

**Ames Public Library Board of Trustees  
Agenda – January 19, 2017  
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 December 15, 2016
- 3) Motion approving payment of claims 12/1/16 – 12/31/16

**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.)

**Financial Reports**

- 4) Second Quarter Financial Reports -- Briese

**Activity Reports**

- 5) Ames Public Library Friends Foundation (APLFF) – Butler
- 6) Director Evaluation Committee – Acker
- 7) Strategic Planning – Carey
- 8) Administration – Carey

**Board Education**

- 9) Staff Survey Results – Samantha Basar, Jake Jansen, Dr. Kathy Hanisch

**Policy Review**

- 10) Meeting Rooms and Study Rooms (Action Item)
- 11) Programs (Action Item)
- 12) Display Spaces (Discussion)

**New Business**

- 13) Revised budget requests (Action Item)
- 14) Agreement between Library Board and APLFF (Action Item)
- 15) Book Sale Agreement with APLFF (Action Item)
- 16) Appointment of Nominating Committee

**Trustee Comments**

**Adjournment**

Next regular meeting: Thursday, February 16, 2017  
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)

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 19, 2017**

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

- 1) From Worldly Goods for Project Smyles .....\$358.65
- 2) In honor of Mrs. Pam Sibbel from Sanjay Stanley..... \$25.00
- 3) In memory of Lauren Kernan Smith from Norman and Beth Cheville ..... \$50.00
- 4) In memory of Marcia Wiley from Ginger Quay & Julia Waggoner ..... \$70.00
- 5) In memory of Marjorie Davis from Margaret & Delano Jespersen..... \$50.00
- 6) In memory of Susan Anwar from:
  - a. Ames Lab ..... \$30.00
  - b. Mary Frahm ..... \$20.00
  - c. Carol Fuchs ..... \$50.00
  - d. Karen Thompson ..... \$20.00
  - e. Maria and Michael Tringides..... \$50.00

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Jane Acker, President

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Kyle Briese, Vice President

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
December 15, 2016**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 15, 2016 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Briese, Butler, Campbell, Linch, Rohret and Library Director Carey in attendance. Barchman, Glatz, and Marshall were excused. Reference Librarian Mike Quinn was also present.

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

**Consent Agenda:**

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

**1) Resolution No. 2016-L043 accepting donations:**

- a) From Alan Maximuk for interlibrary loan expenses..... \$50.00
- b) In honor of Herb Harmison from Sara Mitchell ..... \$50.00
- c) In memory of Marjorie Davis for books
  - i) Gus and Doris Anderson ..... \$25.00
  - ii) Carol Baker ..... \$100.00
  - iii) Chuck and Marlene Bell ..... \$20.00
  - iv) Barb Bentley ..... \$100.00
  - v) Kathy and Mark Davis ..... \$35.00
  - vi) Mike and Karen Eblen..... \$20.00
  - vii) Henry & Janet Gray..... \$15.00
  - viii) Jeff and Julie Larson Keller ..... \$25.00
  - ix) Kathy Shaver ..... \$25.00
  - x) John Smith..... \$25.00
- d) In memory of Frances Vaughn from Anita Nichols ..... \$20.00

**2) Motion approving minutes of the regular meeting of November 17, 2016**

**3) Motion approving payment of claims 11/1/2016 – 11/31/2016**

**Vote on Motion: 5-0. Approved unanimously and adopted.**

**Public Forum:** None.

**Ames Public Library Friends Foundation (APLFF) Report:** Trustee Butler reported on the December APLFF meeting. She said the new Development Director presented a proposal regarding recognition for donors. The Board felt the matter needed more study and would like to form a new ad hoc committee with members of the APLFF and Library Boards. Butler said the Finance Committee advised that over \$100,000 was left in donations to the Library Renewal Campaign, and there was discussion about the possibility of earmarking those monies for the Library's next major capital campaign. She said the Sales Committee reported earnings in excess of \$6,000 in the last month. A press release and holiday message to donors will be going out this month from the Marketing Committee.

Library Director Carey added that income from this year's annual fundraising campaign has exceeded \$22,000. The goal was \$35,000. She also stated that Fundraising Committee is selling 2017 Book Lover's Calendars for \$10.

**Strategic Planning Report:** Carey said that collaboration with Iowa State University (ISU) is progressing. Bicycle delivery between APL and the Parks Library has resumed and a Bookmobile a stop will be added in January on Thursdays between 11 a.m. and 1 p.m. outside the Hub. A new monthly Bookmobile stop during a specific class period at Ames High School is also being planned.

ISU student displays hanging in the Library's vestibule are evidence of another recent collaboration with the University and Wheatsfield Grocery. The project focused on recycling and reusing materials and Carey helped with the end-of-semester evaluations. Carey asked if the Board would support the Library hosting a similar project next semester. One trustee noted that the Art Committee had talked about having changing exhibits in the vestibule, but the intent was not to give one group free reign in perpetuity. Other remarks included a desire for the displays to be more aesthetic, for text or explanations to be placed at a readable height, that installations not be burdensome to staff, and that the Display Spaces Policy be considered.

Carey also spoke about the strategic goal of participating in and promoting special community events. She said APL worked with Ames Human Relations Commission and Ames Progressive Alliance on the "Inclusive Ames" event held November 29. Carey said it was attended by over 300 persons and 280 stayed to participate in small group discussions. The Elks Lodge was used as an overflow area. She said the three groups are planning follow-up sessions.

"Talk Race" activities are being planned for January 28, Carey said. In order to help the community get the most out of Ta-Nehisi Coates' presentation at ISU on January 30, the Library will include a panel discussion about Coates' book *Between the World and Me* in the morning, a keynote challenge address over lunch, and small group discussions in the afternoon. Related programming for teens on January 28 is being orchestrated by Teen Librarian Tanvi Rastogi. Carey said Rastogi contacted Kekla Magoon, author of *How It Went Down*, a young adult novel which brings out the varying perspectives of different people who have witnessed the same event. Following a traditional author presentation and book signing, Magoon will participate in a teen-oriented panel discussion on race. Carey said the planning team has worked closely on this with Dr. Reg Stewart of the ISU Office of Diversity and Inclusion.

**Administration Report:** Carey said the initial budget discussion with City Administration went very well. The Library requested a three percent increase for collection materials and support for adding custodial hours, covering overtime costs, and continuing the intern program. A request to increase the Client Support Technician position to full time will go to City Council next Tuesday.

The Story County Library Association met with the Board of Supervisors this month, and Carey said that she was asked to convey the Supervisors' appreciation for the Board's support of last year's funding reallocation proposal.

Carey stated that Valerie Donnell, who was interested in lightening her load and no longer supervising, was hired to fill the vacant Clerk position in Customer Account Services. Carey said that Donnell's move results in an opening in the Operations Services Supervisor position, which will be evaluated along with the planned two-year review of the reorganization.

Carey said the Library's Human Resources Interns presented the results of the recent staff survey yesterday and will present to the Library Board in January. She also stated that installation of the WOW Wall may begin as early as next week; it is likely to take longer than was earlier expected because the lights have to be ordered and shipped. She displayed a

sample of the pegboard pieces. In response to a question, she said the play features of the wall are intended to hold interest for children up to ages seven or eight.

Carey explained that this meeting was not being recorded for television because of finals week scheduling conflicts. Discussion ensued on pros and cons of video recording board meetings.

Carey concluded by reporting that Small Talk received a BooSt grant to provide books and snacks for program participants. She said APL was also recently advised that it is to be the inaugural recipient of a \$10,000 award and \$1,000 in books, in recognition of the innovation, programming, and collaborative efforts that are going into Small Talk. More details will be made public in January.

Trustee Campbell asked if staff could determine what percent the City allocates the Library out of the budget.

**Board Education:** Reference Librarian Mike Quinn spoke about the Person In Charge (PIC) Team, which was formed to address safety and security issues and have more people available to cover incidents of misconduct in the Library's larger space. He explained that the downside of assigning that role to a Director or Assistant Director is that they are not around all the time. In contrast, the PIC Team is made up of 12 people—managers, librarians, and a couple library leaders—who can cover all open hours. Quinn said that when a person has the PIC phone, he/she responds to any calls, and staff members know to call the PIC phone for an immediate response whenever assistance is needed. He explained that the PIC is also responsible for making sure staff has conducted sweeps and for closing the building at the end of each day.

Quinn went on to explain how communication takes place among the PICs to keep them all informed about issues that have arisen. He said the team also meets monthly to talk about issues, what has gone well, and what could be done better. He said this practice fosters consistency in the entire team's approach to problems and in the handling of procedures.

**Policy Review:** Discussion was held about proposed changes to the Meeting Room and Study Room Policy, with the trustees indicating that the policy should make it clear that signs may not obstruct visibility into a room and that whoever puts them up must remove them. They also asked that another word be substituted for "advertising," since APL generally bans sales.

Questions about how staff implements the Programs Policy were also discussed. Carey said that a decision to partner with community groups may be influenced by several factors, such as adequate staffing level, a topic's alignment with the strategic plan, or the content of other recent programs. As for meetings scheduled by outside groups, Carey said that members of staff exercise discretion and make sure groups understand that meetings must be open to the public, but they don't always know what each group's purpose is.

One trustee cited a recent occurrence on the ISU campus when the Memorial Union requested that a potentially contentious group provide additional security and asked if the Library had ever considered or felt the need to hire security. Carey said that room capacity has been the most problematic issue; the last Democratic caucus, for example, presented a safety risk (because more people tried to attend than the room could hold), but it was not a security risk.

When asked about the possibility that counter groups might show up in protest of certain topics, Carey said she handles each situation on a case-by-case basis. There have been times when she said she has talked to the police department in advance to provide them the background

and have backup on patrol, but extra security has never been required. A trustee asked if it would be appropriate to add a sentence such as, "If the Library Director deems that, in the interest of public safety, additional security is required for an event, the cost of such security would be borne by the users." Carey said she would relay the Board's comments to staff.

**Operating Budget - FY17 Adjustments and FY18 Requests:**

**Moved by Rohret, seconded by Campbell, to adopt a resolution authorizing staff to submit adjustments to the operating budget for fiscal year 2016/17 and requests for fiscal year 2017/18 as presented/amended.**

Carey explained the worksheets, noting that the Library doesn't have much control over revenue, though it serves to offset the amount of funding needed from the City. On the expense side, Carey said the biggest need is for more staff; nothing could be added now without more personnel.

**Vote on the budget as presented: 5-0. Resolution No. 2016-L044 approved unanimously and adopted.**

**Donations Budget - FY17 Adjustments and FY18 Proposals:**

**Moved by Briese, seconded by Campbell, to adopt a resolution authorizing staff to submit adjustments to the Donations Budget for fiscal year 2016/17 and proposals for fiscal year 2017/18 as presented/amended.**

Carey said there is a lot of guesswork involved with these budgets because the receipt of grants and income from donations is largely unknown. The expenditures reflect an attempt to go back to see how much money is available to spend for various purposes and to make it available. As always, Carey said, there will be an opportunity to make amendments in the spring.

**Vote on the budget as presented: 5-0. Resolution No. 2016-L045 approved unanimously and adopted.**

**Contract for Library Service for Story County:**

**Moved by Linch, seconded by Rohret, to adopt a resolution approving continuation of the Library Service Contract for Story County for fiscal year 2017/18 as presented.**

**Vote on motion: 5-0. Resolution No. 2016-L046 approved unanimously and adopted.**

**Ad Hoc Donor Recognition Policy Committee:** Acker stated that she would like one or more trustees to work with representatives of the APLFF Board on issues related to recognition of donors. Trustee Briese offered to help.

**Library Board Regular Meetings:** There was discussion about the possibility of holding the next few regular meetings at a different time or on a different day. No better alternative seemed apparent, however, and no action was taken.

**Trustee Comments:**

Briese extended congratulations to the Library on winning the \$10,000 award and said he looks forward to continued great work.

Butler distributed fundraising fliers on behalf of APLFF.

Campbell complimented Carey on her great leadership and said he appreciated her ability to accommodate Valerie Donnell's wishes.

Acker noted that three board members' terms will expire next spring. Two (Briese and Marshall) are eligible for reappointment, but one (Campbell) is not. She encouraged people to urge good candidates to apply. She said the Director Evaluation Committee (herself, Glatz, and Rohret) is starting its work and the Nominating Committee needs to begin in January. Campbell agreed to serve on the latter committee and Acker said she would work on completing the roster.

**Adjournment:**

**Moved by Butler, seconded by Linch, to adjourn at 8:55 p.m.**

**Vote on Motion: 5-0. Motion carried unanimously.**

The next regular meeting will be on Thursday, January 19, 2017, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

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Karen C. Thompson, Administrative Assistant

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John Linch, Board Secretary

**Library Claims**  
**December 1, 2016 - December 31, 2016**

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,872.10
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 354.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 186.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,772.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 527.47
PAYROLL SUMMARY	FICA	\$ 1,796.54
PAYROLL SUMMARY	IPERS	\$ 3,324.29
PAYROLL SUMMARY	WORKERS COMP	\$ 122.53
NOV 2016 INFO SERV CHGS	CITY DATA SERV	\$ 493.58
NOVEMBER MESSENGER CHARGE	CITY MESSENGER SERV	\$ 473.51
NOV. 2016 EQUIPMENT CHRGS	FLEET OPERATING/MAINT	\$ 277.34
NOV. 2016 EQUIPMENT CHRGS	FLEET REPLACEMENT FUNDS	\$ 2,220.00
NOVEMBER POSTAGE CHGS	POSTAGE/FREIGHT	\$ 0.45
CITY OF AMES UTILITIES	ELECTRICITY	\$ 7,515.34
CENTURYLINK	TELEPHONE OUTSIDE	\$ 232.05
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 165.54
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 931.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 380.05
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY	NATURAL GAS	\$ 1,147.42
PO#52266 INSPECTION&MAIN	MAINTENANCE CONTRACTS	\$ 9,523.76
BANK OF AMERICA	MAINTENANCE CONTRACTS	\$ 7.98
PO#52266 INSPECTION&MAIN	FIXED EQUIPMENT REPAIR	\$ (9,523.76)
RFID SOLUTIONS	FIXED EQUIPMENT REPAIR	\$ (10,000.00)
COMFORT SYSTEMS USA MIDWE	FIXED EQUIPMENT REPAIR	\$ 1,248.00
RFID SOLUTIONS	TECHNOLOGY MAINT/SUPPORT	\$ 10,000.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 300.00
LIBRARY COPIERS	RENTALS AND LEASES	\$ 165.30
XEROX CORPORATION	RENTALS AND LEASES	\$ 1,184.37
LIBRARY COPIERS	NON-CITY SERVICE	\$ (165.30)
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$ 304.00
G & K SERVICES	NON-CITY SERVICE	\$ 108.00
LAWNPRO	NON-CITY SERVICE	\$ 1,353.75
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 4,804.82
CH ISSUES	OFFICE SUPPLIES	\$ 7.50
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 44.98
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 6.20
BANK OF AMERICA	OFFICE SUPPLIES	\$ 479.67
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 120.02
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 405.50
BANK OF AMERICA	CLEANING SUPPLIES	\$ 62.76

**Library Claims**  
**December 1, 2016 - December 31, 2016**

BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 510.45
	<b>Total Administration</b>	<b>\$ 75,979.26</b>
<b>Operations Services</b>		
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 10,119.63
PAYROLL SUMMARY	MEDICARE FICA	\$ 146.75
PAYROLL SUMMARY	FICA	\$ 627.39
PAYROLL SUMMARY	IPERS	\$ 903.71
PAYROLL SUMMARY	WORKERS COMP	\$ 90.99
	<b>Total Operations Services</b>	<b>\$ 11,888.47</b>
<b>Resource Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 20,410.22
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 502.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 95.35
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,602.08
PAYROLL SUMMARY	MEDICARE FICA	\$ 284.86
PAYROLL SUMMARY	FICA	\$ 1,218.03
PAYROLL SUMMARY	IPERS	\$ 1,867.44
PAYROLL SUMMARY	WORKERS COMP	\$ 32.79
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 504.51
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 22.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 345.11
QUILL CORP	EQUIPMENT PARTS/SUPPLIES	\$ 249.00
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 243.90
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 22.40
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$ 76.25
OVERDRIVE	ELECTRONIC LICENSES	\$ 2,762.50
ENCYCLOPAEDIA BRITANNICA	ELECTRONIC LICENSES	\$ 2,150.00
LIB 12/19/16	PERIODICALS	\$ (1,194.18)
DES MOINES REGISTER	PERIODICALS	\$ 262.13
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 4,625.29
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 36.90
AMAZON	YOUTH COLLECTION	\$ 1,336.29
MIDWEST TAPE	YOUTH COLLECTION	\$ 766.41
BOOK FARM INC	YOUTH COLLECTION	\$ 3,628.02
ABDO SPOTLIGHT MAGIC WAGO	YOUTH COLLECTION	\$ 49.90
BEARPORT PUBLISHING COMPA	YOUTH COLLECTION	\$ 646.20
AMAZON	AUDIO-VISUAL COLLECTION	\$ 315.52
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,736.95
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 5,066.82
WAPSIPINICON ALMANAC	ADULT PRINT COLLECTION	\$ 9.00
AMAZON	ADULT PRINT COLLECTION	\$ 487.91
GALE GROUP	ADULT PRINT COLLECTION	\$ 284.88

**Library Claims**  
**December 1, 2016 - December 31, 2016**

ROMERO, DIANE	REFUNDS	\$ 48.73
JONES, SUSAN	REFUNDS	\$ 38.00
	<b>Total Resource Services</b>	<b>\$ 56,581.21</b>
<b>Youth Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 33,857.16
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 173.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 149.61
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,903.06
PAYROLL SUMMARY	MEDICARE FICA	\$ 474.80
PAYROLL SUMMARY	FICA	\$ 2,030.23
PAYROLL SUMMARY	IPERS	\$ 3,038.90
PAYROLL SUMMARY	WORKERS COMP	\$ 43.59
BRAMMER, RICK EUGENE	OUTSIDE PROF SERV	\$ 1,000.00
NOVEMBER POSTAGE CHGS	POSTAGE/FREIGHT	\$ 0.90
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 28.45
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$ 57.84
TAX RFND WALMART PCARD R	SPECIAL PROJECT SUPPLIES	\$ (0.27)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 126.03
	<b>Total Youth Services</b>	<b>\$ 43,958.30</b>
<b>Adult Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 34,835.52
PAYROLL SUMMARY	IPERS DISABILITY	\$ 155.86
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,203.80
PAYROLL SUMMARY	MEDICARE FICA	\$ 488.86
PAYROLL SUMMARY	FICA	\$ 2,090.23
PAYROLL SUMMARY	IPERS	\$ 3,110.80
PAYROLL SUMMARY	WORKERS COMP	\$ 41.78
	<b>Total Adult Services</b>	<b>\$ 45,996.85</b>
<b>Customer Account Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 37,382.44
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 148.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 180.77
PAYROLL SUMMARY	LIFE INSURANCE	\$ 92.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,566.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 520.94
PAYROLL SUMMARY	FICA	\$ 2,227.61
PAYROLL SUMMARY	IPERS	\$ 3,351.46
PAYROLL SUMMARY	WORKERS COMP	\$ 47.37
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROF SERV	\$ 284.98
NOVEMBER POSTAGE CHGS	POSTAGE/FREIGHT	\$ 1,104.42
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 20.20

**Library Claims**  
**December 1, 2016 - December 31, 2016**

STARK, SARAH	TRAVEL/MEETINGS	\$ 4.18
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 12.24
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 349.05
BANK OF AMERICA	OFFICE SUPPLIES	\$ 387.57
	<b>Total Customer Account Services</b>	<b>\$ 49,680.11</b>
	<b>GRAND TOTAL:</b>	<b>\$ 284,084.20</b>
		<i>Jan. 19, 2017</i>
<b>Jane Acker, President</b>	<b>Kyle Briese, Vice President</b>	<b>Date</b>

2015/16 Ames Public Library General Fund Expenditure Comparisons

Dec 31, 2016

6 month = 50%

Year-to-Year Expenditure Comparisons

	YTD 2015/16	YTD 2016/17	% Change from 2015/16
Totals by Category:			
Personnel Services	\$ 1,072,861	\$ 1,077,784	0.5%
Employee Benefits	352,084	350,170	-0.5%
Internal Services	27,130	25,967	-4.3%
Contractual	248,183	223,181	-10.1%
Commodities	37,017	33,170	-10.4%
Collection	240,617	238,733	-0.8%
Capital	2,910	-	0.0%
Other	397	442	11.3%
Capital over 5,000	-	-	
<b>Total</b>	<b>\$ 1,981,199</b>	<b>\$ 1,949,447</b>	<b>-1.6%</b>

Expense-Budget Comparisons

	YTD 2016/17	Budget* 2016/17	% of Total Budget Spent
\$ 1,077,784	\$ 2,215,082	48.7%	
350,170	767,771	45.6%	
25,967	153,272	16.9%	
223,181	477,959	46.7%	
33,170	73,790	45.0%	
238,733	444,321	53.7%	
-	-	0.0%	
442	700	63.1%	
-	-	0.0%	
<b>\$ 1,949,447</b>	<b>\$ 4,132,895</b>	<b>47.2%</b>	

YTD 2015/16 YTD 2016/17 % Change from 2015/16

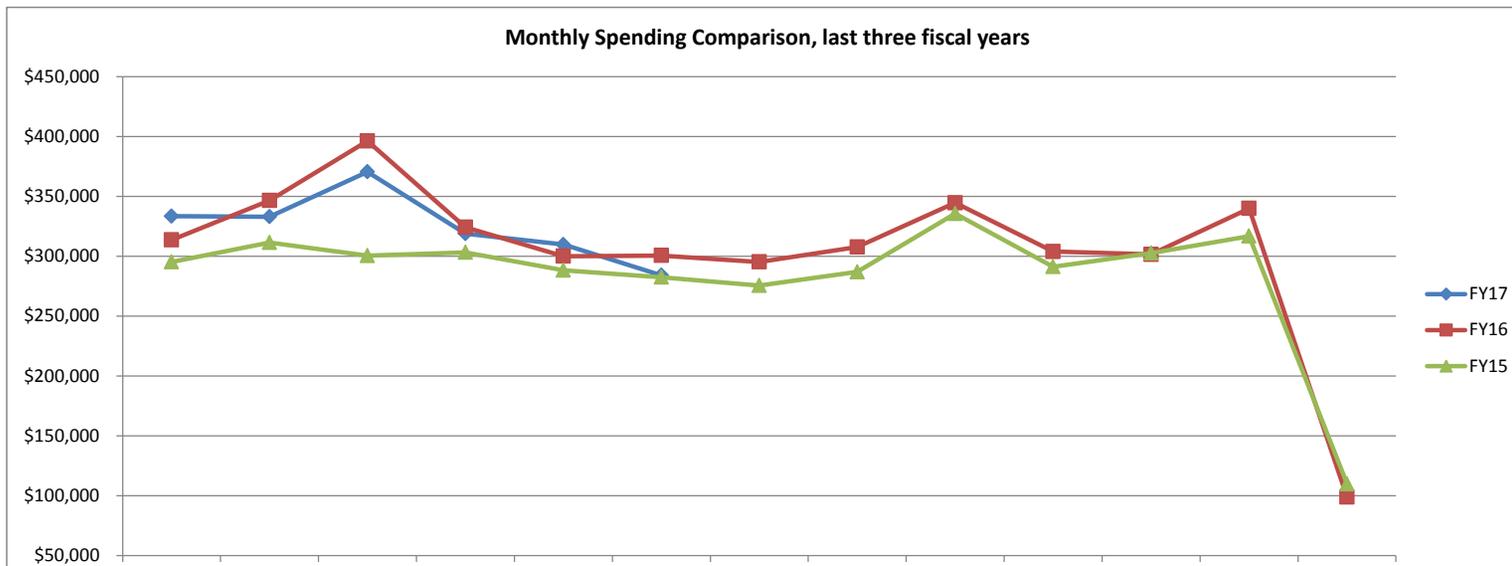
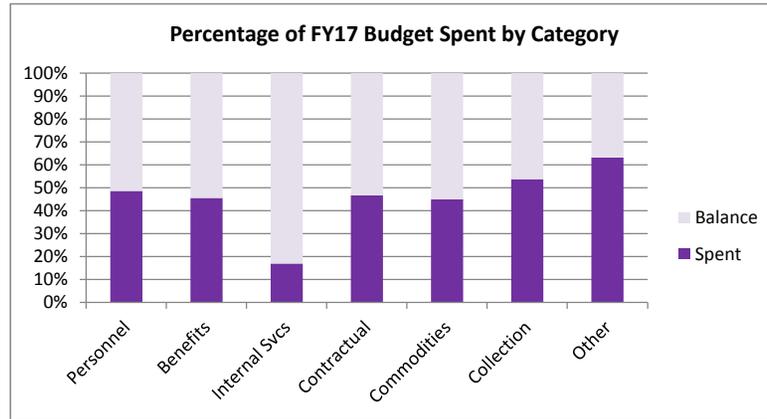
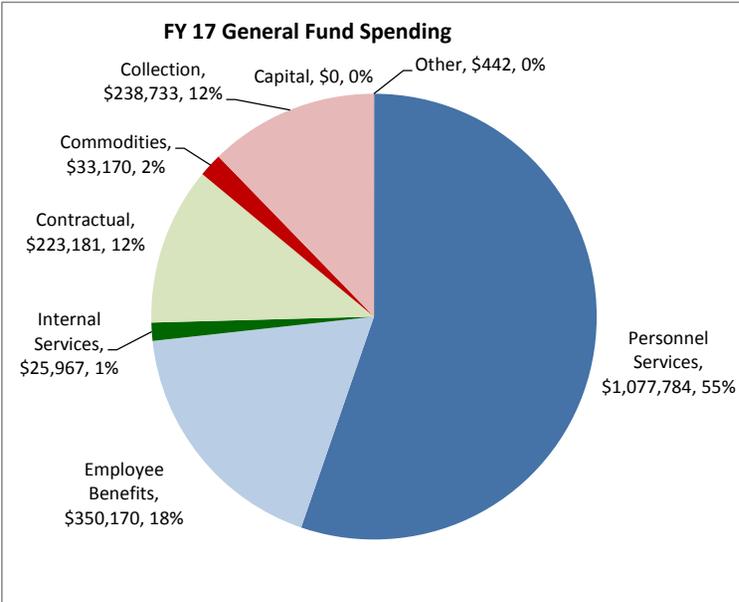
	YTD 2015/16	YTD 2016/17	% Change from 2015/16
Totals by Division:			
Administration	\$ 567,100	\$ 543,875	-4.1%
Operations	122,726	111,132	-9.4%
Resource Services	445,686	447,615	0.4%
Youth Services	279,719	281,635	0.7%
Adult Services	277,016	271,583	-2.0%
Customer Account Services	288,952	293,606	1.6%
<b>Grand Total</b>	<b>\$ 1,981,199</b>	<b>\$ 1,949,446</b>	<b>-1.6%</b>

YTD 2016/17 Budget\* 2016/17 Division % of Grand Total

	YTD 2016/17	Budget* 2016/17	Division % of Grand Total
\$ 543,875	\$ 1,264,011	27.90%	
111,132	264,554	5.70%	
447,615	836,131	22.96%	
281,635	587,242	14.45%	
271,583	575,205	13.93%	
293,606	605,752	15.06%	
<b>\$ 1,949,446</b>	<b>\$ 4,132,895</b>	<b>100.00%</b>	

\* Adopted Budget

The Adjusted Budget appear in April, after City Council holds hearings and formally adopts 2016/17 adjustments and 2017/18 requests.



## **Meeting Rooms and Study Rooms Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 19, 2017**

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

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Jane Acker, President

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Kyle Briese, Vice President



# Meeting Rooms and Study Rooms Policy

Section: Library Resources

Approved: 8/21/1996

Reviewed: 2/20/2003

Revised: 3/25/2004, 8/18/2005, 7/20/2006, 10/15/2009, 4/19/2012, 5/15/2014, 8/21/2014, 1/19/2017

Ames Public Library offers meeting rooms and study rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

## Scheduling and Use Priorities

1. Elections (Ames Public Library is a designated polling place)
2. Library programs and activities
3. Ames Public Library Friends Foundation
4. City of Ames programs and activities
5. General public

### General Guidelines for Use

~~• All gatherings must be free and open to the public except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups. Exceptions to this may be made at the discretion of the Library Director.~~

Allocation of Library meeting rooms and study rooms may be adjusted at staff discretion.

## **Guidelines for Meeting Room Use**

- Library meeting rooms are available for educational, informational, or cultural meetings **during the hours the Library is open.**
- ~~All gatherings must be free and open to the public except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups. Exceptions to this may be made at the discretion of the Library Director.~~
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
- **One sign (no larger than 11" x 17") indicating the meeting time, date, and location may be taped to a window or glass wall in a meeting room during the time the room is reserved.**
- **Nothing may be taped to non-glass walls.**
- **Interior-facing items may be taped to windows or glass walls, but cannot obstruct staff's ability to monitor the room for security purposes.**
- **Rooms may be rearranged, as needed, but are to be returned to their original configuration and condition and all signs and adhesives must be removed at the end of each meeting.**
- **Groups are limited to two meeting room reservations per month.**

## Guidelines for Study Room Use

- Library study rooms are available for use by individuals and by small groups.
- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.
- Study rooms may not be scheduled in advance. ~~are not available for use as scheduled class rooms or study space by educational institutions.~~

## ~~Scheduling and Use Priorities~~

- ~~1. Elections (Ames Public Library is a designated polling place)~~
- ~~2.1. Library programs and activities~~
- ~~3.1. Ames Public Library Friends Foundation~~
- ~~4.1. City of Ames programs and activities~~
- ~~5.1. General public~~

## Conduct and Liability

- The Library's policy on Conduct in the Library applies to use of the meeting rooms and study rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising from the use of these facilities.
- Failure to abide by Library policies and procedures may result in denial of future meeting room and study room requests.
- If the Library Director deems that, in the interest of public safety, additional security is required for an event, the cost of such security shall be borne by the group(s) or individual(s) reserving the room.

## 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:

["Library Bill of Rights"](#)

["Meeting Rooms: An Interpretation of the Library Bill of Rights"](#)



# Meeting Rooms and Study Rooms Policy

Section: Library Resources

Approved: 8/21/1996

Reviewed: 2/20/2003

Revised: 3/25/2004, 8/18/2005, 7/20/2006, 10/15/2009, 4/19/2012, 5/15/2014, 8/21/2014, 1/19/2017

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Ames Public Library offers meeting rooms and study rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

## Scheduling and Use Priorities

1. Elections (Ames Public Library is a designated polling place)
2. Library programs and activities
3. Ames Public Library Friends Foundation
4. City of Ames programs and activities
5. General public

Allocation of Library meeting rooms and study rooms may be adjusted at staff discretion.

## Guidelines for Meeting Room Use

- Library meeting rooms are available for educational, informational, or cultural meetings during the hours the Library is open.
- All gatherings must be free and open to the public except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups. Exceptions to this may be made at the discretion of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
- One sign (no larger than 11" x 17") indicating the meeting time, date, and location may be taped to a window or glass wall in a meeting room during the time the room is reserved.
- Nothing may be taped to non-glass walls.
- Interior-facing items may be taped to windows or glass walls, but cannot obstruct staff's ability to monitor the room for security purposes.
- Rooms may be rearranged, as needed, but are to be returned to their original configuration and condition and all signs and adhesives must be removed at the end of each meeting.
- Groups are limited to two meeting room reservations per month.

## Guidelines for Study Room Use

- Library study rooms are available for use by individuals and by small groups.
- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.

- Study rooms may not be scheduled in advance.

## **Conduct and Liability**

- The Library’s policy on Conduct in the Library applies to use of the meeting rooms and study rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising from the use of these facilities.
- Failure to abide by Library policies and procedures may result in denial of future meeting room and study room requests.
- If the Library Director deems that, in the interest of public safety, additional security is required for an event, the cost of such security shall be borne by the group(s) or individual(s) reserving the room.

## **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:

[“Library Bill of Rights”](#)

[“Meeting Rooms: An Interpretation of the Library Bill of Rights”](#)



# Programs Policy

Section: Library Resources

Approved: 6/23/2004

Reviewed: [1/19/2017](#)

Revised: 10/10/2005, 10/19/2006, 9/18/2008, 8/16/2012, 12/17/2015

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Ames Public Library offers programs to further its mission, “Ames Public Library – We connect you to the world of ideas.”

Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at the Bookmobile, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, film showings, interactive presentations, lectures, panel discussions, performances, puppet shows, readings, storytimes, tours, training sessions, tutorials, and workshops.

The purpose of Library programming is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current interest
- Foster cultural awareness and civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

## Programming Partnership

The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library’s mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library’s role includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion, and offering supplementary Library resources.

## Content

The Library’s goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Program content is determined by the presenters.

The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.

Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.

## **Charges, Sales, and Fundraising**

All Library programs will be offered free of charge. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote his or her specific business interest. No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library by the Ames Public Library Friends Foundation or the Library itself, and
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director.

## **Attendance**

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions.

- Attendance may be limited if the number of participants reaches the room capacity established by the Ames Fire Department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age.

Note: In the case of film programs, the Motion Picture Association of America ratings may be provided for information only. It is the responsibility of parents or legal guardians, not Ames Public Library staff, to guide their own children's use of the library and its resources and services.

## **Evaluation**

Programs will be evaluated based on data collected from the audience, program partner(s), and staff.

## **Expressions of Concern**

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously, as detailed in the [Expressions of Concern Policy](#).

## **References**

This policy has been developed in concert with the following American Library Association Guidance Documents:

[Libraries: An American Value](#)

[Library Bill of Rights](#)

Interpretations of the *Library Bill of Rights*: "[Library-initiated Programs as a Resource](#)," "[Access to Library Resources and Services for Minors](#)" and "[Freedom to View Statement](#)."



# Display Spaces Policy

Section: Library Resources

Approved: 5/21/2009

Reviewed:

Revised: 10/21/2010, 03/21/2013, 08/21/2014, 09/17/2015

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Ames Public Library offers display spaces to connect Library visitors to the world of ideas. Display space will be made available regardless of the beliefs or affiliations of the individual or group requesting its use.

## Content

Materials displayed or distributed in the Library reflect the views of the exhibitor. Posting of any materials in the Library does not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The Library reserves the right to accept, reject, or request modifications to any display materials.

Political campaign signs cannot be displayed, per [Iowa Code](#).

## Fees and Liability

There is no charge for the use of display space and no fees may be charged to view displays in the Library.

Ames Public Library assumes no responsibility for the preservation protection, damage, or theft of displayed materials, art exhibits, or loaned works of art.

Any damage to Library property caused by the installation, removal, or display of the artwork will be the sole responsibility of the artist.

## Scheduling

The scheduling of displays for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over the scheduling of displays for other individuals or groups.

## Display Units

Space may be provided for items of an informational, educational, cultural, civic, or recreational nature. Commercial publications that are solely comprised of advertising are not allowed.

### Brochure Racks:

Library-provided display racks hold brochures and multi-copy informational handouts. Items must be submitted to the Welcome Desk for consideration.

### Free-Standing Display Cases:

Library-provided free-standing display cases may be utilized exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation with the approval of the Library Director.

### **Floor Space:**

Floor spaces may be utilized for temporary free-standing displays exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation with the approval of the library director.

### **Wall-Mounted Display Cases**

Specific display cases have been designated for flyers and posters that provide information about community events such as programs, meetings, performances, leisure activities, and educational opportunities. All items must be identified with the name of sponsoring person or organization, time, and date of event.

### **General Guidelines:**

- Items must be submitted to the Welcome Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Ames Public Library personnel.
- Preference will be given to items no larger than 8½”x 11”. Larger items will be considered as space allows.
- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.
- All materials shall include contact information of the organization or individual requesting a display.
- Materials NOT accepted for posting include:
  - items that omit essential information such as date, place, time or cost of admission
  - items so large in size that they exclude posting of other items
  - petitions
- Some materials will not be posted in the display cases, but may be submitted for posting on a bulletin board in Literary Grounds, including:
  - items promoting a continuing service
  - miscellaneous postings that include, but are not limited to:
    - items for sale
    - roommate wanted
    - advertisements for lessons (music, martial arts, tutoring, etc.) or services (babysitting, painting, lawn care, etc.)

### **Art Exhibit Spaces**

Art exhibits in designated spaces provide a chance for artists and craftspeople to display their own artwork within the limits of the space, with an understanding that the space is used regularly by people of all ages.

Applications to display art may be submitted to Ames Public Library’s Administration Office. Applications will be approved by the Library Director, based on input from the Art Committee and staff, availability of space, and suitability of the exhibit for the space and audience. Preference may be given to local artists; artwork with a connection to libraries, items in the Library’s collection, Ames, Iowa, or current events; and artists who have not already exhibited their artwork at Ames Public Library.

The Library will not engage in selling or negotiating for the sale of artwork on behalf of an artist. However, the artist's name and contact information may be displayed with the artwork.

## 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 guidance documents:

[Library Bill of Rights](#)

["Exhibit Spaces and Bulletin Boards, An Interpretation of the Library Bill of Rights"](#)

[Iowa Code §68A.406](#) Campaign Signs – Yard Signs

2. a. Campaign signs shall not be placed on any of the following:

- (1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state, including all property considered the public right-of-way. (...)
- (3) On any property without the permission of the property owner or lessee.

**Revised FY18 Budget Request**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 19, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revised budget request for fiscal year 2017/18.

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Jane Acker, President

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Kyle Briese, Vice President

**Background:** Last month the Board approved the 2016/17 budget adjustments and 2017/18 requests that were submitted to City Administration. The 2017/18 request included increases for collection spending, custodial services, overtime expenses, and the intern program. Library staff also verbally requested permission to increase the Client Support Technician position from three-quarter time (.75 FTE) to full time (1 FTE).

On December 20, City Council adopted a resolution approving “the 0.25 FTE increase at the Ames Public Library (...) effective immediately, with the respective budget changes to be confirmed as part of the Council’s upcoming budget hearings (...)”

Salary and benefits expenses for the three-quarter-time position were already included in the current year’s budget, and salary savings from the vacancy that has existed since the end of August will cover the remainder of this fiscal year. Additional expenses only affect the future year request, therefore, changing it from an increase of 3.47 percent to 3.97 percent. The revised budget summary appears below.

ACCOUNT DESCRIPTION	2015/16 ACTUAL	2016/17 ADOPTED	2016/17 WITH C/O's	2016/17 ADJUSTED	2017/18 REQUESTED	Y-T-D ACTUAL
GENERAL FUND						
LIBRARY						
* ADMINISTRATION	1,216,766	1,264,011	1,264,011	1,225,439	1,272,541	468,559
* OPERATIONS SERVICES	252,697	264,554	264,554	264,884	269,761	99,243
* RESOURCE SERVICES	821,094	836,131	836,131	849,884	877,127	400,090
* YOUTH SERVICES	550,817	587,242	587,242	600,243	631,189	237,677
* ADULT SERVICES	553,694	575,205	575,205	563,026	593,289	225,586
* CUSTOMER ACCOUNT SERVICES	577,800	605,752	605,752	601,138	632,250	243,947
** LIBRARY	3,972,868	4,132,895	4,132,895	4,104,614	4,276,157	1,675,102
*** GENERAL FUND	3,972,868	4,132,895	4,132,895	4,104,614	4,276,157	1,675,102
	3,972,868	4,132,895	4,132,895	4,104,614	4,276,157	1,675,102
				-68%	3.47%	

**Requested Action:** Staff requests Board approval of the revised budget request for fiscal year 2017/18, which will be presented to City Council in early February.

**Revised Agreement with Ames Public Library Friends Foundation**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 19, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revised agreement between Ames Public Library Board of Trustees and Ames Public Library Friends Foundation as presented/amended.

\_\_\_\_\_  
Jane Acker, President

\_\_\_\_\_  
Kyle Briese, Vice President

**Agreement  
Between ~~the~~  
-Ames Public Library Board of Trustees  
and ~~the~~ Ames Public Library Friends Foundation**

**1. Background**

~~On January 1, 2011, the Friends of the Ames Public Library officially dissolved to merge with the Ames Public Library Foundation. The merger was made official at that time by the Iowa Secretary of State under the name Ames Public Library Friends Foundation (APLFF). The articles of merger from the Secretary of State are on file at the library. APLFF now operates under the IRS The Ames Public Library Friends Foundation (APLFF) is a 501(c)(3) and federal tax identification number of the former Ames Public Library Foundation entity incorporated in the State of Iowa. The purpose of APLFF ~~remains the same as the former Friends and Foundation organizations, which~~ is to operate exclusively for the public benefit of ~~the~~ Ames Public Library (APL or Library).~~

**2. Purpose**

~~The Ames Public Library Friends Foundation~~ APLFF provides an ongoing, tax-exempt, not-for-profit repository for the accumulation of funds in support of the ~~Ames Public~~ Library. These funds may be used for capital improvements to the Library, for a fund for meeting short-term budget contingencies, special projects of the Library, or for an endowment fund. This support is considered to be in addition to the continuing tax-support responsibilities of the City of Ames and other funding jurisdictions. APLFF will also be prepared to organize and conduct ~~fund-raising~~ efforts initiated or ~~endorsed~~ by the Library ~~APL~~ Board of Trustees. APLFF will not attempt to define the needs of the Library; ~~but rather,~~ it will respond as appropriate to those needs defined by the Library Board of Trustees.

**3. Goals**

The goals of ~~the~~ APLFF shall include the following:

- a. To establish a financially secure investment fund for the receipt of gifts for the benefit of the ~~Ames Public~~ Library.
- b. To promote deferred giving in support of the Library through estate planning, life insurance beneficiary designation, trusts and other mechanisms.
- c. To develop broad recognition in the community that will serve as a base of support for future fundraising efforts.
- ~~e.~~ d. To ensure that contributions are used in accordance with donors' specifications.

**3.4. ~~Fundraising Objectives~~ Responsibilities**

- a. In support of the actions of the Library Board of Trustees, ~~the~~ APLFF will conduct public fundraising efforts, will maintain bank accounts and other investments, may establish and operate endowment and trust funds, and will

respond to requests for funding from the Library Board of Trustees within the ability of ~~the~~ APLFF.

b. APLFF will be responsible for determining the extent to which its fundraising is feasible within the community.

c. APLFF may utilize funds to support its reasonable operational requirements.

d. APLFF utilizes LibraryAPL resources to achieve its objectives; usage of such resources and compensation related thereto are governed by a Memorandum of Understanding executed between the Library APL Board of Trustees and APLFF.

~~b.~~

**4.5. Relationship to the Board of Trustees**

Although APLFF exists as an independent fundraising body, the purposes for which those funds are solicited and the timing and nature of fundraising activities are to be determined by the Library Board of Trustees ~~of the Ames Public Library~~. Two members of the Library Board ~~of Trustees~~ serve on the APLFF Board of Directors and a regular liaison is established between the two boards. The APLFF Board of Directors ~~of APLFF~~ recognizes the role of the Library Board of Trustees as the body responsible for the operations of the ~~Ames Public Library~~Library, the establishment of Library policy and the development of plans and budgets for the Library. The Library Board will use the funds in accordance with the corresponding specified needs.

**5.6. Duration of the Agreement**

This agreement shall take effect immediately and shall replaces the previous agreement executed October 20, 2011. This agreement ~~and will shall~~ stay in force in perpetuity, or upon the dissolution of either entity. ~~The~~This agreement may be revised at any time, but shall be reviewed by both parties at least every three years.

Approved by the Ames Public Library Board of Trustees at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, ~~2011~~2017.

~~Dudley Lockett~~Jane Acker, President, ~~of the Ames Public Library~~Ames Public Library Board of Trustees—  
\_\_\_\_\_ Date

Approved by the Ames Public Library Friends Foundation Board of Directors at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, ~~2011~~2017.

~~Roger Kluesner~~Jon Sargent, President, ~~of the Ames Public Library Foundation~~Ames Public Library Friends Foundation—Board of Directors — \_\_\_\_\_ Date

# **Agreement Between Ames Public Library Board of Trustees and Ames Public Library Friends Foundation**

## **1. Background**

Ames Public Library Friends Foundation (APLFF) is a 501(c)(3) entity incorporated in the State of Iowa. The purpose of APLFF is to operate exclusively for the public benefit of Ames Public Library (Library).

## **2. Purpose**

APLFF provides an ongoing, tax-exempt, not-for-profit repository for the accumulation of funds in support of the Library. These funds may be used for capital improvements to the Library, for a fund for meeting short-term budget contingencies, special projects of the Library, or for an endowment fund. This support is considered to be in addition to the continuing tax-support responsibilities of the City of Ames and other funding jurisdictions. APLFF will also be prepared to organize and conduct fundraising efforts initiated or endorsed by the Library Board of Trustees. APLFF will not attempt to define the needs of the Library; rather, it will respond as appropriate to those needs defined by the Library Board of Trustees.

## **3. Goals**

The goals of APLFF shall include the following:

- a. To establish a financially secure investment fund for the receipt of gifts for the benefit of the Library.
- b. To promote deferred giving in support of the Library through estate planning, life insurance beneficiary designation, trusts and other mechanisms.
- c. To develop broad recognition in the community that will serve as a base of support for future fundraising efforts.
- d. To ensure that contributions are used in accordance with donors' specifications.

## **4. Responsibilities**

- a. In support of the actions of the Library Board of Trustees, APLFF will conduct public fundraising efforts, will maintain bank accounts and other investments, may establish and operate endowment and trust funds, and will respond to requests for funding from the Library Board of Trustees within the ability of APLFF.
- b. APLFF will be responsible for determining the extent to which its fundraising is feasible within the community.
- c. APLFF may utilize funds to support its reasonable operational requirements.
- d. APLFF utilizes Library resources to achieve its objectives; usage of such resources and compensation related thereto are governed by a Memorandum of Understanding executed between the Library Board of Trustees and APLFF.

**5. Relationship**

Although APLFF exists as an independent fundraising body, the purposes for which those funds are solicited and the timing and nature of fundraising activities are to be determined by the Library Board of Trustees. Two members of the Library Board serve on the APLFF Board of Directors and a regular liaison is established between the two boards. The APLFF Board of Directors recognizes the role of the Library Board of Trustees as the body responsible for the operations of the Library, the establishment of Library policy and the development of plans and budgets for the Library. The Library Board will use the funds in accordance with the corresponding specified needs.

**6. Duration of the Agreement**

This agreement shall take effect immediately and shall replace the previous agreement executed October 20, 2011. This agreement shall stay in force in perpetuity or upon the dissolution of either entity. This agreement may be revised at any time, but shall be reviewed by both parties at least every three years.

Approved by the Ames Public Library Board of Trustees at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jane Acker, President, Ames Public Library Board of Trustees Date

Approved by the Ames Public Library Friends Foundation Board of Directors at its meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Jon Sargent, President, Ames Public Library Friends Foundation Board of Directors Date

**Book Sale Agreement**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 19, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves the updated book sale agreement between Ames Public Library Friends Foundation and Ames Public Library Board of Trustees as presented/amended.

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Jane Acker, President

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Kyle Briese, Vice President

**Agreement between  
Ames Public Library Friends Foundation  
and  
Ames Public Library Board of Trustees**

~~The~~ Ames Public Library Friends Foundation (APLFF) does hereby agree to assume responsibility for the ~~semi-annual~~ sale of books which have been donated to or ~~withdrawn~~~~discarded~~ from ~~the~~ Ames Public Library (the Library). Books that are withdrawn from the Library's collections will be purchased as allowed under Iowa Code Section 256.51(I). ~~In exchange for assuming this responsibility, the Ames Public Library Friends Foundation- APLFF~~ will receive all money realized from the sale of these books. ~~The Ames Public Library Friends Foundation and~~ agrees to use the money net income from such sales in consultation with the Ames Public Library Board of Trustees or its designee.

It is further agreed that either party may terminate this agreement after providing the other party with at least 60 days written notice. ~~the Library Board of Trustees can resume full responsibility for the sale of donated or discarded library books and regain receipt of all money realized from the sale of the books after giving the Ames Public Library Friends Foundation 60 days written notification.~~

It is further agreed that ~~the Ames Public Library Friends Foundation can return responsibility for the sale of donated or discarded library books and money that is realized from such sale to the Board of Trustees of the Ames Public Library after giving the Board of Trustees 60 days written notification.~~

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
~~Dudley Lueket~~Jane Acker, President  
Ames Public Library Board of Trustees

Signed \_\_\_\_\_ Dated \_\_\_\_\_  
~~Roger Kluesner~~Jon Sargent, President  
Ames Public Library Friends Foundation

**Agreement between  
Ames Public Library Friends Foundation  
and  
Ames Public Library Board of Trustees**

Ames Public Library Friends Foundation (APLFF) does hereby agree to assume responsibility for the sale of books which have been donated to or withdrawn from Ames Public Library (the Library). Books that are withdrawn from the Library's collections will be purchased as allowed under Iowa Code Section 256.51(1). APLFF will receive all money realized from the sale of these books and agrees to use the net income in consultation with the Ames Public Library Board of Trustees or its designee.

It is further agreed that either party may terminate this agreement after providing the other party with at least 60 days written notice.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Jane Acker, President  
Ames Public Library Board of Trustees

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Jon Sargent, President  
Ames Public Library Friends Foundation