

**Ames Public Library Board of Trustees
Agenda – March 15, 2018
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of February 15, 2018
- 3) Motion approving payment of claims 2/1/18 – 2/28/18

Public Forum

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

Activity Reports

- 4) Ames Public Library Friends Foundation (APLFF) – Acker, Butler
- 5) Art Committee – Acker, Barchman
- 6) Director Evaluation Committee – Glatz, Marshall, Rohret
- 7) Administrative Staff – Carey

Board Education

- 8) City of Ames Budget Presentation – Carey, Dornink-Hawes, Logsdon

Policy Review

- 9) Director's General Job Duties (Action)
- 10) Sex Offender Policy (Discussion)

New Business

- 11) 2018/19 Enrich Iowa Agreement (Action)
- 12) Contract for Website Redesign (Action)
- 13) Director's Performance Evaluation
 - a) Director Performance Evaluation Committee's Report (Closed Session Requested)
 - b) Discussion with Library Director (Closed Session Requested)
 - c) Approval of Director's Salary for Fiscal Year 2018/19 (Action)
- 14) Election of Officers (Action)
- 15) Recognition of Retiring Trustees

Trustee Comments

Adjournment

**Next regular meeting: Thursday, April 19, 2018
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

Donations

BOARD OF TRUSTEES AMES PUBLIC LIBRARY MARCH 15, 2018

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

- 1) In memory of Evon Bailey from
 - Paul Anderson \$50.00
 - Dorothy Bailey, Susan Langstaff, and Karen Schaapveld \$30.00
 - Betty and Tom Barton..... \$20.00
 - P. Jeffrey and Frances Berger..... \$25.00
 - Deborah and Mark Blaedel..... \$20.00
 - Jim and Lori Eldridge..... \$10.00
 - Jane and Gerald Kennedy \$50.00
 - Loraine Safly..... \$15.00
 - Laura Shanks \$25.00
 - Jan Eldridge Sorenson \$10.00
- 2) In memory of Janet Klaas from
 - Paul and Marlaine Domoto \$30.00
 - Margaret and Dan Jaynes \$25.00
 - Erwin Klaas..... \$500.00
 - Diane and Greg Nelson \$10.00
 - Clay and Ann Pierce..... \$50.00
 - Helen and Robert Rod..... \$24.00
 - Story County Soil & Water Conservation District Commissioners \$40.00
- 3) From anonymous patron in thanks for AARP Tax Aide help..... \$75.00

Jane Acker, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
February 15, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 15, 2018, in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Glatz, Kluesner, and Rohret in attendance. Briese, Butler, Linch, and Marshall were excused. Library Director Carey was also present.

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

Consent Agenda:

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

1) **Resolution approving donations from:**

a) **From the Ames Garden Club for books \$73.47**

b) **In memory of Janet Klaas from Patricia and Nels Lersten \$100.00**

2) **Motion approving minutes of the regular meeting of January 18, 2018**

3) **Motion approving payment of claims 1/1/2018 – 1/31/2018**

Vote on Motion: 5-0. Carried unanimously. Resolution No. 2018-L004 adopted.

Public Forum: None.

Ames Public Library Friends Foundation (APLFF) Report: Trustee Acker stated that the Teen Advisory Group (TAG) had 474 in attendance at the Yule Ball and January was another great month for sales in Literary Grounds. A few tickets are still available for the April 15 Author Café. TAG has decided that its 5K race/fundraiser will take place in August this year.

Director Evaluation Committee: Trustee Rohret said the director's evaluation survey was sent out electronically and some have been returned.

Nominating Committee: Acker presented the committee's slate of officers for the upcoming year, which included Chuck Glatz for President, Roger Kluesner for Vice President, and Sarah Barchman for Secretary. The election will be held in March.

Administrative Staff Report: Carey spoke about the agenda for the Library's annual Staff Development Day on Monday, February 19. She said several trustees have indicated they will attend and Barchman has agreed to present employee recognition awards.

Regarding personnel, Carey reported that two new Library Aides, Connie Vaclav and Nicki Millius, are on board; Project Smyles presenter LaVerne Williamson was hired; Amy Boldman has transitioned into her new Library Assistant position; the Small Talk Childcare Coordinator position was modified and Liuran Fan, who formerly worked as an Intern, was hired as the Small Talk Program Support Coordinator; and offers will soon be made for two new Library Clerks.

Carey related that former long-time employee Janet Klaas recently passed on; her memorial service will be held in March. Carey passed around a book on jazz that the Library purchased in memory of former trustee Harry Weiss. She also mentioned an article in today's Iowa State Daily called *Hit the Books and Grab a Cup of Coffee: A Guide to Cozy Cafes in Ames*, which placed Literary Grounds first in the list.

Board Education: Librarian Cathy Cooney presented highlights from an online continuing education course about library services to the homeless that she took through the University of Wisconsin School of Library and Information Studies. The class was taught by Attorney Ryan Dowd, former Executive Director of a large homeless shelter in Chicago and author of *The Librarian's Guide to Homelessness*. Cooney said the course's focus was on teaching librarians how to get people to behave appropriately and comply through empathy-driven enforcement.

Cooney spoke briefly about the homeless and the tools Dowd offered for librarians to use in leading homeless visitors into desired behaviors. Cooney said some of the tools are mental, based on positive interactions and fairness; some consist of interpretations and responses to body language and eye contact; and some involve vocal volume, tone, and ones choice of phrases. She said the class also taught techniques for addressing problematic behaviors and for assessing and diffusing tense situations.

Discussion ensued about experiences and staff practices at APL. Cooney said there is no one who constantly causes problems. Staff members try to roam to monitor conduct and viewing. Carey added that there is less inappropriate computer usage in the new building because banks of computers are placed throughout, and fewer problems overall because staff members have been trained to be more pro-active and to make sure customers know they are there—both for security and to offer assistance.

Carey said that several ideas arose when the Person In Charge (PIC) group discussed this topic recently. One aspect of the Library's Strategic Plan involves service to targeted populations— and one population is the homeless. A small group of staff members will meet with the director of the Emergency Residence Project and some persons who are experiencing homelessness to determine needs and find out what the Library is doing well or could do better.

Final Budget Adjustments and Requests: Acker summarized the changes described in the briefing paper: moving certain capital expenses from next year to this year and adding a new half-time position effective July 1.

Moved by Glatz, seconded by Rohret, to adopt a resolution approving operating budget adjustments for fiscal year 2017/18 and requests for 2018/19 as revised by the City Manager.

Vote on Motion: 5-0 . Approved unanimously. Resolution No. 2018-L005 adopted.

Trustee Comments: None

Adjournment by consent at 7:45 p.m.

The next regular meeting will be on Thursday, March 15, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

Library Claims
February 1, 2018 - February 28, 2018

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,441.34
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 845.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 614.64
PAYROLL SUMMARY	FICA	\$ 2,628.07
PAYROLL SUMMARY	IPERS	\$ 3,865.47
PAYROLL SUMMARY	WORKERS COMP	\$ 130.77
JANUARY MESSENGER CHARGE	MESSENGER SERVICE	\$ 415.94
JAN. 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 22.00
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 4.47
DEC. 2017 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 1,666.91
DEC. 2017 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
WILLIS, MOLLIE HOWE-MART	OUTSIDE PROFESSIONAL SVCS	\$ 579.32
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 240.30
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 8.56
AMES COMMUNITY ARTS COUNC	DUES/MEMBERSHIPS	\$ 100.00
DEX YP	ADVERTISING	\$ 15.50
PUBLIC SURPLUS	ADVERTISING	\$ 0.50
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 8,970.02
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 256.55
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 198.10
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 678.75
CITY OF AMES UTILITIES	WATER/SEWER	\$ 352.40
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 2,874.53
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
CONVERGINT TECHNOLOGIES L	TECHNOLOGY MAINT/SUPPORT	\$ 2,083.38
XEROX CORPORATION	RENTALS/LEASES	\$ 1,068.34
G & K SERVICES	NON-CITY SERVICE	\$ 81.00
LAWNPRO	NON-CITY SERVICE	\$ 1,885.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,936.93
CONVERGINT TECHNOLOGIES L	NON-CITY SERVICE	\$ 820.50
CH ISSUES	OFFICE SUPPLIES	\$ 192.21
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 5.26
QUILL CORP	OFFICE SUPPLIES	\$ 7.90
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 15.13
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 34.20
ULINE	OFFICE SUPPLIES	\$ (209.00)
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 204.60
JBR GROUP LLC	EQUIPMENT PARTS/SUPPLIES	\$ 7,564.80
SAMS CLUB DIRECT COMM ACC	FOOD	\$ 129.46
	Total Administration	\$ 100,385.58

Library Claims
February 1, 2018 - February 28, 2018

Operations Services*		
MOVE 2611 TO 2615	TEMPORARY SALARIES/WAGES	\$ (54,707.40)
MOVE 2611 TO 2615	MEDICARE FICA	\$ (793.26)
MOVE 2611 TO 2615	FICA	\$ (3,391.87)
MOVE 2611 TO 2615	IPERS	\$ (5,146.06)
MOVE 2611 TO 2615	WORKERS COMP	\$ (567.86)
MOVE 2611 TO 2615	CITY PHONE SERVICE	\$ (138.63)
MOVE 2611 TO 2615	LONG DISTANCE	\$ (0.06)
MOVE 2611 TO 2615	POSTAGE/FREIGHT	\$ (2.71)
	Total Operations Services	\$ (64,747.85)
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,277.12
PAYROLL SUMMARY	IPERS DISABILITY	\$ 99.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,746.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 288.06
PAYROLL SUMMARY	FICA	\$ 1,231.70
PAYROLL SUMMARY	IPERS	\$ 1,900.04
PAYROLL SUMMARY	WORKERS COMP	\$ 25.54
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 3.98
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 64.08
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 658.73
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 173.75
ULINE	EQUIPMENT PARTS/SUPPLIES	\$ 75.84
MIDWEST TAPE	ELECTRONIC LICENSES	\$ 2,941.20
OVERDRIVE	ELECTRONIC LICENSES	\$ 1,830.61
DES MOINES REGISTER	PERIODICALS	\$ 113.40
POPULAR SUBSCRIPTION SERV	PERIODICALS	\$ 685.97
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,977.62
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 569.09
AMAZON	YOUTH COLLECTION	\$ 1,195.13
MIDWEST TAPE	YOUTH COLLECTION	\$ 2,077.00
ABDO SPOTLIGHT MAGIC WAGO	YOUTH COLLECTION	\$ 795.95
CAVENDISH SQUARE	YOUTH COLLECTION	\$ 195.54
AMAZON	AUDIO-VISUAL COLLECTION	\$ 460.88
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,011.72
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 8,928.16
C W ASSOCIATES	ADULT PRINT COLLECTION	\$ 38.75
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 58.76
MANUFACTURERS NEWS INC	ADULT PRINT COLLECTION	\$ 122.90
AMAZON	ADULT PRINT COLLECTION	\$ 945.00
GALE GROUP	ADULT PRINT COLLECTION	\$ 466.35
SANSGAARD, LORETTA J	REFUNDS	\$ 62.00
	Total Resource Services	\$ 59,082.94

Library Claims
February 1, 2018 - February 28, 2018

Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,588.04
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 816.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 504.03
PAYROLL SUMMARY	FICA	\$ 2,155.02
PAYROLL SUMMARY	IPERS	\$ 3,250.88
PAYROLL SUMMARY	WORKERS COMP	\$ 45.58
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 1.87
RECLASS LIBRARY EXPENSE	OUTSIDE PROFESSIONAL SVCS	\$ (1,210.00)
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 64.08
	Total Youth Services	\$ 47,463.12
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,618.10
PAYROLL SUMMARY	IPERS DISABILITY	\$ 149.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,928.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 500.64
PAYROLL SUMMARY	FICA	\$ 2,140.67
PAYROLL SUMMARY	IPERS	\$ 3,180.72
PAYROLL SUMMARY	WORKERS COMP	\$ 42.76
2018-1 MUNIC CODE SUPPLMT	PRINT SHOP SERVICES	\$ 35.84
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 6.75
RECLASS LIBRARY EXPENSE	OUTSIDE PROFESSIONAL SVCS	\$ (1,210.00)
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 128.16
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.45
ONESOURCE	RECRUITING COSTS	\$ 35.00
	Total Adult Services	\$ 45,627.08
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 39,108.90
MOVE 2611 TO 2615	TEMPORARY SALARIES/WAGES	\$ 54,707.40
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 11,648.68
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.04
PAYROLL SUMMARY	LIFE INSURANCE	\$ 85.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,748.50
MOVE 2611 TO 2615	MEDICARE FICA	\$ 793.26
PAYROLL SUMMARY	MEDICARE FICA	\$ 717.82
MOVE 2611 TO 2615	FICA	\$ 3,391.87
PAYROLL SUMMARY	FICA	\$ 3,069.10
MOVE 2611 TO 2615	IPERS	\$ 5,146.06
PAYROLL SUMMARY	IPERS	\$ 4,532.66
MOVE 2611 TO 2615	WORKERS COMP	\$ 567.86
PAYROLL SUMMARY	WORKERS COMP	\$ 150.55

Library Claims
February 1, 2018 - February 28, 2018

JAN. 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 16.50
MOVE 2611 TO 2615	CITY PHONE SERVICE	\$ 138.63
MOVE 2611 TO 2615	LONG DISTANCE	\$ 0.06
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 9.64
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 282.50
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 80.10
MOVE 2611 TO 2615	POSTAGE/FREIGHT	\$ 2.71
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,433.88
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 15.91
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 16.32
CATE, CHRISTINE	TRAVEL/MEETINGS	\$ 6.12
ONESOURCE	RECRUITING COSTS	\$ 35.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 358.00
ULINE	OFFICE SUPPLIES	\$ 251.69
OFFICE DEPOT INC	MINOR OFFICE EQUIPMENT	\$ 197.99
	Total Customer Account Services	\$ 131,682.75
	Grand Total:	\$ 319,493.62
Jane Acker, President	Sarah Barchman, Secretary	Date
* Because the Operations Division (2611) is being eliminated, all expenditures made earlier this fiscal year were transferred to Customer Account Services (2615) this month.		



Director's General Job Duties Policy

Section: Administration

Approved: 1/16/1997

Reviewed: 4/17/1997, 1/21/1999, 4/20/2000, 3/15/2001, 3/27/2003, 5/13/2004, 1/17/2008, 3/15/2018

Revised: 3/26/1998, 1/20/2005, 12/16/2010, 3/19/2015

The Director's general job duties are to:

Manage the Library's buildings, grounds and equipment in order to maintain a clean, safe, attractive and functional public institution.

- Provide for custodial care of the Library building and grounds on a regular basis.
- Provide for the regular maintenance and licensing of the building's mechanical systems.
- Establish emergency procedures and provide staff training for the safety of the public, staff, and capital assets.
- Investigate and resolve problems with the Library facility in a timely manner

Manage the library's collections so that the public may benefit from a developed body of materials that exhibits the depth, timeliness, diversity and means of access necessary to meet user interests.

- Assist and supervise the various collection managers in the development and maintenance of their collections
- Provide for the accurate, timely, economical, and useful acquisition, cataloging and classification of the collection.
- Provide guides to the collections and instruction in use of the library as appropriate.

Plan and manage the library's expenditures and revenues.

- Submit an annual budget requisition for trustee consideration in preparation for submission to the city.
- Supervise expenditures and revenues on an ongoing basis, recommend budget amendments as necessary, and provide a summary annual report of the year's financial transactions.
- Work with the trustees in obtaining gifts, grants, and other non-tax revenues for the furtherance of library activities.

Provide public programs and services to enhance community use of the library's resources.

- Identify, report, and suggest solutions for any problems and successes in currently offered library services.
- Identify, report, and suggest means of implementation for services not currently offered that would benefit the community.

Favorably represent the Library and its interests in interactions with the community, other governmental entities and the library community.

- Provide an ongoing public relations program for the community to show how the library's services and collections may be utilized.
- Work with community organizations whenever practical and possible, to achieve mutually beneficial ends.

- Know and maintain working relations with representatives of county, regional, and state government.
- Work cooperatively with the City of Ames organization to ensure that the library functions successfully as a city department.
- Maintain a working relationship with regional and state library agencies.
- Maintain membership in, actively participate in, and attend meetings of county, state, and national professional organizations.
- Meet and work with the Ames Public Library Friends Foundation to advise and assist the Friends Foundation in the attainment of its goals.

Manage the library's human resources, providing for efficient, courteous public service as well as the professional growth and effective supervision of library personnel.

- Plan and implement training and/or continuing education for staff of all classifications and trustees as the budget allows.
- Oversee the recruitment, selection, evaluation and setting of salary levels for all staff on an ongoing as well as annual basis.
- Utilize community volunteers on an ongoing basis.
- Monitor staffing levels, scheduling, employee morale, and classification allocations on an ongoing basis.

Provide for the general administration of the library as chief agent of the board of trustees.

- Act as technical advisor to the board, recommending needed policies for trustee consideration and appropriate use of innovative methods of service delivery.
- Report the use of library services, collections, and facilities on both a monthly and an annual basis.
- Carry out the policies of the board of trustees.
- Present board policies for trustee review and consideration on a pre-determined review cycle.
- Report significant problems and successes encountered in the course of general library operations.
- Lead the development of the library's long range plan goals and objectives.
- Carry out the elements of the library's long range plan.

Implement the requirements of the Iowa Public Record Law, *Code of Iowa*, [Chapter 22](#).

Approved: 9/24/2009

Reviewed:

Revised: 6/21/2012, 4/16/2015

Iowa Code

[Iowa Code Chapter 692A of Subtitle 1 of Title 16](#) prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon public library real property without the written permission of the library director, or from loitering within 300 feet of the boundary of the real property of a public library.

- A “sex offender” is someone who is required under Chapter 692A to be on the Sex Offender Registry.
- "Sex offense against a minor" means an offense for which a conviction has been entered for a sex offense classified as a tier I, tier II, or tier III offense under Chapter 692 if such offense was committed against a minor, or otherwise involves a minor.
- “Loiter” means remaining in a place or circulating around a place under circumstances where a reasonable person would believe that the purpose or effect of the behavior is to enable a sex offender against a minor to become familiar with a location where a potential victim may be found, or to satisfy an unlawful sexual desire, or to locate, lure, or harass a potential victim.

In addition, the law prohibits a sex offender who has been convicted of a sex offense against a minor from being employed by or from acting as a contractor or volunteer at any public library.

Note: Ames Public Library real property includes the Bookmobile facility.

Exceptions

There are two exceptions to this law. A sex offender who has been convicted of a sex offense against a minor may be present: 1) during the period of time reasonably necessary to transport the offender’s own minor child or ward to or from the library; and 2) during the period of time reasonably necessary to vote in a public election if the polling place is located in the library.

Other exceptions to this policy can occur only with written permission of the Library Director. The Library Director will determine eligibility to be on Library property after consultation with law enforcement, social service agencies, and/or other appropriate governmental officials. No entry to the Library will be permitted during the review process.

If a request for permission to be on Library property is denied, it is the responsibility of the requestor to arrange for a third party to select, check-out and return materials to the Library. The Library may issue a borrower’s card in the offender’s name to be used by a third party.

Enforcement

The responsibility for compliance with this law rests with the offender. However, if Library staff has knowledge or receives information, that a person who has been convicted of a sex offense against a minor is on library premises, the Ames Police Department will be contacted.

Volunteers and applicants for employment will be screened as appropriate for compliance with the law.

Appeals

Appeals for administrative discretion regarding this policy will not be entertained.

FY19 Enrich Iowa Agreement

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MARCH 15, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Director to execute the Enrich Iowa Agreement, including Direct State Aid, Open Access and Interlibrary Loan Reimbursement, for July 1, 2018 through June 30, 2019.

Jane Acker, President

Sarah Barchman, Secretary

Background: 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 \$70,780 in revenue from the State—\$14,181 in Direct State Aid, \$53,876 for Open Access and \$2,723 for ILL—and the funds arrived early enough to be included in the budget adjustments recently approved.

The FY19 Enrich Iowa Agreement (for July 1, 2018 through June 30, 2019) and the terms pertaining to each of the three programs appear on the following pages.

In order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30. 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.

Requested Action: Administration requests authorization to execute the FY19 Enrich Iowa Agreement.

ENRICH IOWA AGREEMENT - PUBLIC LIBRARY FY19 (JULY 1, 2018 - JUNE 30, 2019)

Due at State Library of Iowa Des Moines Office by April 30, 2018

Library Name _____ City _____

Phone (with area code) _____ E-mail _____

The Enrich Iowa program includes Direct State Aid for public libraries, Open Access for public and academic libraries, and Interlibrary Loan Reimbursement. The library will participate according to the Terms of Agreement for each program.

In order to participate in the Enrich Iowa program, you must check at least one of the programs listed below.

- Direct State Aid** - Direct State Aid is state funding to public libraries intended to improve library services and to reduce inequities among communities in the delivery of library services. Based on Accreditation Tier Level.
- Open Access** - Open Access pays public and academic libraries to serve eligible Iowa residents from outside their local jurisdiction. The purpose of the Open Access program is to offer Iowa residents access to public and academic libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit.
- Interlibrary Loan Reimbursement** - Interlibrary Loan Reimbursement provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among libraries of all types.

1. GENERAL PROVISIONS

- A. Libraries must return this Enrich Iowa Agreement indicating the programs the library will participate in. This form must be signed by the library director or other signatory authority. This form must be received by the State Library Des Moines office by April 30, 2018.
- B. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access or Direct State Aid funding.
- D. A library may choose to participate in Interlibrary Loan Reimbursement without participating in Direct State Aid or Open Access.

2. ASSURANCES

- A. Our public library named above was established on or before July 1, 2016, in accord with the *Code of Iowa*.
- B. Our library meets Tier 1 requirements or higher. This is required for Open Access and Direct State Aid funding.
- C. Our public library has submitted to the State Library a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY19 program reporting requirements.
- E. Our library will use all Enrich Iowa funds to improve library services.
- F. Our library's Enrich Iowa funds will supplement, not supplant, any other funding received by the library. Our library will inform the city and/or county of this requirement and we will report noncompliance to the State Library. We understand that if the funding is used to replace local funds, the funds received must be returned and our library will not be eligible for Enrich Iowa funding the following year.
- G. Our library will provide information for auditing purposes, if requested by the State Library.

Return this agreement: Scan and e-mail it to: toni.blair@iowa.gov; or FAX it to: 515-281-6191; or mail it to: Enrich Iowa, State Library of Iowa, 1112 E. Grand, Des Moines, IA, 50319. Please keep a copy for your files.

Signed: _____

Print name: _____

Title: _____

Date: _____

Signed: Michael Scott

Michael Scott, State Librarian
State Library of Iowa

Date: 3-5-2018

DIRECT STATE AID TERMS OF AGREEMENT FY19 (JULY 1, 2018 - JUNE 30, 2019)

According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2018 - June 30, 2019**, it is mutually understood and agreed:

1. PURPOSE

The purpose of Direct State Aid is to improve library services and to reduce inequities among communities in the delivery of library services.

2. GENERAL PROVISIONS

- A. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- B. Tier 0 public libraries may participate in Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
- C. Libraries must return the **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Direct State Aid, Open Access, and Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library Des Moines office on or before **April 30, 2018**.

3. THE PARTICIPANT SHALL:

- A. Have an Internet Use Policy in place.
- B. Have a current accreditation report on file at the State Library demonstrating that the library meets the standards requirements of Tier 1, 2, or 3.
- C. Submit the FY17 Iowa Public Library General Information Survey (Annual Survey) to the State Library by **December 1, 2017**.
- D. Submit the FY18 Direct State Aid Report by **July 31, 2018**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- E. Expend FY19 Direct State Aid funds by **June 30, 2019**.

4. THE STATE LIBRARY SHALL:

- A. Administer Direct State Aid on behalf of participating Iowa public libraries and distribute reimbursement contingent upon receipt of funds.
- B. Post the Direct State Aid report form on the State Library's website.
- C. Inform public libraries about availability of Direct State Aid funds and answer questions on the details of Direct State Aid. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants based on the formula established by the Iowa Commission of Libraries. Please refer to the Enrich Iowa FAQ for a complete explanation:
<http://www.statelibraryofiowa.org/ld/e/enrich-ia/enrichiafaq>
- E. Monitor compliance with the guidelines of the program. Audit reports as needed to ensure that participants are following the guidelines listed in the **Enrich Iowa Agreement**. Take appropriate action if a participant is not honoring the terms of this agreement.

OPEN ACCESS TERMS OF AGREEMENT FY19 (JULY 1, 2018 – JUNE 30, 2019)

According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2018 - June 30, 2019**, it is mutually understood and agreed:

1. PURPOSE

Open Access is a program funded by the Iowa Legislature and administered by the State Library of Iowa. Open Access pays Iowa libraries to serve eligible Iowa residents from outside their local jurisdiction.

The purpose of the Open Access program is to offer Iowa residents access to libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit.

2. DEFINITIONS

Local Library Jurisdiction: The jurisdiction is the area for which a library is funded to serve. This includes:

- Any city that funds the public library including the city where the library is located, and any contracting cities.
- Any unincorporated jurisdiction that funds the public library including the unincorporated portions of the county where the library is located, and any unincorporated portions of other counties.
- Any participating college, university or community college library.

Eligible Patron: Must be a resident of Iowa; live outside the local library jurisdiction; and meets one of the following criteria:

- Lives in a community that provides a public library
- Lives in an unincorporated area that provides, or contracts for, library services
- Lives in a community that contracts for library services
- Attends an Iowa public or private university, college, or community college

Transactions:

Eligible

- A. Physical items in all formats except for equipment.
- B. Items must be from your collection and for use outside the library. Items packaged together as a unit and checked out as a unit, are one transaction.
- C. Playaways or similar devices.
- D. Renewals of eligible items as listed on lines A to C above.

Ineligible:

- A. Downloadable audio, video, e-Books or other electronic items.
- B. Database use.
- C. Equipment including laptops, tablets, projectors, game consoles, eReaders, wireless hotspots, or other types of equipment.

Participants are required to circulate eligible items to all eligible patrons.

3. GENERAL PROVISIONS

- A. Libraries must return the **ENRICH IOWA AGREEMENT**, indicating in the box provided, that the library will participate in Open Access. It must be signed by the library director or other signatory authority, and must be received by the State Library on or before April 30, 2018.
- B. To participate in Open Access for FY19, a public library must have been established on or before July 1, 2016 in accord with the Code of Iowa, 392.1.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access funding.
- D. Participants cannot deny service to residents from any Iowa jurisdiction with a public library or a student at a participating Iowa academic institution. Open Access Eligible Patrons are subject to the same circulation policies, regulations, and restrictions, as local patrons for eligible transactions, except for limits referred to in provision 3F below.
- E. A local public library board or academic library director may decide to deny Open Access service to residents of a jurisdiction that is contracting with a library(s) at a rate that the board or academic library director deems to be inequitable. The library's board or academic library director must notify the State Library, and the jurisdiction denied service, in writing, of its intent and rationale for the decision prior to any action.
- F. A local public library board or academic library director may decide to limit the number of Open Access items checked out to Eligible Patrons. If the library chooses to limit the number of Open Access items checked out it must treat all Open Access Eligible Patrons equally. The library's board or academic library director must notify the State Library in writing of its intent and rationale for the decision prior to limiting access.
- G. Participants have the option to offer services other than Eligible Transactions to Eligible Patrons.

4. THE PARTICIPANT SHALL:

- A. Provide a signed ordinance or other legal documentation to the State Library, dated on or before July 1, 2016, establishing it as a public library.
- B. Check out eligible library materials to Eligible Patrons.
- C. Accept returned items borrowed from any other library in Iowa.
 - a. Return items to the owning library and indicate the return date.
 - b. Log an accurate record of actual postage spent to return items. Libraries will be reimbursed for full postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
 - c. If an item is overdue, the library that owns the item collects any fines according to local policy.
 - d. Interlibrary Loan items are not eligible for postage reimbursement.

5. THE STATE LIBRARY OF IOWA SHALL:

- A. Administer the Open Access program.
- B. Distribute Open Access funds to participants based upon the formula and availability of funds.
- C. Inform libraries about the availability of Open Access funds.
- D. Answer Open Access related questions.

- E. Communicate changes to the program in a timely manner.
- F. Monitor compliance with the Open Access terms of agreement.
- G. Initiate a transaction audit if deemed necessary.
- H. Take appropriate action if a participant is not honoring the terms of this agreement.
- I. Provide a list of communities (that either provide a public library or pay for service to a public library) and participating academic libraries whose patrons are eligible for Open Access.

INTERLIBRARY LOAN REIMBURSEMENT TERMS OF AGREEMENT FY19 (JULY 1, 2018-JUNE 30, 2019)

According to the Enrich Iowa Agreement made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective July 1, 2018 - June 30, 2019, it is mutually understood and agreed:

1. PURPOSE

The purpose of the Interlibrary Loan Reimbursement Program is to provide Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries. The Interlibrary Loan Reimbursement Program is funded as part of the Enrich Iowa program to subsidize participating libraries for each interlibrary loan made to an eligible Iowa library.

2. DEFINITION

Interlibrary Loan (ILL): An Interlibrary Loan is a transaction of library materials, or copies of the materials, received or loaned by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Definition is taken from the Institute of Museum and Library Services.

3. GENERAL PROVISIONS:

- A. Libraries must return the **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library Des Moines office on or before April 30, 2018.
- B. Participant agrees to loan as well as borrow.
- C. Participant as Lender is not obligated to fill requests for newly published materials or items costing less than \$10.00. Participant as borrower should consider purchasing these types of materials before requesting a loan.
- D. School or academic participants that close before June 30 should submit claims before the end of the school year. Late claims may not be approved for payment.
- E. Participant is reimbursed annually for each item loaned to eligible libraries. Reimbursement is based on transactions from the previous fiscal year. (See Reporting in Section 5D).
- F. Providing interlibrary loan services to nonresidents (i.e., Open Access customers) is a local library option.
- G. Participant as borrower may charge library customers up to \$3.00 per item to offset postage
- H. The Interlibrary Loan Reimbursement program will not provide reimbursement:
 - For bulk loans of a collection of different titles, e.g. a large print collection
 - For lost or damaged materials
 - For postage to send or return ILL items
 - To state agency libraries for loans made to other libraries
 - To AEA media centers for loans made to school libraries
 - To Regents university libraries for loans made to other Regent university libraries
 - To special libraries for loans made to other special libraries
 - For loans that are reimbursed under other contracts or agreements
 - For loans to a resident of a city with a library that owns the item

- J. Participant receives reimbursement for items loaned to Iowa libraries of the following types:
- AEA media centers
 - College, community college, and university libraries
 - Public libraries
 - School libraries
 - State-run institution libraries
 - State agency libraries

4. RESPONSIBILITIES OF THE PARTICIPANT AS BORROWING LIBRARY:

- A. Verify citation and identify libraries that own the requested material. Check and adhere to the policies of the lending library.
- B. Send the request using SILO ILL system, OCLC Resource Sharing, other electronic networks, mail, e-mail or fax.
- C. Send requests, unless covered by other agreements, first to like-type, like-sized, and nearest libraries. Regent university libraries are libraries of last resort, and shall be accessed only when all other resources have been exhausted.

5. RESPONSIBILITIES OF THE PARTICIPANT AS LENDING LIBRARY:

- A. Honor ILL requests from all participating Iowa libraries.
- B. Do not charge Iowa borrowing libraries for interlibrary loan.
- C. Follow its own policy regarding charges to the borrowing library for faxes and for materials lost or damaged during the interlibrary loan process.
- D. Report interlibrary loan activity in accordance with the following:
- Report eligible interlibrary loan transactions annually in accordance with directions and deadlines established by the State Library.
 - Submit the Interlibrary Loan Reimbursement Report form and Transaction Log (if applicable) to the State Library by July 31, 2019. *No report is necessary if all interlibrary loans transactions were made through OCLC or SILO.* Provide additional information for reporting purposes as requested by the State Library.
 - If a loan was not made through SILO or OCLC, provide verification, along with the report, that it was made in response to a specific request for the item from another library. Verification may be in the form of photocopies of requests or a log listing the transaction.
 - Report a photocopy of an article as one transaction regardless of the number of pages photocopied.
 - Report *each* copy of the same title loaned for book discussions as one transaction unless you are sending a set intended to check out as a single item. For example, ten copies loaned for book discussions would count as ten transactions.
 - Items packaged together as a unit and checked out as a unit, are counted as one transaction. For example, ten copies of a book grouped together as a set and checked out as a single item would count as a one transaction.
 - Libraries that are part of a shared automation system must provide documentation that interlibrary loans reported for reimbursement were checked out by a resident of a city other than their own.

6. RESPONSIBILITIES OF THE STATE LIBRARY:

- A. Administer the Interlibrary Loan Reimbursement program on behalf of participating Iowa libraries and distribute Interlibrary Loan Reimbursement contingent upon receipt of funds.

- B. Post a copy of the Interlibrary Loan Reimbursement Report form and the Transaction Log on the State Library's website.
- C. Reimburse participants annually for each item loaned to eligible libraries.
- D. Reimbursement is based on transactions from the previous year. FY19 Reimbursement is based on the funds available and the total number of transactions for FY18.
- E. Inform libraries as to the availability of funds under Interlibrary Loan Reimbursement and answer questions on the details of Interlibrary Loan Reimbursement. Changes to Interlibrary Loan Reimbursement will be communicated in a timely manner to all participants and other interested parties.
- F. Monitor compliance with the Interlibrary Loan Reimbursement terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.



TO: Library Board of Trustees
FROM: Lynne Carey, Library Director
DATE: March 9, 2018
SUBJECT: Agenda Item 12

A small team of employees has been evaluating responses to the Library's request for proposals for redesign of the Library's Website. Demonstrations were requested from two vendors. One demonstration was given in late February; the second is scheduled on Wednesday, March 14.

The committee hopes to be able to make a recommendation on award of a contract in time for the Board meeting and, if so, information will be provided around the table. If not, this item will be pulled from this agenda and considered later.

Director's Salary for FY19

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MARCH 15, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, sets the Director's salary for fiscal year 2018/19 at \$_____.

Jane Acker, President

Sarah Barchman, Secretary

In February, the following slate of officer candidates for 2018/19 was presented by the Nominating Committee:

- Chuck Glatz, President
- Roger Kluesner, Vice President
- Sarah Barchman, Secretary

Further nominations may be made from the floor at this meeting or the Board may opt to elect the slate.

Some notes from *The Standard Code of Parliamentary Procedure*, Chapter 18:

- An election becomes effective immediately if the candidate is present and does not decline.
- Election of a candidate who is absent and has consented to nomination becomes effective as soon as the person is notified.
- Officers assume office when declared elected; no formal installation is necessary.