

**Ames Public Library Board of Trustees
Agenda – April 18, 2019
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Oath of Office

Welcome and introduction of new trustees

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 March 28, 2019
- 3) Motion approving payment of claims 3/1/19 – 3/31/19

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary.)

Financial Reports

- 4) Third Quarter Financial Reports (Action Item)

Activity Reports

- 5) Administration – Logsdon

Policy Review

- 6) Bylaws (Discussion)
- 7) History Policy (Discussion)
- 8) Financial Limits Authority (Discussion)
- 9) Library Fines and Charges (Action Item)

New Business

- 10) FY20 Enrich Iowa Agreement with Iowa Library Services (Action Item)
- 11) Committee Assignments (Discussion)
- 12) June meeting date (Discussion)

Trustee Comments

Adjournment

**Next regular meeting: Thursday, May 19, 2016
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

**Ames Public Library Board of Trustees
Oath of Office**

STATE OF IOWA }
COUNTY OF STORY } ss.
CITY OF AMES }

I, the undersigned, _____, duly appointed member of the Ames Public Library Board of Trustees of the City of Ames, Iowa, do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the office of library trustee in Ames, as now or hereafter required by law.

Name

Subscribed and sworn before me by _____, Ames Public Library Board Trustee, on this _____ day of _____, 2019.

Name, Library Board President

(SEAL)

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 18, 2019**

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

- 1) From the Ames NAACP to purchase books for a library program..... \$407.16
- 2) From Merri Monks..... \$1.00
- 3) From Squaw Creek VFW Post 674 for the INSPIRE tutoring program \$500.00
- 4) From the Story County Genealogical Society for genealogy books \$159.68
- 5) From the estate of Lawrence Clark Westburg..... \$896.18
- 6) In memory of Judith Kavanagh from Margaret and Jay Munson..... \$100.00
- 7) In memory of Doris Ulvestad for Book Club books from:
 - Judith Amfahr \$35.00
 - Laurie Greer \$50.00
 - Barbara Koester \$50.00
 - Carol Bailey \$50.00
 - Diane Oppedal..... \$50.00
 - Kathleen Saari..... \$100.00

Roger Kluesner, President

Joanne Marshall, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
March 28, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 28, 2019, in the Dale H. Ross Board Room, with Barchman, Butler, and Raman in attendance; Briese and Glatz were in attendance via telephone. Kluesner, Linch, Marshall, and Wang were excused. Interim Director Logsdon, Customer Account Services Manager Briseño, and future board members Looft and Myers were also present and briefly introduced themselves.

Call to Order: Secretary Barchman called the meeting to order at 7:00 p.m.

Consent Agenda:

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

- 1) Resolution approving donations
 - a) From the Ames Garden Club, to purchase four gardening books for the library collection\$93.90
 - b) From Anonymous “in honor of great library service”\$10.00
 - c) From Cinian Zheng-Durbin and Paul Durbin for Adult Programming\$600.00
 - d) In honor of Lynne Carey from Anonymous for the Welcome Pillar\$200.00
 - e) In memory of Maurice Anderson for Project Smyles from the library staff\$40.00
 - f) In memory of Cherryl Boell from Anonymous for books\$75.00
 - g) In memory of Gayle Huey from Barbara and Bill Mengeling \$100.00
 - h) In memory of Dottie Tschopp McGee from Playmakers, to purchase two theater books for the library collection\$72.03
- 2) Claims 1/1/2019 – 1/31/2019
- 3) Claims 2/1/19 – 2/28/19
- 4) Minutes of the regular meeting of January 17, 2019
- 5) Minutes of the Regular Meeting of February 21, 2019
- 6) Minutes of the special meeting of March 7, 2019
- 7) Minutes of the special meeting of March 11, 2019
- 8) Minutes of the special meeting of March 12, 2019
- 9) Minutes of the special meeting of March 22, 2019

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L008 adopted.

Public Forum: None.

Ames Public Library Friends Foundation (APLFF) Report:

Logsdon reported that there was not a meeting for the month of March.

Two major fundraising events did take place in March including a book sale and author café. Financial information from these events is not available at this time.

The spring mailing will go out the first week of April coinciding with National Library Week (April 7-13) themed “Libraries Equal Strong Communities”.

The next regular APL Friends Foundation meeting is April 25.

Administrative Staff Report:

Logsdon reported that the State of Iowa Accreditation application was submitted.

The annual volunteer luncheon will be held April 11.

Barchman, Johannes, and Logsdon attended the City of Ames annual Boards and Commissions Luncheon today. This is an annual event that celebrates the dedication and service of all the members serving on the eighteen various boards and commissions for the city. The luncheon included a presentation from retiring Assistant City Manager Bob Kindred about his 38 years of service to the City. Mayor Haila and Kindred presented certificates to those leaving the various boards and commissions and thanked everyone for their service.

Since reported in January, the library has several new staff including Jing Bai (library aide), Melissa Johannes (secretary), Megan Klein-Hewett (adult services librarian), Angela Rivas (intern with youth services), Angie Snider (Small Talk), Robert Soares (library aide), and Danika Wahlin (library aide). In addition to the new staff we will be hiring a 10 hour per week custodial assistant, we were able to increase staffing in youth services by ten hours a week, and we were able to increase the library aides' wages by \$1.00 per hour (effective March 5). We will be hiring another youth services intern, a human resources intern, a book sale intern supporting the efforts of Literary Grounds, and an intern to serve as the facilitator for service learning academy.

February 18th was another successful staff day. This is a rare opportunity for all the staff to be together all day long. Glatz & Butler were able to attend along with the majority of staff. Highlights included a refresher of safety procedures, a lost child drill, updates on the budget, and reports from various staff committees including the Innovations Team and Welcome Team. Stephen Biggs did a 2 ½ hour presentation on implicit bias which was very thought provoking.

There were two intergenerational programs held including a White Fragility panel discussion and International Women's Day panel discussion. Both programs were very successful. Page One has a listing of all of the upcoming programs; please attend any programs that are of interest to you.

Director Transition Report:

Briseno reported that since hiring Schofer, focus has shifted to preparing for the transition and onboarding process. She and Assistant City Manager Phillips, have been meeting to discuss how they have onboarded other department heads. The management team is also discussing crucial information for the new Director to know. They will be working with Schofer to get a plan in place.

Records Retention Policy

Moved by Raman, seconded by Glatz, to adopt a resolution approving revisions to the Records Retention Policy as presented.

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L009 adopted.

Social Media Policy

Moved by Glatz, seconded by Briese, to adopt a resolution approving revisions to the Social Media Policy as presented.

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L010 adopted.

Authority Policy

Moved by Butler, seconded by Raman, to re-approve the Authority Policy without changes.

Vote on Motion: 5-0. Approved unanimously.

Mission, Values, and Strategic Planning Policy

Moved by Butler, seconded by Raman, to re-approve the Mission, Values, and Strategic Planning Policy without changes.

Vote on Motion: 5-0. Approved unanimously.

Recognition of Retiring Trustees:

The board thanked Linch and Wang for their service. Linch has served on the board for the last five years; Wang has served for one year.

Trustee Comments:

The board members welcomed Looft and Myers to the board and thanked Briseno and Logsdon for all their work. Barchman also thanked Glatz for serving as the president for the last year.

Adjournment

Moved by Glatz, seconded by Butler, to adjourn at 7:31 pm.

Vote on Motion: 5-0. Motion approved unanimously.

The next Regular Meeting will be on Thursday, April 18, 2019, at 7:00 p.m., in the Dale H. Ross Board Room of Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Sarah Barchman, Board Secretary

Library Claims March 1, 2019 to March 31, 2019

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,558.86
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	869.00
PAYROLL SUMMARY	TIME AND 1/2	\$	457.21
PAYROLL SUMMARY	LONGEVITY	\$	837.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	133.29
PAYROLL SUMMARY	LIFE INSURANCE	\$	52.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,562.74
PAYROLL SUMMARY	MEDICARE FICA	\$	467.51
PAYROLL SUMMARY	FICA	\$	1,998.83
PAYROLL SUMMARY	IPERS	\$	3,089.01
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	129.87
DATA SERVICE CHARGES	DATA SERVICES	\$	8,350.00
FEBRUARY MESSENGER CHG	MESSENGER SERVICE	\$	422.12
RISK INSURANCE CHARGES	RISK INSURANCE	\$	20,096.00
PHONE SYSTEM CHARGES	CITY PHONE SERVICE	\$	4,703.00
REVS G#797 JUL PHONE CHGS	CITY PHONE SERVICE	\$	(380.48)
FEB 2019 LONG DISTANCE CH	CITY LONG DISTANCE	\$	10.80
JAN 2019 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	900.53
JAN 2019 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
FEBRUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$	0.91
SECRETARY OF STATE	DUES/MEMBERSHIPS	\$	30.00
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$	360.00
MC FARLAND CLINIC PC	RECRUITING COSTS	\$	95.00
BANK OF AMERICA	RECRUITING COSTS	\$	785.60
BRISENO, TRACY	RECRUITING COSTS	\$	18.14
HY VEE INC	RECRUITING COSTS	\$	44.19
ONESOURCE	RECRUITING COSTS	\$	70.00
PHILLIPS, AMY	RECRUITING COSTS	\$	557.25
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	6,249.80
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	267.85
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	998.61
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	379.34
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$	190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$	1,388.84
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$	1,008.00
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$	120.55
REFLECTIONS GLASS & MIRRO	STRUCTURAL REPAIRS	\$	651.00
BANK OF AMERICA	EQUIPMENT REPAIRS	\$	516.00
TIM HILDRETH COMPANY INC	EQUIPMENT REPAIRS	\$	2,946.58
FRIENDS OF THE GRIMES PUB	TECHNOLOGY MAINT/SUPPORT	\$	225.00
XEROX CORPORATION	RENTALS/LEASES	\$	1,240.89
PIONEER RESTORATION AND C	NON-CITY SERVICE	\$	85.00
LAWNPRO	NON-CITY SERVICE	\$	327.50
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$	7,638.06
CINTAS LOC 22M	NON-CITY SERVICE	\$	135.00
CH ISSUES	OFFICE SUPPLIES	\$	164.71

Library Claims March 1, 2019 to March 31, 2019

AMER MARKING INC	OFFICE SUPPLIES	\$	39.10
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	76.00
QUILL CORP	OFFICE SUPPLIES	\$	120.68
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	34.15
BANK OF AMERICA	OFFICE SUPPLIES	\$	241.23
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	301.27
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	110.00
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	439.89
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	622.27
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	263.60
OFFICE DEPOT INC	CLEANING SUPPLIES	\$	6.44
BANK OF AMERICA	CLEANING SUPPLIES	\$	29.70
REVERS CHECK-JOHNSTON SUP	EQUIPMENT PARTS/SUPPLIES	\$	(228.45)
JOHNSTONE SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$	228.45
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	465.01
O DONNELL ACE HARDWARE IN	EQUIPMENT PARTS/SUPPLIES	\$	58.28
LIBRARY	FOOD	\$	(1.15)
SAMS CLUB DIRECT COMM ACC	FOOD	\$	55.92
BANK OF AMERICA	FOOD	\$	1,440.80
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$	108.28
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	377.51

Total Administration \$ 112,760.73

Resource Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	22,625.00
PAYROLL SUMMARY	LONGEVITY	\$	235.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	83.63
PAYROLL SUMMARY	LIFE INSURANCE	\$	57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,272.44
PAYROLL SUMMARY	MEDICARE FICA	\$	301.69
PAYROLL SUMMARY	FICA	\$	1,289.85
PAYROLL SUMMARY	IPERS	\$	2,158.00
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	27.16
PHONE SYSTEM CHARGES	CITY PHONE SERVICE	\$	2,352.00
REVS G#797 JUL PHONE CHGS	CITY PHONE SERVICE	\$	(190.24)
FEB 2019 LONG DISTANCE CH	CITY LONG DISTANCE	\$	0.05
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	569.87
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	16.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	510.00
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	42.65
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	550.60
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	4,784.12
BANK OF AMERICA	ELECTRONIC COLLECTION	\$	0.99
OVERDRIVE	ELECTRONIC COLLECTION	\$	3,696.86
DES MOINES REGISTER	PERIODICALS	\$	226.80
POPULAR SUBSCRIPTION SERV	PERIODICALS	\$	14.98
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	4,890.31
RECORDED BOOKS LLC	YOUTH COLLECTION	\$	199.09

Library Claims March 1, 2019 to March 31, 2019

INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,029.37
AMAZON	YOUTH COLLECTION	\$	697.28
FOLKMANIS INC	YOUTH COLLECTION	\$	70.15
MIDWEST TAPE	YOUTH COLLECTION	\$	629.00
BANK OF AMERICA	YOUTH COLLECTION	\$	31.20
PENWORTHY COMPANY	YOUTH COLLECTION	\$	185.29
AMAZON	AUDIO-VISUAL COLLECTION	\$	503.86
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	6,973.56
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	6,323.94
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	201.72
MANUFACTURERS NEWS INC	ADULT PRINT COLLECTION	\$	127.90
AMAZON	ADULT PRINT COLLECTION	\$	429.88
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	1,182.62
GALE GROUP	ADULT PRINT COLLECTION	\$	451.63
Total Resource Services		\$	68,552.01
Youth Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	37,774.85
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,674.00
PAYROLL SUMMARY	LONGEVITY	\$	612.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	183.02
PAYROLL SUMMARY	LIFE INSURANCE	\$	82.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,294.42
PAYROLL SUMMARY	MEDICARE FICA	\$	556.25
PAYROLL SUMMARY	FICA	\$	2,378.57
PAYROLL SUMMARY	IPERS	\$	3,781.77
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	74.13
PHONE SYSTEM CHARGES	CITY PHONE SERVICE	\$	3,527.00
REVS G#797 JUL PHONE CHGS	CITY PHONE SERVICE	\$	(285.36)
FEB 2019 LONG DISTANCE CH	CITY LONG DISTANCE	\$	2.37
BANK OF AMERICA	OFFICE SUPPLIES	\$	78.51
BANK OF AMERICA	FOOD	\$	80.28
Total Youth Services		\$	56,814.83
Adult Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	36,885.30
PAYROLL SUMMARY	LONGEVITY	\$	647.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	142.37
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.52
PAYROLL SUMMARY	HEALTH INSURANCE	\$	4,602.16
PAYROLL SUMMARY	MEDICARE FICA	\$	532.75
PAYROLL SUMMARY	FICA	\$	2,277.98
PAYROLL SUMMARY	IPERS	\$	3,543.11
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	44.25
SUPPLEMENT 2019-1 MUNIC	PRINT SHOP SERVICES	\$	21.34
PHONE SYSTEM CHARGES	CITY PHONE SERVICE	\$	3,527.00
REVS G#797 JUL PHONE CHGS	CITY PHONE SERVICE	\$	(285.36)
FEB 2019 LONG DISTANCE CH	CITY LONG DISTANCE	\$	10.65
PRAIRIE ROOTS RESEARCH	OUTSIDE PROFESSIONAL SVCS	\$	250.00

Library Claims March 1, 2019 to March 31, 2019

GREETHURST, LINDA	OUTSIDE PROFESSIONAL SVCS	\$	250.00
FEBRUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$	1.76
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	287.00
MC FARLAND CLINIC PC	RECRUITING COSTS	\$	95.00
ONESOURCE	RECRUITING COSTS	\$	35.00
Total Adult Services		\$	52,939.33

Customer Account Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,352.13
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	11,788.12
PAYROLL SUMMARY	LONGEVITY	\$	910.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	184.01
PAYROLL SUMMARY	LIFE INSURANCE	\$	107.29
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,019.38
PAYROLL SUMMARY	MEDICARE FICA	\$	776.66
PAYROLL SUMMARY	FICA	\$	3,320.69
PAYROLL SUMMARY	IPERS	\$	5,291.12
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	143.03
PHONE SYSTEM CHARGES	CITY PHONE SERVICE	\$	4,115.00
REVS G#797 JUL PHONE CHGS	CITY PHONE SERVICE	\$	(332.92)
FEB 2019 LONG DISTANCE CH	CITY LONG DISTANCE	\$	11.18
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	326.43
LIBRARY PAID TO USPS	POSTAGE/FREIGHT	\$	5.30
FEBRUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$	1,547.71
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$	16.07
CHOATE, ERIKA	TRAVEL/MEETINGS	\$	8.16
VACLAV, CONNIE	TRAVEL/MEETINGS	\$	4.08
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	196.90
Total Customer Account Services		\$	77,790.34

	Grand Total:	\$	368,857.24
Roger Kluesner, President	Joanne Marshall, Secretary		Date

Ames Public Library					
2018/19 Expenditure Summary - All Funding Sources					
March 31, 2019					
9 month = 75%					
	General	Fund 239	Fund 241	Fund 240	Total
	Fund	Friends	Donations	Future	Total
	Fund	Foundation	& Grants	Needs	Expenses
Administration:					
General Administration	1,005,887	23,424	2,906	-	1,032,217
Total Administration	1,005,887	23,424	2,906	-	1,032,217
Resource Services:					
Collections Administration	336,747				336,747
Electronic Collection/Licenses	122,570	42,259	2,816		167,645
Periodicals	14,301				14,301
Juvenile	74,199	7,015	1,000		82,214
Audio/Visual Collection	64,773	-			64,773
Adult Collection	76,922	5,046	326		82,294
Refunds	246				246
Computer Equipment/Software	-	26,510			26,510
Total Resource Services	689,758	80,830	4,142	-	774,730
Youth Services:					
Employee Benefits	481,763	334			481,763
Outside Professional Services		625			625
Food & Feed		511	-		511
Juvenile		-	-		-
Special Project Supplies		11,517	96		11,613
Total Youth Services	481,763	12,987	96	-	494,846
Adult Services:					
Food	428,590	523			428,590
Printing/Graphics					-
Outside Professional Services		4,987	1,442		6,429
Special Project Supplies		2,287			2,287
Total Adult Services	428,590	7,797	1,442	-	437,829
Customer Account Services:					
Circulation Services	641,916	-			641,916
Total Customer Account Services	641,916	-	-	-	641,916
Library Improvements:					
		3,267			3,267
Small Talk Grant:					
		21,493	-		21,493
Project Smyles:					
			21,516		21,516
Books for Babies:					
			4,231		4,231
Harrison Barnes Reading Academy:					
			2,758		2,758
Large-Print Books Bequest:					
		9,978	-		9,978
Gilman, Smith & Feinberg :					
Adult Collection (Smith)					-
Youth Collection (Gilman & Feinberg)					-
Total Bequest	-	-	-	-	-
Total Expenses	3,247,914	159,777	37,091	-	3,444,782

2018/19 Ames Public Library General Fund Expenditure Comparisons

March 31, 2019

9 month = 75%

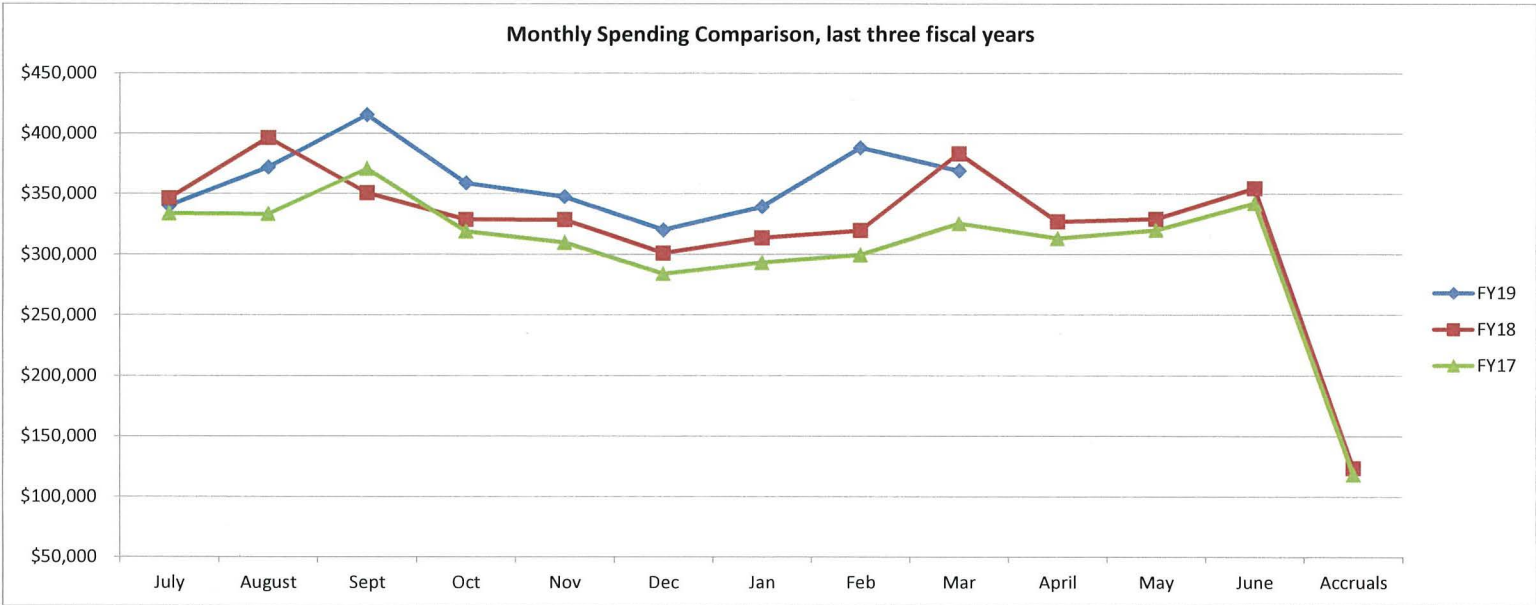
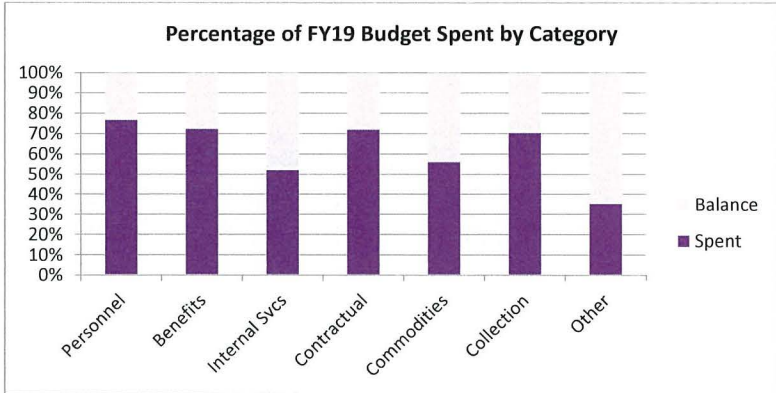
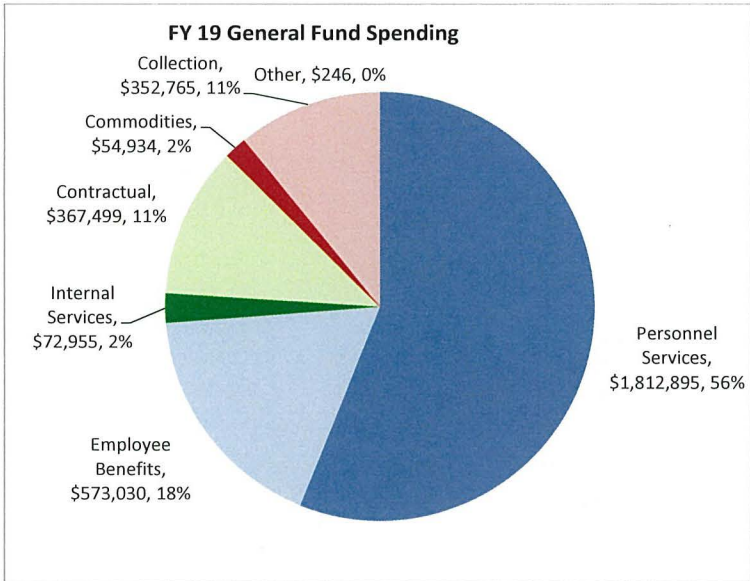
Year-to-Year Expenditure Comparisons			
	YTD 2017/18	YTD 2018/19	% Change from 2017/18
Totals by Category:			
Personnel Services	\$ 1,680,306	\$ 1,812,895	7.9%
Employee Benefits	531,184	573,030	7.9%
Internal Services	76,932	72,955	-5.2%
Contractual	363,988	367,499	1.0%
Commodities	65,361	54,934	-16.0%
Collection	343,668	352,765	2.6%
Other	374	246	-34.1%
Capital over 5,000	10,276	13,590	
Total	<u>\$ 3,067,730</u>	<u>\$ 3,247,914</u>	<u>5.9%</u>

Expense-Budget Comparisons			
	YTD 2018/19	Budget* 2018/19	% of Total Budget Spent
	\$ 1,812,895	\$ 2,363,713	76.7%
	573,030	793,883	72.2%
	72,955	140,220	52.0%
	367,499	511,551	71.8%
	54,934	98,031	56.0%
	352,765	501,480	70.3%
	246	700	35.2%
	13,590	13,590	0.0%
Total	<u>\$ 3,247,914</u>	<u>\$ 4,423,168</u>	<u>73.4%</u>

Year-to-Year Expenditure Comparisons			
	YTD 2017/18	YTD 2018/19	% Change from 2017/18
Totals by Division:			
Administration	\$ 928,420	\$ 1,005,887	8.3%
Resource Services	661,328	689,758	4.3%
Youth Services	461,186	481,763	4.5%
Adult Services	431,964	428,590	-0.8%
Customer Account Services	584,833	641,916	9.8%
Grand Total	<u>3,067,730</u>	<u>3,247,914</u>	<u>5.9%</u>

	YTD 2018/19	Budget* 2018/19	Division % of Grand Total
	\$ 1,005,887	\$ 1,348,295	30.97%
	689,758	949,982	21.24%
	481,763	649,596	14.83%
	428,590	595,389	13.20%
	641,916	879,906	19.76%
Total	<u>3,247,914</u>	<u>4,423,168</u>	<u>100.00%</u>

* Adjusted Budget



Ames Public Library Donations Report				
March 31, 2019				
FY2018/19				
	Fund 239	Fund 241	Fund 240	
	Friends	Donations	Future	
	Foundation	& Grants	Needs	Total
Fund balance - 06/30/18	\$ 131,731	\$ 63,735	\$ 180,186	\$ 375,652
Revenues:				
Interest revenue	1,733	1,331	2,673	5,736
Direct state aid		15,229		15,229
General Donations		2,295		2,295
Project Smiles Donations		269		269
Misc Revenue		-		-
Friends Foundation	141,842			141,842
Small Talk Grant	20,761	-		20,761
Large-Print Book Bequest	10,000			10,000
Harrison Barnes Reading Academy		3,799		3,799
Merchandise Sales	564			564
Total revenues	174,899	22,923	2,673	200,495
Expenditures:				
Administration:				
Minor Office Equipment		2,756		2,756
Personal Services/Interns	41			41
Printing/Graphics	(31)			(31)
Food		-		-
Office Supplies	(7)			(7)
Outside Professional Services	20,331			20,331
Minor Computer Equipment	1,200			1,200
Special Project Supplies	1,890	150		2,040
Resource Services:				
Collection administration/Interns				-
Electronic Collection Service	42,259	2,816		45,075
Periodicals				-
Juvenile	7,015	1,000		8,015
Audio-visual collection	-			-
Adult collection	5,046	326		5,371
Computer Equip/Software	26,510			26,510
Youth Services:				
Employee Benefits (Interns)	334			334
Outside Professional Services	625			625
Food	511			511
Juvenile Collection				-
Special Project Supplies	11,517	96		11,613
Adult Services:				
Food	523			523
Printing/Graphics	-			-
Outside Professional Services	4,987	1,442		6,428
Special Project Supplies	2,287			2,287
Library Improvements:	3,267			3,267
Gilman, Smith & Feinberg Bequests:				
Juvenile Collection				-
Adult Collection				-
Small Talk Grant:	21,493			21,493
Books for Babies:		4,231		4,231
Project Smyles:		21,516		21,516
Harrison Barnes Reading Academy:		2,758		2,758
Large-Print Books Bequest:	9,978			9,978
Library Merchandise	-			-
Total expenses	159,777	37,091	-	196,867
Transfers between funds:				
Donations/Future Needs Fund				-
Friends Foundation/Donations	(36,000)	36,000		-
Total transfers	(36,000)	36,000	-	-
Current fund balance	\$ 110,854	\$ 85,567	\$ 182,858	\$ 379,279
Less:				
Committed funds:				
Encumbrances	5,285	4,758	-	10,043
Reserved principal*		8,276	-	8,276
Total committed funds	5,285	13,034	-	18,319
Balance available for expenditure	\$ 105,569	\$ 72,533	\$ 182,858	\$ 360,960
	-	-	-	-
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.				

(Policies are generally reviewed every three years.)									
Section	Policy	Approved	Last Revised	Last Reviewed	Removed	Scheduled	Completed		
Library Resources	Social Media Policy	9/10	9/15	9/15			3/19		
Personnel	Circulation and Customer Accounts Policy	10/09	12/15	12/15			1/19		
Administration	Art Collection Policy	9/15	1/16	1/16			1/19		
Administration	Volunteer Services	2/08	2/16	2/16			1/19		
Administration	Records Retention	3/09	3/16	3/16			3/19		
History, Authority, Mission	History	6/97	10/14	3/16		FY19			
History, Authority, Mission	Mission, Values, and Strategic Planning Authority	6/97	11/10	3/16			3/19		
History, Authority, Mission	Authority	6/97	6/12	4/16			3/19		
Administration	Bylaws, Board of Trustees	3/97	6/16	6/16		FY19			
Administration	Financial Limits Authority	8/97	6/16	6/16		FY19			
Library Resources	Meeting Rooms/Study Rooms	8/96	1/17	1/17		FY20			
Library Resources	Programs	6/04	1/17	1/17		FY20			
Library Resources	Display and Exhibit Policy	5/09	3/17	3/17		FY20			
Administration	Public Participation	12/03	3/15	9/17		FY20			
Administration	Expressions of Concern	3/09	3/15	10/17		FY20			
Administration	Investments (COA Policy adopted by reference)	12/99	4/06	10/17		FY20			
Library Operations	Petition Policy	9/10		10/17		FY20			
Library Operations	Circulation and Customer Accounts Policy	7/96	1/18	1/18		FY20			
Library Operations	Fines and Fees (Addendum to Circ Policy)	7/96	1/15	1/18		FY20			
Administration	Director's General Job Duties	4/97	3/15	3/18		FY20			
Administration	Sex Offender	9/09	4/15	4/18		FY20			
Library Resources	Collections	11/05	5/18	5/18		FY21			
Library Operations	Confidentiality and Library User Records	7/15		8/18		FY21			
Library Resources	Internet Use Policy and Guidelines	6/96	8/18	8/18		FY21			
Library Resources	Library Security Cameras	10/08	8/18	8/18		FY21			
Library Operations	Conduct in the Library	11/96	10/18	10/18		FY21			
Library Operations	Unattended Child	11/96	10/18	10/18		FY21			
Administration	Director Performance Evaluation	8/97	12/15	11/18		FY21			
Administration	Donations	12/96	12/18	12/18		FY21			
Library Resources	Exam Proctoring	5/05	12/13	12/18		FY21			
Personnel	Variations from City of Ames policy	10/09	2/16	12/18		FY21			



Approved: 5/18/1903

Reviewed:

Revised: 4/20/2006, 4/15/2010, 6/17/2010, 4/19/2012, 3/7/2013, 3/21/2013, 8/21/2014, 6/16/2016

Following are the bylaws of the Ames Public Library Board of Trustees:

Article I: Composition of the Board

In accordance with Chapter 15 of the Municipal Code of the City of Ames, the Ames Public Library Board of Trustees will have nine (9) members who are residents of the City of Ames and over the age of eighteen (18). The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be a three-year term commencing on April 1. Trustees are eligible to be reappointed to a second consecutive full term.

Article II: Powers and Duties

1. The Ames Public Library Board of Trustees shall have the powers and duties specified in [Chapter 15](#) of the *Municipal Code of the City of Ames* and [Chapter 392](#), Section 5 of the *Iowa Code*.
2. The Board will exercise its powers and duties as follows:
 - a. Employ a competent and qualified librarian to serve as Director.
 - b. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in the Director Performance Evaluation Policy.
 - c. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
 - d. Report to and cooperate with other public officials, boards, and the Ames community in support of a good public relations program within the community.
 - e. Approve the annual budget and seek adequate support for library operations and special projects.
 - f. Participate in the development of long-range goals for the Library and work toward the achievement of these goals.
 - g. Accept gifts and approve all library expenditures.
 - h. Authorize the use of the library by nonresidents of the city.
3. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale, or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library, unless an exception listed in *Iowa Code* [Section 362.5](#) applies.
4. Trustees shall receive no compensation, but will be reimbursed for necessary expenses related to their service as trustees.

Article III: Officers

1. Positions: The officers of the Board will be President, Vice President, and Secretary. Together they will serve as the Executive Committee.

2. Election and Term of Office: At the March meeting of the Board, officers will be elected from a slate of candidates presented by the Nominating Committee (see Article V, Section 2, subsection b) in February or other nominations offered from the floor. They will be installed at the end of the March meeting for a term that expires at the end of the next March meeting... Officers may succeed themselves in office, but may serve no more than a total of three terms in the same office. An officer must be a Trustee during his/her term in office.

3. Officers' Duties:
 - a. The President shall:
 - i. preside at all meetings of the Board
 - ii. appoint all standing and ad hoc committees
 - iii. approve the agenda for Board meetings
 - iv. serve as Chair of the Executive Committee
 - v. sign monthly library claims lists and resolutions, following approval by the Board
 - vi. execute all documents authorized by the Board

 - b. The Vice President shall:
 - i. perform all the functions of the President in his/her absence or incapacity
 - ii. serve as a member of the Executive Committee

 - c. The Secretary shall:
 - i. sign monthly library claims lists, resolutions, and minutes, following approval by the Board
 - ii. serve as a member of the Executive Committee
 - iii. record proceedings and prepare minutes of any closed session, as needed
 - iv. perform all the functions of the President in the simultaneous absence or incapacity of the President and Vice President

4. Vacancies: In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

Article IV: Meetings

1. Regular meetings. Regular meetings of the Board will be held on the third Thursday of each month at 7:00 PM Central Time at the Library, unless otherwise changed by a vote of the Board or Executive Committee.

2. Special Meetings. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees. The provisions of *Iowa Code* [Chapter 21.4](#) also apply.

3. Quorum. A quorum at any regular or special meeting will consist of five (5) or more Trustees. In the event that all members of the Executive Committee are incapacitated, the remaining Trustees shall select a President pro tem.

4. Public Notice. Notice of the time, date, and place of each regular or special meeting and its tentative agenda shall be given to the news media who have requested such notice and posted on a bulletin

board in places reasonably accessible to the public at least twenty-four (24) hours prior to the commencement of the meeting, under the terms of the [Iowa Open Meetings Law](#) (*Iowa Code*, § 21.4). A good-faith effort will be made to notify the press and advise the public in the event of a cancellation.

5. Agenda. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. Order of Business. The order of business for regular meetings may include but is not limited to the following items:
 - a. Call to Order
 - b. Consent Agenda
 - i. Donations
 - ii. Approval of Minutes
 - iii. Library Claims
 - c. Public Forum
 - d. Financial Reports
 - e. Ames Public Library Friends Foundation Report
 - f. Administrative Staff Reports
 - g. Policy Review
 - h. Unfinished Business
 - i. New Business
 - j. Trustee Comments
 - k. Adjournment

At the President's discretion, routine matters that are expected to be non-controversial and on which there are likely to be no questions may be listed on a consent agenda. Financial Reports shall be reviewed and approved by the Board apart from the consent agenda at least quarterly. Hearings must be held when required by state law.

7. Participation. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, *Iowa Code Chapter 21*, and the Ames Public Library Policy on Public Participation. Anyone who is not a member of the Board who wishes to address the Board will be given the opportunity to do so during the Public Forum.
8. Procedural Rules. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board.
9. Voting. A vote will be decided by a simple majority of the Trustees voting, except in the case where other criteria are required by ordinance or statute. The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome. Votes may be received via electronic means or telephone when the Trustee has been involved in deliberation or conversation leading up to the vote. Trustees may not vote by proxy.
10. Telephone and Electronic Meetings. A regular meeting, a special meeting, or a continued meeting may be held by telephone or electronic means only in circumstances where such a meeting in person is impossible or impractical, and must be conducted in accordance with *Iowa Code Chapter 21.8*. Minor variations in meeting procedures shall be employed, as follows:
 - a. Any electronic connection must permit simultaneous participation by all Trustees involved.

- b. A quorum must be established through a roll call.
 - c. Members must state their names before speaking.
 - d. At the chair's discretion, discussion will take place on a rotating basis.
 - e. Votes will be taken by roll call or general consent.
 - f. Trustees must be present telephonically, electronically, or in person in order to participate in any vote or decision-making procedure.
11. Minutes. Minutes of all regular and special meetings of the Board of Trustees must include the requirements of *Iowa Code* [Chapter 21.3](#) and be distributed to all Trustees.

Article V: Committees/Board Liaison Appointments

Each committee shall act in an advisory capacity only, unless granted specific power to act by the Board, and shall report its progress or recommendations to the full board.

1. Executive Committee. The Executive Committee will consist of the President, Vice President, and Secretary. The full Executive Committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee must be approved by a majority vote and shall be reported to the full Board at its next regularly scheduled meeting. The Executive Committee may serve as liaison to the library staff.
2. Standing Committees.
 - a. Art Committee: At the May meeting of the Board, the President shall appoint an Art Committee to review gifts of art donated for the Library's art collection; make recommendations on purchase, selection, or deacquisition of artwork; and advise Library staff on placement and duration of displays of artwork from the Library collection. Appointees shall include at least two (2) Trustees and may include additional members selected from the community or Library staff.
 - b. Budget and Finance Committee (BFC): At the May meeting of the Board, the President shall appoint a committee of at least two (2) Trustees to the BFC. With the assistance of the Director, the BFC shall prepare annual budget requests for Board approval in November, monitor revenues and expenditures throughout the year, recommend any necessary spring budget amendments, and review capital improvement plan projects.
 - c. Director Evaluation Committee (DEC): No later than the June meeting of the Board, the President shall appoint a three-person committee to conduct the director's annual performance evaluation, in accordance with the process described in the Director Performance Evaluation Policy. Appointees shall include at least one member of the Executive Committee, at least one non-member of the Executive Committee, and at least one individual who has previously participated in a DEC. (The qualifications of one trustee may satisfy two of the conditions.)
 - d. Nominating Committee: At the January meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Trustees to prepare a slate of candidates for office. The slate, chosen from the Board members, will be presented to the Board at the February meeting.
 - e. Additional standing committees may be established or dissolved by a vote of the Board.
3. Ad Hoc Committees. The President may appoint ad hoc committees as needed.

4. Board Representatives.
 - a. In April of each year, the President shall appoint two (2) Trustees to serve as representatives to the Ames Public Library Friends Foundation Board of Directors.
 - b. If liaisons are requested by City boards, commissions, or other entities, the President may make appointments or solicit volunteers.

Article VI: The Director

The Director's duties and responsibilities are detailed in the Director's General Job Duties Policy in the Ames Public Library Policy Manual.

Article VII: Amendments to Bylaws

Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been made available to the Trustees at least seven (7) days prior to the meeting.

References

This policy has been developed in concert with:

- [Iowa Library Trustee's Handbook 2014](#), published by the State Library of Iowa
- *The Standard Code of Parliamentary Procedure, 4th Edition*, by Alice Sturgis
- *Iowa Code*, especially:
 - [Chapter 21](#), Open Meetings Law
 - [Chapter 362](#), Definitions and Miscellaneous Provisions
 - Definitions, §362.2
 - Publication of Notices, §362.3
 - Interest in Public Contract Prohibited – Exceptions, §362.5
 - Conflict of Interest, §362.6
 - [Chapter 392](#), City Administrative Agencies
 - Library Board, §392.5
- *Municipal Code of the City of Ames*:
 - [Chapter 2](#), Administration
 - Appointments to Administrative Agencies, Boards, and Commissions, §2.10
 - [Chapter 15](#), Libraries



History Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/20/2003

Revised: 12/20/2007, 11/18/2010, 7/21/2011, 10/24/2013, 10/16/2014, 4/21/2106

The earliest known reference to a "Public Library," probably a subscription library of some sort, was in The Ames Intelligencer of November 4, 1886. This short-lived library may have been the inspiration for the Ames Library Association, a subscription library founded on November 7, 1892. As early as November 21, 1893, the Association began attempts to secure the cooperation of the City Council in establishing a free city library.

Mayor Parley Sheldon requested \$10,000 from Andrew Carnegie in December, 1902, which was granted the following February. The citizens of Ames voted to accept Carnegie's gift on March 29; and the City Council passed an ordinance establishing a free public library on April 16, 1903. The first Board of Trustees was appointed immediately, and met on May 7, 1903, at the Story County Bank. The site of the original building was donated by Wallace and Mary Greeley. The cornerstone was laid April 15, 1904; the building dedicated on September 16; and the Library opened for service on October 20, 1904.

The first addition, west and south of the original building was completed in 1907, with a second gift of \$6,000 from Andrew Carnegie. An \$85,000 bond issue was passed in 1938, to build the second addition to the Library building, which was completed in 1940.

The Ames Branch Library on Welch Avenue operated from May 7, 1946 to July 25, 1950. Bookmobile service began on August 11, 1966. The Library has served rural Story County by contract with the supervisors since 1975. The City of Gilbert was served under contract from July 1, 1976 to June 30, 2011.

On November 8, 1983, the citizens of Ames approved issuance of \$3,937,000 in bonds to construct a major building addition and to remodel the existing facility. The 35,000 square foot addition opened for service April 25, 1985, and the entire 50,000 square foot facility was dedicated September 8, 1985.

On November 8, 2011, Ames residents approved a ballot measure authorizing the City to issue \$18,000,000 in bonds for another building expansion and renovation. Private donations and library bequest funds were committed to cover the remaining \$2,000,000 needed for the project.

Construction efforts to "renew" the library began in December 2012. Portions of the 1985 structure were removed and building's footprint was expanded to cover the entire east half of the 500 block of Douglas Avenue. A second story was added over the west portion of the lot and south end of the alley west of the building was relocated to accommodate a drive-through garage for the bookmobile.

The public was served from a temporary facility in Lincoln Center from December 2012 to August 2014. The Grand REopening of the renewed 78,992 square-foot library building was held on September 14, 2014.

History of Ames Public Library Directors 1904 – Present

1904	Lorena Webber
1905-1924	Kittie B. Freed
1924-1926	Olive Ryder
1926-1927	Grace Hill
1927-1929	Winnifred Wennerstrum
1929-1963	Letha M. Davidson
1963-1975	Margaret E. Davidson
1975-1981	Mona Carmack
1981	Clare DeCleen (served only 2 months)
1981-1992	George Lawson
1993-1995	Sally Reed
1996-2005	Gina Millsap
2006-2012	Art Weeks
2013-	Lynne Carey



Financial Limits Authority Policy

Section: Administration

Approved: 8/21/1997

Reviewed: 4/17/1993, 5/19/2005, 3/9/2006, 1/17/2008, 5/19/2011

Revised: 10/23/1997, 4/17/2008, 6/20/2013, 6/16/2016

Ultimate responsibility for maintenance and operation of the Library lies with the Board of Trustees. Among the powers and duties of the Board of Trustees described in [Section 15.7 of the Ames Municipal Code](#) are the following:

(8) To have “exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the board of trustees.”

(9) To “accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.”

Annual operating budgets and capital improvement plans are prepared by library staff and approved by the Board of Trustees and the City Council. It is the responsibility of the City of Ames to account for all income and expenditures as specified in Iowa Code 384.

Director’s Authority

The Director is responsible for administering the day-to-day operation of the Library, including planning and managing the library’s expenditures and revenues. To carry out these responsibilities effectively, the Board delegates certain authorities to the Director.

The Director is authorized to:

- pay claims for expenditures that are consistent with approved annual budgets.
- offer starting salaries in accordance with “City of Ames Personnel Policies and Procedures.”
- expend funds annually out of trust accounts that are designated for a specific purpose (e.g. the Gilman, Feinberg, and Smith endowments).
- expend funds up to a total of \$10,000 annually out of the General Donations account, in accordance with donor intent. Additional expenditures require Board authorization.
- expend grant funds in a manner consistent with the terms of the grant or as approved as part of the annual budget.

Contracts

The Director is authorized to negotiate and sign agreements for services delivered by the Library that result in revenues of \$25,000 or less. The Director is authorized to negotiate and execute other revenue-producing agreements as approved by the Board.

Upon approval of the budget, award of contracts for services received by the Library for its operational or administrative needs and for purchases consistent with the purpose and terms of any grant received for library purposes which cost less than \$25,000 may be made by the Director, in consultation with the City's Finance Purchasing Division, unless otherwise directed by the Board. The Director is authorized to execute contracts costing less than \$25,000 following approval by the Legal Department.

The Director is authorized to solicit contracts costing \$25,000 or more in consultation with the City's Finance Purchasing Division. Such contracts will be awarded and approved by the Library Board. Approval by the City Manager or City Council may also be warranted, in accordance with *City of Ames Purchasing Policies and Procedures* or as requested by the Board.

Disposal of Library Property

The Director is authorized to dispose of surplus library property, including but not limited to materials, furniture, equipment, vehicles, supplies, etc. These may be disposed of through procedures set forth in the *City of Ames Purchasing Policies and Procedures*. The Board of Trustees will be notified of the Director's intent to sell any item having a potential value in excess of \$10,000.

Reporting

Library revenues and expenditures from all funds shall be included in financial reports submitted to the Board.

References

[Ames Municipal Code Chapter 15](#) – Libraries

City of Ames Finance Department Purchasing Division Purchasing Policies and Procedures

[Iowa Code Chapter 384.16-23](#) – City Finance

[Iowa Code Chapter 392](#) - City Administrative Agencies

Briefing Paper: Library Fines and Charges (Addendum to Circulation and Customer Accounts Policy)

Background: Currently the Library Fines and Charges section has specific information encompassing past additions of collection items to be circulated. Additionally, the maximum overdue charges reflect a punitive approach to getting customers to return overdue materials. The changes proposed are an effort to make the policy more adaptive to new types of items added to the collection and more reflective of a strong move in the library to focus on getting materials returned and helping customers to get back to good standing.

Discussion:

The proposed changes include lowering the maximum overdue charge for a single item from \$10.00 to \$5.00. This is more in line with what other similarly sized libraries in Iowa charge for maximum fines. It is also a motivator for customers to return library materials. When the maximum fine is very close to the price of the item customers are less likely to return the item. Additionally, all youth material would have a maximum overdue charge of \$2.00. Parent Packs and Readabout Bags would no longer have a higher maximum overdue charge.

The final change proposed is to simplify wording and make the policy more flexible in regards to adding new types of items to be circulated. Instead of listing each type of item that can be circulated and which parts would be replaceable and irreplaceable, those two categories would be listed and staff would have a detailed procedural list for use to determine replacement costs. These changes will provide better customer service and are in line with our mission in Customer Account Services of helping customers to be successful and responsible library users.

Recommendation: Administration recommends approval of this addendum.

Library Fines and Charges

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 18, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Library Fines and Charges as presented.

Roger Kluesner, President

Joanne Marshall, Secretary



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

Fines

General Collection Books and Other Materials:

Daily Fine, All items.....	\$.25
Maximum Fine (All items except magazines).....	\$10.00 <u>5.00</u>
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 <u>5.00</u>

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
<u>CD insert in book</u>	<u>\$10.00</u>
<u>Media/special packaging or liner notes.....</u>	<u>\$5.00</u>
<u>Liner notes from CD or DVD.....</u>	<u>\$5.00</u>
<u>Replaceable part from a set.....</u>	<u>cost of part</u>
<u>Irreplaceable part from a set.....</u>	<u>cost of item/set</u>
CD insert in book.....	\$10.00
CD within an audio book.....	\$10.00
<u>Item from Read-About Bag</u>	<u>\$15.00 Cost of item</u>
<u>Item from STEM kit</u>	<u>Cost of item</u>
<u>Launch Pad</u>	<u>Cost of item</u>
<u>Laminated page from Read-About Bag (per page).....</u>	<u>\$1.50</u>
<u>Instrument from Smyles Instrument Bag.....</u>	<u>Cost of instrument</u>
<u>Item from Storytelling Kit</u>	<u>Cost of kit</u>
<u>Puzzle piece</u>	<u>Cost of puzzle</u>
<u>Plastic bag for toys, kits, etc.</u>	<u>\$2.00</u>
<u>Media packaging (CD or DVD "jewel cases").....</u>	<u>\$5.00</u>
<u>Special packaging for youth items (Smyles instrument bags, etc.).....</u>	<u>\$5.00</u>
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.



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

Fines

General Collection Books and Other Materials:

Daily Fine, All items.....	\$.25
Maximum Fine (All items except magazines).....	\$ 5.00
Maximum Fine, Magazines	\$2.00

Youth and Young Adult Books and Other Materials:

Daily Fine, All items.....	\$.25
Maximum Fine.....	\$2.00

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
CD insert in book	\$10.0
Media/special packaging or liner notes.....	\$5.00
Replaceable part from a set.....	cost of part
Irreplaceable part from a set.....	cost of item/set

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.

**ENRICH IOWA AGREEMENT -
PUBLIC LIBRARY**
FY20 (JULY 1, 2019 - JUNE 30, 2020)



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

1. GENERAL PROVISIONS

- A. Libraries must return this completed Enrich Iowa Agreement indicating the programs the library will participate in. This form must be signed by the library director or other signatory authority. This completed form must be received by the State Library Des Moines office by April 30, 2019.
- B. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access or Direct State Aid funding.
- D. A library may choose to participate in Interlibrary Loan Reimbursement without participating in Direct State Aid or Open Access.

2. ASSURANCES

- A. Our public library named below was established on or before July 1, 2017, in accord with the *Code of Iowa*.
- B. Our public library meets Tier 1 requirements or higher. This is required for Open Access and Direct State Aid funding.
- C. Our public library has submitted to the State Library a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY20 program reporting requirements.
- E. Our library will use all Enrich Iowa funds to improve library services.
- F. Our library's Enrich Iowa funds will supplement, not supplant, any other funding received by the library. Our library will inform the city and/or county of this requirement and we will report noncompliance to the State Library. We understand that if the funding is used to replace local funds, the funds received must be returned and our library will not be eligible for Enrich Iowa funding the following year.
- G. Our library will provide information for auditing purposes, if requested by the State Library.

**IN ORDER TO PARTICIPATE IN THE ENRICH IOWA PROGRAM;
YOU MUST CHECK AT LEAST ONE OF THE PROGRAMS LISTED BELOW.**

- Direct State Aid** - Direct State Aid is state funding to public libraries intended to improve library services and to reduce inequities among communities in the delivery of library services. Based on Accreditation Tier Level.
- Open Access** - Open Access pays public and academic libraries to serve eligible Iowa residents from outside their local jurisdiction. The purpose of the Open Access program is to offer Iowa residents access to public and academic libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit. Tier 0 libraries are not eligible to participate in the Open Access program.
- Interlibrary Loan Reimbursement** - Interlibrary Loan Reimbursement provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among libraries of all types.

Library Name Ames Public Library City Ames

Phone (with area code) 515-239-5630 E-mail mlogsdon@amespubliclibrary.org

Signed: Mary F. Logsdon

Print name: Mary F. Logsdon

Title: Library Interim Director

Date: April 3 2019

Signed: Michael Scott

Michael Scott, State Librarian
State Library of Iowa

Date: April 1, 2019

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

DUE AT THE STATE LIBRARY DES MOINES OFFICE BY APRIL 30, 2019 Packet Page 30

Ames Public Library Board of Trustees
Committee Assignments 2018/2019

Standing Committees

Art:	Sarah Barchman, John Linch, Toni Wang
Budget & Finance:	Kyle Briese, Roger Kluesner
Director Evaluation:	Joanne Marshall, D. Raj Raman, Roger Kluesner
Executive:	Chuck Glatz (P), Roger Kluesner (VP), Sarah Barchman (S)
Nominating:	Sarah Barchman, D. Raj Raman

Ad Hoc Committee

Director Search:	Kyle Briese, Chuck Glatz, Roger Kluesner, Tracy Briseño (staff), Brian Phillips (Asst. City Manager)
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APLFF Board Representatives

APLFF:	Mavis Butler (April – December 2018), Chuck Glatz, Toni Wang (January – March 2019)
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AMES PUBLIC LIBRARY BOARD OF TRUSTEES TERMS:

Sarah Barchman – Appointed 4/1/2016 - Term Expires 4/1/2022
Kyle Briese – Appointed 5/28/2013 – Term Expires 4/1/2020
Mavis Butler – Appointed 7/1/2015 – Term Expires 4/1/2021
Charles Glatz – Appointed 4/1/2016 – Term Expires 4/1/2022
Roger Kluesner – Appointed 4/1/2017 – Term Expires 4/1/2020
Sandra Looft – Appointed 4/1/2019 – Term Expires 4/1/2022
Joanne Marshall – Appointed 6/14/2016 – Term Expires 4/1/2020
Carolyn Myers – Appointed 4/1/2019 – Term Expires 4/1/2021
Raj Raman – Appointed 4/1/2018 –Term Expires 4/1/2021

Ames Public Library Board of Trustees 2019 Key Dates

January

- Jan. 17 - Board Meeting, 7 p.m.
(Nominating Committee Appointment,
Approval of Adjusted & Requested
Budgets)
- Jan. 25-29 - American Library
Association Midwinter Conference
(Seattle)

February

- Feb. 5 - City Council Budget Hearing
(Director's presentation, 5:15 p.m.)
- Feb. 18 – Staff Development Day
- Feb. 21 - Board Meeting, 7 p.m.
- Feb. 28 - Accreditation Application Due

March

- Mar. 1-3 - APLFF Spring Book Sale
- Mar. 21 - Board Meeting, 7 p.m.
(Election of Officers)
- Mar. 28 - City of Ames Annual Boards
and Commissions Luncheon, 11:30 a.m.

April

- APLFF Annual Fundraising Campaign
- April 7-13 - National Library Week
- April 18 - Board Meeting, 7 p.m.
(APLFF Liaison Appointment, possible
Committee Appointments)
- April 29-May 5 – Children's Book Week
(100th Anniversary)

May

- May 16 - Board Meeting, 7 p.m.
(Committee Appointments)
- Final budget amendments, if any

June

- June 18 - Board meeting, 7 p.m.
- June 20-25 - American Library
Association Annual Conference
(Washington, DC)
- June 30-July 3 - APLFF Book Sale

July

- July 1 - Fiscal Year 2019/20 begins
- July 18 - Board Meeting, 7 p.m.

August

- August 15 - Board Meeting, 7 p.m.

September

- National Library Card Sign-Up Month
- Sept. 19 - Board Meeting, 7 p.m.
- Sept. 23-29 - Banned Books Week

October

- Oct. 2-4 - Iowa/Nebraska Library Assoc.
Annual Conference (LaVista, NE)
- Oct. 17 - Board Meeting, 7 p.m.

November

- APLFF Holiday Fundraising Campaign
- Nov. 9-10 - APLFF Book Sale
- Nov. 21 - Board Meeting, 7 p.m.

December

- Dec. 19 - Board Meeting, 7 p.m.
- Proposed budget amendments for
FY2019/20 & proposals for FY2020/21

Add CIP, Director Evaluation, salary setting, and other activities as appropriate