

**Ames Public Library Board of Trustees  
Agenda – December 21, 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 November 16, 2017
- 3) Motion approving payment of claims 11/1/17 – 11/30/17

**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) – Acker, Butler
- 5) Administrative Staff – Carey

**Board Education**

- 6) Gift Books – Danielle Ziegler

**Policy Review**

- 7) Circulation and Customer Accounts Policy (Discussion)
- 8) Library Fines and Fees (Discussion)

**New Business** (Action Items)

- 9) Approval of Preliminary Budget Requests
  - a) Operating Budget (General Fund)
  - b) Donations Budgets (APLFF and Bequests/Donations/Grants)
- 10) Reallocation of APLFF Funding Requests
- 11) Annual Review of Contract for Library Service for Story County

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, January 18, 2018  
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  
DECEMBER 21, 2017**

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

- 1) In memory of Carla Jacobson from Nelle Blain..... \$50.00
- 2) In memory of Katie Finn Milleman from Vikki Morain for a children’s book.. \$20.00
- 3) In memory of Peter Reilly from Joy Kix for children’s books ..... \$25.00
- 4) From Roberta Twedt..... \$100.00

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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  
November 16, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 21, 2017, in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Briese, Kluesner, Linch, and Rohret in attendance. (Butler arrived shortly after the meeting started.) Barchman, Glatz and Marshall were excused. Library Director Carey and Customer Accounts Services Manager Briseño were also present.

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

**Consent Agenda:**

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

- 1) Motion approving minutes of the regular meeting of October 23, 2017**
- 2) Motion approving payment of claims 10/1/2017 – 10/31/2017**

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

**Public Forum:** None.

Butler arrived at 7:01 p.m.

**Administrative Staff Report:** Carey updated the Board on the hiring of several interns, said interviews for the Operations Coordinator position are just ending, and applications are being accepted through November 27 for a new Librarian to fill the position vacated by Justin Armbruster, who recently accepted a position in Ankeny.

Carey said that preliminary budgets were submitted to the City yesterday; further work will be done on them after Thanksgiving. She said this year's proposed adjusted budget is lower than the amount adopted, partly because of salary savings from open positions. The request for next year, however, is about 3.8% above this year's adopted amount.

The Story County Board of Supervisors met on November 15 and Carey said the Story County Librarians reported to them as a group. She said the Supervisors continue to see library services as important for residents and she was asked to convey the Board's appreciation for Ames' willingness two years ago to alter the funding formula for the benefit of all the other cities.

Carey stated that the WOW Wall was unveiled on November 15 and is now "wowing" people. She said the lights are appealing—very impressive at night—and children are giving the features a good workout. Carey expressed thanks to the donors: the Roy J. Carver Charitable Trust; the Kinney-Lindstrom Foundation, and Ames Public Library Friends Foundation (APLFF).

In other news, Carey related that:

- five new internal teams are at work;
- Small Talk started into its third year, and the initial phase of research will wind up during the 2018 spring semester;
- programming opportunities will be available again in conjunction with the ISU Lectures Program;

- Carey recently visited with the Friends and Foundation groups of the Kirkendall Library in Ankeny because they are considering a merger;
- a new display case was purchased and two staff members have been working on getting bags, t-shirts and greeting cards on hand before the holidays. Calendars for reading enthusiasts are also available for sale.

**APLFF Report:** Trustee Butler stated that APLFF met November 9. The Board heard reports and learned that receipts from the most recent donation solicitation have reached the 25% mark. Butler said that Jennifer Garst has been providing education on financial matters recently, and the topic this month was equity. Book sales brought in over \$11,000 last month. Butler remarked that the book sales are important fundraisers, but also serve to spread much goodwill. She related that an individual recently presented book sale volunteers with a \$150 donation and requested that the next 150 customers each be allowed to pick out a \$1 book. APLFF will soon start marketing bags featuring a design from the Youth Services mural.

**Board Education:** Customer Account Services Manager Tracy Briseño addressed the board on the topic of Assisting Customers in Being Successful and Responsible Library Users, especially in relation to the Circulation and Customer Accounts Policy and charges of fines and fees. She reported that 93% of APL's customers have accounts in good standing (they manage their accounts well and owe less than \$20) and 63% owe nothing.

Noting that that a primary tenet of librarianship is equal access, Briseño said that borrowing time limits and overdue fines encourage borrowers to return materials so that others can use them, but APL staff works hard to help non-compliant customers restore their status to good standing, rather than risk driving them away by imposing sanctions. She spoke about various ways APL staff works with customers to overcome barriers and find solutions to problems so the result is that the Library gets back everything it really wants—materials, amounts owed, and responsible customers.

**Circulation and Customer Accounts Policy:** There was discussion about the existing policy—the various account types and their purposes, the fees APL charges, where sensitive conversations take place, and the concept of eliminating fines. Carey said that some libraries are experimenting with having no overdue fines, but it appears that there is not only a significant reduction in revenue, but also an increase in lost materials and the amount of staff time that ends up being involved in managing money.

The trustees were invited to suggest changes they would like to see so that staff can incorporate them into a draft for review in the next couple months.

**LED Lighting Proposal:** Carey said she wanted to present this idea before going into budget discussions with City Administration. She said that light-emitting diode (LED) bulbs are being considered, now that the bulbs installed during the construction period are starting to need to be replaced. Where LED bulbs were tested, Carey said staff liked the quality of the light. The facilities supervisor also found that it will only take five LED tubes to replace six fluorescent tubes in some of the fixtures. The LED bulbs cost about the same amount, but last longer and draw less power than the fluorescent type. Cost analysis shows that, if all the existing tubes could be replaced with LEDs, the Library would receive a return on the investment through lower lighting bills within six months. Carey said she is also interested in continuing to move toward more environmentally sound practices—she does not want to rest on the laurels of having attained Leadership in Energy and Environmental Design (LEED) Certification.

When asked what would be done with the existing bulbs, Carey said other City departments could use them until failure and then they'd go to Resource Recovery. She said the ballasts would be disabled because they draw electricity whether or not they contain bulbs. Carey stated that installation could be done in the staff areas during regular working hours, but would be done in public areas only when the building is not open. She also said the Parks and Recreation Department may have some staff the Library could "borrow" to help with the project.

**Moved by Kluesner, seconded by Briese, to endorse the lighting initiative, to applaud the efforts of Bo and the rest of the staff, and to propose that the Library move forward with the installation of LED bulbs.  
Vote on Motion: 6-0. Carried unanimously.**

**APLFF Legacy Campaign:** Carey said a SunSmart Solar Initiative is being considered in Ames and the City Council will take action once the Electric Department has 80% backing. She said the purchase of 570 solar packs would offset enough charges to pay for the Library's LED lighting for the next 20 years. The APLFF Fundraising Committee wondered if the Library Board would endorse a legacy campaign that would allow donors to purchase power packs to help the library become more sustainable, both financially and energy-wise.

After discussion, the trustees appeared to be comfortable with further exploration on the part of APLFF, but said they would like to see how the endeavor would help take the library "from good to great" and how it would connect with the Library's priorities and strategic plan, to gain some assurance that the City would not simply reduce the Library's operating budget, and have a determination about how complicated it would be to sell Power Packs to prospective donors.

Carey asked if the Board were comfortable with her asking, as part of the budget process, if the Library could use electricity savings to buy power packs. There was no objection.

**APLFF Support Allocation:** Carey asked the Board if the monies included in the APLFF funding request approved last April could be reallocated. She explained that some of last year's funding for Project Smyles was not transferred before the end of the year and it's needed now to cover wages. Since the shared position with ISU is still under consideration, there will be cost savings from that \$44,000 request. Carey said she would also like to be allowed to shift some amounts to cover costs associated with the summer food program.

The trustees acknowledged the need for some flexibility with APLFF funds, since they are the "enhancement piece" and should be associated with opportunity, but said they would not want to lose track of them. Following discussion, it was agreed that the Board was conceptually in agreement with a realignment of funds, but would like to see the numbers.

**Trustee Comments:**

Briese stated that he loves participating in a group like this, where there is a high level of integrity and enough trust to be able to discuss "squishy" topics.

Acker noted that all the trustees had been appointed by Mayor Campbell, whose term of office will end in December. A reception for her and retiring City Council Member Peter Orazem will be held next month. Acker said she hopes that Mayor-elect Haila and incoming Council Member David Martin will be able to tour the Library and become well acquainted with it.

**Adjournment:** The meeting was adjourned by consent at 8:28 p.m.

The next regular meeting will be on Thursday, December 21, 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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Sarah Barchman, Board Secretary

**Library Claims**  
**November 1, 2017 - November 30, 2017**

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,822.92
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 320.00
PAYROLL SUMMARY	LONGEVITY	\$ 950.00
CORRECT IPERS REFUND	PAYROLL ADJUSTMENT	\$ (279.95)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 628.53
PAYROLL SUMMARY	FICA	\$ 2,687.38
PAYROLL SUMMARY	IPERS	\$ 3,937.50
PAYROLL SUMMARY	WORKERS COMP	\$ 130.75
OCTOBER MESSENGER CHARGE	MESSENGER SERVICE	\$ 445.57
OCTOBER LONG DISTANCE	LONG DISTANCE	\$ 3.12
SEPT 2017 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 309.68
SEPT 2017 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
OCTOBER POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 2.27
BANK OF AMERICA	CONFERENCES	\$ 244.16
ONESOURCE	RECRUITING COSTS	\$ 195.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 10,772.36
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 234.25
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 197.80
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 528.75
CITY OF AMES UTILITIES	WATER/SEWER	\$ 378.31
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY	NATURAL GAS	\$ 812.44
DIVISION OF LABOR	MAINTENANCE CONTRACTS	\$ 350.00
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$ 477.00
COMFORT SYSTEMS USA MIDWE	EQUIPMENT REPAIRS	\$ 153.99
XEROX CORPORATION	RENTALS/LEASES	\$ 1,029.99
G & K SERVICES	NON-CITY SERVICE	\$ 108.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 6,403.43
CH ISSUES	OFFICE SUPPLIES	\$ 177.76
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 44.13
BANK OF AMERICA	OFFICE SUPPLIES	\$ 439.51
ULINE	OFFICE SUPPLIES	\$ 224.34
CENVEO	OFFICE SUPPLIES	\$ 32.10
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 1,005.25
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,165.18
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 620.15
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 274.50
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 507.20
KOCH BROTHERS	EQUIPMENT PARTS/SUPPLIES	\$ 20.00

**Library Claims**  
**November 1, 2017 - November 30, 2017**

BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 875.36
1000 BULBS	EQUIPMENT PARTS/SUPPLIES	\$ 674.30
CENT IA DISTRIBUTING INC	OTHER MOVABLE EQUIPMENT	\$ 5,916.00
	<b>Total Administration</b>	<b>\$ 97,475.76</b>
<b>Operations Services</b>		
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 11,925.13
PAYROLL SUMMARY	MEDICARE FICA	\$ 172.94
PAYROLL SUMMARY	FICA	\$ 739.38
PAYROLL SUMMARY	IPERS	\$ 1,064.92
PAYROLL SUMMARY	WORKERS COMP	\$ 113.20
	<b>Total Operations Services</b>	<b>\$ 14,015.57</b>
<b>Resource Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,277.12
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 141.17
PAYROLL SUMMARY	LONGEVITY	\$ 372.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 99.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,746.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 296.41
PAYROLL SUMMARY	FICA	\$ 1,267.44
PAYROLL SUMMARY	IPERS	\$ 1,945.93
PAYROLL SUMMARY	WORKERS COMP	\$ 26.16
OCTOBER LONG DISTANCE	LONG DISTANCE	\$ 1.10
WARBURTON, SETH	CONFERENCES	\$ 126.48
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 100.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 679.08
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 22.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,405.16
RECORDED BOOKS LLC	EQUIPMENT PARTS/SUPPLIES	\$ 176.50
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 620.24
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$ 100.20
OVERDRIVE	ELECTRONIC LICENSES	\$ 2,621.08
DES MOINES REGISTER	PERIODICALS	\$ 141.75
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,649.50
PERMA BOUND	YOUTH COLLECTION	\$ 988.16
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 97.87
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 28.17
AMAZON	YOUTH COLLECTION	\$ 1,128.81
MIDWEST TAPE	YOUTH COLLECTION	\$ 1,476.37
RECORDED BOOKS LLC	AUDIO-VISUAL COLLECTION	\$ 267.51
AMAZON	AUDIO-VISUAL COLLECTION	\$ 510.35
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 8,278.19
LOGSDON CINEMAGUILD.COM	AUDIO-VISUAL COLLECTION	\$ (113.95)
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 8,834.20

**Library Claims**  
**November 1, 2017 - November 30, 2017**

OMNIGRAPHICS INC	ADULT PRINT COLLECTION	\$ 385.20
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 187.65
AMAZON	ADULT PRINT COLLECTION	\$ 604.20
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 2,015.04
GALE GROUP	ADULT PRINT COLLECTION	\$ 891.32
IA BARNS	ADULT PRINT COLLECTION	\$ 29.95
DAVENPORT PUBLIC LIBRARY	REFUNDS	\$ 15.00
	<b>Total Resource Services</b>	<b>\$ 64,487.43</b>
<b>Youth Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,625.54
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,773.00
PAYROLL SUMMARY	LONGEVITY	\$ 450.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 524.97
PAYROLL SUMMARY	FICA	\$ 2,244.58
PAYROLL SUMMARY	IPERS	\$ 3,379.87
PAYROLL SUMMARY	WORKERS COMP	\$ 53.66
OCTOBER LONG DISTANCE	LONG DISTANCE	\$ 1.24
OCTOBER POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.64
ZIEGLER, DANIELLE	TRAVEL/MEETINGS	\$ 39.88
BANK OF AMERICA	CONFERENCES	\$ 758.37
RASTOGI, TANVI	CONFERENCES	\$ 42.84
BANK OF AMERICA	FOOD	\$ 380.70
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 139.09
	<b>Total Youth Services</b>	<b>\$ 51,663.00</b>
<b>Adult Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 33,243.79
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 144.49
PAYROLL SUMMARY	LONGEVITY	\$ 845.00
PAYROLL SUMMARY	VACATION	\$ 3,986.25
PAYROLL SUMMARY	IPERS DISABILITY	\$ 149.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 60.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,183.08
PAYROLL SUMMARY	MEDICARE FICA	\$ 538.37
PAYROLL SUMMARY	FICA	\$ 2,301.89
PAYROLL SUMMARY	IPERS	\$ 3,057.06
PAYROLL SUMMARY	WORKERS COMP	\$ 40.08
2017-4 MUNIC CODE BILLING	PRINT SHOP SERVICES	\$ 20.10
OCTOBER LONG DISTANCE	LONG DISTANCE	\$ 3.65
OCTOBER POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.81
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 89.00
BANK OF AMERICA	RECRUITING COSTS	\$ 450.00

**Library Claims**  
**November 1, 2017 - November 30, 2017**

BANK OF AMERICA	FOOD	\$ 13.95
	<b>Total Adult Services</b>	<b>\$ 49,127.89</b>
<b>Customer Account Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 37,581.39
PAYROLL SUMMARY	LONGEVITY	\$ 782.50
CORRECT IPERS REFUND	PAYROLL ADJUSTMENT	\$ 279.95
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 243.13
IPERS REFUND-A WILKINS	PAYROLL ADJUSTMENT	\$ (243.13)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 172.95
PAYROLL SUMMARY	LIFE INSURANCE	\$ 87.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,606.82
PAYROLL SUMMARY	MEDICARE FICA	\$ 533.98
PAYROLL SUMMARY	FICA	\$ 2,283.25
PAYROLL SUMMARY	IPERS	\$ 3,425.90
IPERS REFUND-A WILKINS	IPERS	\$ (364.88)
PAYROLL SUMMARY	WORKERS COMP	\$ 45.12
OCT. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 11.25
OCTOBER LONG DISTANCE	LONG DISTANCE	\$ 6.65
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 304.73
OCTOBER POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,215.83
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 15.86
LAMBERT, JENNIFER	TRAVEL/MEETINGS	\$ 2.55
BANK OF AMERICA	TRAINING	\$ 99.46
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 89.00
BANK OF AMERICA	RECRUITING COSTS	\$ 77.27
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 214.80
CENVEO	OFFICE SUPPLIES	\$ 170.45
	<b>Total Customer Account Services</b>	<b>\$ 51,642.33</b>
	<b>Grand Total:</b>	<b>\$ 328,411.98</b>
		Dec. 21, 2017
<b>Jane Acker, President</b>	<b>Sarah Barchman, Secretary</b>	<b>Date</b>



# Circulation and Customer Accounts Policy

Section: Library Operations

Approved: 7/24/1996

Reviewed:

Revised: 9/16/2004, 10/10/2005, 4/16/2009, 5/20/2010, 10/18/2012, 11/21/2013, 1/15/2015

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Ames Public Library strives to provide all customers with fair and equal access to library materials.

## Library Materials and Services

All customers may have access to library materials while in the building or on the bookmobile.

A valid library account is required to make use of some library services. To be eligible to check out library materials, customers must have a library borrower account in good standing. To use public access computers, customers must have a borrower account or a computer use account.

## Library Borrower Accounts

### Account Application and Activity:

Residents of the state of Iowa are eligible to register for a library borrower account. Residents of cities not in compliance with Iowa's Open Access agreement are excepted.

- To open a borrower account, customers must present a completed registration form, [valid](#) photo ID (required for persons age 12 and older), and proof of current residence.
  - A photo ID may include a valid driver's license, state issued ID, school ID, or passport.
  - Proof of current residence may include a valid driver's license, recent utility bill, lease, car registration, or a piece of mail received at the current address within the last 30 days.
- Library borrower accounts are active for a period of one to two (1-2) years and must be renewed by verifying/updating account information and paying all fines/fees on the account.
- [A photo ID is required for customers age 12 and older to replace a lost or stolen card or to retrieve a card from library lost and found.](#)
- ~~A photo ID is required to replace a lost or stolen library card or to retrieve a lost and found card.~~
- Library borrower accounts can be closed only when all materials have been returned and all fines/fees have been paid. The account holder or adult responsible for a Family Account or Professional Account ~~may~~**must** request closure ~~in person, by telephone (providing card number and proper ID), or by written/signed request.~~

### Account Types:

Ames Public Library offers four types of borrower accounts: *Individual Account*, *Family Account*, *Educator Account*, and *Professional Account*. Customers may have more than one type of account.

### Individual Account

- An Individual Account may only be used by the person opening the account.

- Information about the Individual Account may only be given to the person whose name is on that account.
- Children must be at least age 5 to apply for an Individual Account.

### Family Account

- A Family Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- The responsible adult may add or remove the name or names of other persons they wish to be authorized to use the account. ~~associated with the account anyone he/she wishes to share the account.~~
- Family Account customers share account privileges with other family members authorized users and any member ~~may~~ exercise those privileges independently.
- Information about a Family Account may be given to any person whose name appears on that account.
- Individual members may remove themselves from Family Accounts.

### Educator Account

- An Educator Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- An Educator Account requires a signed statement of responsibility, valid photo ID, proof of residence, and proof of employment at a qualifying organization (e.g. school, home school or daycare), ~~and the approval of the Customer Account Services Manager.~~
- An Educator Account may only be used by the person opening the account.
- Information about the Educator Account may only be given to the person whose name is on that account.

### Professional Account

- A Professional Account may be opened for an organization by an adult (age 18 or older) who agrees to take responsibility for the account.
- A Professional Account requires a signed statement of responsibility and the approval of the Customer Account Services Manager.
- ~~The named responsible party ~~responsible adult~~ may add or remove other persons to ~~the name or names of anyone he/she wishes to share~~ the account.~~
- The named responsible party may remove other persons from the Professional Account and any persons named on the account may remove themselves.
- Professional Account customers share account privileges with other account members and any member ~~may~~ exercise those privileges independently.
- Information about the Professional Account may be given to any person whose name appears on that account.
- ~~Individual Account members may remove themselves from the Professional Account~~

### Computer Use Account

#### Account Application and Activity:

Anyone who is not the named responsible party on a borrower account is eligible to register for a Computer Use Account.

- To open an account, customers must present a completed registration form [and](#) photo ID (required for persons age 12 and older).
  - A photo ID may include a ~~valid~~ driver's license, state-issued ID, school ID, or passport.
  - A customer who does not have a photo ID may provide ~~two (2)~~ proofs of residence in place of the photo ID.
  - Parents may serve as ~~photo ID~~ [proof of identity in lieu of a photo ID](#) for children under age 17 ~~(for computer cards only)~~.
- A Computer Use Account may be used only by the individual card holder.
- Computer Use ~~A~~accounts are active for a period of ~~three (3) months~~ [one year](#). ~~and must be updated quarterly~~.
- Computer Use Accounts ~~may~~ [can](#) be closed at any time. ~~The account holder must request closure in person, by telephone (providing card number and proper ID), or by a written/signed request.~~ [upon request by the cardholder](#).
- A photo ID is required for customers age 12 and older to replace a lost or stolen computer use card or to retrieve a ~~lost and found~~ card [from library lost and found](#).

## Customer Responsibilities

- Customers are expected to comply with the library's policies and procedures.
- Customers are expected to comply with copyright laws, and the library assumes no responsibility for customer infractions of copyright laws while using library materials.
- ~~Customers~~ Customers are expected to use their own library cards when checking out materials or conducting other library transactions.
- Customers with valid library borrower accounts may request that circulating items be held for them; requests ~~will be~~ [are](#) added to queue lists in the order they are received.
- Customers must notify the library of changes in account information (name, address, telephone numbers, etc.).
- Customers must notify the library immediately when a library card is lost or stolen; customers are responsible for all account activity until the library is notified about a lost/stolen card. [The library operates under implied consent - the expectation that a customer in possession of another person's card has their consent to use it.](#)
- Customers must not tamper with or alter library materials in any way.
- Customers must return library materials, including all parts and packaging, in good condition. (City of Ames Municipal Code, Sec. 15.12 Library Regulations)
- The responsible party on a borrower account must manage that account and pay any fines or fees accrued.

## Fines and Fees

Some materials are designated by the library as non-circulating. Other library materials have pre-determined check out and renewal periods.

The library charges fines and fees to encourage compliance with procedures which promote fair and equal access to limited resources for all customers. Customers may be notified of overdue materials, outstanding fines/fees, or problems with their borrower account by telephone, email notices, printed notices, and/or other means. Please note: fines and fees apply whether or not the notification is [sent or](#) received.

- The library charges a daily fine for overdue items for each day the library is open.

- The library charges a replacement fee for lost or stolen library cards.
- The library charges for lost or damaged library materials.
- The library charges for lost or damaged parts or pieces of library materials.
- The library may charge for repairable damage to library materials.
- Customer borrowing privileges are suspended when fine/fee limits are surpassed.
- More extensive measures may be taken for excessively delinquent accounts, including the use of a collection agency and/or prosecution in a municipal court.
- A list of fines and fees is available as an addendum to this policy.
- The library may offer programs that allow ~~for~~ options ~~to~~ for the payment of fines (such as a payment plan or a fine alternative program).
- The library may reduce or eliminate charges as part of a promotional activity or due to extenuating circumstances.



# Library Fines and Charges (Addendum to Circulation and Customer Accounts Policy)

Section: Library Operations

Approved: 4/16/2009  
Reviewed: 4/21/2011  
Revised: 4/19/2012, 10/18/2012, 11/21/2013, 1/15/2015

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## Fines

### General Collection Books and Other Materials:

Daily Fine, All items.....	\$.25
Maximum Fine (All items except magazines).....	\$10.00
Maximum Fine, Magazines .....	\$2.00

### Youth and Young Adult Books and Other Materials:

Daily Fine, All items.....	\$.25
Maximum Fine (except Parenting Packs and Read-Abouts).....	\$2.00
Maximum Fine for Parenting Packs and Read-Abouts.....	\$10.00

## Standard Charges

Replacement Borrower's Card.....	\$1.00
Adult and Youth Materials (except magazines).....	Cost of item
Magazines .....	\$5.00
Map inserts in travel books.....	\$2.00
Liner notes from CD or DVD.....	\$5.00
CD insert in book.....	\$10.00
CD within an audio-book.....	\$10.00
Item from Read-About Bag .....	\$15.00
Laminated page from Read-About Bag (per page).....	\$1.50
Instrument from Smyles Instrument Bag.....	Cost of instrument
Item from Storytelling Kit .....	Cost of kit
Puzzle piece .....	Cost of puzzle
Plastic bag for toys, kits, etc. ....	\$2.00
Media packaging (CD or DVD "jewel cases").....	\$5.00
Special packaging for youth items (Smyles instrument bags, etc.).....	\$5.00
Processing charge for lost or irreparably damaged items.....	\$5.00
Repairable damage to an item, including inventory tags or other library labels damaged or removed.....	\$2.00
Referral to Debt Collection.....	\$10.00

Note: Borrowing privileges are suspended when charges on an Individual Account or Educator Account reach \$10 or charges on a Family Account or Professional Account reach \$20.

**Operating Budget – FY 2017/18 Adjustments and FY 2018/19 Requests**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
DECEMBER 21, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves adjustments to the operating budget for fiscal year 2017/18 and requests for fiscal year 2018/19 as presented/amended.

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Jane Acker, President

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Sarah Barchman, Secretary

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015/16 ACTUAL	2016/17 ACTUAL	2017/18 ADOPTED	2017/18 ADJUSTED	2018/19 REQUESTED	Y-T-D ACTUAL
<b>GENERAL FUND</b>							
010-2600-336.70-00	OPEN ACCESS/ACCESS PLUS	59,113	63,589	60,000	56,599	60,000	56,599
010-2600-337.10-00	LIBRARY COUNTY	128,342	144,923	140,000	148,792	145,000	74,396
010-2600-347.10-01	DESK RECEIPTS	102,165	100,277	95,250	100,000	98,000	41,469
010-2600-347.10-02	PRINTING/COPYING CHARGES	8,838	10,988	8,000	11,000	11,000	4,776
010-2600-376.00-00	SALE OF ASSETS	500	829	750	750	750	750
010-2600-377.00-00	MISCELLANEOUS REVENUE	0	0	0	5,445	0	74

LEVEL	TEXT	TEXT AMT
AJ18	RECD AUG \$74; LED BULB REBATE FR ELECTRIC \$5371	5,445
		5,445

*	LIBRARY	298,958	320,606	304,000	322,586	314,750	178,064
**	LIBRARY	298,958	320,606	304,000	322,586	314,750	178,064
***	GENERAL FUND	298,958	320,606	304,000	322,586	314,750	178,064
		298,958	320,606	304,000	322,586	314,750	178,064

ACCOUNT DESCRIPTION	2016/17 ACTUAL	2017/18 ADOPTED	2017/18 WITH C/O'S	2017/18 ADJUSTED	2018/19 REQUESTED	Y-T-D ACTUAL
<b>GENERAL FUND</b>						
LIBRARY						
* ADMINISTRATION	1,192,904	1,293,123	1,293,123	1,303,681	1,303,088	540,005
* OPERATIONS SERVICES	191,528	269,761	269,761	0	0	58,846
* RESOURCE SERVICES	847,265	877,127	877,127	902,622	960,574	426,739
* YOUTH SERVICES	583,958	631,189	631,189	623,455	646,044	263,220
* ADULT SERVICES	556,609	593,289	593,289	588,933	616,802	244,187
* CUSTOMER ACCOUNT SERVICES	587,905	632,250	632,250	832,858	899,265	252,124
** LIBRARY	3,960,169	4,296,739	4,296,739	4,251,549	4,425,773	1,785,121
*** GENERAL FUND	3,960,169	4,296,739	4,296,739	4,251,549	4,425,773	1,785,121
	3,960,169	4,296,739	4,296,739	4,251,549	4,425,773	1,785,121

## **Donations Budget - FY18 Adjustments and FY19 Proposals**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
DECEMBER 21, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves adjustments to the Donations Budgets for fiscal year 2017/18 and proposals for fiscal year 2018/19 as presented/amended.

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Jane Acker, President

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Sarah Barchman, Secretary

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015/16 ACTUAL	2016/17 ACTUAL	2017/18 ADOPTED	2017/18 ADJUSTED	2018/19 REQUESTED	Y-T-D ACTUAL
<b>LIB FRIENDS FOUNDATION</b>							
239-0000-361.23-00	POOLED CASH INTEREST	989	980	0	0	0	371
239-0000-361.28-00	UNREALIZED GAINS/LOSSES	473	784-	0	0	0	0
239-0000-372.14-00	FRIENDS FOUNDATION	87,278	104,312	125,000	197,283	166,000	1,500
LEVEL	TEXT						
AJ18	FY18 MOU APPROVED \$31,283				31,283		
	PROGAMMING SUPPORT 56K; COLLECTION 20K;				164,500		
	INNOVATION 10K; WEBSITE REDESIGN \$30K;						
	INCENTIVES \$4,500; SHARED POSITION WITH ISU \$44K						
	UNITED WAY GRANT FOR PROJECT SMYLES				1,500		
					197,283		
239-0000-372.39-00	SMALL TALK DONATIONS	15,845	47,135	60,000	69,778	71,200	24,566
LEVEL	TEXT						
AJ18	FY17 C/O \$1,422 + 58,578 = \$60,000 FOR PERSONNEL				58,578		
	EXPENDITURES, REIMBURSABLES				8,200		
	UNITED WAY GRANT				3,000		
					69,778		
* LIB FRIENDS FOUNDATION		104,585	151,643	185,000	267,061	237,200	26,437
** LIB FRIENDS FOUNDATION		104,585	151,643	185,000	267,061	237,200	26,437
*** LIB FRIENDS FOUNDATION		104,585	151,643	185,000	267,061	237,200	26,437
		104,585	151,643	185,000	267,061	237,200	26,437

ACCOUNT DESCRIPTION	2016/17 ACTUAL	2017/18 ADOPTED	2017/18 WITH C/O'S	2017/18 ADJUSTED	2018/19 REQUESTED	Y-T-D ACTUAL
<b>LIB FRIENDS FOUNDATION</b>						
LIBRARY						
* ADMINISTRATION	6,838	18,058	18,058	79,693	68,778	225
* RESOURCE SERVICES	25,969	41,941	57,658	76,562	16,690	24,420
* YOUTH SERVICES	21,382	31,903	31,903	42,568	36,758	200
* ADULT SERVICES	10,755	6,000	6,000	14,003	12,000	2,119
* CUSTOMER ACCOUNT SERVICES	0	2,135	2,135	1,711	1,774	0
* LIBRARY IMPROVEMENTS	25,282	0	9,516	9,516	0	5,337
* SMALL TALK PROGRAM	49,741	60,000	60,000	71,200	71,200	25,617
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** LIBRARY	139,967	160,037	185,270	295,253	207,200	57,918
TRANSFERS						
* LIBRARY DONATIONS	10,000	25,000	25,000	16,500	30,000	1,500
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** TRANSFERS	10,000	25,000	25,000	16,500	30,000	1,500
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*** LIB FRIENDS FOUNDATION	149,967	185,037	210,270	311,753	237,200	59,418
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	149,967	185,037	210,270	311,753	237,200	59,418

ACCOUNT DESCRIPTION	2016/17 ACTUAL	2017/18 ADOPTED	2017/18 WITH C/O'S	2017/18 ADJUSTED	2018/19 REQUESTED	Y-T-D ACTUAL
LIBRARY DONATIONS/GRANTS						
LIBRARY						
* LIBRARY DONATIONS	6,258	2,000	2,000	6,000	2,000	2,716
* LIBRARY IMPROVEMENTS	0	0	45,891	45,891	0	0
* SMALL TALK PROGRAM	0	0	0	10,000	0	0
* R CARVER TRUST GRANT	44,639	0	882	883	0	883
* KINNEY-LINDSTROM GRANT	3,934	0	7,066	7,066	0	7,065
* H BARNES READING ACADEMY	0	0	0	5,065	5,065	204
* BOOKS FOR BABIES	12,090	13,000	13,000	13,000	13,000	43
* PROJECT SMYLES	28,632	25,000	25,000	26,500	30,000	9,922
** LIBRARY	95,553	40,000	93,839	114,405	50,065	20,833
*** LIBRARY DONATIONS/GRANTS	95,553	40,000	93,839	114,405	50,065	20,833
	95,553	40,000	93,839	114,405	50,065	20,833

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015/16 ACTUAL	2016/17 ACTUAL	2017/18 ADOPTED	2017/18 ADJUSTED	2018/19 REQUESTED	Y-T-D ACTUAL
LIBRARY DONATIONS/GRANTS							
241-0000-361.23-00	POOLED CASH INTEREST	1,231	2,305	1,000	0	0	1,310
241-0000-361.28-00	UNREALIZED GAINS/LOSSES	316	1,904-	0	0	0	0
241-0000-372.00-00	DONATIONS	54,750	14,345	2,000	3,000	2,000	2,772
241-0000-372.05-00	PROJECT SMYLES DONATIONS	5,757	1,297	2,000	2,000	2,000	301
241-0000-372.39-00	SMALL TALK DONATIONS	0	10,000	0	0	0	0
241-0000-372.42-00	H BARNES READING ACADEMY	0	0	0	5,065	5,065	0
241-0000-377.00-00	MISCELLANEOUS REVENUE	750	0	0	0	0	0
* LIBRARY DONATIONS/GRANTS		62,804	26,043	5,000	10,065	9,065	4,383
** LIBRARY DONATIONS/GRANTS		62,804	26,043	5,000	10,065	9,065	4,383
241-2600-336.71-00	LIBRARY DIRECT STATE AID	13,310	12,049	13,000	14,181	13,000	14,181
* LIBRARY		13,310	12,049	13,000	14,181	13,000	14,181
** LIBRARY		13,310	12,049	13,000	14,181	13,000	14,181
241-6700-398.02-37	LIBRARY BEQUESTS	137,283	0	0	0	0	0
241-6700-398.02-39	FRIENDS FOUNDATION	22,000	10,000	25,000	16,500	30,000	1,500
LEVEL	TEXT			TEXT	AMT		
AJ18	FOR PROJECT SMYLES FROM APLFF 239-6724-598.80-57				15,000		
	TRANSFER UNITED WAY TRANSPORTATION GRANT				1,500		
					16,500		
LEVEL	TEXT			TEXT	AMT		
RQ19	FOR PROJECT SMYLES				30,000		
					30,000		
* TRANSFERS		159,283	10,000	25,000	16,500	30,000	1,500
** TRANSFERS		159,283	10,000	25,000	16,500	30,000	1,500
*** LIBRARY DONATIONS/GRANTS		235,397	48,092	43,000	40,746	52,065	20,064
		235,397	48,092	43,000	40,746	52,065	20,064

## **Reallocation of FY18 APLFF Funding**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
DECEMBER 21, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, reallocates expenditure of the \$164,500 funding from Ames Public Library Friends Foundation for fiscal year 2017/18 as presented/amended.

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Jane Acker, President

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Sarah Barchman, Secretary

**Background:** In April, the Board of Trustees approved staff requests for funding support from Ames Public Library Friends Foundation (APLFF). Some needs have changed as the year has progressed and staff is now seeking approval to reallocate the funds. The amount of funding approved and requested earlier was \$164,500 and the total would not change.

The requested changes include:

• Reduce support for author visits	-\$ 3,500
• Increase support for youth coding materials	\$ 1,000
• Increase funding for non-traditional collections	\$ 1,000
• Add support for Project Smyles	\$ 15,000
• Reduce support for shared staff position with ISU	-\$ 22,000
• Add support for summer lunch program	\$ 6,000
• Add funding for Small Talk food	<u>\$ 2,500</u>
Net change:	\$ 0

The entire revised funding plan appears on the following page.

**Requested Action:** Administration recommends that the Board of Trustees approve reallocation of the \$164,500 in APLFF funding for FY18 as requested.

**FY18 APLFF Funding Reallocation Request**

	<b>Original Requests</b>		<b>Revised Requests</b>	
<b>Programming</b>		<b>\$ 56,000</b>		<b>\$ 53,500</b>
Youth	\$ 8,000		\$ 8,000	
Teen	\$ 3,000		\$ 3,000	
Adult	\$ 8,000		\$ 8,000	
Prize Books/Medallions	\$ 12,000		\$ 12,000	
Adult Summer Incentives	\$ 2,000		\$ 2,000	
Book Clubs				
Youth	\$ 500		\$ 500	
Teen	\$ 750		\$ 750	
Adult	\$ 1,000		\$ 1,000	
Great Books	\$ 500		\$ 500	
All Iowa Reads Youth and Teen	\$ 500		\$ 500	
Parenting	\$ 250		\$ 250	
Passive Programming	\$ 5,000		\$ 5,000	
Author visits				
Author visits	\$ 10,000		\$ 6,500	
Author support (ISU)	\$ 3,000		\$ 3,000	
Little Free Libraries	\$ 500		\$ 500	
at Middle School and High School				
Coding materials (STEAM programming)	\$ 1,000		\$ 2,000	
<b>Incentives</b>		<b>\$ 4,500</b>		<b>\$ 4,500</b>
Giveaways	\$ 1,000		\$ 1,000	
Promotional	\$ 3,500		\$ 3,500	
<b>Collections</b>		<b>\$ 20,000</b>		<b>\$ 21,000</b>
Materials (bridge fiscal years)	\$ 10,000		\$ 10,000	
Book Series project	\$ 2,500		\$ 2,500	
DVD TV Series project	\$ 2,500		\$ 2,500	
Non-Traditional collections	\$ 5,000		\$ 6,000	
<b>Project Smyles</b>			\$ 15,000	\$ 15,000
<b>Other Considerations</b>		<b>\$ 44,000</b>		<b>\$ 30,500</b>
Shared Staff Position with ISU	\$ 44,000		\$ 22,000	
Summer lunch program support			\$ 6,000	
Small Talk food			\$ 2,500	
<b>Total for New Requests:</b>		<b>\$ 124,500</b>		<b>\$ 124,500</b>
<b>Innovation (carryover)</b>	\$ 10,000	\$ 10,000		\$ 10,000
<b>Website Redesign (carryover)</b>	\$ 30,000	\$ 30,000		\$ 30,000
<b>Total for Carryover:</b>		<b>\$ 40,000</b>		<b>\$ 40,000</b>
<b>TOTAL REQUEST FOR SUPPORT:</b>		<b>\$ 164,500</b>		<b>\$ 164,500</b>

**Contract for Library Service for Story County**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
DECEMBER 21, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves continuation of the Library Service Contract for Story County for Fiscal Year 2018/19.

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Jane Acker, President

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Sarah Barchman, Secretary

**Background:** A multi-party agreement between the Story County Board of Supervisors and the eleven public library boards of trustees was first initiated in Fiscal Year 1976. The purpose is to provide Story County residents who live outside of incorporated areas access to the libraries of the incorporated cities, and to provide commensurate financial support to those libraries.

The most recent Contract for Library Service for Story County was adopted in 2010 and appears on the following page for reference. While the contract may continue in perpetuity, paragraph 8 indicates that:

“the parties hereto shall each review this contract prior to February 1 of each year, which is prior to the date of the annual tax levy by the County...”

Financial support from Story County is based on a formula that takes into account the number of items loaned to rural residents by each library in the county. In the current fiscal year, APL’s revenue from Story County is anticipated to be \$148,792.

**Requested Action:** The Contract for Library Service for Story County is being presented now for informational purposes and to comply with paragraph 8 of the agreement. Staff recommends Board approval for the upcoming fiscal year.

# CONTRACT FOR LIBRARY SERVICE FOR STORY COUNTY

This annual contract is made and entered into \_\_\_\_\_, \_\_\_\_\_ by and between the Story County Board of Supervisors on behalf of Story County, Iowa, herein after called the County and the Boards of Trustees of the public libraries in the cities of Ames, Cambridge, Collins, Colo, Huxley, Maxwell, Nevada, Roland, Slater, Story City, and Zearing, herein after called the "libraries", and the parties agree, acknowledge and contract as follows:

1. That Story County, Iowa does not have a County Library as provided in Chapter 336, Code of Iowa, 2007, as amended.
2. That all of the cities named above have libraries which are supported by levies upon the property in their respective corporation.
3. That it is mutually desired by all parties hereto that residents of Story County residing outside of incorporated cities be entitled to receive library service from any library mentioned above, with an equal basis, whether such patrons and residents live within the corporate limits of said cities and that this contract is made in accordance with the provision of Chapter 336.18 of the Code of Iowa, 2007, as amended.
4. That each and all of the said libraries agree to loan library materials to all residents of Story County, Iowa, living outside of the incorporated cities upon the same terms and conditions of the city in which said libraries are located.
5. That the libraries will not reduce the amount of support received through taxation within their respective corporations, because of receiving these monies, and that funds received from Story County under this agreement shall be used for the purchase of materials, equipment and to provide for additional service. That if any city reduces the amount of support received through taxation, the County has the option of declaring the contract void as to any such library.
6. That funds will be distributed by Story County to the public libraries of Ames, Cambridge, Collins, Colo, Huxley, Maxwell, Nevada, Roland, Slater, Story City and Zearing on the basis of an annual report and recommendation submitted to the Board of Supervisors by the city library boards and agreement by the Story County Board of Supervisors. A library's county funding in any single year shall not exceed the library's municipal funding from the city's general fund, including in-kind services, for that year. For this purpose, any sources of library generated income, such as fines, fees, donations, grants, etc., shall not be considered municipal funding.
7. Because it is the intent of the parties that this contract continue from year to year, and because funding levels from Story County may be subject to change, the County shall annually publicly announce funding as provided for in this contract and as provided for at Iowa Code Section 336.18(2)(a).

# CONTRACT FOR LIBRARY SERVICE FOR STORY COUNTY

8. That this agreement may be by mutual agreement of all the parties hereto terminated on written notice given sixty days before the end of the fiscal year, and it is understood and agreed that the parties hereto shall each review this contract prior to February 1 of each year, which is prior to the date of the annual tax levy by the County and in any event, this contract shall continue from year to year so long as the parties hereto comply with the foregoing provisions of this agreement.

In witness whereof, the parties have hereunto affixed their signatures:

**Story County:**

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

\_\_\_\_\_  
Chairman, Board of Supervisors

**Ames Public Library:**

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

\_\_\_\_\_  
President, Board of Trustees

**Cambridge Public Library**

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

\_\_\_\_\_  
President, Board of Trustees

**Collins Public Library**

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

\_\_\_\_\_  
President, Board of Trustees

**Colo Public Library**

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

\_\_\_\_\_  
President, Board of Trustees

**Huxley Public Library**

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

\_\_\_\_\_  
President, Board of Trustees

**Maxwell Public Library**

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

\_\_\_\_\_  
President, Board of Trustees

**Nevada Public Library**

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

\_\_\_\_\_  
President, Board of Trustees

**Roland Public Library**

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

\_\_\_\_\_  
President, Board of Trustees

**Slater Public Library**

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

\_\_\_\_\_  
President, Board of Trustees

**Bertha Bartlett Public Library-Story City**

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

\_\_\_\_\_  
President, Board of Trustees

**Zearing Public Library**

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

\_\_\_\_\_  
President, Board of Trustees