

**Ames Public Library Board of Trustees  
Agenda – April 20, 2017  
Dale H. Ross Board Room, 515 Douglas Avenue**

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

**Swearing In**

- 1) Swearing In of New Trustee Roger Kluesner

**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.)

- 2) Resolution approving donations
- 3) Motion approving minutes of the regular meeting of March 23, 2017
- 4) Motion approving payment of claims 3/1/17 – 3/31/17

**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.)

**Financial Reports**

- 5) Second Quarter Financial Reports – Linch, Briese

**Activity Reports**

- 6) Ames Public Library Friends Foundation (APLFF) – Acker, Butler
- 7) Administrative Staff – Carey
- 8) Strategic Planning – Carey

**New Business** (Action Items)

- 9) 2017/18 Enrich Iowa Agreement
- 10) Contract Renewal with Nationwide Office Care for 2017/18
- 11) Innovative Interfaces Maintenance Agreement for 2017/18
- 12) Request for APLFF funding in 2017/18
- 13) Acceptance of Sealine Artwork Donation from Shirley Wood

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, May 18, 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  
APRIL 20, 2017**

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

- 1) From Anonymous..... \$50.00

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Jane Acker, President

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Sarah Barchman, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
March 23, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 23, 2017 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Briese, Butler, Linch, Marshall, and Rohret in attendance. Campbell arrived shortly after the meeting began. Glatz was excused. Library Director Carey was also present.

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

**Consent Agenda:**

**Moved by Butler, seconded by Rohret, to adopt a resolution approving the following items on the consent agenda:**

**1) Resolution accepting donations:**

- a) In memory of Susan Anwar from:
  - i) Anonymous .....\$80.00
  - ii) Wanda Button .....\$50.00
  - iii) Lynne Carey and Navid Emami.....\$50.00
  - iv) Robert and Rebecca Musselman .....\$50.00
  - v) Phyllis and David Prichard .....\$100.00
  - vi) Jeanne and James Roth .....\$25.00
  - vii) Rebecca Shivers .....\$50.00
  - viii) Sarah Stark.....\$25.00
  - ix) Heather Withers .....\$100.00
- b) In memory of Delores Brown from:
  - i) Ann Campbell .....\$50.00
  - ii) Lynne Carey and Navid Emami.....\$20.00
  - iii) Rachel Crawford .....\$20.00
  - iv) Joseph and Elizabeth Diana.....\$50.00
  - v) Donald Good and Nancy Hibbs-Good .....\$100.00
  - vi) Hanna and David Gradwohl .....\$25.00
  - vii) Sandra and Richard Horton.....\$25.00
  - viii) Barbara and Robert Kennedy.....\$50.00
  - ix) Helen McRoberts .....\$50.00
  - x) Catherine and James Mollner .....\$25.00
  - xi) Anita Nichols .....\$20.00
  - xii) Susan Oriolo .....\$25.00
  - xiii) Julie Ostrem.....\$25.00
  - xiv) Patricia Post.....\$50.00
  - xv) Dorothy Rust.....\$50.00
  - xvi) Sherry and Terry Smay .....\$25.00
  - xvii) Curran and Anne Swift .....\$25.00
  - xviii) Terry Wahls and Jacqueline Reger .....\$50.00
- c) In memory of John Imsande from Marcia Thompson for Project Smyles.....\$50.00
- d) In honor of Herb Harmison from Kay and Roger Berger.....\$100.00
- e) From Nancy Franz ..... 1 book
- f) From Mary Jane Johnson .....\$200.00
- g) From Sharon Reilly in appreciation for tax assistance.....\$50.00
- h) From Bonnie Smith .....\$35.00
- i) From the Story County Genealogical Society for genealogy books.....\$163.20

**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 2/1/2017 – 2/28/2017
- Vote on Motion: 6-0. Motion approved unanimously. Resolution No. 2017-L005 adopted.**

Campbell arrived at 7:01 p.m.

**Public Forum:** None.

**Staff Survey Analysis:** Dr. Kathy Hansich, Senior Lecturer in Industrial and Organizational Psychology, and Iowa State University students Samantha Basar and Jake Jansen, who are serving as Human Resources Interns for the Library, were introduced. The students presented results and analysis of a staff survey that was conducted in October 2016. The intent was to measure job satisfaction and engagement, identify staff members' concerns or problems, their feelings about workplace communications, and the level of comfort with the concept of serving as hosts within the Library. The interns used existing surveys that had national norms, as well as one (on customer service) that Ms. Basar created specifically for APL. The interns reported that there was an 85% response rate and the results revealed a high level of satisfaction with co-workers and the work environment.

It was noted that this initial survey could be used for future comparisons. Although a survey interval has not yet been determined, Dr. Hanisch said the data will be kept for that purpose. Carey stated that, based on the survey results, the Management Team is forming a pay study team and an internal communications team.

**Ames Public Library Friends Foundation (APLFF) Joint Donor Recognition Committee Report:** APLFF Development Director Liz Beck joined the group for discussion of the materials presented in the packet. She stated that within a month of starting her job, two people asked her what it would cost to have someone in their family honored with a plaque on the wall. She feels there are people waiting to make a donation, so she wanted to explore the possibility of establishing a donor recognition wall and policy.

Carey said the proposal is in line with the thresholds that were set for the building project donor wall, and felt a policy would allow Beck to seek donations and respond to those who have made specific requests. Beck added that while an expanded donor wall would be one way to cultivate donors, having a program like this would not preclude the Library or APLFF from doing other kinds of recognition. She also stressed that recognition and appreciation of donations never affects the level of service the Library provides to anyone.

The trustees voiced no objections to establishment of a policy and indicated that the committee should continue to refine the proposal and iron out procedural aspects.

**APLFF Representatives' Report:** Trustee Butler reported on the February and March meetings. She stated that:

- The Teen Advisory Group counted 332 people at Yule Ball; has selected a Star Wars theme for its next 5K run; and has purchased about \$900 worth of games with proceeds.
- The Finance Committee has asked for upcoming budget requests by April 4; is working on a gift policy; and would still like direction on what to do with unrestricted bequests.
- The Sales Committee reported earning \$2,800 at Literary Grounds in January and about \$6,000 at the book sale in February.

- Jennie LeGates was welcomed to the Board of Directors this month.
- The Fundraising Committee netted \$345 from calendar sales; the spring mailing is scheduled to coincide with National Book Week; another Author Café will take place on April 1; and the idea of holding a “literary book crawl” is being explored.
- From the 413 letters that went out in the Holiday mailing, \$1,645 was received.
- The Nominating committee will be meeting later in March.
- The Executive Committee met with Liz Beck this week.
- Step into Storybooks will take place April 8 and volunteers are welcome.
- APLFF is a sponsor of an upcoming presentation by Leslie Odum Jr. at CY Stephens.

**Strategic Planning and Administrative Staff Report:** Carey said that Staff Day was held on Presidents’ Day, with high turnout. The City’s Boards and Commissions luncheon took place earlier in the day and Al Campbell was honored for his service as a trustee. Carey said the budget presentation to City Council went well. Two requested items were approved—funding to add 11 hours of custodial service per month to allow for deep cleaning and coverage during more open hours, and an increase of 10 hours per week for Information Technology staff.

Programming highlights Carey touched on were the Talk Race event, Ta-Nehesi Coates presentation, Battle of the Books, and a program honoring Carolyn Jons as one of ten Heroes across the nation for her work on early literacy skill development and reading readiness. She said the Germans in Iowa Exhibit and related presentations will continue through mid-April.

Carey spoke about two recently received awards. The Penguin Random House Foundation presented Kay Marner with the 2017 Award for Library Innovation at the American Library Association’s Midwinter Meetings. Marner accepted it on behalf of all those working on Small Talk. The Library will receive \$10,000 and a \$1,000 worth of books. The Library also received the President’s Award from the local chapter of the National Association for the Advancement of Colored People. Carey said the award is usually presented to an individual, but Edna Clinton explained that the Library was chosen because of APL’s programming content over the last five years and the welcoming environment created by staff.

Carey said the first yearly report for Small Talk had been submitted to the LENA Foundation, along with the funding request for the second year. She stated that the APL Team was selected to attend the bi-annual LENA Conference on early literacy development and child brain development in September and will give a presentation on local successes.

Carey named several new employees: Ebby Brown, Library Assistant in Adult Services; Andrea Haughton, Clerk in Customer Account Services; Julie Hanson, Client Support Technician; and four Library Aides—Devan Melberg, Jennifer Lambert, Allison LaBorde, and Courtney Schill.

**Display Spaces Policy:**

**Moved by Linch, seconded by Marshall, to adopt a resolution approving revisions to the Display Spaces Policy and changing the name to Display and Exhibit Policy, as presented/amended.**

There was discussion about the general guidelines requirement to include a date, place, and time on every item submitted for display, since certain posters or fliers might not pertain to a specific event, but be more informational in nature. After discussion, it was concluded that “essential information” might vary, depending on the nature of the item; in some cases, one criterion might also be the name of the sponsoring organization.

By consensus, the Board directed staff to move the last sentence in the paragraph about Wall-Mounted Display Cases into the bullet points under General Guidelines for displays, include the sponsoring organization in the list of essential information pertaining to events, and re-phrase the final bullet point.

**Vote on Motion to approve the revised policy with amendments to be written by staff: 7-0. Motion approved unanimously. Resolution No. 2017-L006 adopted.**

**Penguin Random House Foundation's Library Award for Innovation:**

**Moved by Barchman, seconded by Butler, to adopt a resolution directing 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.**

**Vote on Motion: 7-0. Motion approved unanimously. Resolution No. 2017-L007 adopted.**

**Artist Proposal from Stewart Buck:**

**Moved by Briese, seconded by Barchman, to adopt a resolution authorizing the Art Committee to finalize the proposal submitted by Stewart Buck and accept his offer to donate an original painting of the Dinkey, and further authorizing the Committee to use unspent private donations made to the Library Renewal Project to cover the cost of framing.**

Acker noted that the cost of framing was estimated at less than \$200. Carey said Mr. Buck told her that the Dinkey had come up in several conversations at Beyond Words and the committee discussed putting the work between the windows on the west wall of the Heritage Room. The artist spent several hours in the room to gain a sense of the space.

**Vote on Motion: 7-0. Motion approved unanimously. Resolution No. 2017-L008 adopted.**

**Kavanagh Donation of Wright Watercolors:**

**Moved by Linch, seconded by Butler, to adopt a resolution accepting the donation of from Pat and Judy Kavanagh of two watercolors by Mary Lou Wright.**

Carey mentioned that one of the donors, Judy Kavanagh, is a former Library trustee.

**Vote on Motion: 7-0. Motion approved unanimously. Resolution No. 2017-L009 adopted.**

**Director's Performance Evaluation:** Acker stated that Carey requested that the meeting be closed under the provision of Iowa Code Section 21.5(1) (i), which refers to the evaluation of the professional competency of an individual whose performance is being considered.

**Moved by Briese, seconded by Rohret, to close the meeting under the provisions of Iowa Code Section 21.5(1)(i) for the purpose of discussing the Director's performance evaluation. Roll Call Vote: 8-0. (Voting aye: Acker, Barchman, Briese, Butler, Campbell, Linch, Marshall, Rohret). Motion carried unanimously.**

The meeting was closed at 8:15 p.m. and reconvened in open session at 8:34 p.m.

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

**Moved by Campbell, seconded by Rohret, to adopt a resolution increasing the Director's salary by 3.75% for fiscal year 2017/18.**

**Vote on Motion: 7-0. Motion carried unanimously. Resolution No. 2017-L010 adopted.**

**Election and Installation of Officers:** Campbell said the first slate the committee had proposed via e-mail had to be revised because Briese has accepted a new job. While he will remain in Ames and continue to serve as a trustee, he does not feel comfortable taking on the office of president at this time. Therefore, Campbell presented a revised slate of nominations: Jane Acker for President, Charles Glatz for Vice President, and Sarah Barchman for Secretary.

Acker asked if there were any further nominations for the office of president. Hearing none, she declared nominations for the office of president closed. She welcomed further nominations for the office of vice president. None were offered and nominations for the office of vice president were declared closed. Additional nominations for the office of secretary were invited. None were offered; nominations for the office of secretary were declared closed.

**Moved by Linch, seconded by Butler, to elect the slate of Acker, Glatz, and Barchman. Vote on Motion: 8-0. (All voting.) Motion carried unanimously.**

The new officers were declared elected and installed for the upcoming year.

**Recognition of Retiring Trustee:** Acker expressed thanks and gratitude for Al Campbell's nine years of service as a Library Trustee. She noted that he was first appointed in May 2008 and had served on many committees, from beginning to end of the building project, and through many staff changes. He was presented with a Certificate of Recognition.

Campbell stated that he had had a great time and enjoyed the good conversations. He recalled controversy over a magazine display on teen-age sex and sexuality that brought out a lot of folks from the university and the community. He is pleased that that level of engagement has continued. He added that serving on the Library Board appealed to him because of his belief in the dialectic. He stated that "in literature you find everything and its opposite." "You know what you believe after you know a subject and can make informed decisions," and the purpose of the Library is to support that.

**Trustee Comments:** The trustees expressed their appreciation for Campbell's contributions to the Board and the Library.

**Adjournment:**

**Moved by Linch, seconded by Campbell, to adjourn at 8:44 p.m.**

**Vote on Motion: 7-0. Motion carried unanimously.**

The next regular meeting will be on Thursday, April 20, 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

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,872.10
PAYROLL SUMMARY	LONGEVITY	\$ 912.50
IPERS REFUND-KACEY KONRAD	PAYROLL ADJUSTMENT	\$ (15.06)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 186.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,772.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 537.28
PAYROLL SUMMARY	FICA	\$ 2,297.29
PAYROLL SUMMARY	IPERS	\$ 3,374.18
IPERS REFUND-KACEY KONRAD	IPERS	\$ (22.60)
PAYROLL SUMMARY	WORKERS COMP	\$ 117.28
FEB 2017 INFO SERV CHGS	CITY DATA SERVICES	\$ 493.58
FEB MESSENGER CHARGE	MESSENGER SERVICE	\$ 412.26
FEB. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 9.00
RISK INSURANCE CHGS 16/17	RISK INSURANCE	\$ 26,380.00
MARCH TELEPHONE SYSTEM CH	CITY PHONE SERVICE	\$ 369.68
FEB. 2017 EQUIPMENT USAGE	FLEET MAINTENANCE	\$ 312.27
FEB. 2017 EQUIPMENT USAGE	FLEET REPLACEMENT	\$ 2,220.00
FLEX ADMIN CHARGES	FLEX ADMINISTRATION	\$ 179.69
FEBRUARY POSTAGE CHGS	POSTAGE/FREIGHT	\$ 16.72
BANK OF AMERICA	CONFERENCES	\$ 885.40
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$ 702.00
DEX MEDIA EAST	ADVERTISING	\$ 15.50
LUBBEN, JANET	RECRUITING COSTS	\$ 135.66
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 8,585.98
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 231.80
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 165.38
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 931.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 370.62
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY	NATURAL GAS	\$ 689.83
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,048.32
XEROX CORPORATION	RENTALS/LEASES	\$ 1,090.04
G & K SERVICES	NON-CITY SERVICE	\$ 108.00
LAWNPRO	NON-CITY SERVICE	\$ 698.75
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 5,011.65
CH ISSUES	OFFICE SUPPLIES	\$ 213.19
AMER MARKING INC	OFFICE SUPPLIES	\$ 13.46
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 39.56
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 20.16
BANK OF AMERICA	OFFICE SUPPLIES	\$ 551.24
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 37.08
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 359.88

CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 284.48
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 86.48
BANK OF AMERICA	CLEANING SUPPLIES	\$ 10.01
CENT IA DISTRIBUTING INC	EQUIPMENT PARTS/SUPPLIES	\$ 16.32
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 67.40
BANK OF AMERICA	FOOD	\$ 703.60
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 12.52
ANDERSON, JILL	SPECIAL PROJECT SUPPLIES	\$ 100.00
	<b>Total Administration</b>	<b>\$ 105,849.53</b>
<b>Operations Services</b>		
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 9,578.22
PAYROLL SUMMARY	MEDICARE FICA	\$ 138.90
PAYROLL SUMMARY	FICA	\$ 593.85
PAYROLL SUMMARY	IPERS	\$ 855.33
PAYROLL SUMMARY	WORKERS COMP	\$ 83.30
MARCH TELEPHONE SYSTEM CH	CITY PHONE SERVICE	\$ 46.21
HY VEE INC	FOOD	\$ 19.04
	<b>Total Operations Services</b>	<b>\$ 11,314.85</b>
<b>Resource Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 20,410.22
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 310.00
PAYROLL SUMMARY	LONGEVITY	\$ 300.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 95.35
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,602.08
PAYROLL SUMMARY	MEDICARE FICA	\$ 285.75
PAYROLL SUMMARY	FICA	\$ 1,221.71
PAYROLL SUMMARY	IPERS	\$ 1,877.11
PAYROLL SUMMARY	WORKERS COMP	\$ 29.19
FEB. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 6.24
MARCH TELEPHONE SYSTEM CH	CITY PHONE SERVICE	\$ 184.84
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$ 50.40
OCLC INC	OUTSIDE PROFESSIONAL SVCS	\$ 8,800.00
FLEX ADMIN CHARGES	FLEX ADMINISTRATION	\$ 65.34
BANK OF AMERICA	CONFERENCES	\$ 869.10
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 574.14
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 370.51
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 131.10
OVERDRIVE	ELECTRONIC LICENSES	\$ 1,434.62
LIBRARY 3/13/17	PERIODICALS	\$ (41.20)
DES MOINES REGISTER	PERIODICALS	\$ 113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,584.04
AMAZON	YOUTH COLLECTION	\$ 766.05

MIDWEST TAPE	YOUTH COLLECTION	\$ 638.68
BANK OF AMERICA	YOUTH COLLECTION	\$ 485.95
GALE GROUP	YOUTH COLLECTION	\$ 445.77
AMAZON	AUDIO-VISUAL COLLECTION	\$ 186.83
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 8,942.18
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 6,687.92
MANUFACTURERS NEWS INC	ADULT PRINT COLLECTION	\$ 122.90
AMAZON	ADULT PRINT COLLECTION	\$ 518.73
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 35.00
GALE GROUP	ADULT PRINT COLLECTION	\$ 879.96
NORTHCREST COMMUNITY	REFUNDS	\$ 17.95
	<b>Total Resource Services</b>	<b>\$ 63,064.36</b>
<b>Youth Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 34,360.84
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 35.00
PAYROLL SUMMARY	LONGEVITY	\$ 422.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 164.15
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,764.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 481.85
PAYROLL SUMMARY	FICA	\$ 2,060.36
PAYROLL SUMMARY	IPERS	\$ 3,109.28
PAYROLL SUMMARY	WORKERS COMP	\$ 41.83
FEB. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 4.00
MARCH TELEPHONE SYSTEM CH	CITY PHONE SERVICE	\$ 277.26
SCHNEIDER, MIKE	OUTSIDE PROFESSIONAL SVCS	\$ 130.00
FLEX ADMIN CHARGES	FLEX ADMINISTRATION	\$ 65.34
FEBRUARY POSTAGE CHGS	POSTAGE/FREIGHT	\$ 0.45
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 49.99
BANK OF AMERICA	FOOD	\$ 26.42
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 224.61
	<b>Total Youth Services</b>	<b>\$ 47,293.04</b>
<b>Adult Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 34,732.06
PAYROLL SUMMARY	LONGEVITY	\$ 820.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 146.07
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,203.80
PAYROLL SUMMARY	MEDICARE FICA	\$ 499.32
PAYROLL SUMMARY	FICA	\$ 2,134.92
PAYROLL SUMMARY	IPERS	\$ 3,174.79
PAYROLL SUMMARY	WORKERS COMP	\$ 41.66
FEB. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 44.35
MARCH TELEPHONE SYSTEM CH	CITY PHONE SERVICE	\$ 277.26

FLEX ADMIN CHARGES	FLEX ADMINISTRATION	\$ 65.34
FEBRUARY POSTAGE CHGS	POSTAGE/FREIGHT	\$ 0.45
BANK OF AMERICA	FOOD	\$ 301.84
	<b>Total Adult Services</b>	<b>\$ 47,511.86</b>
<b>Customer Account Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,730.64
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,453.03
PAYROLL SUMMARY	LONGEVITY	\$ 697.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 173.43
PAYROLL SUMMARY	LIFE INSURANCE	\$ 87.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,566.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 523.62
PAYROLL SUMMARY	FICA	\$ 2,238.83
PAYROLL SUMMARY	IPERS	\$ 3,382.77
PAYROLL SUMMARY	WORKERS COMP	\$ 46.03
MARCH TELEPHONE SYSTEM CH	CITY PHONE SERVICE	\$ 277.26
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 254.04
FLEX ADMIN CHARGES	FLEX ADMINISTRATION	\$ 147.02
FEBRUARY POSTAGE CHGS	POSTAGE/FREIGHT	\$ 1,160.70
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 15.91
HEIMBAUGH, LAURELLE	TRAVEL/MEETINGS	\$ 4.28
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 16.32
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 366.95
	<b>Total Customer Account Services</b>	<b>\$ 50,142.21</b>
	<b>GRAND TOTAL:</b>	<b>\$ 325,175.85</b>
		<i>April 19, 2017</i>
<b>Jane Acker, President</b>	<b>Sarah Barchman, Secretary</b>	<b>Date</b>

2015/16 Ames Public Library General Fund Expenditure Comparisons

Mar 31, 2017

9 months =75%

Year-to-Year Expenditure Comparisons

	YTD 2015/16	YTD 2016/17	% Change from 2015/16
Totals by Category:			
Personnel Services	\$ 1,605,258	\$ 1,598,333	-0.4%
Employee Benefits	525,155	516,804	-1.6%
Internal Services	77,199	69,188	-10.4%
Contractual	338,212	320,047	-5.4%
Commodities	54,668	46,960	-14.1%
Collection	324,781	315,353	-2.9%
Capital	2,910	-	0.0%
Other	540	491	-9.1%
Capital over 5,000	-	-	
Total	\$ 2,928,723	\$ 2,867,176	-2.1%

Expense-Budget Comparisons

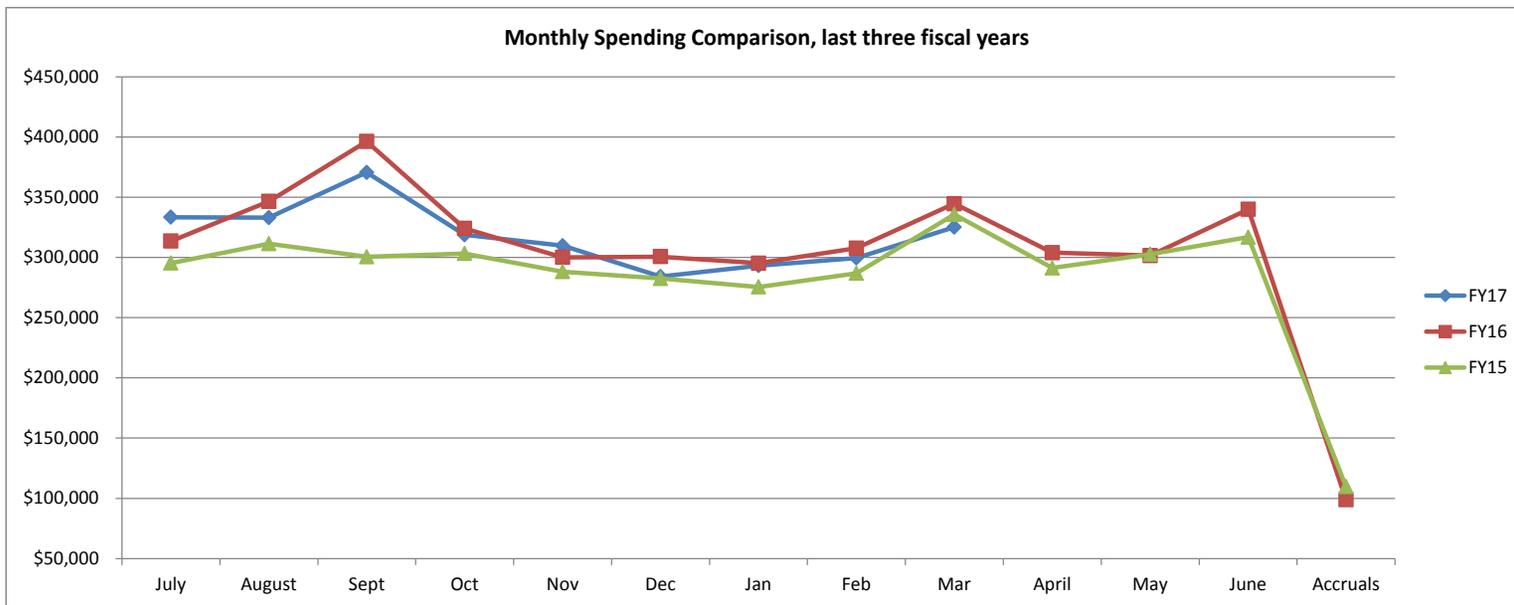
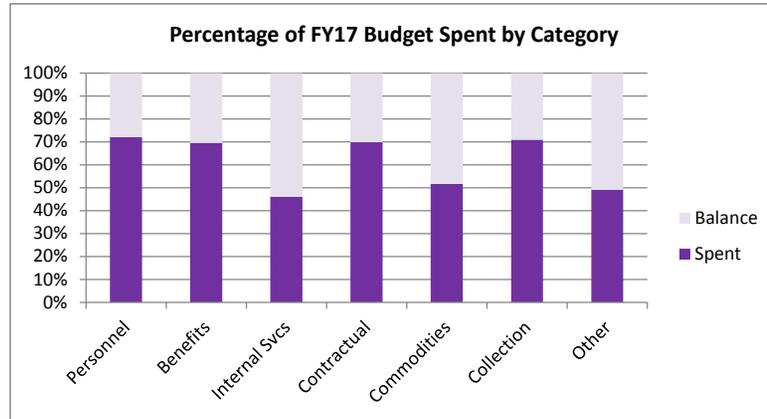
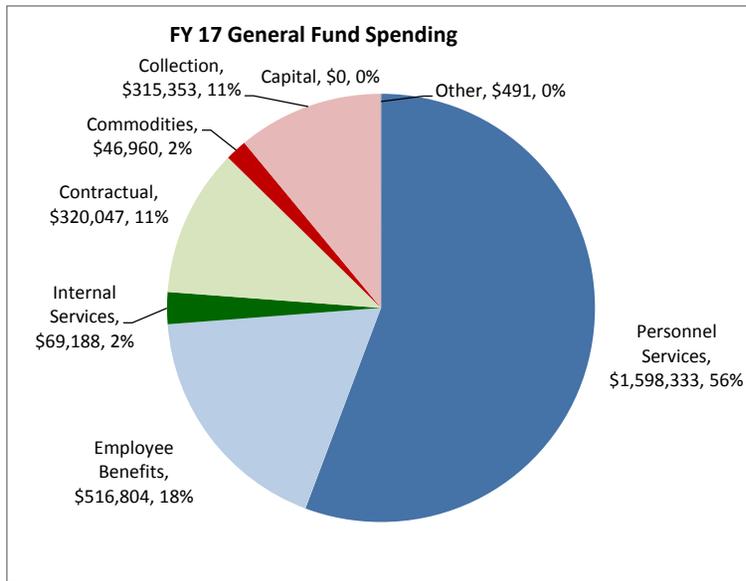
	YTD 2016/17	Budget* 2016/17	% of Total Budget Spent
	\$ 1,598,333	\$ 2,217,329	72.1%
	516,804	742,433	69.6%
	69,188	149,964	46.1%
	320,047	458,597	69.8%
	46,960	90,970	51.6%
	315,353	444,321	71.0%
	-	-	0.0%
	491	1,000	49.1%
	-	-	0.0%
Total	\$ 2,867,176	\$ 4,104,614	69.9%

Year-to-Year Expenditure Comparisons

	YTD 2015/16	YTD 2016/17	% Change from 2015/16
Totals by Division:			
Administration	\$ 860,437	\$ 826,507	-3.9%
Operations	184,347	146,489	-20.5%
Resource Services	621,973	624,299	0.4%
Youth Services	411,441	420,108	2.1%
Adult Services	417,925	412,116	-1.4%
Customer Account Services	432,600	437,656	1.2%
Grand Total	\$ 2,928,723	\$ 2,867,175	-2.1%

	YTD 2016/17	Budget* 2016/17	Division % of Grand Total
	\$ 826,507	\$ 1,225,439	28.83%
	146,489	264,884	5.11%
	624,299	849,884	21.77%
	420,108	600,243	14.65%
	412,116	563,026	14.37%
	437,656	601,138	15.26%
Total	\$ 2,867,175	\$ 4,104,614	99.99%

\* Adjusted Budget



Ames Public Library Donations Report				
March 31, 2017				
FY2016/17				
	Library	Friends	Donations	
	Bequests	Foundation	& Grants	Total
Fund balance - 06/30/16	\$ -	\$ 97,744	\$ 300,291	\$ 398,035
<b>Revenues:</b>				
Interest revenue		908	2,035	2,943
Direct state aid			12,049	12,049
General Donations			9,162	9,162
Project Smiles Donations			1,116	1,116
Friends Foundation		84,387	-	84,387
Small Talk Grant		31,721	-	31,721
Total revenues	-	117,016	24,362	141,378
<b>Expenditures:</b>				
<b>Administration:</b>				
Personal Services		2,478		2,478
Employee Benefits		442		442
Printing/Graphics		27		27
Office Supplies		787		787
Special Project Supplies		243		243
<b>Resource Services:</b>				
Electronic Collection Service		8,179		8,179
Juvenile		2,405	151	2,556
Adult collection		1,813	450	2,263
<b>Youth Services:</b>				
Outside Professional Services		5,110		5,110
Food & Feed		71		71
Project Smyles			21,404	21,404
Books for Babies			4,050	4,050
Juvenile			30	30
Special Project Supplies		4,334		4,334
<b>Adult Services:</b>				
Outside Professional Services		2,162	-	2,162
Special Project Supplies		6,758	996	7,754
<b>Library Improvements:</b>				
Small Talk Grant:		33,951		33,951
Library renovation project:		-	-	-
Kinney-Lindstrom Grant:			3,098	3,098
Carver Trust Grant:			44,639	44,639
Total expenses	-	93,139	74,819	167,957
<b>Transfers between funds:</b>				
Friends Foundation/Donations	-	(10,000)	10,000	-
Bequest/Donations			-	-
Total transfers	-	(10,000)	10,000	-
Current fund balance	\$ -	\$ 111,621	\$ 259,835	\$ 371,456
<b>Less:</b>				
<b>Committed funds:</b>				
Encumbrances		2,137	7,948	10,085
Reserved principal*			8,276	8,276
Total committed funds	-	2,137	16,224	18,361
Balance available for expenditure	\$ -	\$ 109,483	\$ 243,611	\$ 353,094
Notes: * Reserved principal consists of the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests is to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large-print materials.				
** On July 21, 2011 the Ames Public Library Board of Trustees voted to pledge \$1,000,000 of bequest funds toward the Library Renewal Project. This resolution superseded the Board's previous resolution to reserve \$700,000 of bequest funds and 20% of the interest earned annually on the bequest funds for future projects.				
*** On June 30, 2016 the Bequest fund was merged into the Donations fund.				

## **FY18 Enrich Iowa Agreement**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 20, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes execution of the Enrich Iowa agreement, including Direct State Aid, Open Access, and Interlibrary Loan Reimbursement for the period from July 1, 2017 through June 30, 2018.

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Jane Acker, President

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Sarah Barchman, Secretary

**Background:** The Enrich Iowa program offers public libraries state funding through Direct State Aid, Open Access and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor.

This year, APL received \$75,638 from the State—\$63,589 for Open Access/ILL and \$12,049 for Direct State Aid.

A communication from the State Library of Iowa stated that this year's payment reflected a 3.75% cut in Enrich Iowa funding, resulting from passage of Senate File 130 in the 2017 Legislative session which was signed into law by Governor Branstad. The State Library also noted that the Governor recommended a 4.25% cut to Enrich Iowa funding for fiscal year 2017/18 (FY18). Fortunately, the Library's revenue projections for FY18 were conservatively estimated at a total of \$69,000—\$56,000 for Open Access/ILL and \$13,000 for Direct State Aid.

The FY18 Enrich Iowa Agreement and the terms for each of the three programs appear on the following pages. In order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30.

**Requested Action:** Administration requests authorization to execute the FY18 Enrich Iowa Agreement.

**ENRICH IOWA AGREEMENT - PUBLIC LIBRARY**  
FY18 (JULY 1, 2017 - JUNE 30, 2018)

Due at State Library of Iowa Des Moines Office by April 30, 2017

Library Name \_\_\_\_\_ City \_\_\_\_\_

Phone (with area code) \_\_\_\_\_ E-mail \_\_\_\_\_

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

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

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

**1. GENERAL PROVISIONS**

- A. Libraries must return this Enrich Iowa Agreement indicating the programs the library will participate in. This form must be signed by the library director or other signatory authority. This form must be received by the State Library Des Moines office by April 30, 2017.
- B. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access or Direct State Aid funding.
- D. A library may choose to participate in Interlibrary Loan Reimbursement without participating in Direct State Aid or Open Access.

**2. ASSURANCES**

- A. Our public library named above was established on or before July 1, 2015, in accord with the *Code of Iowa*.
- B. Our library meets Tier one requirements or higher. This is required for Open Access and Direct State Aid funding.
- C. Our public library has submitted to the State Library a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY18 program reporting requirements.
- E. Our library will use all Enrich Iowa funds to improve library services.
- F. Our library's Enrich Iowa funds will supplement, not supplant, any other funding received by the library. Our library will inform the city and/or county of this requirement and we will report noncompliance to the State Library. We understand that if the funding is used to replace local funds, the funds received must be returned and our library will not be eligible for Enrich Iowa funding the following year.
- G. Our library will provide information for auditing purposes, if requested by the State Library.

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

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: Michael Scott  
Michael Scott, State Librarian  
State Library of Iowa

Date: 2/1/2017

# OPEN ACCESS TERMS OF AGREEMENT

## FY18 (July 1, 2017 – June 30, 2018)

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According to the **Enrich Iowa Agreement** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective July 1, 2017 - June 30, 2018, it is mutually understood and agreed:

### 1. Purpose

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

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

### 2. Definitions

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

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

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

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

#### Transactions:

##### Eligible

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

- D. Renewals of eligible items as listed on lines A to C above.

**Ineligible:**

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

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

**3. General Provisions**

- A. Libraries must return the Enrich Iowa Agreement, indicating in the box provided, that the library will participate in Open Access. It must be signed by the library director or other signatory authority, and must be received by the State Library on or before April 30, 2017.
- B. To participate in Open Access for FY18, a public library must have been established on or before July 1, 2015 in accord with the Code of Iowa, 392.1.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access funding.
- D. Participants cannot deny service to residents from any Iowa jurisdiction with a public library or a student at an Iowa academic institution. Open Access Eligible Patrons are subject to the same circulation policies, regulations, and restrictions, as local patrons for eligible transactions, except for limits referred to in provision 3F below.
- E. A local public library board may decide to deny Open Access service to residents of a jurisdiction that is contracting with a library(s) at a rate that the board deems to be inequitable. The library's board must notify the State Library, and the jurisdiction denied service, in writing, of its intent and rationale for the decision prior to any action.
- F. A local public library board may decide to limit the number of Open Access items checked out to Eligible Patrons. If the library chooses to limit the number of Open Access items checked out it must treat all Open Access Eligible Patrons equally. The library's board must notify the State Library in writing of its intent and rationale for the decision prior to limiting access.
- G. Participants have the option to offer services other than Eligible Transactions to Eligible Patrons.

**4. The Participant shall:**

- A. Provide a signed ordinance or other legal documentation to the State Library, dated on or before July 1, 2015, establishing it as a public library.

- B. Check out eligible library materials to Eligible Patrons.
- C. Accept returned items borrowed from any other library in Iowa.
  - a. Return items to the owning library and indicate the return date.
  - b. Log an accurate record of actual postage spent to return items. Libraries will be reimbursed for full postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
  - c. If an item is overdue, the library that owns the item collects any fines according to local policy.
  - d. Interlibrary Loan items are not eligible for postage reimbursement.

**5. The State Library of Iowa shall:**

- A. Administer the Open Access program.
- B. Distribute Open Access funds to participants based upon the formula and availability of funds.
- C. Inform libraries about the availability of Open Access funds.
- D. Answer Open Access related questions.
- E. Communicate changes to the program in a timely manner.
- F. Monitor compliance with the Open Access terms of agreement.
- G. Initiate a transaction audit if deemed necessary.
- H. Take appropriate action if a participant is not honoring the terms of this agreement.
- I. Provide a list of communities (that either provide a public library or pay for service to a public library) and participating academic libraries whose patrons are eligible for Open Access.

# INTERLIBRARY LOAN REIMBURSEMENT TERMS OF AGREEMENT FY18 (JULY 1, 2017-JUNE 30, 2018)

According to the Enrich Iowa Agreement made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective July 1, 2017 - June 30, 2018, it is mutually understood and agreed:

## 1. PURPOSE

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

## 2. DEFINITION

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

## 3. GENERAL PROVISIONS:

- A. Libraries must return the **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library Des Moines office on or before April 30, 2017.
- B. Participant agrees to loan as well as borrow.
- C. Participant as Lender is not obligated to fill requests for newly published materials or items costing less than \$10.00. Participant as borrower should consider purchasing these types of materials before requesting a loan.
- D. School or academic participants that close before June 30 should submit claims before the end of the school year. Late claims may not be approved for payment.
- E. Participant is reimbursed annually for each item loaned to eligible libraries. Reimbursement is based on transactions from the previous fiscal year. (See Reporting in Section 5D).
- F. Providing interlibrary loan services to nonresidents (i.e., Open Access customers) is a local library option.
- G. Participant as borrower may charge library customers up to \$3.00 per item to offset postage.
- H. The Interlibrary Loan Reimbursement program will not provide reimbursement:
  - For bulk loans of a collection of different titles, e.g. a large print collection
  - For lost or damaged materials
  - For postage to send or return ILL items
  - To State agency libraries for loans made to other libraries
  - To AEA media centers for loans made to school libraries
  - To Regents university libraries for loans made to other Regent university libraries
  - To special libraries for loans made to other special libraries
  - For loans that are reimbursed under other contracts or agreements
  - For loans to a resident of a city with a library that owns the item

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

#### 4. RESPONSIBILITIES OF THE PARTICIPANT AS BORROWING LIBRARY:

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

#### 5. RESPONSIBILITIES OF THE PARTICIPANT AS LENDING LIBRARY:

- A. Honor ILL requests from all participating Iowa libraries.
- B. Do not charge Iowa borrowing libraries for interlibrary loan.
- C. Follow its own policy regarding charges to the borrowing library for faxes and for materials lost or damaged during the interlibrary loan process.
- D. Report interlibrary loan activity in accordance with the following:
- Report eligible interlibrary loan transactions annually in accordance with directions and deadlines established by the State Library.
  - Submit the Interlibrary Loan Reimbursement Report form and Transaction Log (if applicable) to the State Library by July 31, 2018. *No report is necessary if all interlibrary loans transactions were made through OCLC and SILO.* Provide additional information for reporting purposes as requested by the State Library.
  - If a loan was not made through SILO or OCLC, provide verification, along with the report, that it was made in response to a specific request for the item from another library. Verification may be in the form of photocopies of requests or a log listing the transaction.
  - Report a photocopy of an article as one transaction regardless of the number of pages photocopied.
  - Report *each* copy of the same title loaned for book discussions as one transaction.
  - Libraries that are part of a shared automation system must provide documentation that interlibrary loans reported for reimbursement were checked out by a resident of a city other than their own.

#### 6. RESPONSIBILITIES OF THE STATE LIBRARY:

- A. Administer the Interlibrary Loan Reimbursement program on behalf of participating Iowa libraries and distribute Interlibrary Loan Reimbursement contingent upon receipt of funds.
- B. Post a copy of the Interlibrary Loan Reimbursement Report form and the Transaction Log on the State Library's website.
- C. Reimburse participants annually for each item loaned to eligible libraries.

- D. Reimbursement is based on transactions from the previous year. FY18 Reimbursement is based on the funds available and the total number of transactions for FY17.
- E. Inform libraries as to the availability of funds under Interlibrary Loan Reimbursement and answer questions on the details of Interlibrary Loan Reimbursement. Changes to Interlibrary Loan Reimbursement will be communicated in a timely manner to all participants and other interested parties.
- F. Monitor compliance with the Interlibrary Loan Reimbursement terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.

# **DIRECT STATE AID TERMS OF AGREEMENT**

## **FY18 (JULY 1, 2017 - JUNE 30, 2018)**

According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2017 - June 30, 2018**, it is mutually understood and agreed:

### **1. PURPOSE**

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

### **2. GENERAL PROVISIONS**

- A. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- B. Tier 0 public libraries may participate in Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
- C. Libraries must return the **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Direct State Aid, Open Access, and Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office on or before **April 30, 2017**.

### **3. THE PARTICIPANT SHALL:**

- A. Have an Internet Use Policy in place.
- B. Have a current accreditation report on file at the State Library demonstrating that the library meets the standards requirements of Tier 1, 2, or 3.
- C. Submit the FY16 Iowa Public Library General Information Survey (annual survey) to Iowa Library Services by **February 1, 2017**.
- D. Submit the FY17 Direct State Aid Report by **July 31, 2017**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- E. Expend FY18 Direct State Aid funds by **June 30, 2018**.
- F. Participate in Open Access and Interlibrary Loan Reimbursement per the Terms of Agreement.

### **4. IOWA LIBRARY SERVICES SHALL:**

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

## **FY18 Custodial Contract**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 20, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves contract renewal and the purchase of custodial services for fiscal year 2017/18 from Nationwide Office Care in the amount of \$77,739.48.

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Jane Acker, President

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Sarah Barchman, Secretary

**Background:** The annual contract for custodial services with Nationwide Office Care is due to expire on June 30. The Library is pleased with Nationwide's services and would like to exercise the option to renew.

A price of \$16.38 per hour for fiscal year 2017/18 (FY18) was quoted when bids for the Library's custodial work were originally solicited. Under the terms of the contract, the Library pays for actual hours worked and the number of total hours per year fluctuates, depending on which day of the week the holidays fall.

It has been estimated that 4,746 hours of service will be required next year, bringing the FY18 contract total to \$77,739.48. This amount was included in the 2017/18 budget that was approved by the Board in December and the City Council in March. (It reflects the additional 11 hours per week that were requested to allow for custodial support during more open hours and deep cleaning after hours.)

Nationwide Office Care's representatives work closely with Library staff to ensure high quality results and accommodate the timing of Library activities and public events. Approval of the Library Board and City Council is required at this time to allow the Finance Department to process the purchase order in excess of \$50,000.

**Requested Action:** Administration requests authorization to extend the contract with Nationwide Office Care for FY18 custodial services the amount of \$77,739.48. City Council approval was also requested this month.

**FY18 Annual Maintenance Agreement Renewal with Innovative Interfaces, Inc.**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 20, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of the Annual Maintenance Agreement for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2017/18 at a cost of \$27,801.

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Jane Acker, President

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Sarah Barchman, Secretary

**Background:** The Library purchased the Polaris Integrated Library System (ILS) in January 2014. The system's modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, and home delivery. The Polaris ILS was originally manufactured by a firm called Polaris Library Systems, which was purchased by Innovative Interfaces, Inc. (III) in 2015. III is now the sole maintenance provider.

The ILS maintenance contracts for fiscal year 2017/18 (FY18) will cost \$27,801. Service will include licenses and software maintenance, as well as technical support for the hardware and operating systems that host the ILS. Itemized costs are shown on the following pages and correspond to the prices that were quoted at the time of purchase. Funding for renewal of this maintenance agreement was included in the FY18 budget.

**Requested Action:** Staff requests Library Board approval renewal of the Annual Maintenance Agreement for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2017/18 at a cost of \$27,801.00



# Invoice

Page 1 of 2

Innovative Interfaces, Inc.  
 5850 Shellmound Way  
 Emeryville, CA 94608  
 510.655.6200  
 billing@iii.com

**Invoice #** INV-INC13672  
**Invoice Date** 4/3/2017  
**Terms**  
**PO #**  
**Due Date** 6/30/2017  
**Site Code** AMES1846  
**Created From** Sales Order #SO-INC12183  
**Currency** US Dollar

**Bill To**

Ames Public Library  
 515 Douglas Avenue  
 Ames IA 50010  
 United States

Qty	Description	Unit Price	Amount
1	Polaris Database Synch Service Renewal	207.00	207.00
1	Polaris API Renewal	1,590.999999...	1,591.00
1	Polaris Collection Agency Manager Renewal	557.00000004	557.00
1	Polaris Community Profiles Renewal	318.00	318.00
1	Polaris EDI Maintenance Renewal (Baker & Taylor)	132.50000004	132.50
1	Polaris EDI Maintenance Renewal (Midwest Tape)	132.50000004	132.50
1	Polaris Export Express Renewal	318.00	318.00
1	Polaris Inventory Manager Renewal	530.00000004	530.00
1	Polaris Mobile PAC Renewal	530.00000004	530.00
1	Polaris Outreach Services	530.00000004	530.00
1	Polaris PowerPAC Children's Edition Renewal	530.00000004	530.00
1	Polaris Server Software Renewal	0.00	0.00
1	Polaris Simply Reports Renewal	795.99999996	796.00
60	Polaris Staff Client Renewal (Open)	257.79999996	15,468.00
1	Polaris URL Detective Renewal	159.00	159.00
1	Polaris Authorities Weekly Renewal	1,800.00	1,800.00
1	Polaris OverDrive Integration Renewal	1,350.00	1,350.00
1	Polaris Integration License Renewal (SelfCheck)	668.00000004	668.00
1	Polaris Integration License Renewal (RFID)	849.00	849.00
1	Syndetic Solutions	1,335.00	1,335.00



# Invoice

Page 2 of 2

Invoice #

INV-INC13672

Innovative Interfaces, Inc.  
5850 Shellmound Way  
Emeryville, CA 94608  
510.655.6200  
billing@iii.com

Qty	Description	Unit Price	Amount
	Year 4 of 5 1 July 2017 - 30 June 2018		

<b>Total</b>	27,801.00
<b>Amount Due</b>	US\$27,801.00

FEIN 94-2553274

Please remit electronically to:  
Bank of America, N.A.  
ABA/Routing Code: 026009593  
SWIFT: BOFAUS3N  
Beneficiary: Innovative Interfaces Incorporated  
Beneficiary Account: 1416200046

For payments remitted by check via regular mail:  
Innovative Interfaces, Inc  
PO Box 74008010  
Chicago, IL 60674-8010

For payments remitted by check via FedEx and/or UPS:  
Bank of America Lockbox Services  
Innovative Interfaces, Inc  
LBX #74008010  
540 W Madison, FL 4  
Chicago, IL 60661

For billing inquiries contact us at:  
1-510-655-6200 or billing@iii.com

## **Library Request for FY18 APLFF Funding**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 20, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, requests that Ames Public Library Friends Foundation provide funding in the amount of \$164,500 for fiscal year 2017/18 for the following purposes.

**New Requests:**

Programming	\$56,000
Incentives	\$ 4,500
Collections	\$20,000
Shared Position	\$44,000

**Carryovers:**

Innovation	\$10,000
Website Redesign	\$30,000

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Jane Acker, President

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Sarah Barchman, Secretary

**Background:** Ames Public Library Friends Foundation (APLFF) conducts public fundraising efforts in support of the actions of the Board of Trustees and responds, within its ability, to the Board’s requests for funding. The Library Director and staff have, therefore, prepared a list of requests for the Board of Trustees to consider for fiscal year 2017/18 (FY18).

**New Requests**

• Programming		\$ 56,000
○ Youth	\$ 8,000	
○ Teen	\$ 3,000	
○ Adult	\$ 8,000	
○ Prize Books and Battle Medallions	\$ 12,000	
○ Adult Summer Incentives	\$ 2,000	
○ Book Clubs	\$ 3,500	
▪ Youth	\$ 500	
▪ Teen	\$ 750	
▪ Adult	\$ 1,000	
▪ Great Books	\$ 500	
▪ All Iowa Reads Youth & Teen	\$ 500	
▪ Parenting	\$ 250	
○ Passive Programming	\$ 5,000	
○ Author Visits	\$ 13,000	
▪ Author visits	\$ 10,000	
▪ Author support (ISU)	\$ 3,000	
○ Little Free Libraries (at Ames Middle School and Ames High School)	\$ 500	
○ Coding materials (STEAM Programming)	\$ 1,000	
• Incentives		\$ 4,500
○ Giveaways	\$ 1,000	
○ Promotional	\$ 3,500	
• Collection		\$ 20,000
○ Carryover (to bridge fiscal years)	\$ 10,000	
○ Book Series Project	\$ 2,500	
○ DVD Series Project	\$ 2,500	
○ Non-traditional Collections	\$ 5,000	
• Project Smyles		\$ 0
• Other - Shared Staff Position with ISU		<u>\$ 44,000</u>
	<i>Subtotal – New Requests</i>	<u>\$124,500</u>

**Carryovers**

- Innovation \$ 10,000
- Website Redesign \$ 30,000

*Subtotal – Carryovers* \$ 40,000

**Grand Total:** **\$164,500**

The APLFF Budget and Finance Committee is presently drafting an FY18 budget for review by the Board of Directors next month. It would be helpful to include these requests at this time.

**Requested Action:** Administration recommends that the Board of Trustees request APLFF funding in Fiscal Year 2017/18 in the amount of \$164,500 for the purposes shown above.

**Wood Donation of Sealine Enameled Glass**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 20, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, accepts the donation of a framed piece of enameled glass by Eric Sealine from Shirley Wood.

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Jane Acker, President

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Sarah Barchman, Secretary

*Shirley J. Wood  
546 W Riverside Rd  
Ames, LA 50010  
sjwood@iastate.edu*

April 12, 2017

Lynn Carey, Director  
Ames Public Library  
515 Douglas Avenue  
Ames, Iowa 50010

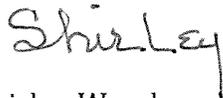
Dear Lynn,

I am attaching a brief statement as to my purpose in offering this Sealine art piece to the Ames Public Library. I did not go into my personal affection for libraries, but that too played a part. I also am including some information about Eric Sealine that may be of interest to the art committee.

I do realize that there are many factors that need to be considered when a decision is being made to either accept or reject a donation of this type. I will understand if this particular piece is not one that can be displayed in our library. Though the library is my first choice, I know the ISU Museums want the work and I will be equally comfortable in donating it to them.

I look forward to hearing from you.

Best regards,



Shirley Wood



April 11, 2017

## DONORS STATEMENT

I obtained this piece and two others directly from Eric at his second floor studio in the 200 block of Main Street in 1977. At that time, he was a young semi-starving artist and I was a slightly less-starving assistant professor and the arrangement served us both well. As Eric is a highly regarded artist with significant ties to Ames, I would like it to stay in Ames. The Iowa State University museums have a number of Eric's pieces and will happily accept this one, but I will be quite pleased if the Ames Public Library has a location where it can be displayed.

## INFORMATION ABOUT ERIC SEALINE

Eric graduated from Ames High School in 1966 and received his undergraduate degree from ISU in 1970. His first one-man show was held at the Octagon in 1972. As noted in the attached bio, his work has since been shown in prestigious venues both nationally and internationally. Information about his many shows and exhibits can easily be found with an Internet search. The ISU Museums have a number of his pieces and in 2011 he was commissioned to complete a wall mural in the State Gymnasium. Titled "Learning to Fly," the 1,395 square foot mural received a Covering Installation And Design Award in 2013. Information about the works owned by the ISU Museums may be found at <http://umsm003.its.iastate.edu/>. The bio reprinted below is in Eric's words and may be found at <http://www.ericsealine.com/about/>.

## ERIC SEALINE BIOGRAPHY

I grew up and went to college in Ames, Iowa. Through high school and at Iowa State University I took all the art and art history courses I could, and visited the Des Moines Art Center on a regular basis, but it wasn't until my first visit to the Chicago Art Institute that something . . . clicked.

It was the sculpture by Christopher Wilmarth that did it. Or maybe it was the Rothko.

The Rothko filled one end of a small gallery space. I was astonished to see how important the brushwork was, how important the color was. It was something you couldn't see in a slide. The canvas glowed. It seemed alive.

The Wilmarth was made of half-inch thick coke-bottle-green glass. Shaped like a "T," it was heat-slumped into a smooth barrel-curve, touching the wall only at

the top and bottom edges. The central square was acid etched into a frost. I remember thinking that its shadow was as much a part of the piece as the glass itself. It was the simplest, most elegant, most beautiful thing I had ever seen. It occurred to me then, for the first time, that this was something worth building my life around. Maybe I actually could be an artist. That was in 1972, and I've been at it ever since.

Early on, I worked extensively with glass, including leaded glass, and vitreous enamel fused onto plate glass at high temperatures. After some transformative life experiences—becoming a parent and losing my parents—I abandoned abstraction, as it no longer felt meaningful. I now had some stories to tell, and I began exploring more narrative work in oils, acrylics, drawing, and collage. Currently, I'm working on a series of elaborately constructed forced perspective dioramas, based on a few of the twenty studios I've had over the years, built of archival museum board with pen and ink rendering.

My work has been shown internationally at venues including the Metropolitan Museum of Art, New York City; Victoria and Albert Museum, London; Musée des Arts Décoratifs, Paris; and the Museum of Contemporary Art in Kyoto. Selected stateside exhibitions include Boston Sculptors Gallery; Chase Gallery, Boston; Rosenfeld Gallery, Philadelphia; Heller Gallery, New York City; Hooks-Epstein Galleries, Houston; New York University; Toledo Museum of Art, and the Corning Museum in Corning, NY. I've been commissioned for several public art installations, and my work resides in numerous public and private collections. A member of the Boston Sculptors Gallery since 2008, I live and work in Arlington, MA.

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02474617-230-8213    [esealine@mac.com](mailto:esealine@mac.com)