

**Ames Public Library Board of Trustees
Agenda – May 18, 2017
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of April 20, 2017
- 3) Motion approving payment of claims 4/1/17 – 4/30/17

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.)

Activity Reports

- 4) Ames Public Library Friends Foundation (APLFF) – Kluesner
- 5) Joint Donor Recognition Committee – Acker, Briese
- 6) Strategic Planning – Carey
- 7) Administrative Staff – Carey

Board Education

- 8) 2017 Kids First Conference Report -- Youth Services Staff

New Business

- 9) Director's Goals and Development Plan (Action Item)
- 10) Revised Agreement with APLFF (Action Item)
- 11) OCLC FY18 Subscription Renewals (Action Item)
- 12) Committee Appointments -- Acker

Trustee Comments

Adjournment

Next regular meeting: Thursday, June 15, 2017
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 18, 2017**

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

- 1) In honor of Kyle Briese from the staff of the Mary Greeley Home Health and Hospice Service \$210.00
- 2) From the Iowa State University Women’s Club Genealogy Division for books, materials, or programs of genealogical interest..... \$50.00

Jane Acker, President

John Linch, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 20, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 20, 2017 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Butler, Glatz, Kluesner, Linch, and Rohret in attendance. Briese and Marshall were excused. Library Director Carey was also present.

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

Swearing In: Roger Kluesner took the oath of office and was welcomed as a new trustee. Acker stated that Kluesner has served on the APL Friends Foundation (APLFF) Board and is the author of the second volume of Smyles adventures. Kluesner, who is currently Chief Operating Officer at McFarland Clinic, offered a brief biography and spoke of his experience with APL.

Consent Agenda:

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

1) Resolution accepting donation:

a) From Anonymous\$50.00

2) Motion approving minutes of the regular meeting of March 23, 2017

3) Motion approving payment of claims 3/1/2017 – 3/31/2017

Vote on Motion: 6-0 (Unanimous approval.) Resolution No. 2017-L011 adopted.

Public Forum: None.

Third Quarter Financial Reports: Trustee Linch stated that, at three-quarters of the way through the year, spending is on track overall, and the cyclical trend is close to what is expected. Director Carey noted that some money has been set aside for the American Library Association (ALA) Conference that will be held in Chicago at the end of June, and some replacement computers and new technology will be purchased in the fourth quarter.

Ames Public Library Friends Foundation (APLFF) Report: Acker said that the APLFF Board of Directors discussed budget requests. The nominating committee presented a slate of new officers with Jere Maddux as President. Literary Grounds continues to bring in a lot of money.

Carey added that the Author Café featuring Mary Howard and Neil Bowers was attended by 65 to 70. With Dr. Bowers's unexpected donation of the proceeds of his book sales, the event cleared \$1,700. Carey said the next Author Café will be held in the fall and may feature children's authors. Plans for a Literary Pub Crawl are also being developed.

Administrative Staff Report: Carey announced that this is the last Board meeting for the Library's Intern Videographer, Gage Towne, who is graduating in May. She then spoke about the ALA Conference in Chicago. She noted that there are special conference tracks for library trustees and invited them to let her know if they are interested in attending.

Carey recapped recent Library programs, including Step into Storybooks, which was presented in partnership with Ames Morning and Noon Rotary groups and Raising Readers in Story County, and attracted 2000-2500 visitors in three hours on April 8; Sixth-grade Battle of the Books; the German Iowa and the Global Midwest Exhibit; and an all-ages Drag Show on April

14. It seems this was the first library show of this type in the nation and Carey said APL's Facebook page had a tremendous response. A couple complaints were received, but many families had positive comments. Over 250 people attended the all-ages portion and 75 teens stayed for the teen event.

Carey said she recently participated in a grade level reading evaluation session directed by two Harvard professors. The program is called Lectio, and while it is geared toward evaluating literacy programs, Carey believes it has some application to the Strategic Plan and could potentially be used with United Way's Clear Impact Scorecard software.

Carey said that noon meals and afternoon snacks will be offered at APL five days per week this summer, under a United States Department of Agriculture-sponsored meal program. Food will be prepared by Nevada Public Schools this year. The Library will be hiring two AmeriCorps/Vista workers to assist and Liz Beck has obtained some donations that will help defray the cost of their stipends.

Strategic Planning Report: Carey spoke about Phase I activities that are underway or have been completed, as well as certain Phase II and II activities that have begun. These activities address APL's ten strategic initiatives: Encourage Early Literacy Skill Development; Ensure Excellent Customer Service; Strengthen Relationships with ISU Community; Engage Community Members; Curate Responsive Collections and Programs; Expand Promotions; Develop Welcoming and Accessible Destinations; Enhance Strategic Partnerships; Advance Digital Literacy; and Expand Access to Library Services.

2017/18 Enrich Iowa Agreement:

Moved by Glatz, seconded by Butler, to adopt a resolution authorizing 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.

Carey said that funding of Direct State Aid (DSA) is under attack by the legislature, but she has not received information about any other cuts yet. She stated that DSA funds may be used for variety of purposes. A report on how the funds are used is required annually and libraries are encouraged to tell a story about how the funding impacted people's lives. In the past, Carey said, APL has used DSA funds for the Books for Babies program and Project Smyles; this year, it will also partially fund an upgrade to the early literacy computers.

Vote on Motion: 6-0. (Unanimous approval.) Resolution No. 2017-L012 adopted.

Contract Renewal with Nationwide Office Care for 2017/18:

Moved by Rohret, seconded by Glatz, to adopt a resolution approving contract renewal and the purchase of custodial services for fiscal year 2017/18 from Nationwide Office Care in the amount of \$77,739.48.

Vote on Motion: 6-0. (Unanimous approval.) Resolution No. 2017-L013 adopted.

Innovative Interfaces Maintenance Agreement for 2017/18:

Moved by Barchman, seconded by Rohret, to adopt a resolution approving 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.

Vote on Motion: 6-0. (Unanimous approval.) Resolution No. 2017-L014 adopted.

Request for APLFF Funding in 2017/18:

Moved by Linch, seconded by Barchman, to adopt a resolution requesting that Ames Public Library Friends Foundation provide funding in the amount of \$164,500 for fiscal year 2017/18 for purposes outlined by staff.

Carey noted that there will be no need to fund Project Smyles in fiscal year 2017/18 because there is still some prior-year funding from APLFF that will be carried over. She stated that the big-ticket item on the list is a shared position with ISU, which is under consideration now. Without being sure of the job description, classification, or wages, she included a highest-cost estimate in the request. Carey said the work would involve collaborative programming and program development at each library, if they are both able to secure funding, and the position would end if the funding were to disappear. Carey said she is optimistic that this could be put into place relatively quickly because a precedent exists with Merry Rankin, who is jointly employed by the City of Ames and ISU as Sustainability Coordinator.

Vote on Motion: 6-0. (Unanimous approval.) Resolution No. 2017-L015 adopted.

Acceptance of Sealine Artwork Donation from Shirley Wood:

Moved by Glatz, seconded by Barchman, to adopt a resolution accepting the donation of a framed piece of enameled glass by Eric Sealine from Shirley Wood.

There was discussion about the excellent quality of the piece and the prestige of the artist. The Board expressed interest in having information about the piece available when the work is installed and finding a way of recognizing the artist at some time. Carey will check with the City about possible insurance implications.

Vote on Motion: 6-0. (Unanimous approval.) Resolution No. 2017-L016 adopted.

Trustee Comments:

Butler mentioned that her granddaughters enjoyed several programs and were enthralled with the youth area—especially the Lego table and kitchen—during recent visits. Butler also attended the drag show; she was pleased to see many families and young people, and commended Library staff for trying so hard to meet the needs of a very diverse population.

Kluesner said he is honored to be a trustee and is looking forward to his term.

The meeting was adjourned by consent at 8:21 p.m.

The next regular meeting will be on Thursday, May 18, 2017, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

Library Claims
April 1, 2017 - April 30, 2017

| Administration | | |
|---------------------------|--------------------------|--------------|
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 41,231.09 |
| PAYROLL SUMMARY | PAYROLL ADJUSTMENT | \$ 15.06 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 186.21 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 67.50 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 8,317.12 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 586.83 |
| PAYROLL SUMMARY | FICA | \$ 2,509.19 |
| PAYROLL SUMMARY | IPERS | \$ 3,681.94 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 122.51 |
| MARCH INFO SERV CHARGES | CITY DATA SERVICES | \$ 2,838.84 |
| MAR MESSENGER CHARGES | MESSENGER SERVICE | \$ 431.86 |
| MAR. 2017 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 36.00 |
| APRIL TELEPHONE CHARGES | CITY PHONE SERVICE | \$ 369.68 |
| MAR. 2017 EQUIPMENT CHRGS | FLEET MAINTENANCE | \$ 316.78 |
| MAR. 2017 EQUIPMENT CHRGS | FLEET REPLACEMENT | \$ 2,220.00 |
| MARCH POSTGE CHARGES | POSTAGE/FREIGHT | \$ 1.81 |
| BANK OF AMERICA | TRAINING | \$ 1,764.00 |
| BANK OF AMERICA | CONFERENCES | \$ 1,369.72 |
| HARRIS, MARK | CONFERENCES | \$ 75.19 |
| AMES TRIBUNE | ADVERTISING | \$ 525.00 |
| DEX MEDIA EAST | ADVERTISING | \$ 15.50 |
| MC FARLAND CLINIC PC | RECRUITING COSTS | \$ 89.00 |
| CITY OF AMES UTILITIES | ELECTRIC SERVICE | \$ 9,164.15 |
| CENTURYLINK | OUTSIDE PHONE SERVICE | \$ 232.10 |
| VERIZON WIRELESS | OUTSIDE PHONE SERVICE | \$ 165.38 |
| IA COMMUNICATIONS NETWORK | OUTSIDE PHONE SERVICE | \$ 931.00 |
| CITY OF AMES UTILITIES | WATER/SEWER | \$ 397.85 |
| CHITTY GARBAGE SERVICE IN | WASTE DISPOSAL | \$ 182.14 |
| ALLIANT ENERGY | NATURAL GAS | \$ 466.72 |
| COMFORT SYSTEMS USA MIDWE | MAINTENANCE CONTRACTS | \$ 1,048.32 |
| BANK OF AMERICA | TECHNOLOGY MAINT/SUPPORT | \$ 572.07 |
| ADVANCED WORKSTATIONS IN | TECHNOLOGY MAINT/SUPPORT | \$ 525.00 |
| XEROX CORPORATION | RENTALS/LEASES | \$ 1,019.77 |
| RECLAS METER HOOD DEPOSIT | RENTALS/LEASES | \$ 14.40 |
| G & K SERVICES | NON-CITY SERVICE | \$ 108.00 |
| NATIONWIDE OFFICE CLEANER | NON-CITY SERVICE | \$ 6,125.35 |
| CH ISSUES | OFFICE SUPPLIES | \$ 185.83 |
| QUILL CORP | OFFICE SUPPLIES | \$ 77.33 |
| STOREY KENWORTHY CO | OFFICE SUPPLIES | \$ 4.99 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 463.65 |
| STAPLES BUSINESS ADVANTAG | OFFICE SUPPLIES | \$ 12.83 |
| BANK OF AMERICA | MINOR OFFICE EQUIPMENT | \$ 809.78 |
| BANK OF AMERICA | MINOR COMPUTER EQUIPMENT | \$ 197.00 |

Library Claims
April 1, 2017 - April 30, 2017

| | | |
|----------------------------|----------------------------------|---------------------|
| ADVANCED WORKSTATIONS IN | MINOR COMPUTER EQUIPMENT | \$ 3,250.00 |
| CAPITAL SANITARY SUPPLY I | CLEANING SUPPLIES | \$ 268.00 |
| CENT IA DISTRIBUTING INC | CLEANING SUPPLIES | \$ 2,396.20 |
| BANK OF AMERICA | CLEANING SUPPLIES | \$ 32.20 |
| BANK OF AMERICA | EQUIPMENT PARTS/SUPPLIES | \$ 328.74 |
| STAPLES BUSINESS ADVANTAG | EQUIPMENT PARTS/SUPPLIES | \$ 28.00 |
| ANDERSON, JILL | MINOR EQUIPMENT/TOOLS | \$ 12.50 |
| BANK OF AMERICA | FOOD | \$ 39.93 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ 247.09 |
| 2017 AWARDS MEAL TICKETS | SPECIAL PROJECT SUPPLIES | \$ 10.00 |
| 2017 AWARDS PLAQUES | SPECIAL PROJECT SUPPLIES | \$ 15.00 |
| | Total Administration | \$ 96,102.15 |
| Operations Services | | |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 11,244.94 |
| PAYROLL SUMMARY | EMPLOYEE AWARDS | \$ 75.00 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 164.14 |
| PAYROLL SUMMARY | FICA | \$ 701.84 |
| PAYROLL SUMMARY | IPERS | \$ 1,004.15 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 108.06 |
| APRIL TELEPHONE CHARGES | CITY PHONE SERVICE | \$ 46.21 |
| SAMS CLUB DIRECT COMM ACC | FOOD | \$ 18.50 |
| | Total Operations Services | \$ 13,362.84 |
| Resource Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 20,410.22 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 422.50 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 95.35 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 47.50 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 3,602.08 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 283.01 |
| PAYROLL SUMMARY | FICA | \$ 1,210.09 |
| PAYROLL SUMMARY | IPERS | \$ 1,860.35 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 30.91 |
| APRIL TELEPHONE CHARGES | CITY PHONE SERVICE | \$ 184.84 |
| BANK OF AMERICA | CONFERENCES | \$ 1,113.75 |
| BAKER & TAYLOR INC | EQUIPMENT PARTS/SUPPLIES | \$ 585.17 |
| CRYSTAL CLEAR WATER | EQUIPMENT PARTS/SUPPLIES | \$ 22.50 |
| MIDWEST TAPE | EQUIPMENT PARTS/SUPPLIES | \$ 168.70 |
| ELM USA INC | EQUIPMENT PARTS/SUPPLIES | \$ 1,054.35 |
| 2017 AWARDS MEAL TICKETS | SPECIAL PROJECT SUPPLIES | \$ 10.00 |
| RECORDED BOOKS LLC | ELECTRONIC LICENSES | \$ (39.82) |
| BANK OF AMERICA | ELECTRONIC LICENSES | \$ 31.91 |
| OVERDRIVE | ELECTRONIC LICENSES | \$ 336.92 |
| DES MOINES REGISTER | PERIODICALS | \$ 113.40 |
| BAKER & TAYLOR INC | YOUTH COLLECTION | \$ 5,843.41 |

Library Claims
April 1, 2017 - April 30, 2017

| | | |
|---------------------------|--------------------------------|---------------------|
| RECORDED BOOKS LLC | YOUTH COLLECTION | \$ 453.77 |
| AMAZON | YOUTH COLLECTION | \$ 1,366.82 |
| MIDWEST TAPE | YOUTH COLLECTION | \$ 606.72 |
| BANK OF AMERICA | YOUTH COLLECTION | \$ 27.76 |
| HEID, JERRI | YOUTH COLLECTION | \$ 32.40 |
| AMAZON | AUDIO-VISUAL COLLECTION | \$ 771.26 |
| MIDWEST TAPE | AUDIO-VISUAL COLLECTION | \$ 7,985.82 |
| BANK OF AMERICA | AUDIO-VISUAL COLLECTION | \$ 68.89 |
| BAKER & TAYLOR INC | ADULT PRINT COLLECTION | \$ 7,187.49 |
| COUNCIL OF STATE GOVERNME | ADULT PRINT COLLECTION | \$ 58.50 |
| INGRAM LIBRARY SERVICES | ADULT PRINT COLLECTION | \$ 238.53 |
| AMAZON | ADULT PRINT COLLECTION | \$ 798.96 |
| BANK OF AMERICA | ADULT PRINT COLLECTION | \$ 1,304.42 |
| GALE GROUP | ADULT PRINT COLLECTION | \$ 1,889.50 |
| ROHDE, KRISTINE | REFUNDS | \$ 29.13 |
| | Total Resource Services | \$ 60,207.11 |
| Youth Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 33,983.08 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 460.00 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 164.15 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 75.00 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 5,764.16 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 476.21 |
| PAYROLL SUMMARY | FICA | \$ 2,036.24 |
| PAYROLL SUMMARY | IPERS | \$ 3,075.75 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 45.11 |
| APRIL TELEPHONE CHARGES | CITY PHONE SERVICE | \$ 277.26 |
| STATE LIBRARY OF IOWA | CONFERENCES | \$ 615.00 |
| BANK OF AMERICA | CONFERENCES | \$ 309.00 |
| BANK OF AMERICA | FOOD | \$ 15.17 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ 93.86 |
| HEID, JERRI | SPECIAL PROJECT SUPPLIES | \$ 21.76 |
| | Total Youth Services | \$ 47,411.75 |
| Adult Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 34,732.06 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 146.07 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 70.00 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 5,203.80 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 487.42 |
| PAYROLL SUMMARY | FICA | \$ 2,084.08 |
| PAYROLL SUMMARY | IPERS | \$ 3,101.56 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 41.66 |
| APRIL TELEPHONE CHARGES | CITY PHONE SERVICE | \$ 277.26 |
| MARCH POSTGE CHARGES | POSTAGE/FREIGHT | \$ 0.45 |

Library Claims
April 1, 2017 - April 30, 2017

| | | |
|----------------------------------|--|----------------------|
| BANK OF AMERICA | FOOD | \$ 45.00 |
| 2017 AWARDS MEAL TICKETS | SPECIAL PROJECT SUPPLIES | \$ 10.00 |
| | Total Adult Services | \$ 46,199.36 |
| Customer Account Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 35,730.64 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 119.18 |
| PAYROLL SUMMARY | HOLIDAY | \$ 249.09 |
| PAYROLL SUMMARY | COMP TIME | \$ 344.57 |
| PAYROLL SUMMARY | VACATION | \$ 996.35 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 166.16 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 82.50 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 3,566.38 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 517.20 |
| PAYROLL SUMMARY | FICA | \$ 2,211.46 |
| PAYROLL SUMMARY | IPERS | \$ 3,254.37 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 44.59 |
| APRIL TELEPHONE CHARGES | CITY PHONE SERVICE | \$ 277.26 |
| AUTOMATED MERCHANT SYSTEM | OUTSIDE PROFESSIONAL SVCS | \$ 321.74 |
| MARCH POSTGE CHARGES | POSTAGE/FREIGHT | \$ 1,504.35 |
| FRIEDRICH, KATIE | TRAVEL/MEETINGS | \$ 15.91 |
| CHOATE, ERIKA | TRAVEL/MEETINGS | \$ 24.48 |
| UNIQUE MANAGEMENT SERVICE | NON-CITY SERVICE | \$ 223.75 |
| 2017 AWARDS MEAL TICKETS | SPECIAL PROJECT SUPPLIES | \$ 10.00 |
| 2017 AWARDS PLAQUES | SPECIAL PROJECT SUPPLIES | \$ 15.00 |
| | Total Customer Account Services | \$ 49,674.98 |
| | | \$ 312,958.19 |
| | | <i>May 18, 2017</i> |
| Jane Acker, President | Sarah Barchman, Secretary | Date |

APL Director Goals - DRAFT

July 2017 – June 2018

Facilities – ensure safe, functional, clean and attractive facilities

- Implement results of the two-year post-occupancy survey.
- Further the work of the Art committee by expanding opportunities for temporary exhibits and creating informational resources related to the permanent collection.

Programs and Services – offer programs and services to enhance user experience

- Direct staff in progressing through Strategic Planning activities.

Personnel – create a stimulating and efficient work environment

- Foster staff involvement by facilitating four new teams: Internal Communications, Welcome, Pay Comparison Team and Innovation.
- Conduct a review of all job descriptions.
- Implement stage one of the Core Competencies program.

Resource Provision

- Continue to tweak the organizational structure by changing and adding positions within the existing budget.
- Explore opportunities to expand staffing resources beyond the COA operating budget.
- Develop a recruitment infrastructure.
- Work with Managers Team to establish delegating expectations.
- Continue working with APLFF to raise capacity to fund APL initiatives.

Board Support

- Continue to offer Board education at regular meetings.
- Continue to serve as liaison to APLFF Board.

Director Development

- Work with City of Ames Staff to further City Management initiatives and foster Total City Perspective.
- Work with Board to develop a strategy that will ensure APL's ability to maintain State Library of Iowa accreditation.

Agreement with Ames Public Library Friends Foundation

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

Be it resolved that the Board of Trustees, Ames Public Library, adopts the revised Agreement with Ames Public Library Friends Foundation as presented/amended.

Jane Acker, President

Sarah Barchman, Secretary

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

1. Background

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

2. Purpose

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

3. Goals

The goals of APLFF shall include the following:

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

4. Responsibilities

- a. APLFF agrees to operate in such a manner that retains its legal status as a tax-exempt, non-profit organization pursuant to section 501(c)(3) of the Internal Revenue Code, or any successor statute.
- b. In support of the actions of the Library Board of Trustees, APLFF will conduct public fundraising efforts, will maintain bank accounts and other investments, may establish and operate endowment and trust funds, and will respond to requests for funding from the Library Board of Trustees within the ability of APLFF.
- c. APLFF will be responsible for determining the extent to which its fundraising is feasible within the community.
- d. APLFF may utilize funds to support its operational requirements. APLFF utilizes Library resources to achieve its objectives; usage of such resources

- and compensation related thereto are governed by a Memorandum of Understanding executed between the Library Board of Trustees and APLFF.
- e. APLFF will make its budget available at the Library Board's request.
 - f. APLFF will engage a professional to conduct an annual financial review.

5. Relationship

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

6. Duration of the Agreement

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

Signed _____ Date _____
Jane Acker, President
Ames Public Library Board of Trustees

Signed _____ Date _____
Jon Sargent, President
Ames Public Library Friends Foundation

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

1. Background

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

2. Purpose

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

3. Goals

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

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

3.4. Fundraising Objectives Responsibilities

- a. APLFF agrees to operate in such a manner that retains its legal status as a tax-exempt, non-profit organization pursuant to section 501(c)(3) of the Internal Revenue Code, or any successor statute.

a.b. In support of the actions of the Library Board of Trustees, ~~the~~ APLFF will conduct public fundraising efforts, will maintain bank accounts and other investments, may establish and operate endowment and trust funds, and will respond to requests for funding from the Library Board of Trustees within the ability of ~~the~~ APLFF.

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

~~—APLFF may utilize funds to support its reasonable operational requirements.~~
d. APLFF utilizes Library APL resources to achieve its objectives; usage of such resources and compensation related thereto are governed by a Memorandum of Understanding executed between the Library APL Board of Trustees and APLFF.

e. APLFF will make its budget available at the Library Board's request.

f. APLFF will engage a professional to conduct an annual financial review.

~~b.~~

4.5. Relationship to the Board of Trustees

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

5.6. Duration of the Agreement

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

Signed _____

Jane Acker, President

_____ Date

_____ Ames Public Library Board of Trustees

Signed _____

Jon Sargent, President

_____ Date

_____ Ames Public Library Friends Foundation

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

~~Dudley Lockett, President of the Ames Public Library~~~~Ames Public Library Board of Trustees~~
~~_____~~
~~_____ Date~~

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

~~Roger Kluesner, President of the Ames Public Library Foundation~~~~Ames Public Library Friends Foundation~~
~~Board of Directors _____~~
~~_____ Date~~

DRAFT

FY18 OCLC Subscriptions

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 18, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of OCLC Subscriptions for fiscal year 2017/18 at a cost not to exceed \$30,078.98.

Jane Acker, President

Sarah Barchman, Secretary

Background: The library contracts annually with OCLC (formerly named Online Computer Library Center) for cooperative collection cataloging and certain interlibrary loan services. The Subscription Renewal Notice for the coming fiscal year appears on the following pages and Board approval is needed because the annual cost exceeds \$25,000.

APL participates in OCLC's Subscription Payment Program. Deposits are made into the APL account once or twice a year so that monthly charges may be automatically withdrawn. This saves work for both the Library and the Finance Department, and interest earned on the account balance is deducted from the amount due each month.

The net cost of OCLC services was \$25,136 in fiscal year 2015/16 (FY15) and \$27,797 in FY16. The net cost for the current year will be approximately \$28,900. Thus far, we have paid \$24,041.37 (\$24,218.20 in charges minus \$176.83 interest credit).

OCLC's invoice for FY18 is \$30,078.98. The actual cost will be slightly less, depending on the amount of interest credit applied. Interest is currently based on a 2.0% annual percentage rate (APR), but the rate is subject to change every six months.

Requested Action: Staff requests approval to renew OCLC Cataloging and Metadata and WorldShare Inter-library Loan Subscriptions for FY18 at a cost not to exceed \$30,078.98.



April 25, 2017

OCLC Symbol: UIB

Alissa Dornink or Library Director
Ames Public Library
515 Douglas Ave
Ames, IA 50010-6215

Please find your FY2018 OCLC Cataloging and Metadata and WorldShare Interlibrary Loan (ILL) subscription renewal notice on the reverse of this letter. By renewing your cataloging and ILL subscriptions, your library's valuable collection is shared with your users and those of other libraries worldwide.

OCLC Cataloging and Metadata Subscription

OCLC's full range of cataloging and metadata services gives you the tools you need to streamline your cataloging workflows, to reduce operational costs and to save your staff time. You have access to WorldCat, which includes more than 390 million high-quality records that have been created, enhanced and shared by libraries worldwide. This allows you to do more copy cataloging, to support interlibrary loan and to improve discovery of your collections. Additionally, to improve your local discovery, your subscription provides the ability to automatically receive enhanced MARC records when improvements are made to WorldCat records for items you hold.

OCLC continues to help you simplify and automate your electronic and print workflows to increase collection visibility. With WorldShare Collection Manager, you can manage 2,300 new WorldCat knowledge base collections, automate WorldCat holdings maintenance for collections from Odilo and ProQuest Ebook Central, and access streamlined print workflow enhancements to WorldCat cataloging partner collections.

For more information about your OCLC Cataloging and Metadata Subscription, visit oc.lc/cataloging.

WorldShare Interlibrary Loan Subscription

With your WorldShare ILL subscription, **your users have access to the collections of over 10,300 libraries** through the world's largest resource sharing network. **In 2016, the global library community shared more than 7.2 million monographs, articles and other materials** using WorldShare ILL. Your subscription includes the following:

- Article Exchange, which **streamlines document delivery**, supports documents up to 60MB in a wide range of formats, and is integrated into WorldShare ILL
- The ability to issue IFM refunds for ILL transactions that were updated in error
- Direct Request functionality within the WorldShare ILL user interface
- Improved navigation and request processing
- Access to Google Scholar, Google Books, and Google search within the WorldShare ILL user interface

For more information about your WorldShare Interlibrary Loan subscription, visit oc.lc/ill.

Please contact Becky Hurley, Director, OCLC Order Fulfillment, at 1-800-848-5878, ext. 4316, or via email at occlcrenewals@oclc.org with any questions. **Thank you for your continued participation in the OCLC cooperative.**

Sincerely,

Bruce Crocco
Vice President, Library Services for the Americas



April 25, 2017

Ames Public Library
OCLC Symbol: UIB

FY2018 OCLC Cataloging and Metadata and WorldShare ILL Subscription Renewal Notice

OCLC will increase prices modestly in FY2018. The FY2018 OCLC Price List is available on the Online Service Center (OSC) for your convenience. Please visit www.oclc.org/servicecenter/, and then log on to your OSC account to access the Price List.

Effective July 1, 2017, the following subscriptions will renew automatically for the period of July 1, 2017 – June 30, 2018 at the same billing frequency you requested last year. The new amount will be reflected beginning with your July 2017 OCLC invoice, which will arrive in early August 2017.

Your FY2018 OCLC Cataloging and Metadata and WorldShare ILL Annual Subscriptions

| | |
|---|--------------------|
| FY2018 Cataloging and Metadata Subscription: | \$28,556.87 |
| FY2018 OCLC WorldShare ILL Subscription: | \$1,522.11 |
| Total Subscription Renewal: | \$30,078.98 |

ILL Fee Management (IFM) libraries: Please note that IFM is not included in the above subscription, as activity for IFM is tracked on a transaction basis, and pricing is set by the libraries involved.

OCLC offers billing services, including a prompt payment discount and a Subscription Payment Program that earns interest on deposits (earning 2.0% APR from 7/1/17 – 12/31/17). If you wish to participate in the Subscription Payment Program and require additional documentation, please visit: oclc.org/SubscriptionPayment

OCLC's Order Services team will be happy to answer questions and offer further guidance about this renewal information. Please call Becky Hurley, Director, Order Fulfillment and Distribution, at 1-800-848-5878, ext. 4316 or send an email to oclc renewals@oclc.org.

THIS IS NOT AN INVOICE

Ames Public Library Board of Trustees

Committee Assignments 2017/2018

Standing Committees

| | |
|----------------------|---|
| Art: | Jane Acker, Sarah Barchman, Al Campbell (former trustee), Kevin Stow (Public Art Commission) |
| Budget & Finance: | Kyle Briese, Roger Kluesner, John Linch |
| Director Evaluation: | Charles Glatz, Joanne Marshall, Wayne Rohret |
| Executive: | Jane Acker (P), Chuck Glatz (VP), Sarah Barchman (S) |
| Nominating: | Jane Acker, Mavis Butler |

APLFF Board Representatives

| | |
|--------|--------------------------|
| APLFF: | Jane Acker, Mavis Butler |
|--------|--------------------------|