

Ames Public Library Board of Trustees
Agenda – July 15, 2021
Rotary 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 June 17, 2021
- 3) Motion approving payment of claims 6/1/21 – 6/30/21

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 prior to the Call to Order.)

Activity Reports

- 4) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Kluesner/Myers
- 7) Budget and Finance Committee – Glatz/Myers/Reynolds

Board Education

- 8) Accreditation Process

Policy Review

- 9) Library Security Camera (Action)
- 10) Meeting Rooms and Study Rooms Policy (Discussion)

Unfinished Business

- 11) Service Offerings (Discussion)

New Business

- 12) OCLC renewal (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, August 19, 2021
Ames Public Library: We Connect You to the World of Ideas

Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
July 15, 2021**

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

- 1) Joanne Marshall..... \$44.95
- 2) Joann Short-Byrd \$19.99
- 3) Donna Moore \$20.99
- 4) Erin Miller \$52.89
- 5) Carmen Hague..... \$22.49
- 6) Mary (Katie) Katherine Koch \$11.76

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
June 17, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 17, 2021, in the Rotary Room with Barchman, Christy, Glatz, Johnson, Kluesner, Marcu, Myers, Reynolds, and Thorbs-Weber in attendance. Assistant City Manager Schildroth, Director Schofer, Youth Services Manager Heid, and Customer Accounts Services Library Assistant Pleasants were also in attendance.

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

Consent Agenda:

Moved by Glatz, seconded by Johnson, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting May 20, 2021
2. Motion approving payment of claims 5/1/21 – 5/31/21

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth: Schildroth gave a report to the Board.

- The report from the Community Needs Assessment done in 2020 is finished. Story County Public Health will be making a hard copy available for the library, and Schofer will receive an electronic copy. Six needs were identified; mental health, suicide prevention, food security, childcare, housing, and income. There is a group that will go around and do a presentation about the assessment if the Board is interested. The United Way of Iowa and the University of Northern Iowa did their own assessment that focused on at how COVID was impacting individuals and families. Story County Public Health did a comparison between the two assessments; that information is available as well.
- The City is on a mental health initiative. Department heads completed the Mental Health First Aid training. Other staff and managers will be attending sessions soon. Three sessions of Mental Health First Aid training are available to the public free of charge on June 29 from 8:30 am – 5:30 pm, July 26 and July 27 from 5:30 pm to 9:30 pm (attend both nights), and August 25 and August 26 from 5:30 pm to 9:30 pm (attend both nights). Those sessions will be held at the library. Persons can call the City Manager's office to register.
- The Story County Test Iowa site will be closing on June 30. The numbers are low enough that they feel comfortable being able to close. Testing is available at health care providers and several pharmacies.

- The City is working on their first ever Climate Action Plan as one of City Council's goals. They are contracting with SSG, a consulting group out of Canada, who will be guiding the City through the process, establishing a target and strategies to meet that target. The process is expected to take 18 months. One of the first things that SSG will be doing is working on a pre-engagement strategy to gauge the community's understanding and interest in the project and the best ways to communicate and receive information. This process will involve community participation.

Administrative Staff Report: Schofer gave a report to the Board.

- Schofer and Heid have been discussing mental health training opportunities for teens and youth.
- Summer reading has kicked off; Board education is focused on summer reading, so they will share more information shortly.
- Free summer meals started on June 14 serving 35-40 people daily. It is set up for grab and go but some tables are available for those wanting to eat at the library.
- We have been participating in downtown Ames events like the Art Walk and 515 Day. Downtown Ames is next week. We will have a book sale, pop-up personalized pics, and a scavenger hunt for youth.
- July 6-10 will be a large book sale in the auditorium from 9:00 am to 6:00 pm each day. All books will be priced at \$1.00 each. The last day will be \$1.00 admission with all you can carry out free. We will begin accepting donations again after the sale.
- More Adventure Passes are available to check out this year. This year we partnered with Furman Aquatic Center, the African American Museum of Iowa (in Cedar Rapids) and the Des Moines Children's Museum. We will continue to offer the Adventure passes to the Blank Park Zoo, the Science Center of Iowa, Greater Des Moines Botanical Garden, and Reiman Gardens. Library cardholders may check out passes. One pass to each venue may be reserved once every 365 days.
- The Teen Librarian position is in final stages of hiring. Lavrov, the TAG President, was on the hiring panel; she is a very impressive young woman.
- Agba, another TAG member was featured during the Art Walk; she may be Smyles in 4th of July parade. Anyone interested in being Smyles can apply. The preferred height 5'6" to 5'8".
- The City is doing a City Appreciation project instead of a pancake breakfast this year. Persons can create signs to be posted at City Hall. Makerspace events will be held at Bandshell Park and the Farmer's Market providing supplies to create the signs.
- The Library hosted a Neighborhood Association information event where people could find out more about what neighborhood associations are, how to get involved, or how to get started. Banner kits were given out for neighborhoods to decorate and carry in the parade.
- The entryway door project is moving along. We have been working with the City Purchasing Department; they are hoping to have the bid request posted next week.

APLFF Report: Myers gave a report to the Board.

- The regular meeting was held on June 10. Board members Klaus and McCracken, and Development Director Johnson have all resigned for various reasons.
- A special meeting was held on June 8 which was a continuation of the discussion on future goals and bylaws. It was a very engaged session.
- The Ames Public Library Friends Foundation did cover the FY21 requested funding. They did need to move some money around in order to do so.
- Pop-up book sales have gone well. They are hoping to clear out inventory at the July book sale and be able to accept donations again afterwards
- Pub Fiction is scheduled for August 12, 2021.
- An Author Café event with author Denise Williams is scheduled for November 21.

Board Education: Youth Services Manager Heid and Customer Accounts Services Library Assistant Pleasants provided information about the summer reading program. The seasonal reading challenges are cross department collaborations. So far this year there are 1159 participants with over 254,000 minutes read.

Policy Review:

Internet Use Policy and Guidelines: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Mangers' Team. There are no recommended changes.

Moved by Glatz, seconded by Myers to approve the Internet Use Policy and Guidelines review without changes.

Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2021-L019 adopted.

Library Security Camera Policy: Schofer introduced the policy. There is signage warning patrons of the camera use. The cameras are motion detected and record when motion is sensed. Camera footage is not available to patrons. The Board discussed the policy. Schofer will review Iowa Code and best practices of other Iowa libraries. The policy will be brought back for approval at the July meeting.

Unfinished Business:

Service Offerings: Schofer reviewed the current service model with the Board. They discussed the next steps including the book mobile, hours, meeting room use, and programming.

Trustee Comments:

- Myers –no comments
- Thorbs-Weber – thank you Schofer for being open to comments and questions
- Barchman - thank you for new coloring book for Zoom meetings
- Christy – no comments

- Johnson – no comments, it is nice to be here in-person
- Kluesner – ditto for him, it's great to finally see everyone in-person
- Reynolds – it's great to be here
- Chuck – I'm glad it has reached this point
- Marcu – I'm glad to be here with you all

Adjournment:

**Moved by Glatz, seconded by Barchman, to adjourn at 8:43 pm.
Vote on Motion: 8-0 (Marcu abstaining). Motion approved unanimously.**

The next regular meeting will be on Thursday, July 13, 2021, at 7:00 p.m. in the Rotary Room.

Melissa Johannes, Library Secretary

Charles Glatz, Board Secretary

Library Claims
June 1 - June 30, 2021

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,345.90
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	996.00
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$	65.23
OLSON, GRETA	PAYROLL ADJUSTMENT	\$	(65.23)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$	195.83
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$	632.04
PAYROLL SUMMARY	FICA	\$	2,702.58
PAYROLL SUMMARY	IPERS	\$	4,115.20
OLSON, GRETA	IPERS	\$	(97.90)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	153.41
MAY MESSENGER CHGS	MESSENGER SERVICE	\$	519.10
JUNE 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	68.00
MAY 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	33.00
APR 2021 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	246.20
APR 2021 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
APR POSTAGE CHARGES	POSTAGE/FREIGHT	\$	9.17
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$	4.66
ONESOURCE	RECRUITING COSTS	\$	35.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	6,756.69
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	278.35
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	188.40
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	333.76
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	189.76
ALLIANT ENERGY/IPL	NATURAL GAS	\$	108.72
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	3,260.11
CONTROL INSTALLATIONS OF	EQUIPMENT REPAIRS	\$	784.44
TRANE US INC	EQUIPMENT REPAIRS	\$	470.00
CORRECT PREVIOUS PREPAID	TECHNOLOGY MAINT/SUPPORT	\$	1,280.42
VEND#2341 INV#1000154108-	TECHNOLOGY MAINT/SUPPORT	\$	(2,145.00)
VEND#40012 INV#59427	TECHNOLOGY MAINT/SUPPORT	\$	(3,366.00)
VEND#40601 INV#INV-US4185	TECHNOLOGY MAINT/SUPPORT	\$	(19,127.50)
VEND#41306 INV#INV-INC278	TECHNOLOGY MAINT/SUPPORT	\$	(31,463.70)
VEND#9124 INV#21/22 68337	TECHNOLOGY MAINT/SUPPORT	\$	(3,790.50)
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	496.79
WEBCLARITY SOFTWARE INC	TECHNOLOGY MAINT/SUPPORT	\$	3,366.00
CONFERENCE TECHNOLOGIES I	TECHNOLOGY MAINT/SUPPORT	\$	313.00
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	150.19
XEROX CORPORATION	RENTALS/LEASES	\$	236.93

Library Claims
June 1 - June 30, 2021

XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	1,157.00
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$	170.00
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	145.40
CH ISSUES	OFFICE SUPPLIES	\$	345.04
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	202.83
SIGN PRO	OFFICE SUPPLIES	\$	890.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	470.05
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	161.19
BANK OF AMERICA	CHEMICALS/LAB SUPPLIES	\$	594.30
OFFICE DEPOT INC	CLEANING SUPPLIES	\$	57.66
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	279.62
BANK OF AMERICA	FOOD	\$	47.91
Total Administration		\$	28,175.68

Resource Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	25,742.08
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	120.86
PAYROLL SUMMARY	LIFE INSURANCE	\$	57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	354.69
PAYROLL SUMMARY	FICA	\$	1,516.60
PAYROLL SUMMARY	IPERS	\$	2,430.04
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	30.88
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$	0.51
KOZAKOVA, KATARINA	TRAVEL/MEETINGS	\$	34.99
BANK OF AMERICA	OFFICE SUPPLIES	\$	53.10
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	696.78
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	8.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,240.40
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$	1,286.87
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	658.30
BIBLIOTHECA LLC	EQUIPMENT PARTS/SUPPLIES	\$	6,545.00
VEND# 35168 INV#2009644	ELECTRONIC COLLECTION	\$	(5,000.00)
VEND#2341 INV#1000154108-	ELECTRONIC COLLECTION	\$	(8,892.00)
OVERDRIVE	ELECTRONIC COLLECTION	\$	18,148.43
USA TODAY	PERIODICALS	\$	113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	5,401.46
PERMA BOUND	YOUTH COLLECTION	\$	27.80
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	2,528.80
AMAZON	YOUTH COLLECTION	\$	798.65
MIDWEST TAPE	YOUTH COLLECTION	\$	998.08
BANK OF AMERICA	YOUTH COLLECTION	\$	421.10
BOOK FARM INC	YOUTH COLLECTION	\$	9,232.33
LIBRARY IDEAS LLC	YOUTH COLLECTION	\$	83.90

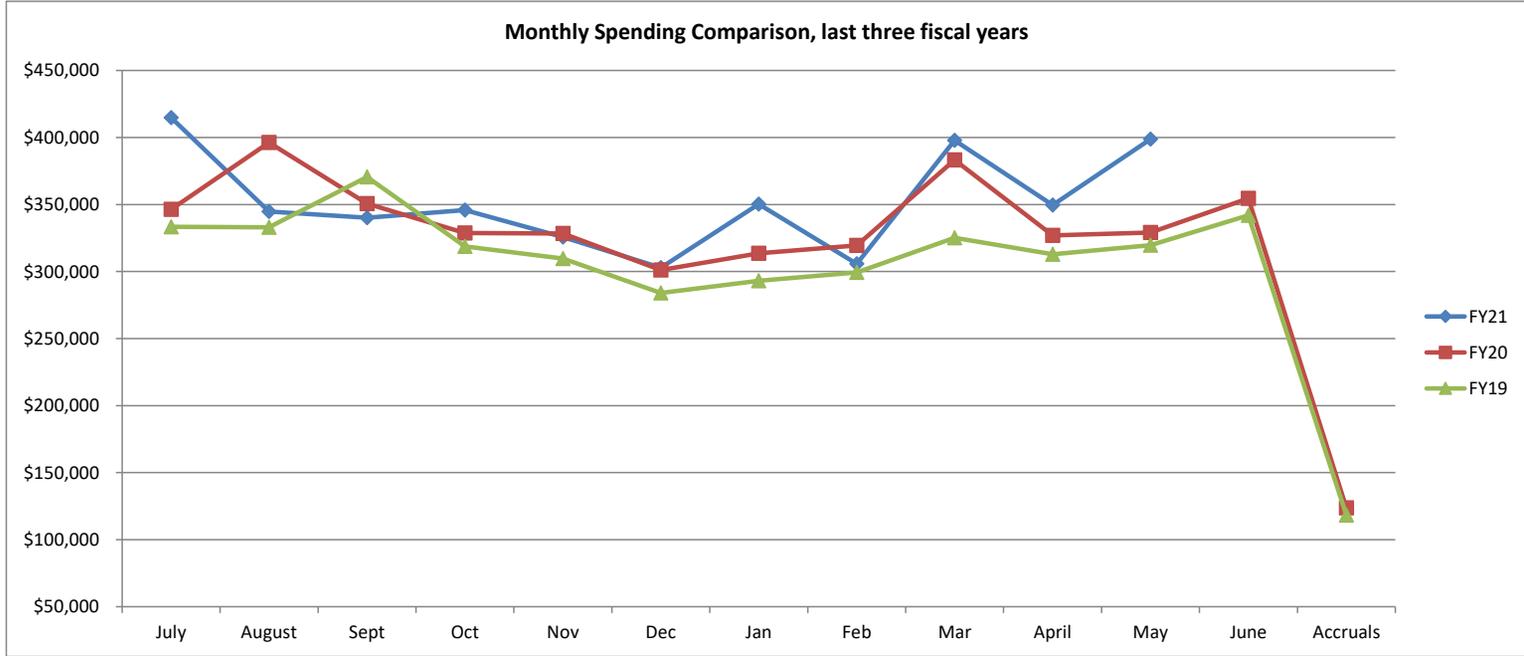
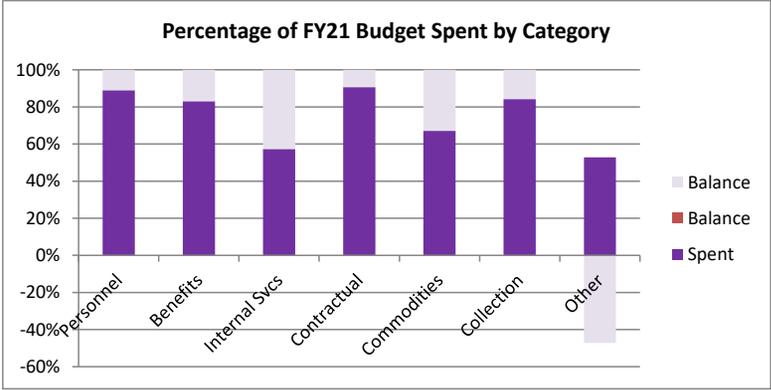
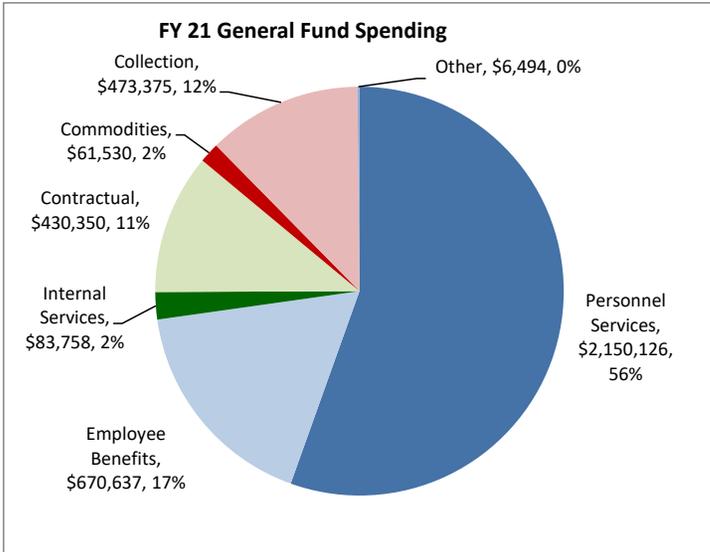
Library Claims
June 1 - June 30, 2021

MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$	3.64
BANK OF AMERICA	TRAINING	\$	129.00
GULDEN, MAX	TRAINING	\$	35.19
WILSON, ASHLEY	TRAINING	\$	31.11
CH ISSUES	OFFICE SUPPLIES	\$	42.22
BANK OF AMERICA	OFFICE SUPPLIES	\$	150.52
Total Adult Services		\$	39,641.52

Customer Account Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,788.58
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	12,688.87
PAYROLL SUMMARY	DENTAL INSURANCE	\$	312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	182.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	107.31
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$	803.60
PAYROLL SUMMARY	FICA	\$	3,436.03
PAYROLL SUMMARY	IPERS	\$	5,425.84
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	141.06
MAY 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	15.00
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	89.70
APR POSTAGE CHARGES	POSTAGE/FREIGHT	\$	596.05
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$	495.00
BANK OF AMERICA	TRAINING	\$	129.00
ONESOURCE	RECRUITING COSTS	\$	125.50
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	8.95
MORTON, MARY	FOOD	\$	88.65
Total Customer Account Services		\$	74,668.83

	Total:	\$	297,581.36
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Sandra Marcu, President	Charles Glatz, Secretary	Date



Ames Public Library Donations Report					
May 2021					
FY2020/21					
	Fund 238	Fund 239	Fund 241	Fund 240	
	Direct	Friends	Donations	Future	
	State Aid	Foundation	& Grants	Needs	Total
Fund balance - 06/30/20	\$ 2,612	\$ 167,161	\$ 64,938	\$ 190,744	\$ 425,455
Revenues:					
Interest revenue	(3)	1,599	1,029	2,131	4,756
Direct state aid	15,412		-		15,412
General Donations			15,355		15,355
Project Smiles Donations			139		139
Misc Revenue			-		-
Friends Foundation		188,724			188,724
Small Talk Grant			-		-
Large-Print Book Bequest			-		-
Harrison Barnes Reading Academy			5,065		5,065
Merchandise Sales		145			145
Total revenues	15,409	190,467	21,588	2,131	229,596
Expenditures:					
Administration:					
Minor Office Equipment			-		-
Personal Services/Interns	-	-			-
Printing/Graphics	-	22			22
Food	-		-		-
Office Supplies	-	529			529
Outside Professional Services	-	15,737			15,737
Minor Computer Equipment	-	-			-
Special Project Supplies	-	5,452	4,806		10,258
Resource Services:					
Collection administration/Interns	-				-
Electronic Collection Service	8,340	24,287	-		32,627
Special Project Collection	-	28,770			28,770
Juvenile	-	9,533	641		10,174
Audio-visual collection	-	-	-		-
Adult collection	-	9,480	1,106		10,586
Computer Equip/Software	-	-			-
Youth Services:					
Employee Benefits (Interns)	-	-			-
Outside Professional Services	-	1,095			1,095
Minor Office Equipment	-	-			-
Food	-	-	-		-
Minor Office Equipment	-	30,910	-		30,910
Special Project Supplies	-	10,334	-		10,334
Adult Services:					
Food	-	-			-
Printing/Graphics	-	-			-
Outside Professional Services	-	1,774	-		1,774
Special Project Supplies	7,072	9,524			16,596
Library Improvements:					
Gilman, Smith & Feinberg Bequests:					
Juvenile Collection					-
Adult Collection					-
Small Talk Grant:					
Books for Babies:	21		-		21
Project Smyles:		4,297	-		4,297
Harrison Barnes Reading Academy:			4,050		4,050
Large-Print Books Bequest:		10,005			10,005
Library Merchandise		-			-
Total expenses	15,433	161,749	10,604	-	187,785
Transfers between funds:					
Donations/Future Needs Fund	-				-
Friends Foundation/Donations	-	-	-		-
Total transfers	-	-	-	-	-
Current fund balance	\$ 2,589	\$ 195,879	\$ 75,923	\$ 192,875	\$ 467,266
Less:					
Committed funds:					
Encumbrances	-	23,584	-	-	23,584
Reserved principal*			8,276	-	8,276
Total committed funds		23,584	8,276	-	31,860
Balance available for expenditure	\$ 2,589	\$ 172,295	\$ 67,647	\$ 192,875	\$ 435,406
	-	-	-		
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.					

	Administration	Resource Services	Youth Services	Adult Services	Customer Account Services	COVID-19	Total Budget	Remaining Budget	% Spent	% Remaining
10 ** PERSONAL SERVICES	\$ 4,212.16	\$ (890.22)	\$ 20,537.10	\$ 26,264.75	\$ 14,830.04			\$ 64,953.83		
BUDGET	\$ 540,011.00	\$ 307,782.00	\$ 518,409.00	\$ 373,238.00	\$ 676,185.00	\$ -	\$ 2,415,625.00		97.31%	2.69%
20 ** EMPLOYEE BENEFITS	\$ 8,378.92	\$ (446.12)	\$ 24,386.79	\$ 21,123.87	\$ 20,700.09			\$ 74,143.55		
BUDGET	\$ 195,733.00	\$ 117,100.00	\$ 183,040.00	\$ 112,574.00	\$ 199,383.00	\$ -	\$ 807,830.00		90.82%	9.18%
30 ** INTERNAL SERVICES	\$ 20,791.75	\$ 53.15	\$ 366.55	\$ 219.04	\$ 125.08			\$ 21,555.57		
BUDGET	\$ 93,308.00	\$ 2,479.00	\$ 4,161.00	\$ 3,986.00	\$ 4,467.00	\$ -	\$ 108,401.00		80.11%	19.89%
40 ** CONTRACTUAL	\$ 3,256.64	\$ 3,266.35	\$ 6,048.20	\$ (5,448.69)	\$ 7,243.58			\$ 14,366.08		
BUDGET	\$ 405,455.00	\$ 38,849.00	\$ 11,598.00	\$ 4,173.00	\$ 14,414.00	\$ -	\$ 474,489.00		96.97%	3.03%
60 ** COMMODITIES	\$ 4,847.34	\$ 4,174.47	\$ 1,982.08	\$ 1,720.00	\$ 1,756.47	\$ 5,792.34		\$ 20,272.70		
BUDGET	\$ 46,605.00	\$ 34,630.00	\$ 4,100.00	\$ 1,750.00	\$ 4,625.00	\$ -	\$ 91,710.00		77.89%	22.11%
61 ** LIBRARY COLLECTION	0	\$ 51,846.95	0	0	0			\$ 51,846.95		
BUDGET	\$ -	\$ 561,684.00	\$ -	\$ -	\$ -	\$ -	\$ 561,684.00		90.77%	9.23%
80 ** OTHER		\$ (391.91)						\$ (391.91)		
BUDGET	\$ -	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ 700.00		155.99%	-55.99%
TOTAL BUDGET	\$ 1,281,112.00	\$ 1,063,224.00	\$ 721,308.00	\$ 495,721.00	\$ 899,074.00	\$ 58,012.48	\$ 4,518,451.48	\$ 246,746.77	94.54%	5.46%

ACCREDITATION APPLICATION VERIFICATION FY22

The following is a list of verifications that libraries will need to submit during their next accreditation application. Standards requiring verification will be listed below. If a standard is not listed, verification is not required at this time.

GENERAL REQUIREMENTS

There will be a signature page in PDF format requiring the director's and board president's signatures. When the application form is completed, the library should download the file, sign it, and return it by scanned email attachment.

VERIFICATION FORM

The State Library may ask for one of three forms of verification:

- **Submit documentation** – We will provide a list of needed documentation with the application form. Electronic format is preferred.
- **Provide annual survey information** – The online application form will automatically prefill this data.
- **Provide information on the application form** – There will be space on the application form for the library to provide the requested data.

NEW AND CHANGED STANDARDS

There have been many changes to the standards since the previous edition of "In Service to Iowa." Standards that have been added or changed since the last edition are marked in red.

- **NEW** – The standard is new
- **CHANGED TIER** – The Tier level has changed. The text of the standard may or may not have changed
- **ENHANCED STANDARD** – The text of the standard has changed but the Tier level has remained the same

To save space only shortened versions of the standards are given below. For the full information on each standard refer to "In Service to Iowa, 6th edition."

SECTION 1: LIBRARY GOVERNANCE

1. (Tier 1) Library is governed by a library board of trustees.
 - Submit current library ordinance.
2. (Tier 1) **(ENHANCED STANDARD)** Duties of the library board.
 - Submit current library ordinance.
3. (Tier 1) Board adopts an annual budget.
 - Provide the meeting date (include month, day, year) when board approved most recently completed library budget – application form.
 - The date listed must include month, day, and year – i.e. May 5, 2020.
5. (Tier 1) Bylaws.
 - Submit trustee approved copy of by-laws no more than three years old. By-laws should be dated February 1, 2018 or later.
6. (Tier 1) Board meeting frequency.
 - Provide a list of board meeting dates for the past three completed fiscal years (FY20, FY19, FY18) – application form.
 - The date listed for each meeting must include month, day, and year – i.e. May 5, 2020. List when the meeting actually occurred, not when it was scheduled. Do not use phrases such as “Every third Tuesday” or “Monthly.”
7. (Tier 1) **(ENHANCED STANDARD)** Four required written policies.
 - Submit trustee approved copies of four required policies - Circulation, Collection Development, Internet Use, Personnel - no more than three years old. By-laws should be dated February 1, 2018 or later.
8. (Tier 1) **(CHANGED TIER)** Ongoing board development opportunities.
 - Briefly summarize board training for the past three completed fiscal years (FY20, FY19, FY18) – application form.
9. (Non-Tier) Board adopts at least two additional policies.
 - Check at least two additional policies from the list given on the application – application form. Do not include those policies already listed for standard #7.
10. (Non-Tier) Library is funded by its county.
 - Provide per capita OR cents per thousand funding amounts on application form. Amounts found on the State Library’s website: <http://www.statelibraryofiowa.org/go/rurallibfun>
11. (Non-Tier) **(NEW)** Trustees attend annual county-wide meetings.
 - Provide dates of trustee county-wide meetings from the past three years (FY20, FY19, FY18) – application form.
 - The date listed for each meeting must include month, day, and year – i.e. May 5, 2020.

SECTION 2: LIBRARY MANAGEMENT

14. (Tier 1) Orientation program for new board members.
 - Indicate participation in one or more of the opportunities listed on the application form to meet standard – application form.
16. (Tier 2) Library keeps borrower registrations up to date.
 - Indicate method of deleting inactive cards and date of last purge. Date of last purge must be February 1, 2018 or later to meet this standard – application form.
 - The date listed must include month, day, and year – i.e. May 5, 2020.
17. (Tier 2) **(CHANGED TIER)** Library has a written plan.
 - Submit a current copy of plan no more than 5 years old. To meet the standard the plan must:
 - Be current.
 - Be dated February 1, 2016 or later and be on file at the State Library.
 - Address community needs based on community data.
 - Contain a mission statement.
 - Show goals and measurable objectives to be achieved over a period not to exceed five years.
19. (Non-Tier) Director attends county-wide meetings.
 - Provide dates of director county-wide meetings from the past three years (FY20, FY19, FY18) – application form.
 - The date listed for each meeting must include month, day, and year – i.e. May 5, 2020.

SECTION 3: LIBRARY PERSONNEL

22. (Tier 1) **(CHANGED TIER)** Director's performance evaluation.
 - Provide director performance evaluation dates from the past three complete fiscal years (FY20, FY19, FY18) – application form.
 - The date listed must include month, day, and year – i.e. May 5, 2020.
24. (Tier 2) Library employs paid staff.
 - Provide annual survey data (FY20 - LINE B08).
25. (Tier 3) Orientation program for new employees.
 - Submit a checklist or other documentation of the orientation program.
26. (Non-Tier) Staff performance evaluation.
 - Submit a copy of your blank evaluation form.
27. (Non-Tier) Library provides funding for professional memberships, conferences, or CE opportunities.

- Provide annual amount spent on CE opportunities from the past three years (FY20, FY19, FY18) – application form.
28. (Non-Tier) **(NEW)** Library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time.
- Check one or more opportunities from list on application form to meet the standard – application form.

SECTION 4: LIBRARY COLLECTIONS

29. (Tier 1) Library determines annual circulation.
- Provide annual survey data from most current three years.
 - FY20 (LINE F27)
 - FY19 (LINE F27)
 - FY18 (LINE F25)
30. (Tier 1) **(CHANGED TIER)** Library provides access to news sources.
- Provide one title of a provided news source – application form.
31. (Tier 3) Withdrawal of library materials.
- Provide annual survey data from most current three years. Three-year average must be 3% or higher.
 - Three year data taken from FY20, FY19, and FY18 annual surveys.
 - See application form for formula used.
32. (Tier 3) Addition of library materials.
- Provide annual survey data from most current three years. Three-year average must be 3% or higher.
 - Three year data taken from FY20, FY19, and FY18 annual surveys.
 - See application form for formula used.
33. (Non-Tier) Materials for special needs groups.
- Check one or more items from list to meet the standard – application form.
34. (Non-Tier) **(NEW)** Library provides non-traditional physical collections.
- Check one or more collections from list to meet the standard – application form.

SECTION 5: LIBRARY ACCESS – VIRTUAL SPACES

35. (Tier 1) **(ENHANCED STANDARD)** Library offers public access Internet enabled devices.
- Provide annual survey data (FY20 – LINE G33) – Preloaded from FY20 annual survey.
36. (Tier 1) **(ENHANCED STANDARD)** Library counts number of Internet uses.
- Provide annual survey data from most current three years. Preloaded from annual survey.
 - FY20 (LINE G34)
 - FY19 (LINE G12)
 - FY18 (LINE G16)

37. (Tier 1) **(NEW)** Library provides a printer for public use.
- Provide make and model of printer – application form.
39. (Tier 3) **(ENHANCED STANDARD)** Library provides a current website.
- Provide URL of website – application form.
 - To meet this standard the website must include:
 - Access to the library’s online catalog.
 - Information about the library.
 - Links to local, state, or national sources.
43. (Non-Tier) **(NEW)** Library has access to broadband Internet.
- Provide upload and download speed – application form.
44. (Non-Tier) **(NEW)** Provides access to online databases.
- Provide the name of one online database – application form.
45. (Non-Tier) **(NEW)** Provides access to downloadable resources.
- Provide the name of one downloadable resource – application form.
46. (Non-Tier) **(NEW)** Provides access to digitized local collections.
- Provide the name of one digitized local collection – application form.

SECTION 6: LIBRARY ACCESS PHYSICAL SPACES

51. (Tier 1) **(ENHANCED STANDARD)** Library has a current and maintained public access catalog.
- Provide only one of the following:
 - Web address if catalog is web accessible – application form.
 - Vendor or product name if online but not web accessible – application form.
 - Picture if catalog is offline only such as a card catalog.
64. (Non-Tier) **(NEW)** Library has a makerspace.
- Describe makerspace services provided – application form.
65. (Non-Tier) **(NEW)** Library provides self-service or other kinds of automated equipment.
- Describe the self-service or automated equipment provided – application form.

SECTION 7: LIBRARY PROGRAMMING AND COMMUNITY RELATIONS

69. (Tier 2) Library promotes its collections and services by using a variety of approaches to publicity.
- Check four or more items from list to meet the standard – application form.
70. (Tier 2) **(CHANGED TIER)** Library develops community relations.
- Check two or more items from list to meet the standard – application form.

71. (Non-Tier) Library offers outreach services.
- Describe outreach services offered – application form.
75. (Non-Tier) Collaboration with other community organizations to provide services.
- Describe at least one of the library collaborations – application form.
77. (Non-Tier) Library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities.
- Check four or more items from list to meet the standard – application form.

SECTION 8: LIBRARY FACILITY

78. (Tier 1) Library has a book return.
- Submit a picture of the book return. If the State Library already has a photo on file, send updated photos when there is a change.
79. (Tier 1) Library determines number of annual visits.
- Provide annual survey data from most current three years.
 - FY20 (LINE G29)
 - FY19 (LINE G09)
 - FY18 (LINE G13)
80. (Tier 1) **(CHANGED TIER)** Library board reviews ADA Checklist for Existing Facilities.
- Submit completed copy of one of the priorities from the Checklist reviewed by the board of trustees within the past three years. Checklist must have review date of February 1, 2018 or later.
 - All Checklist files and information can be found on the State Library's website here:
 - <https://www.statelibraryofiowa.org/ld/a-b/accr-and-standards/adachecklist>
 - NOTE: All libraries applying for at least Tier 1 must submit this checklist to meet Standard #80. Photos showing ADA compliance will no longer be used.



Library Security Cameras Policy

Section: Library Resources

Approved: 10/23/2008

Reviewed: 8/20/2015

Revised: 1/19/2012, 8/20/2018, 7/15/2020

Ames Public Library takes reasonable precautions to assure a safe and secure environment for its patrons and staff. Security cameras and real-time monitors are placed at selected locations in order to observe and record activities on library premises.

Library Practices

The Library will post signage advising that security cameras are in use.

Camera placement will be determined by the Library Director or ~~his/her~~ their designee.

Cameras will not be placed in areas where there is a reasonable expectation of privacy or in areas prohibited by Iowa Code, such as restrooms.

Cameras will not be monitored continuously by library staff. Cameras will not monitor or record audible communication.

Cameras will record activities in real time and images will be saved to internal storage. Software currently in use deletes images automatically as the capacity of the hard drive is reached. The Library may retain copies of certain images as needed for legal or operational purposes.

The Library Director holds the authority to designate library staff members who may access security camera imagery. Designated staff may use live surveillance, still shots, or selected portions of recorded data to assess the security risk of a specific individual, to investigate a crime or injury on library property, to consult with law enforcement officials, to validate policy violations, to alert staff to banned or disruptive individuals, or to address internal security, safety, or operational concerns. In the discharge of such duties, designated staff members are permitted to connect the recorded digital images with identification data available on the Library's user database.

The Library Director may authorize the release of security camera imagery at his or her discretion, provided it does not contain information that must remain confidential under Iowa law. Images that are saved or shared may be destroyed when no longer useful; however, images that become part of an official record will become the responsibility of the appropriate authority for the duration of the applicable record retention period.

Confidentiality

Any recorded images that include identifiable persons checking out identifiable items or requesting identifiable items or identifiable information shall be treated as confidential to the extent provided in [Iowa Code § 22.7\(13\)](#).

Only designated library staff may view real-time images or screen recorded images to determine if they contain protected information. Any inadvertent views of protected information shall be held in confidence by the library staff, in accordance with the [Library's Confidentiality Policy](#).

Images that include records protected by [Iowa Code § 22.7](#) will not be released without a court order.

Requests for Access to Security Camera Images

All requests to view or obtain security camera imagery must be presented to the Library Director. If the [Library Director](#) is unavailable, such requests must be presented to a designated member of staff. Law enforcement and City officials may view recorded images, unless they include records protected by [Iowa Code § 22.7\(13\)](#).

Any security camera imagery provided to law enforcement agencies or other external persons or agencies will be with the knowledge and authorization of the Library Director, when practicable.

If recorded images include records protected by [Iowa Code § 22.7\(13\)](#), authorized staff will provide access to criminal or juvenile justice agencies when pursuant to a valid search warrant, subpoena or court order, or when otherwise required by law. Authorized staff will consult with legal counsel to determine if the request for confidential records is permitted by law.

All requests for public disclosure of recorded images must be presented to the Library Director or the staff member designated to act in ~~his/her~~ [their](#) stead. Guidelines for public disclosure of security camera video imagery shall follow the procedures established by the Library Director in accordance with [Iowa Code chapter 22](#).

References

[Ames Public Library Confidentiality Policy](#)
[State Code of Iowa chapter 22](#)

Library Security Cameras Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JULY 15, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Library Security Cameras Policy as presented.

Sandra Marcu, President

Charles Glatz, Secretary



Meeting Rooms and Study Rooms Policy

Section: Library Resources

Approved: 8/21/1996

Reviewed: 2/20/2003

Revised: 3/25/2004, 8/18/2005, 7/20/2006, 10/15/2009, 4/19/2012, 5/15/2014, 8/21/2014, 1/19/2017, 8/15/2019

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

Scheduling and Use Priorities

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

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

Guidelines for Meeting Room Use

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

Guidelines for Study Room Use

- Library study rooms are available for use by individuals and by small groups.

- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.
- Study rooms may not be scheduled in advance.

Conduct and Liability

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

Expressions of Concern

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

References

American Library Association:

[“Library Bill of Rights”](#)

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

Background: The library contracts annually with OCLC (formerly known as 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.

The net cost of OCLC services was \$32,377.20 in fiscal year 2020/21 (FY21). As shown on OCLC's FY22 renewal notice, FY22 charges will be \$33,024.75.

Requested Action: Staff requests approval to renew OCLC Cataloging and Metadata and WorldShare Inter-library Loan Subscriptions for FY22 at a cost not to exceed \$33,024.75.



Invoice 1000133780

Invoice Date: 7/01/2021
 Total Amount Due
\$33,024.75
 Due Date: 8/15/2021

6565 Kilgour Pl
 Dublin OH 43017-3315
 United States
 P: +1-833-491-1304 • Int: +1-614-764-6011
 Federal Tax ID: 31-0734115
 DUNS: 06-358-7745

OCLC Symbol
 UIB
Customer Account ID
 38733

Terms
 Net 45
PO #
 55505

Bill To

Melissa Johannes
 Ames Public Library
 515 Douglas Ave
 Ames IA 50010
 United States

Ship To

Ames Public Library
 515 Douglas Ave
 Ames IA 50010
 United States
OCLC (ship to) symbol: UIB

Item Code	Item	Amount
3000030	Cataloging and Metadata Subscription Service dates: 7/01/2021 - 6/30/2022	\$31,353.57
3000065	WorldShare ILL Service dates: 7/01/2021 - 6/30/2022	\$1,671.18

Subtotal USD \$33,024.75
Tax Total USD \$0.00
Total USD \$33,024.75

Remit Address:
 OCLC Inc
 PO Box 5405
 Denver, CO 80217-5405

For Electronic Payment:
 Account Name: OCLC Inc
 Bank Name and Address: KeyBank National Association
 127 Public Sq. Cleveland OH 44114
 FOR ACH (US Only):
 Routing No: 021052053
 Account No: 61654527
 Type: Checking
 FOR WIRE/EFT:
 Routing No: 041001039
 Account No: 359681487344

We also accept payment by major credit card. For a credit card payment, we may impose a surcharge of up to 2.75%. The actual surcharge will not be greater than our cost of acceptance.

For questions regarding your invoice or payment please contact: acctrecentral@oclc.org

See Next Page for Terms and Conditions governing this transaction.



Invoice 1000133780

Invoice Date: 7/01/2021
Total Amount Due
\$33,024.75
Due Date: 8/15/2021

6565 Kilgour Pl
Dublin OH 43017-3315
United States
P: +1-833-491-1304 • Int: +1-614-764-6011
Federal Tax ID: 31-0734115
DUNS: 06-358-7745

OCLC Symbol
UIB
Customer Account ID
38733

Terms
Net 45
PO #
55505

This transaction is subject to the relevant OCLC Framework Agreement ("FA") and the Schedules related to each product listed on this notice, found at: <http://oclc.org/service-agreements>, unless a signed agreement governing the transaction has been entered into by the parties. OCLC's acceptance of Customer's order is expressly conditional on Customer's assent to such terms and conditions, which Customer will manifest through its acceptance of OCLC Products and/or Services.

Renewal of OCLC Subscriptions for Fiscal Year 2021/22

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JULY 15, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of OCLC Subscription Services for fiscal year 2021/22 in the amount of \$33,024.75.

Sandra Marcu, President

Charles Glatz, Secretary