

**Ames Public Library Board of Trustees  
Agenda – March 23, 2017  
Dale H. Ross 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 January 19, 2017
- 3) Motion approving minutes of the Executive Committee Meeting of February 24, 2017
- 4) Motion approving payment of claims 1/1/2017 – 1/31/2017
- 5) Motion approving payment of claims 2/1/17 – 2/28/17

**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.)

**Board Education**

- 6) Staff Survey Analysis – Dr. Kathy Hanisch and APL Interns

**Activity Reports**

- 7) Ames Public Library & Ames Public Library Friends Foundation (APLFF) Joint Donor Recognition Committee (Discussion)
- 8) APLFF Representatives -- Acker, Butler
- 9) Director Evaluation Committee – Acker, Glatz, Rohret
- 10) Nominating Committee – Campbell, Marshall
- 11) Strategic Planning – Carey
- 12) Administration – Carey

**Policy Review**

- 13) Display Spaces (Action Item)

**New Business**

- 14) Penguin Random House Foundation's Library Award for Innovation (Action Item)
- 15) Art Acquisitions (Action Items)
  - a) Proposal from Stewart Buck
  - b) Donations from Pat and Judy Kavanaugh
- 16) Director's Performance Evaluation
  - a) Review of Director Performance Evaluation Committee's Report (Closed Session Requested)
  - b) Discussion with Library Director (Closed Session Requested)
  - c) Director's Salary for Fiscal Year 2017/18 (Action Item)
- 17) Election of Officers (Action Item)

**Recognition of Retiring Trustee**

**Trustee Comments**

**Adjournment**

Next regular meeting: Thursday, April 20, 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 MARCH 23, 2017**

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

- 1) In memory of Susan Anwar from:
  - a. Anonymous..... \$80.00
  - b. Wanda Button..... \$50.00
  - c. Lynne Carey and Navid Emami ..... \$50.00
  - d. Robert and Rebecca Musselman ..... \$50.00
  - e. Phyllis and David Prichard..... \$100.00
  - f. Jeanne and James Roth..... \$25.00
  - g. Rebecca Shivvers..... \$50.00
  - h. Sarah Stark..... \$25.00
  - i. Heather Withers..... \$100.00
- 2) In memory of Delores Brown from:
  - a. Ann Campbell..... \$50.00
  - b. Lynne Carey and Navid Emami ..... \$20.00
  - c. Rachel Crawford..... \$20.00
  - d. Joseph and Elizabeth Diana ..... \$50.00
  - e. Donald Good and Nancy Hibbs-Good ..... \$100.00
  - f. Hanna and David Gradwohl ..... \$25.00
  - g. Sandra and Richard Horton..... \$25.00
  - h. Barbara and Robert Kennedy..... \$50.00
  - i. Helen McRoberts..... \$50.00
  - j. Catherine and James Mollner..... \$25.00
  - k. Anita Nichols..... \$20.00
  - l. Susan Oriolo..... \$25.00
  - m. Julie Ostrem ..... \$25.00
  - n. Patricia Post ..... \$50.00
  - o. Dorothy Rust..... \$50.00
  - p. Sherry and Terry Smay ..... \$25.00
  - q. Curran and Anne Swift ..... \$25.00
  - r. Terry Wahls and Jacqueline Reger ..... \$50.00
- 3) In memory of John Imsande from Marcia Thompson for Project Smyles..... \$50.00
- 4) In honor of Herb Harmison from Kay and Roger Berger ..... \$100.00
- 5) From Nancy Franz ..... 1 book
- 6) From Mary Jane Johnson ..... \$200.00
- 7) From Sharon Reilly in appreciation for tax assistance ..... \$50.00
- 8) From Bonnie Smith ..... \$35.00

9) From the Story County Genealogical Society for genealogy books .....\$163.20

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Jane Acker, President

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John Linch, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
January 19, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 19, 2017 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Butler, Campbell, Glatz, Marshall, and Library Director Carey in attendance. Briese arrived later. Linch and Rohret were excused.

**Call to Order:** Board President Acker called the meeting to order at 7:01 p.m.

**Consent Agenda:**

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

**1) Resolution No. 2017-L001 accepting donations:**

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

**2) Motion approving minutes of the regular meeting of December 15, 2016**

**3) Motion approving payment of claims 12/1/2016 – 12/31/2016**

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

**Public Forum:** None.

**Ames Public Library Friends Foundation (APLFF) Report:** Trustee Butler stated that the Board met on January 12. It learned that the winter campaign brought in \$37,967 in donations from 400 households. The Teen Advisory Group, which will be hosting its Annual Yule Ball on January 21, was commended for its high level of involvement and programming. A new Document Retention and Destruction Policy was approved. The Finance Committee met with Julie Waters for a review of APLFF’s insurance and is working hard to make sure that donor intent is honored. The Sales Committee reported income of approximately \$4,200 in December and will be offering free pocket paperbacks the third weekend of each month. The Fundraising Committee is working on a spring Author Café and working on expanding its use of electronic communications for holiday greetings and other announcements. Butler also said that former Library Trustee Jennie LeGates was approved to replace Jane Johnson on the Board.

**Director Evaluation Committee:** Acker stated that the committee (Acker, Glatz, and Rohret) had held its first meeting and sent a Director Evaluation form out to Carey’s direct reports and the City Manager. The forms are to be completed and returned by January 30.

**Strategic Planning Report:** Carey advised the Board of the status of some of the strategic activities, including:

- the grand opening of the bookmobile stop on campus, which took place on January 12;

- a new bookmobile stop at Ames High School and plans underway to add one at Ames Middle School;
- construction on the WOW Wall, the physical elements of which are up; and
- work on augmenting staff, including continued progress with the Intern Program, the possibility of having two AmeriCorps volunteers for summer and fall, and hopes that the Library's helper from a federal job program for seniors will be able to continue on.

The trustees were interested in knowing how the core competencies would be put to use and expressed interest in learning more about them at a future meeting.

**Administration Report:** Carey stated that a lot of effort has been put into the "Talk Race" program that will be held on January 28 to help people get more out of the upcoming appearance of Ta-Nehisi Coates at Iowa State. Structured opportunities will allow participants to explore issues of race and start conversations. "Talk Race" was a collaborative effort involving the Library, Ames Human Relations Commission, Ames Progressive Alliance, the ISU Office of Diversity, NAACP, and RunDSM.

Carey said that she and Kay Marner will be going to the American Library Association Midwinter Conference in Atlanta on January 20, where they will accept an Innovative Library Award for the Small Talk program. She said a press release will be issued later in the week.

Carey updated the trustees on personnel matters, noting that she has been involved in interviewing for Library interns and a new Assistant City Attorney. She said interviews are being scheduled for someone to fill the Adult Services Library Assistant position and the two other open positions are on hold for the time being because the City's Human Resources Department is currently short staffed.

The Library's final budget meeting with City Administration took place earlier in the month, and Carey said the City Manager thanked the trustees for their participation in the process. He was pleased that the Library's adjusted budget was lower than adopted and that the request for next year is reasonable. Carey said the requests will be presented to City Council on February 7.

Briese arrived at 7:15 p.m.

**Second Quarter Financial Reports:** Trustee Briese directed attention to the charts on page 13 of the packet. He said three-quarters of the Library's expenditures support people, as the pie chart shows; the bar chart indicates that halfway through the year the budget is about half spent; and the line graph reveals some seasonal trends in spending. He stated that the Budget and Finance Committee had met with staff the previous Friday and all operations look positive.

**Board Education:** Acker said the staff survey presentation will take place at a later date.

**Meeting Rooms and Study Rooms Policy:**

**Moved by Briese, seconded by Butler, to adopt a resolution approving revisions to the Meeting Rooms and Study Rooms Policy as presented/amended.**

It was noted that language had been added about signage, as requested, and that after discussion was held in December, it was not felt that there was a need to add anything more about scheduling priorities. Carey stated that the Management Team had discussed the additional bullet point under Conduct and Liability (pertaining to added security and payment for

it) that had been suggested. She said staff recommends not including it because it would be very difficult to determine when to charge without displaying any bias or discrimination. It would also be hard to apply that section of policy consistently without major changes to existing procedures. When asked if a group had ever been denied the right to reserve the room because of the nature of an event, Carey said only if it was a business solicitation.

In further discussion, Carey pointed out that if there were concerns about potential problems related to a Library program, a discussion about having paid security would take place in advance, regardless of whether the Library or the program partner paid for it. In addition, if there were a non-Library program for which she felt there should be security, she would prefer to have the Library cover the cost than to risk being discriminatory by making that request of one group but not another.

**Moved by Glatz, seconded by Barchman, to strike the proposed new line in the final bullet in the Conduct and Liability section of the policy.**

**Vote on Motion. 6-0-1 (Voting yes: Acker, Barchman, Briese, Butler, Glatz, Marshall; Abstaining: Campbell.)**

**Vote on Main Motion as amended: 7-0. Resolution No. 2017-L002 approved unanimously and adopted.**

**Programs Policy:** The Programs Policy was reviewed; no changes were necessary.

**Display Spaces Policy:** Carey invited discussion about the Display Spaces Policy, which had been referenced last month. She stated that the Art Exhibit Spaces section may need to be made broader, if student projects are to be displayed. The trustees noted that the policy does not state who is to put up exhibits and indicated that they do not want installation to overly impose on staff time. Staff will work on some revisions for the Board to consider in January.

**Revised Budget Requests:**

**Moved by Briese, seconded by Glatz, to adopt a resolution approving the revised budget request for fiscal year 2017/18.**

**Vote on motion: 6-0. Resolution No. 2017-L003 approved unanimously and adopted.**

**Agreement Between Ames Public Library Board of Trustees and APLFF:**

**Moved by Briese, seconded by Campbell, to adopt a resolution approving the revised agreement between Ames Public Library Board of Trustees and Ames Public Library Friends Foundation as presented/amended.**

There was discussion about proposed changes and certain concerns were raised.

**Moved by Glatz, seconded by Barchman, to table the motion until language stating that APLFF will maintain its 501(c)(3) tax status and have regular financial reviews is included and the document has had a legal review.**

**Vote on motion: 6-0. Unanimous. The matter was postponed temporarily.**

**Book Sale Agreement with APLFF:**

**Moved by Briese, seconded by Marshall, to adopt a resolution approving the updated book sale agreement between Ames Public Library Friends Foundation and Ames Public Library Board of Trustees as presented/amended.**

Carey said the major proposed change is to address an issue that came up at the state level about libraries passing public property on to Friends Groups which resulted in a legal statute providing for the sale of withdrawn library books.

**Vote on motion: 6-0. Resolution No. 2016-L004 approved unanimously and adopted.**

**Appointment of Nominating Committee:** Acker stated that Al Campbell and Joanne Marshall had agreed to be members of this committee; a slate will be presented in February.

**Trustee Comments:** Butler expressed amazement at the level of programming the Library is involved in. She also shared an article she had seen about literacy outreach and the recent Bookland event.

**Adjournment:**

**Moved by Glatz, seconded Barchman, to adjourn at 8:12 p.m.**

**Vote on Motion: 6-0. Motion carried unanimously.**

The next regular meeting will be on Thursday, February 16, 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, Secretary

**Ames Public Library Board of Trustees  
Executive Committee Meeting Minutes  
February 24, 2017**

The Executive Committee of the Ames Public Library (APL) Board of Trustees met on February 24, 2017, in the Dale H. Ross Board Room. Acker and Linch were present; Briese participated by telephone.

**Call to Order:** The meeting was called to order at 2:48 p.m.

It was proposed that the March meeting date be changed because several persons who were to make presentations during the meeting will be unavailable over spring break. It was determined that the trustees would have a quorum the following week.

**Motion by Linch, second by Briese, to change the date of the next Regular Meeting from March 16, 2017, to March 23 at 7:00 p.m.**

**Vote on Motion: 3-0. Motion carried unanimously.**

**Adjournment:** The meeting adjourned at 2:51 p.m.

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Karen Thompson, Administrative Assistant

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John Linch, Secretary

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,872.10
CORRECT LIBRARY PAYROLL	TEMP SALARIES/WAGES	\$ 105.64
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 386.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 186.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,772.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 529.63
PAYROLL SUMMARY	FICA	\$ 2,264.64
PAYROLL SUMMARY	IPERS	\$ 3,327.15
PAYROLL SUMMARY	WORKERS COMP	\$ 123.48
DEC INFO SERVICE CHGS	CITY DATA SERV	\$ 493.58
DEC MESSENGER CHARGE	CITY MESSENGER SERV	\$ 414.46
DEC. 2016 PRINTING CHRGS	PRINTING/GRAPHICS	\$ 36.00
DECEMBER TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 369.68
JANUARY TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 369.68
NOV LONG DISTANCE CHGS	LONG DISTANCE	\$ 2.41
DEC. 2016 EQUIPMENT CHRGS	FLEET OPERATING/MAINT	\$ 889.07
DEC. 2016 EQUIPMENT CHRGS	FLEET REPLACEMENT FUNDS	\$ 2,220.00
DECEMBER POSTAGE CHGS	POSTAGE/FREIGHT	\$ 38.53
NAACP AMES BRANCH #4120	TRAVEL/MEETINGS	\$ 55.00
BANK OF AMERICA	TRAINING	\$ 54.00
CAREY, LYNNE D *	CONFERENCES	\$ 41.82
BANK OF AMERICA	CONFERENCES	\$ 526.20
IA LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 130.00
MAIN STREET CULTURAL DIST	DUES AND MEMBERSHIPS	\$ 225.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 7,436.36
CENTURYLINK	TELEPHONE OUTSIDE	\$ 231.80
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 165.54
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 931.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 382.99
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY	NATURAL GAS	\$ 757.19
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,048.32
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$ 55.00
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	\$ 574.64
BANK OF AMERICA	FIXED EQUIPMENT REPAIR	\$ 65.33
AUTOMATIC DOOR GROUP INC	FIXED EQUIPMENT REPAIR	\$ 400.00
COMFORT SYSTEMS USA MIDWE	FIXED EQUIPMENT REPAIR	\$ 220.00
XEROX CORPORATION	RENTALS AND LEASES	\$ 974.13
REIMBURSE FOR LIB EXP	RENTALS AND LEASES	\$ (924.14)
G & K SERVICES	NON-CITY SERVICE	\$ 135.00
LAWNPRO	NON-CITY SERVICE	\$ 538.75
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 10,071.03

CH ISSUES	OFFICE SUPPLIES	\$ 199.50
BANK OF AMERICA	OFFICE SUPPLIES	\$ 78.59
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,022.03
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 234.20
BANK OF AMERICA	CLEANING SUPPLIES	\$ 57.80
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 418.01
VAN BROCKLIN, CATHY	FOOD & FEED	\$ 28.82
BANK OF AMERICA	FOOD & FEED	\$ 33.31
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 21.47
	<b>Total Administration</b>	<b>\$ 82,828.79</b>
<b>Operations Services</b>		
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 9,870.90
PAYROLL SUMMARY	MEDICARE FICA	\$ 143.14
PAYROLL SUMMARY	FICA	\$ 612.01
PAYROLL SUMMARY	IPERS	\$ 881.48
PAYROLL SUMMARY	WORKERS COMP	\$ 90.46
DECEMBER TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 46.21
JANUARY TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 46.21
	<b>Total Operations Services</b>	<b>\$ 11,690.41</b>
<b>Resource Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 20,410.22
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 505.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 95.35
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,602.08
PAYROLL SUMMARY	MEDICARE FICA	\$ 284.20
PAYROLL SUMMARY	FICA	\$ 1,215.20
PAYROLL SUMMARY	IPERS	\$ 1,867.71
PAYROLL SUMMARY	WORKERS COMP	\$ 32.23
DECEMBER TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 184.84
JANUARY TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 184.84
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 548.18
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 811.20
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 197.85
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 378.41
OVERDRIVE	ELECTRONIC LICENSES	\$ 1,003.92
DES MOINES REGISTER	PERIODICALS	\$ 113.40
ACCOUNTING RESEARCH & ANA	PERIODICALS	\$ 408.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,502.95
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 14.17
ROURKE PUBLISHING LLC	YOUTH COLLECTION	\$ 183.60
SCHOLASTIC LIBRARY PUBLIS	YOUTH COLLECTION	\$ 399.00
AMAZON	YOUTH COLLECTION	\$ 400.18

MIDWEST TAPE	YOUTH COLLECTION	\$ 1,571.97
BANK OF AMERICA	YOUTH COLLECTION	\$ 139.05
BOOK FARM INC	YOUTH COLLECTION	\$ 782.87
USBORNE BOOKS	YOUTH COLLECTION	\$ 45.99
AMAZON	AUDIO-VISUAL COLLECTION	\$ 131.61
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 7,886.40
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 8,514.49
IA POETRY ASSOC	ADULT PRINT COLLECTION	\$ 9.00
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 121.09
AMAZON	ADULT PRINT COLLECTION	\$ 860.10
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 1,481.06
GALE GROUP	ADULT PRINT COLLECTION	\$ 1,019.79
DANIELSON, CARISSA	REFUNDS	\$ 10.22
WONG, KRISTINE	REFUNDS	\$ 21.25
	<b>Total Resource Services</b>	<b>\$ 58,999.92</b>
<b>Youth Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 33,857.16
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 95.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 149.61
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,764.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 468.98
PAYROLL SUMMARY	FICA	\$ 2,005.39
PAYROLL SUMMARY	IPERS	\$ 3,031.93
PAYROLL SUMMARY	WORKERS COMP	\$ 42.25
DECEMBER TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 277.26
JANUARY TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 277.26
NOV LONG DISTANCE CHGS	LONG DISTANCE	\$ 2.04
RICK BRAMMER VENDOR#31228	OUTSIDE PROF SERV	\$ (1,000.00)
DECEMBER POSTAGE CHGS	POSTAGE/FREIGHT	\$ 0.45
IA LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 125.00
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 50.45
BANK OF AMERICA	FOOD & FEED	\$ 45.22
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 121.35
	<b>Total Youth Services</b>	<b>\$ 45,388.51</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	\$ 488.92
PAYROLL SUMMARY	FICA	\$ 2,090.50
PAYROLL SUMMARY	IPERS	\$ 3,110.80
PAYROLL SUMMARY	WORKERS COMP	\$ 41.78

DECEMBER TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 277.26
JANUARY TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 277.26
NOV LONG DISTANCE CHGS	LONG DISTANCE	\$ 5.76
DECEMBER POSTAGE CHGS	POSTAGE/FREIGHT	\$ 0.45
	<b>Total Adult Services</b>	<b>\$ 46,557.91</b>
<b>Customer Account Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,070.47
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 100.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 173.43
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,566.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 484.29
PAYROLL SUMMARY	FICA	\$ 2,070.75
PAYROLL SUMMARY	IPERS	\$ 3,140.71
PAYROLL SUMMARY	WORKERS COMP	\$ 43.77
DECEMBER TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 277.26
JANUARY TELEPHONE SYSTEM	PHONE OPERATION & MAINT	\$ 277.26
NOV LONG DISTANCE CHGS	LONG DISTANCE	\$ 10.78
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROF SERV	\$ 287.83
DECEMBER POSTAGE CHGS	POSTAGE/FREIGHT	\$ 1,004.15
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 7.96
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 402.75
LUCAS COLOR CARD	OFFICE SUPPLIES	\$ 359.39
BANK OF AMERICA	OFFICE SUPPLIES	\$ 289.75
	<b>Total Customer Account Services</b>	<b>\$ 47,649.43</b>
	<b>GRAND TOTAL:</b>	<b>\$ 293,114.97</b>
		<i>Mar. 23, 2017</i>
<b>Jane Acker, President</b>	<b>John Lynch, Secretary</b>	<b>Date</b>

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,872.10
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 150.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 186.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,772.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 526.21
PAYROLL SUMMARY	FICA	\$ 2,250.01
PAYROLL SUMMARY	IPERS	\$ 3,306.08
PAYROLL SUMMARY	WORKERS COMP	\$ 118.00
JANUARY INFO SERVICE CHGS	CITY DATA SERV	\$ 493.58
JAN MESSENGER CHARGE	CITY MESSENGER SERV	\$ 450.52
FEB TELEPHONE SYSTEM CHGS	PHONE OPERATION & MAINT	\$ 369.68
JAN. 2017 EQUIPMENT USAGE	FLEET OPERATING/MAINT	\$ 329.98
JAN. 2017 EQUIPMENT USAGE	FLEET REPLACEMENT FUNDS	\$ 2,220.00
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 3.61
CAREY, LYNNE D *	CONFERENCES	\$ 20.00
BANK OF AMERICA	CONFERENCES	\$ 928.73
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 100.00
DEX MEDIA EAST	ADVERTISING	\$ 10.50
CITY OF AMES UTILITIES	ELECTRICITY	\$ 8,655.03
CENTURYLINK	TELEPHONE OUTSIDE	\$ 231.80
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 165.38
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 931.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 395.41
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY	NATURAL GAS	\$ 564.40
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,048.32
DRAKE ROOFING INC	STRUCTURAL REPAIRS	\$ 198.00
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	\$ 137.37
RECLASS PREPAID EXPENSE	TECHNOLOGY MAINT/SUPPORT	\$ (5,199.33)
BIBLIOTHECA LLC	TECHNOLOGY MAINT/SUPPORT	\$ 19,819.25
XEROX CORPORATION	RENTALS AND LEASES	\$ 1,174.45
G & K SERVICES	NON-CITY SERVICE	\$ 108.00
LAWNPRO	NON-CITY SERVICE	\$ 823.75
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 5,218.48
CH ISSUES	OFFICE SUPPLIES	\$ 66.01
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 62.46
QUILL CORP	OFFICE SUPPLIES	\$ 312.02
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 20.16
BANK OF AMERICA	OFFICE SUPPLIES	\$ 44.32
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 45.16
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 288.95
STAPLES BUSINESS ADVANTAG	MINOR OFFICE EQUIPMENT	\$ 25.11

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	916.26
STAPLES BUSINESS ADVANTAG	MINOR COMPUTER EQUIPMENT	\$	139.09
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	844.29
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	147.80
BANK OF AMERICA	CLEANING SUPPLIES	\$	47.56
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	13.94
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	362.18
	<b>Total Administration</b>	<b>\$</b>	<b>93,953.67</b>
<b>Operations Services</b>			
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$	10,641.51
PAYROLL SUMMARY	ADJUSTMENT	\$	128.84
IPERS REFUND-CHASE DEBONT	ADJUSTMENT	\$	(128.84)
PAYROLL SUMMARY	MEDICARE FICA	\$	154.32
PAYROLL SUMMARY	FICA	\$	659.77
PAYROLL SUMMARY	IPERS	\$	950.28
IPERS REFUND-CHASE DEBONT	IPERS	\$	(193.39)
PAYROLL SUMMARY	WORKERS COMP	\$	93.84
FEB TELEPHONE SYSTEM CHGS	PHONE OPERATION & MAINT	\$	46.21
	<b>Total Operations Services</b>	<b>\$</b>	<b>12,352.54</b>
<b>Resource Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	20,410.22
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$	410.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	95.35
PAYROLL SUMMARY	LIFE INSURANCE	\$	47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$	3,602.08
PAYROLL SUMMARY	MEDICARE FICA	\$	282.83
PAYROLL SUMMARY	FICA	\$	1,209.31
PAYROLL SUMMARY	IPERS	\$	1,859.23
PAYROLL SUMMARY	WORKERS COMP	\$	30.71
FEB TELEPHONE SYSTEM CHGS	PHONE OPERATION & MAINT	\$	184.84
RECLASS PREPAID EXPENSE	OUTSIDE PROF SERV	\$	900.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	561.56
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	22.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	579.91
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	193.05
OVERDRIVE	ELECTRONIC LICENSES	\$	1,559.75
DES MOINES REGISTER	PERIODICALS	\$	141.75
POPULAR SUBSCRIPTION SERV	PERIODICALS	\$	419.12
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	3,916.29
AMAZON	YOUTH COLLECTION	\$	834.26
MIDWEST TAPE	YOUTH COLLECTION	\$	1,276.17
BANK OF AMERICA	YOUTH COLLECTION	\$	200.17
CAPSTONE PRESS INC	YOUTH COLLECTION	\$	75.96
CAVENDISH SQUARE	YOUTH COLLECTION	\$	193.91

CHERRY LAKE PUBLISHING	YOUTH COLLECTION	\$ 33.98
RECORDED BOOKS LLC	AUDIO-VISUAL COLLECTION	\$ 46.37
AMAZON	AUDIO-VISUAL COLLECTION	\$ 100.96
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,349.92
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$ 30.00
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 7,184.09
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 125.25
AMAZON	ADULT PRINT COLLECTION	\$ 999.14
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 1,330.71
GALE GROUP	ADULT PRINT COLLECTION	\$ 412.05
	<b>Total Resource Services</b>	<b>\$ 54,618.94</b>
<b>Youth Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 33,857.16
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 90.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 149.61
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,764.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 468.91
PAYROLL SUMMARY	FICA	\$ 2,005.08
PAYROLL SUMMARY	IPERS	\$ 3,031.48
PAYROLL SUMMARY	WORKERS COMP	\$ 42.16
JAN. 2017 PRINTING CHRGS	PRINTING/GRAPHICS	\$ 14.00
FEB TELEPHONE SYSTEM CHGS	PHONE OPERATION & MAINT	\$ 277.26
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 6.46
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 9.52
	<b>Total Youth Services</b>	<b>\$ 45,790.80</b>
<b>Adult Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 34,481.82
PAYROLL SUMMARY	VACATION	\$ 477.56
PAYROLL SUMMARY	IPERS DISABILITY	\$ 146.07
PAYROLL SUMMARY	LIFE INSURANCE	\$ 65.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,203.80
PAYROLL SUMMARY	MEDICARE FICA	\$ 490.72
PAYROLL SUMMARY	FICA	\$ 2,098.17
PAYROLL SUMMARY	IPERS	\$ 3,079.21
PAYROLL SUMMARY	WORKERS COMP	\$ 41.36
JAN. 2017 PRINTING CHRGS	PRINTING/GRAPHICS	\$ 11.24
2017-1 MUNIC CODE SUPPLMT	PRINTING/GRAPHICS	\$ 15.64
FEB TELEPHONE SYSTEM CHGS	PHONE OPERATION & MAINT	\$ 277.26
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.45
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 74.94
	<b>Total Adult Services</b>	<b>\$ 46,463.24</b>
<b>Customer Account Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 34,343.30

PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 88.47
PAYROLL SUMMARY	IPERS DISABILITY	\$ 173.43
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,566.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 473.57
PAYROLL SUMMARY	FICA	\$ 2,024.95
PAYROLL SUMMARY	IPERS	\$ 3,074.74
PAYROLL SUMMARY	WORKERS COMP	\$ 41.29
FEB TELEPHONE SYSTEM CHGS	PHONE OPERATION & MAINT	\$ 277.26
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROF SERV	\$ 316.38
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,287.68
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 15.91
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 349.05
ULINE	OFFICE SUPPLIES	\$ 144.25
	<b>Total Customer Account Services</b>	<b>\$ 46,259.16</b>
	<b>GRAND TOTAL:</b>	<b>\$ 299,438.35</b>
		<i>Mar. 23, 2017</i>
<b>Jane Acker, President</b>	<b>John Linch, Secretary</b>	<b>Date</b>

**New Category for Donor Gifts: Honor and Recognition Wall**  
***Draft submitted to APLFF board on 3/9/2017.***

Recognizing donors is an important part of fundraising. Donor Recognition is a joint partnership with the Ames Public Library Friends Foundation Board of Directors and the Ames Public Library Board of Trustees.

Donors who wish to recognize or honor an individual (or entity?) have the opportunity to make that recognition visible inside the Ames Public Library with an engraved plaque. The following conditions will apply:

- The minimum gift for a plaque is \$5000 (given directly to the APL or the APLFF).
- The \$5000 is a single gift with no restrictions and will target general expenses.
- The location of this category will be visible on the exterior wall of the Farwell T. Brown Auditorium, but mounted in a distinct, separate spacing from the building campaign plaques.
- The plaques will be engraved and will be consistent with the color, shape and design of the plaques mounted for the building campaign.
- The name of the donor may be included on the plaque, per donor's wishes.

**At the APLFF board meeting, it was determined that the segment below should be separated from the policy outlined above. The material below will be a separate APLFF discussion at a later meeting and is not a part of the discussion for the March 2017 APL Board meeting.**

Supporting notes related to APLFF regarding the Honor and Recognition Wall:

Donor recognition allows for:

- Acknowledgement of donor contributions,
- Encouragement of long-term relationships which may lead to further contributions, and
- Provision for donors to know how their contributions are being used.

The APLFF donor recognition policy recognizes all individuals, corporations, service clubs, community organizations and philanthropic foundations that make contributions. The APLFF respects a donor's wish to remain anonymous. In such a situation, the donor may choose to not have any attribution or the word "anonymous" may be inserted in place of the individual's name.

A comprehensive plan for recognition of donors includes:

1. A personal thank-you card or letter with reference to donor tax and matching gift information,  
*Donors who contribute cash are recognized for the full amount received.*  
*Donors of stock gifts are recognized for the average of the high and low value for the day that the stock gift was received.*
2. Donor recognition event(s) as appropriate,
3. Communications to donors about how their gifts are being used as appropriate,
4. Website recognition with donor permission as appropriate.

**Integrated E-mail communications between Development Director Liz Beck and APLFF Board President Jon Sargent**

Wed 3/8, 2:26 PM

Hi Liz,

Thanks for sending this my way. This will be a great policy to get in place. Unfortunately I won't be at our meeting on Thursday so I thought I'd send along a few questions/comments for your consideration:

1) Are we not wanting to recognize people who donate for a specific purpose? (the second bullet mentions "with no restrictions"). The intent of this policy is to have no restrictions on the gift by the donor, although the Boards or Executive Director might have some target for the gift.

2) Will we recognize major donors from the past? Or this is a "going forward only" proposition? I don't have strong feelings on this, just wanting to make sure we're clear on the intent here. This policy is a "going forward" concept. New, in place, and facing front.

3) This is for one-time gifts, not cumulative, correct? I know the latter can be an accounting nightmare—but is a little counterintuitive that someone who gives \$4,000 every year for a decade would receive no opportunity for recognition. As a gift to recognize or honor someone or entity, this policy does not look back to pull large donors forward. (Do we have any \$4000 annual donors???)

4) What if someone makes a "one-time" gift but arranges to pay it in installments, does that qualify? The policy does not acknowledge pledges or payments over time. both #3 and #4 could be a different type of donor recognition!

5) It might be nice to name this group something. I know ISU has the Beardshear Society, etc. I was thinking the Carnegie Society or perhaps something tied in with the name of the first Director of the APL. Just a thought, so there's a "group" and a name rather than just "the donor recognition wall". Great idea to consider the Carnegie name!!!

6) I'd suggest using commas in dollar amounts \$1,000 and above—just a personal preference thing. no problem

7) We might consider if "Donors who wish to recognize or honor an individual or entity..." should be restated as "Donors who wish to be recognized, or to recognize or honor an individual or entity," to capture that many people may give and wish to have their own names on the wall rather than donate in someone else's name. The committee did not discuss whether a donor could honor herself/himself... but....

8) Regarding the "comprehensive plan for recognition of donors", is that intended to be for any and all donors, or simply for donors who are eligible for inclusion on the wall? It wasn't entirely clear to me based on the face of it here. We could say, "for recognition of *such* donors" to tie it back to the wall. (See notes on original draft of the policy. Moved to consideration at another time.)

9) Last word is missing italics in item #1 of the comprehensive plan at the bottom. Thanks .

10) We could consider a different shape of plaques for this wall compared to the renewal campaign wall, to provide visual distinction. Currently we say "consistent with the color, shape and design..." perhaps we could say, "complementary with the color, shape, and design..." Up for discussion... but Lynne and I talked about the same shape and size

11) Would the wall have one of the tiles briefly explain what the group is? Probably... but the committee did not discuss it. Something should probably be posted!

I present them (comments) for your consideration only.

Thanks, Jon

## **Portion of APLFF Minutes of March 9, 2017 (draft) pertaining to conversation about the donor wall**

Porter said the joint committee talked about the criteria for donors to get on the wall. Beck said the combined APL/APLFF committee met and decided a single \$5K gift (tribute or memorial) would get a spot on the wall, starting when the policy is approved—no previous donations would count. The donor must give a single unrestricted donation—no pledges or multi-year donations would count.

Several items were brought up for committee discussion.

- Determine if the library would keep adding \$5K plaques or remove a repeat donor's existing plaque and change it to a larger size when they give another \$5K or larger gift.
- Does this policy cover gifts directly to APL and gifts to APLFF both?
- Determine a minimum time of recognition/display, and add some type of "end" language to the policy.
- Decide whether there should be a wall name, and what it should be. Sargent suggested "Carnegie Society." We would need permission for a name to be used.
- Determine a character limit for each plaque size.
- Determine whether or not to make new plaques different color/shapes than the Building Renewal Project donor wall, or have an identifying description for the new section of the wall.
- Carey said there still needs to be a way to recognize gifts/memorials under \$5K.

Garst also reminded the group of the need for a recognition policy for planned gifts, which could be restricted.

## **Display and Exhibit Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 23, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Display Spaces Policy and changes the name to Display and Exhibit Policy, as presented/amended.

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Jane Acker, President

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John Linch, Secretary

Approved: 5/21/2009

Reviewed:

Revised: 10/21/2010, 03/21/2013, 08/21/2014, 09/17/2015, 03/23/2017

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Ames Public Library offers display and exhibit 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 do 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 materials displayed or exhibited.

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 protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsor.

## **Scheduling**

The scheduling of displays and exhibit spaces for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over scheduling for others.

## **Displays**

Spaces within the Library may be provided for items of an informational, educational, cultural, civic, or recreational nature.

### **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.
- Preference will be given to items with the broadest community interest.

- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.
- Materials NOT accepted for posting include:
  - items that omit essential information such as date, place and time
  - items so large in size that they exclude posting of other items
  - petitions

**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.

**Literary Grounds Bulletin Board:**

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.)

**Brochure Racks:**

Library-provided display racks hold multi-copy informational handouts.

**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.

**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.

**Exhibits**

Exhibits in designated spaces provide an opportunity for artists and designers to display their work within the limits of the space, with an understanding that the space is used regularly by people of all ages.

**General Guidelines:**

- Applications for exhibits may be submitted to Ames Public Library’s Administration Office.
- Applications will be approved by the Library Director, based on availability of space and suitability of the exhibit for the space and audience.
- Preference may be given to exhibits with:

- overall community interest
- local artists and designers
- a connection to libraries, items in the Library’s collection, Ames Public Library programs or strategic initiatives
- Ames, Iowa, or current events
- The Library will not engage in selling or negotiating for the sale of work on behalf of an artist or designer. However, the artist’s or designer’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.

Approved: 5/21/2009

Reviewed:

Revised: 10/21/2010, 03/21/2013, 08/21/2014, 09/17/2015, 03/23/2017

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Ames Public Library offers display and exhibit 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 displayed or exhibited.

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.

Repair of any ~~Any~~ damage to Library property caused by the installation, removal, or presentation of a display or exhibit ~~display of the artwork~~ will be the sole responsibility of the sponsor ~~artist~~.

## Scheduling

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

## Displays Units

Spaces within the Library 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.~~

## 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.
- Preference will be given to items with the broadest community interest.
- 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 and, 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.)~~

**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.

**Brochure Racks:**

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

**Literary Grounds Bulletin Board:**

~~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.)~~

**Brochure Racks:**

~~Library-provided display racks hold multi-copy informational handouts.~~

**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.~~

## Art Exhibit Spaces

Art exhibits in designated spaces provide ~~an opportunity~~ a chance for artists and ~~designers~~ 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.

## General Guidelines:

- Applications ~~for exhibits 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 exhibits with:
  - overall community interest
  - local artists and designers;
  - ~~artwork with~~ a connection to libraries, ~~items in the Library's collection,~~ Ames Public Library programs or strategic initiatives
  - ~~, 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 ~~art~~ artwork on behalf of an artist or designer. However, the artist's or designer'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.

## Exhibit Spaces and Bulletin Boards

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### An Interpretation of the Library Bill of Rights

Libraries often provide exhibit spaces and bulletin boards in physical and/or electronic formats. The uses made of these spaces should conform to the American Library Association's *Library Bill of Rights*: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose work is represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it. Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries that make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004, and July 1, 2014. [ISBN 8389-7551-8]

**Designation of Funds from Penguin Random House Foundation's  
2017 Library Award for Innovation to Small Talk in Story County**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 23, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, directs the Penguin Random House Foundation's 2017 Library Award for Innovation (\$10,000 in cash and \$1,000 in books) to Small Talk in Story County.

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Jane Acker, President

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John Linch, Secretary

**Background:** The Library will be receiving an award of \$10,000 and \$1,000 worth of books after being named first-place winner of the Penguin Random House Foundation’s inaugural Library Award for Innovation for the Small Talk in Story County Program. The award was established “to recognize the nation’s most innovative community-based library programs that engage citizens in reading and strengthen the social and cultural fabric of their community.”

Small Talk is a formal collaboration of the Library, Ames Public Library Friends Foundation, Iowa State University, and Raising Readers in Story County. Through classes held at the library, parents are taught how to talk, read, and sing with their babies to enrich their environment and expose them to more words. These efforts have been shown to enhance a child’s development, expand an infant’s vocabulary, and improve pre-literacy skills, especially among those who live in poverty.

Small Talk Project Coordinator Kay Marner and Library Director Lynne Carey were recognized at the American Library Association Midwinter Meetings in Atlanta, Georgia, when the award was announced on January 20. The books and monetary award are expected to arrive in the near future.

**Action:** Administration recommends that the Board of Trustees designate the Penguin Random House Foundation’s 2017 Library Award for Innovation (\$10,000 in cash and \$1,000 in books) for Small Talk in Story County.

## **Stewart Buck Artist Proposal**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 23, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Art Committee to finalize the proposal submitted by Stewart Buck and accept his offer to donate an original painting of the Dinkey. The committee is authorized to use unspent private donations made to the Library Renewal Project to cover the cost of framing.

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Jane Acker, President

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John Linch, Secretary

**Background:** Ames native Stewart Buck, a graduate of Ames High and Iowa State University, visited the Library several months ago and spent some time browsing in the Heritage Room. He has now submitted a proposal for a history-based pastel drawing that could be displayed in that room. Buck has indicated that he “could easily take the concept and refine this idea into a final work of art ...” and “if the committee is ok with proceeding forward on the piece without a lot of changes and additional research, we can count on me not charging for the artwork, only the framing cost.” He estimated the cost of framing at less than \$200.



*The air is cool and crisp on a bright October day in 1905. The sound of three long whistle blasts breaks the sleepy silence of the Iowa Agricultural College campus. The warning whistles create a last minute rush of students and faculty to catch the departing train. Conductor Hank Wilkinson barks out “All Aboard” then signals to the engineer to depart for downtown Ames. Leaving the depot in the distance, the two-car train gathers speed as it passes by Morrill Hall on a route that will take passengers through the heart of campus, by the model farm, and across Squaw Creek before arriving at the depot at the end of Onondaga Street.*

In the Artist's Statement on his website, Buck states, "I want my artwork to engage the viewer in a way that even the most commonplace scenes of life take on a compelling significance. My work depicts everyday scenes that are more about quality of light, presence, or sense of place, than a specific site."

Biographical information on the artist's website includes the following: "Stewart Buck graduated from Iowa State University in 1973 with a Bachelor's Degree in Advertising Design. He continued at ISU and in 1975, he completed his Master's Degree in Design, and also obtained an additional Bachelor's Degree in Art Education.

Buck is employed by the Bondurant-Farrar Community School District, where he has taught art classes for the past three decades. He was runner-up for the State of Iowa's 1989 Teacher of the Year.

For the last quarter century, Buck has maintained Streamliner Studio, a freelance art business. Buck's art and photography have won numerous awards in exhibitions throughout the Midwest. His art has been selected three times for the prestigious "Iowa Artists Exhibition" at the Des Moines Art Center. In 1991, he was the recipient of the Iowa State University's Design Achievement Award recognizing "outstanding mid-career achievements of alumni in the field of art and design." He has had dozens of solo shows during the last decade and has been juror for a number of competitions throughout the Midwest. Buck works with pastels creating drawings with predominately railroad and landscape themes."

**Action:** The Art Committee recommends that the Board of Trustees authorize acquisition of this piece for display in the Library, using unspent private donations for the Library Renewal Project to cover the cost of framing.

**Kavanaugh Donation of Wright Watercolors**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 23, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, accepts the donation of from Pat and Judy Kavanaugh of two watercolors by Mary Lou Wright.

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Jane Acker, President

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John Linch, Secretary

**Background:** Pat and Judy Kavanaugh have offered to donate two watercolor paintings by Mary Lou Wright to the Library. One piece, which is signed, depicts an old Carlinville railway depot. The other painting, unsigned, is of a prairie farmhouse. Both pieces are matted and framed; neither is dated.



Mary Lou Wright is an Ames resident. Her earliest works depicted barns, farms, and countryside in Illinois, but in the early 2000s she began to paint woodland paths and serene rivers and streams. Her paintings have been exhibited at the Iowa State University Memorial Union at least twice and the University Museum has a watercolor of the Farm House on Campus in its collection. In an article that appeared in the Iowa State Daily on June 24, 2004, correspondent Sarah Sinclair wrote, “Although some artists do abstract painting and others use the human figure to gain inspiration, Wright has learned during the past 40 years that nature, buildings in nature, and natural rocks and streams are definitely worth her time.”

**Action:** The Art Committee recommends that the Board of Trustees accept this donation.

**Director's Salary for Fiscal Year 2017/18**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 23, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, sets the Director's salary for fiscal year 2017/18 at \$\_\_\_\_\_.

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Jane Acker, President

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John Linch, Secretary