
| MAR LONG DISTANCE         | CITY LONG DISTANCE        | \$ | 13.62  |
| AUTOMATED MERCHANT SYSTEM | OUTSIDE PROFESSIONAL SVCS | \$ | 89.78  |
| MAR POSTAGE CHARGES       | POSTAGE/FREIGHT           | \$ | 553.05 |
| BANK OF AMERICA           | TRAINING                  | \$ | 104.65 |
| UNIQUE MANAGEMENT SERVICE | NON-CITY SERVICE          | \$ | 241.65 |
| BANK OF AMERICA           | OFFICE SUPPLIES           | \$ | 57.95  |
| 2021 EMP AWARD LUNCH/GIFT | SPECIAL PROJECT SUPPLIES  | \$ | 115.00 |

|  |  |           |                  |
|--|--|-----------|------------------|
| <b>Total Customer Account Services</b> |  | <b>\$</b> | <b>74,729.07</b> |
|--|--|-----------|------------------|

|               |  |           |                   |
|---------------|--|-----------|-------------------|
| <b>Total:</b> |  | <b>\$</b> | <b>349,593.32</b> |
|---------------|--|-----------|-------------------|

|                                |                                 |      |
|--------------------------------|---------------------------------|------|
|                                |                                 |      |
| <b>Sandra Marcu, President</b> | <b>Charles Glatz, Secretary</b> | Date |



# Confidentiality and Library User Records Policy

Section: Library Operations

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

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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 Chapter 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.

## **Confidentiality and Library User Records Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MAY 20, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Confidentiality and Library User Records Policy without revisions.

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Sandra Marcu, President

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Charles Glatz, Secretary



# Internet Use Policy

Section: Library Resources

Approved: 6/19/1996

Reviewed: 11/21/2002, 7/21/2005

Revised: 2/17/2000, 11/16/2006, 9/20/2007, 1/21/2010, 7/19/2012, 9/17/2015, 8/20/2018

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Ames Public Library provides free, unsecured access to the Internet to connect the public to the world of ideas and information, and to provide equal access to that information for all individuals in the community. This policy applies to all use of Ames Public Library's Internet service, whether privately-owned or Library-provided devices are operated.

Libraries are a traditional forum for the open exchange of information. Providing access to information available on the Internet does not constitute endorsement of the content by the Library. Ames Public Library expressly disclaims any liability or responsibility arising from use of the Internet or information obtained through the Internet.

## Library Practices

The Library retains some information about checkout of Library devices and use of Library computers, but does not retain browser history or personal information. The Library will not reveal the information sources or services individual users access unless required by law or court order.

In its [Statement on Library Use of Filtering Software](#), the American Library Association's Intellectual Freedom Committee has stated that "...the use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and (...) violates the "Library Bill of Rights." Ames Public Library will not impose blocking or filtering software to limit access to Internet sites. However, patrons may choose to use filtered search engines.

[Iowa law](#) places no prohibition on the use of appropriate material for educational purposes in any public library. It does, however, place limitations on those who knowingly disseminate or exhibit obscene material so that it can be observed by a minor. Library staff members may request that individuals cease to view or listen to works that threaten the safe and comfortable environment of the library or interfere with the conduct of library business, in accordance with Ames Public Library's [Conduct in the Library Policy](#).

## Customer Responsibilities

As with other library materials, individuals must accept responsibility for evaluating the content of resources they view, read, or listen to. Monitoring and any restriction of a child's access is the responsibility of the parent or legal guardian.

Customers are urged to respect the sensibilities of others when accessing images that may reasonably be offensive to someone else. Privacy while using the Internet in the library cannot be guaranteed. There exists a possibility of inadvertent viewing by others.



Customers handling financial transactions or other activities that require confidentiality do so at their own risk. The Internet is not a private environment and security of electronic communication cannot be guaranteed.

Each user is responsible for complying with copyright law and adhering to software licensing agreements, as well as all local, state, and federal laws including, but not limited to, those concerning fraud, privacy, or obscenity. Use of the Library's Internet connection in an illegal, disruptive, or destructive manner may result in the loss of Internet or Library privileges.

Security for personal devices rests solely with the owner. Library staff members may provide guidance for accessing library materials and services, but they do not provide technical support.

## **Social Networking Sites**

Ames Public Library utilizes online social networks and maintains a website to inform the public about Library resources and activities, and provide additional communications with members of the public. Please refer to Ames Public Library's [Social Networking Policy](#).

## **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**

American Library Association Documents:

[Library Bill of Rights](#)

[Interpretations of the Library Bill of Rights](#)

[Statement on Library Use of Filtering Software](#)

Ames Public Library Policies:

[Circulation and Customer Accounts](#)

[Conduct in the Library](#)

[Confidentiality and Library User Records](#)

[Social Networking](#)

*State Code of Iowa*, [Section 728](#)

## Director Goals for FY 22

- **Phased Reopening of the Library-** Continue to work with Board, City Leadership and staff to evaluate and safely phase in library service for the community.
- **Staff Development-** focus on the areas of onboarding new employees and continual learning around Diversity, Equity and Inclusion and other strategic areas. Explore opportunities for a multilayered approach that emphasizes both individual and group learning and leadership opportunities. In addition to guiding overall staff development, will identify and pursue personal professional development opportunities as well.
- **Programming and Outreach-** work with staff to right-size program offerings and evaluate partners relationships, aligning with the strategic plan and incorporating hybrid, in-person and virtual models as needed. Explore outreach and advocacy opportunities that support strategic plan priorities.
- **Board Relationships- Continue to foster relationships with the APL and APLFF Boards.** Promote regular information sharing of Library events, key partnerships, fundraising updates etc. Identify and facilitate appropriate Board Education opportunities for both APL and APLFF. Collaborate on identifying new strategies for fundraising and advocacy

**Ames Public Library Board of Trustees**  
**Committee Assignments 2021/2022**

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**Standing Committees**

|                      |   |
|----------------------|---|
| APLFF:               | Roger Kluesner, Carolyn Myers                           |
| Art:                 | Richard Johnson, Brenda Thorbs-Weber                    |
| Budget & Finance:    | Chuck Glatz, Carolyn Myers, Kate Reynolds               |
| Director Evaluation: | Sarah Barchman, Jon Christy, Sandra Marcu               |
| Executive:           | Sandra Marcu (P), Carolyn Myers (VP), Charles Glatz (S) |
| Nominating:          | Sarah Barchman, Richard Johnson                         |

**Background:**

The library started using Envisionware products in 2008 including software and a coin/bill changer. Additional Envisionware equipment and software services were purchased in 2014 for patron access to computers, print release, mobile printing, as well as copy/fax/scanning options. Although they started out being state of the art, their technology has become outdated. We have worked to address challenges and issues with the products that have significantly affected our community's ability to use the products seamlessly and without staff intervention. Unfortunately, we have not been able to get the improvements needed for either the public or staff interface.

Staff began reviewing options at the Public Library Association conference in February of 2020. Several staff members were impressed with the items offered by TBS (Today's Business Solutions). During review we were impressed with their offerings and the way that the software addressed multiple pain points for both customers and staff.

- TBS offers a comprehensive package of award winning products and software services that would be a replacement for Envisionware and their third party product offerings while extending and enhancing functionality.
- The public computer management and public printing management by TBS offer public and staff enhancements that take advantage of modern operating systems and browsers. The Envisionware products are essentially unchanged over the past 14 years, only offering versions to try to fix issues as operation systems have changed.
- The TBS ScanEZ product replaces the Envisionware third party LDS scanner system adding functionality, ease of use and an affordable card payment option- a feature frequently requested and expected by customers. Scanning and faxing functions are easier and include translation options as well as options to easily scan photo ID or other cards- another service frequently needed.
- The TBS PrintIT web printing service is much more advanced than the Envisionware third party offering PrinterOn. Print release allows for staff to see all jobs that have been sent to print and assist customers in easily re-printing if there are any issues. Mobile print, which continues to become more in demand, is more intuitive and allows for multiple jobs to be added easily.
- The TBS payment towers offer functionality, flexibility, and ease of use not available from Envisionware. The payment kiosks would allow for payment by credit card as well as coin and bills.
- The complete package by TBS is a better option than trying to mix and match different products to attempt to attain the same functionality.
- Of note, the product has impressive accessibility and language options.
- As TBS develops their own hardware and software they are able to be more responsive to requests by library customers, which was evident in options they had available.

Overall the quality of these products, ease of staff interaction, and the modern, accessible, and responsive interfaces are significant improvements over our current system.

After an on-site demonstration from TBS, the Library secured a quote for a new system in the amount of \$37,628.00. We consulted the City Purchasing department to discuss the bidding process. After the due diligence of the Purchasing Manager we received a second quote from Insight in the amount of \$38,749.71. We have received the approval from Purchasing to move forward without the need to go through a formal bidding process due to the limited options of suppliers. The original price of Envisionware in 2014 was \$24,173.97 which doesn't include the prior initial purchase of PCReservation and LPT1, only additional seats. We discussed the budget implications with the City and completed a budget amendment in order to use depreciation funds to pay for the purchase if approved. We would like to replace the existing system, using our depreciation funds, with a new system from Total Business Solutions (TBS).

**Action:** Administration recommends approving the comprehensive system offered by Today's Business Solutions at the cost of \$37,628.



|                                       |   |
|---------------------------------------|---|
| <b>ACKNOWLEDGE TO:</b><br>Mark Harris | <b>CUSTOMER CONTACT:</b><br>Mark Harris |
|---------------------------------------|---|

|  |                     |
|--|---------------------|
| <b>BILL TO:</b><br>Ames Public Library<br>515 Douglas Ave<br>Ames IA 50010<br>515-239-5669 | <b>SHIP TO:</b><br> |
|--|---------------------|

|  |  |  |
|--|--|--|
| <b>Customer:</b><br>Existing <input type="checkbox"/> New <input type="checkbox"/> | <b>Reference No.</b><br>PO No.<br>Sales Rep: Joe Welps | <b>Tax:</b><br>Order Subject to<br>Applicable Sales and Use Taxes. |
|--|--|--|

|                                 |   |                    |                   |
|---------------------------------|---|--------------------|-------------------|
| <b>Requested Delivery Date:</b> | <b>Requested Method of Shipment:</b><br>Standard UPS Ground | <b>Non-Taxable</b> | <b>Exempt No.</b> |
|---------------------------------|---|--------------------|-------------------|

| Item Description                      | Item #             | Qty | List                          | Total       |
|---------------------------------------|--------------------|-----|-------------------------------|-------------|
| <b>PC Management</b>                  |                    |     |                               |             |
| MyPC Software Licences - Base Licence | MyPC-BASE          | 1   | \$ 1,995.00                   | \$ 1,995.00 |
| MyPC Migration Workstation License    | MYPC-ADD-Migration | 50  | \$ 24.00                      | \$ 1,200.00 |
| TBS ILS Connector Licenses            | TBS-ILS-CL         | 1   | \$ 995.00                     | \$ 995.00   |
| Software Maintenance (First Year)     | MyPC-ASM-IMWS      | 1   | \$ 838.00                     | \$ 838.00   |
|                                       | Discount           | 1   | \$ (838.00)                   | \$ (838.00) |
|                                       |                    |     | <b>Total Print Management</b> | \$ 4,190.00 |

| <b>Print Management</b>                    |          |   |                               |             |
|--|----------|---|-------------------------------|-------------|
| PaperCut Base - Library                    | PCUT-MF  | 1 | \$ 895.00                     | \$ 895.00   |
| Cartadis cPad Print /Value Loader Licenses | PCUT-CVL | 3 | \$ 280.00                     | \$ 840.00   |
| Cartadis cPad - Terminal connection        | PCUT-CCC | 3 | \$ 75.00                      | \$ 225.00   |
| PaperCut Maintenance and Support           | PCUT-UAS | 1 | \$ 463.00                     | \$ 463.00   |
|  |          |   | <b>Total Print Management</b> | \$ 2,423.00 |

| <b>Mobile Printing</b>           |        |   |                                    |           |
|----------------------------------|--------|---|------------------------------------|-----------|
| ePrintIT Mobile Building License | EPI-UP | 1 | \$ 445.00                          | \$ 445.00 |
|                                  |        |   | <b>Total ePRINTit Mobile Print</b> | \$ 445.00 |

| <b>TBS Payment Solutions</b>              |               |   |                                    |              |
|---|---------------|---|------------------------------------|--------------|
| TBS Kiosk with Coin, Bill and Credit Card | TBS-Kiosk-CC  | 2 | \$ 3,995.00                        | \$ 7,990.00  |
| TBS Kiosk with Credit Card Only           | TBS-Kiosk-CCO | 1 | \$ 2,995.00                        | \$ 2,995.00  |
| Kiosk/9900 Wheels and Plate               | TBS-WHEELS    | 3 | \$ 265.00                          | \$ 795.00    |
|   | Discount      | 3 | \$ (100.00)                        | \$ (300.00)  |
| 1st Year Maintenance and Support          | BSA-KT        | 0 | Included                           | Included     |
|   |               |   | <b>Total TBS Payment Solutions</b> | \$ 11,480.00 |

| <b>ScanEZ Stations</b>                            |           |   |                            |              |
|---|-----------|---|----------------------------|--------------|
| Simple Scan Station 3070 (Yeti w/Flatbed 11 x 17) | SSS-Y3070 | 2 | \$ 4,895.00                | \$ 9,790.00  |
|   | Discount  | 2 | \$ (400.00)                | \$ (800.00)  |
| Sheet Feed Scanner                                | AD260     | 2 | \$ 625.00                  | \$ 1,250.00  |
|   | Discount  | 2 | \$ (30.00)                 | \$ (60.00)   |
| Audio and Language Translation Subscription       | SSS-ATS   | 1 | \$ 240.00                  | \$ 240.00    |
| Vivid-PIX Image Restoration                       | SSS-VPIX  | 2 | \$ 195.00                  | \$ 390.00    |
| 1st Year Maintenance and Support                  | BSA-KT    | 1 | Included                   | Included     |
| Fax Service                                       | SSS-FAX   | 1 | Included                   | Included     |
|   |           |   | <b>Total Scan Stations</b> | \$ 10,810.00 |

| <b>TBS Payment Solutions: for ScanEZ's</b>    |             |   |                                    |               |
|---|-------------|---|------------------------------------|---------------|
| TBS-9900 Base with Coin, Bill and Credit Card | TBS-9900CBC | 2 | \$ 2,590.00                        | \$ 5,180.00   |
|   | Discount    | 2 | \$ (600.00)                        | \$ (1,200.00) |
| 1st Year Maintenance and Support              | BSA-KT      | 0 | Included                           | Included      |
|   |             |   | <b>Total TBS Payment Solutions</b> | \$ 3,980.00   |

|  |              |
|--|--------------|
| <b>Sub-Total</b>   | \$ 33,328.00 |
| <b>White Glove Onsite Installation, Configuration and staff Training</b> | \$ 4,300.00  |
| <b>Shipping</b>  | TBA          |
| <b>Total Purchase</b>  | \$ 37,628.00 |

**5 year payment option: Includes all the above software plus all maintenance and support for the first 5 years for \$12,448.48 per year. Then maintenance and support in year 6 would be \$6,153.60**

**Notes:**  
 Payment Plan is a 0% Financing, includes all maintenance and support for PaperCut, MyPC, Kiosk and ePRINTit for the 5 year payment plan.  
 If purchased annually the Maintenance and Support after 1 year PaperCut \$463.00, MyPC \$1,010.60, ePRINTit \$445.00, Kiosk + Towers \$2,345.00, ScanEZ \$1,590.00, Language Translation \$240.00, and Vivid-PIX \$60.00 = Total Per Year \$6,153.60, Faxing is billed per page at \$12 for US and Canada and \$.80 for International.  
 There is an additional \$8.95 monthly fee for each Credit Card per terminal NOT included above. Each Credit Card transaction is billed at 5.95%.  
 Authorize.Net has an additional \$25.00 monthly fee for internet access gateway. Options available see attached

**TODAY'S BUSINESS SOLUTIONS**  
By: Joe Welps

BY EXECUTION HEREOF UNDERSIGNED CERTIFIES ORDERING OF ABOVE EQUIPMENT AND SERVICES  
 Print Name:  
 Authorized  
 Signature **X**  
 Title and Date

**Today's Business Solutions Inc.**  
 7820 S Quincy St., Willowbrook, IL 60527  
 Phone: 630-537-1370  
 Fax: 630-537-1369  
 Please email purchase orders to:  
[orders@tbsit360.com](mailto:orders@tbsit360.com)

- Terms and Conditions**
1. Freight TBA
  2. This price quote is good for 40 days from the date of this quotation
  3. TERMS Due On Receipt
  4. Lead-time is 6 to 8 weeks
  5. Equipment remains TBS Inc. property until payment is received



## **Today's Business Solutions**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MAY 20, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Director to execute the agreement with Today's Business Solutions for the purchase of the print/copy/scan equipment in the amount of \$37,628.

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Sandra Marcu, President

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Charles Glatz, Secretary

**Briefing Paper:**  
**Memorandum of Understanding with the APL Friends Foundation**

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**May 20, 2021**

**Background:** A Memorandum of Understanding (MOU) between the Library Board and the Ames Public Library Friends Foundation (APLFF) is needed for the current fiscal year. The purpose of the MOU is to provide the library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF's use of library facilities. The calculations appear in Appendix A.

The proposed MOU for fiscal year 2021/22 will be presented to the APLFF Board of Directors on June 10, 2021.

**Recommendation:** Administration recommends approval of the MOU for FY22.



# MEMORANDUM OF UNDERSTANDING (MOU)

For the Fiscal Year 7/1/2021-6/30/2022 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.~~
  - 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.
- 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, 2021, and shall remain in force until June 30, 2022.

\_\_\_\_\_  
*Sandra Marcu, President of the Ames Public Library Board of Trustees*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Jennie LeGates, President of the Ames Public Library Friends Foundation*

\_\_\_\_\_  
*Date*

**Memorandum of Understanding with Ames Public Library  
Friends Foundation for Fiscal Year 2021/22**

**BOARD OF TRUSTEES  
AMES PUBLIC  
LIBRARY MAY 20, 2021**

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 2021/22 as presented.

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Sandra Marcu, President

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Charles Glatz, Secretary