

Ames Public Library Board of Trustees
Agenda – April 20, 2023
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Oath of Office

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 March 16, 2023
- 3) Motion approving payment of claims 3/1/23 – 3/31/23

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 – Thorbs-Weber
- 7) Budget & Finance Committee – Johnson/Myers/Reynolds

Board Education

- 8) Project Smyles - Anderson

Policy Review

- 9) Circulation and Customer Accounts Policy (Action)
- 10) Library Charges (Action)
- 11) Collections (Discussion)

New Business

- 12) Enrich Iowa Agreement (Action)
- 13) Custodial Contract Renewal (Action)
- 14) FY24 APLFF ASK (Action)
- 15) Director's Goals (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, May 18, 2023
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.

**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 _____, 2023.

Name, Library Board President

(SEAL)

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 20, 2023**

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

- 1) ISU Women's Club Garden Group \$51.16
- 2) Megan Colebrooke (credit refund)..... \$4.95
- 3) Hannah Schmidt (credit refund) \$12.99
- 4) Dennis Youngquist (credit refund) \$15.98
- 5) Suzanne Harrenga (credit refund) \$5.99
- 6) Kenessa Jones (credit refund) \$45.00
- 7) Lynn Jenison in memory of Athreya Krishna \$25.00
- 8) Liang Dong (credit refund)..... \$3.74
- 9) Donna Niday (credit refund) \$13.24

Kate Reynolds, President

Richard Johnson, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
March 16, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 16, 2023, in the Dale H. Ross Board Room with Christy, Johnson, Kluesner, Myers, Reynolds and Thorbs-Weber in attendance. Marcu, Mitchell-Conway, Torres III were excused. Director Schofer was also in attendance.

Call to Order: President Myers called the meeting to order at 7:04 p.m.

Consent Agenda:

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

1. Election of Officers
2. Motion approving minutes of the regular meeting February 16, 2023
3. Motion approving payment of claims 2/1/23 – 2/28/23

Vote on Motion: 5-0 (Myers abstained; Marcu, Mitchell-Conway, and Torres III excused). Approved unanimously.

Public Forum: None

Activity Reports:

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

- The Community Conversation that occurred last week on Substance Use Disorders was attended by about 25 people. It was also live streamed and is posted on the City's website: [Mental Health Initiatives | City of Ames, IA.](#)
- In addition to the in-person attendance at the Community Conversations, there have been approximately 540 views on the City's YouTube channel and 670 views on the website.
- The next Community Conversation, "Civility in Conversations", will take place on April 4 from 6:30 p.m. to 8:30 p.m. at the Ames Public Library. This event is intended to be an interactive presentation exploring the importance of civility and civil discourse in addressing the challenges of mental health issues we face both from an individual perspective as well as public engagement.
- May 2 will be another Community Conversation "Navigating Mental Health/Substance Use Systems". This will also be from 6:30 to 8:30 p.m. at the Ames Public Library.

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

- Staff Day was held on February 20th. Thorbs-Weber and Mitchell-Conway attended. The break out groups is a welcome format and gives staff opportunity for smaller cross departmental learning and more staff to have opportunity to present.

- There is a lot of programming happening this spring. Page One has a listing of the events if anyone is interested.
- Staff will be attending an information session with the County Assessor as valuation emails will be going out at the end of the month and we will likely field questions.
- The Book Sale went well.
- We have a new community partner, Community and Family Resources, offering office hours on Thursdays. They will provide information about addiction, substance abuse treatment, and mental health therapy.
- An Author Fair will be held on Saturday, March 25. The event will start with a program, Make Sense of Writing from 1 p.m. to 2 p.m. Readers are welcome to drop in, chat with authors, purchase books, and have books signed with 24 participants tabling from 2:15 p.m. to 4:15 p.m. The event will wrap up with a program, After the Writing: The Journey of Publishing, from 4:30 p.m. to 5:30 p.m. This allows the library to support emerging authors in a helpful way.
- In April we will have an Ames First Amendment Day exhibit around the building, Repair Café April 22, National Library Week (April 23-29th) including a scavenger hunt; and the Volunteer Recognition Reception late afternoon on April 21st.
- The annual Boards and Commissions Luncheon will be held on Wednesday, March 29, 2023.

APLFF Report:

- The APLFF meeting on Thursday, March 9, 2023 was cancelled due to a lack of a quorum.

Board Education:

The Board discussed the book Anti-Racist Ally by Sophie Williams. This book was chosen as an all Ames Public Library staff and Board read for its high-quality content as well as its very manageable page count. The All APL Read aligns with our strategic plan goals and builds on our previous staff day training. The All APL Read lets us continue to build our skills and our shared vocabulary/concepts, normalize workplace conversation about race and cultural difference, and build relationships all for the continual improvement of our workplace, our library offerings, and our customer service.

Policy Review:

Circulation and Customer Accounts Policy: Schofer introduced the policy. The Customer Account Services team has reviewed the policy. Computer use cards are no longer used, they use guest passes for computer use instead. There may be some other minor changes including adding a reference to the fees policy. The policy will be reviewed by managers and brought back next month for action.

Library Charges: Schofer introduced the policy. They may look at changing the cost associated with the repairable items. This policy will be brought back next month for action.

New Business:

Recognition of Retiring Trustees:

The Board took time to recognize Christy, Kluesner, and Marcu for their time and contributions to the Board over the last several years.

Christy was appointed in 2021 and has served on the Director Evaluation Committee and as Secretary on the Executive Committee.

Kluesner was appointed in 2017 and has served on the Budget & Finance Committee, Director Search Ad hoc Committee, Director Evaluation Committee, Art Committee, as an Ames Public Library Friends Foundation Liaison, and as both President and Vice-President on the Executive Committee. Kluesner also previously served as a longtime member of the Ames Public Library Friends Foundation Board and was a key member during the merger between the APL Friends and APL Foundation.

Marcu was appointed in 2019 and has served on Art Committee, Director Evaluation Committee, Nominating Committee, and as President, Vice-President, and Secretary on the Executive Committee.

Discussion of the Director's evaluation:

Moved by Reynolds, seconded by Kluesner, to enter into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of strategy in matters relating to employment

Vote on Motion: 5-0 (Myers abstained; Marcu, Mitchell-Conway, and Torres III excused). Approved unanimously.

The meeting was closed at 7:50 p.m. and reconvened in open session at 8:09 p.m.

Approval of the Director's Salary:

The Board completed the Director's evaluation in closed session.

Moved by Kluesner, seconded by Thorbs-Weber, to set the Director's salary effective July 1, 2023 at \$152,526 which is a 5% increase merited by her outstanding performance throughout this last year and all the library has accomplished under her leadership.

Vote on Motion: 6-0 (Marcu, Mitchell-Conway, and Torres III excused). Approved unanimously.

Trustee Comments:

- Kluesner – sad to be ending his tenure. He's served over 14 years combined. He's really enjoyed the diversity of the people he's worked with and his time on the Board. His CEO wanted him to get involved in the community when he started and he choose the Ames Public Library Foundation and it's been great.
- Christy – has learned a lot during his term. He loves the library and feels like he's a strong user, and tries to beat Reynolds to the holds. He will see everyone around. He likes being out in the community and doing community things.
- Reynolds – big hugs to Kluesner and Christy. She has appreciated working with both of them and will miss them.
- Thorbs-Weber - thank you to both Kluesner and Christy for their contributions. She hopes to see them around. Thank you to Schofer for all her work.

- Myers – will miss both Christy and Kluesner. She’s learned a lot from both of them and hopes to see them around.
- Johnson – thank you to both Christy and Kluesner. He’s not sure how many times someone has said to ask Kluesner because he would know the answer. He’s done his time and will be greatly missed. Christy will also be missed; it’s sad to see him go even though it’s for really good things. Johnson appreciates the Board and just glad to be a part of it. Thank you to Schofer for all your work she does; the comments were just fantastic. Thank you to Johannes for all you do to keep us on track.

Adjournment:

Moved by Reynolds, seconded by Johnson, to adjourn at 8:19 p.m.

Vote on Motion: 5-0 (Myers abstained; Marcu, Mitchell-Conway, and Torres III excused). Approved unanimously.

The next regular meeting will be on Thursday, April 20, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
March 1, 2023 to March 31, 2023

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,790.60
PAYROLL SUMMARY	LONGEVITY	\$	287.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,989.34
PAYROLL SUMMARY	MEDICARE FICA	\$	655.90
PAYROLL SUMMARY	FICA	\$	2,804.56
PAYROLL SUMMARY	IPERS	\$	4,349.78
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	146.18
TRANSFER TO IT	COMPUTER SERVICES	\$	10,879.00
FEB 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$	163.95
DEPARTMENTAL CHARGES	RISK INSURANCE	\$	28,625.00
TRANSFER TO IT	CITY PHONE SERVICE	\$	5,454.00
FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$	7.09
FEB 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	330.91
JAN 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	419.89
FEB 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,173.00
JAN 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,173.00
FY23 PPD ALLOCATIONS	OUTSIDE PROFESSIONAL SVCS	\$	82.50
TODAY'S BUSINESS SOLUTION	OUTSIDE PROFESSIONAL SVCS	\$	65.44
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$	27.53
FEBRUARY POSTAGE	POSTAGE/FREIGHT	\$	1.74
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	6,365.25
CENTURYLINK	OUTSIDE PHONE SERVICES	\$	285.65
VERIZON WIRELESS	OUTSIDE PHONE SERVICES	\$	297.26
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICES	\$	1,038.30
METRONET FIBERNET LLC	OUTSIDE PHONE SERVICES	\$	132.20
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	410.38
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	219.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	1,945.93
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
HEARTLAND FINISHES INC	EQUIPMENT REPAIRS	\$	289.00
FY23 PPD ALLOCATIONS	TECHNOLOGY MAINT/SUPPORT	\$	64,182.54
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,176.35
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
FY23 PPD ALLOCATIONS	NON-CITY SERVICE	\$	1,310.40
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	12,768.09
LAWNPRO	NON-CITY SERVICE	\$	3,678.75
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
CH ISSUES	OFFICE SUPPLIES	\$	186.00

Library Claims
March 1, 2023 to March 31, 2023

BANK OF AMERICA	OFFICE SUPPLIES	\$ 177.77
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 669.15
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 19.04
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 259.80
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 426.80
BANK OF AMERICA	CLEANING SUPPLIES	\$ 58.06
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 936.15
CENT IA DISTRIBUTING INC	MINOR EQUIPMENT/TOOLS	\$ 12.00
SAMS CLUB DIRECT COMM ACC	FOOD	\$ 182.00
BANK OF AMERICA	FOOD	\$ 944.28
Total Administration		\$ 213,841.53

Resource Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 28,051.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 624.00
PAYROLL SUMMARY	LONGEVITY	\$ 560.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 129.04
PAYROLL SUMMARY	LIFE INSURANCE	\$ 51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,624.38
PAYROLL SUMMARY	MEDICARE FICA	\$ 399.49
PAYROLL SUMMARY	FICA	\$ 1,708.24
PAYROLL SUMMARY	IPERS	\$ 2,759.84
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 34.41
TRANSFER TO IT	CITY PHONE SERVICE	\$ 2,424.00
FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$ 0.33
BANK OF AMERICA	CONFERENCES	\$ 400.00
FY23 PPD ALLOCATIONS	LICENSES/PERMITS	\$ 1,985.50
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 517.46
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 28.47
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 694.33
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 274.16
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 34.95
FY23 PPD ALLOCATIONS	ELECTRONIC COLLECTION	\$ 15,359.00
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 8,022.78
OVERDRIVE	ELECTRONIC COLLECTION	\$ 2,205.18
KANOPY LLC	ELECTRONIC COLLECTION	\$ 991.00
INGRAM LIBRARY SERVICES	SPECIAL PJCT COLLECTIONS	\$ 42.92
FY23 PPD ALLOCATIONS	PERIODICALS	\$ 1,000.00
USA TODAY	PERIODICALS	\$ 98.10
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,058.01
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 1,395.64
AMAZON	YOUTH COLLECTION	\$ 59.99

Library Claims
March 1, 2023 to March 31, 2023

MIDWEST TAPE	YOUTH COLLECTION	\$	650.04
BANK OF AMERICA	YOUTH COLLECTION	\$	874.58
LIBRARY IDEAS LLC	YOUTH COLLECTION	\$	811.26
PLAYAWAY PRODUCTS LLC	YOUTH COLLECTION	\$	113.98
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	935.98
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,987.85
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	152.22
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	6,937.20
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,383.33
MANUFACTURERS NEWS INC	ADULT PRINT COLLECTION	\$	134.90
AMAZON	ADULT PRINT COLLECTION	\$	33.75
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	809.18
GALE GROUP	ADULT PRINT COLLECTION	\$	1,120.07

Total Resource Services **\$ 95,758.28**

Youth Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	42,840.95
PAYROLL SUMMARY	LONGEVITY	\$	365.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	362.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	158.74
PAYROLL SUMMARY	LIFE INSURANCE	\$	81.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,071.20
PAYROLL SUMMARY	MEDICARE FICA	\$	596.69
PAYROLL SUMMARY	FICA	\$	2,551.48
PAYROLL SUMMARY	IPERS	\$	4,078.66
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	51.38
TRANSFER TO IT	CITY PHONE SERVICE	\$	3,636.00
FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$	0.67
FY23 PPD ALLOCATIONS	LICENSES/PERMITS	\$	156.28
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	339.58

Total Youth Services **\$ 62,290.33**

Adult Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	39,913.72
PAYROLL SUMMARY	LONGEVITY	\$	187.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$	248.26
PAYROLL SUMMARY	IPERS DISABILITY	\$	140.55
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,270.32
PAYROLL SUMMARY	MEDICARE FICA	\$	571.71
PAYROLL SUMMARY	FICA	\$	2,444.57
PAYROLL SUMMARY	IPERS	\$	3,785.59
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	47.90
TRANSFER TO IT	CITY PHONE SERVICE	\$	3,636.00

Library Claims
March 1, 2023 to March 31, 2023

FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$	8.88
FEBRUARY POSTAGE	POSTAGE/FREIGHT	\$	1.20
PCARD KLEIN-HEWETT	CONFERENCES	\$	(450.00)
FY23 PPD ALLOCATIONS	LICENSES/PERMITS	\$	156.27
BANK OF AMERICA	FOOD	\$	64.38
Total Adult Services		\$	56,101.11

Customer Account Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,638.67
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	14,429.70
PAYROLL SUMMARY	LONGEVITY	\$	1,052.50
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	175.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	285.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	174.49
PAYROLL SUMMARY	LIFE INSURANCE	\$	89.12
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,600.72
PAYROLL SUMMARY	MEDICARE FICA	\$	901.79
PAYROLL SUMMARY	FICA	\$	3,855.93
PAYROLL SUMMARY	IPERS	\$	5,957.59
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	160.95
TRANSFER TO IT	CITY PHONE SERVICE	\$	4,242.00
FEBRUARY LONG DISTANCE	CITY LONG DISTANCE	\$	11.96
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	60.39
FEBRUARY POSTAGE	POSTAGE/FREIGHT	\$	705.03
ONOVE, JESSICA	TRAVEL/MEETINGS	\$	10.22
NEAL, JESSIE	TRAVEL/MEETINGS	\$	10.48
FY23 PPD ALLOCATIONS	CONFERENCES	\$	300.00
ONESOURCE	RECRUITING COSTS	\$	35.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	59.10
STATESBORO REGIONAL PUBLI	SPECIAL PROJECT SUPPLIES	\$	16.00

Total Customer Account Services **\$ 86,772.38**

	Total:	\$ 514,763.63
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Kate Reynolds, President	Richard Johnson, Secretary	Date

	Administration	Resource Services	Youth Services	Adult Services	Customer Account Services	Total General Fund Budget	Direct State Aid 238	APLFF 239	Donations 241	Total Budget	% Spent	% Remaining
10 ** PERSONAL SERVICES												
BUDGET	\$ 570,603.00	\$ 346,580.00	\$ 559,864.00	\$ 464,562.00	\$ 771,323.00	\$ 2,712,932.00		\$ 73,757.87		\$ 2,786,689.87	69.44%	30.56%
Expenses	\$ 397,963.38	\$ 258,415.66	\$ 372,681.62	\$ 326,263.35	\$ 556,436.80	\$ 1,911,760.81		\$ 23,205.25		\$ 1,934,966.06		
Remaining Funds	\$ 172,639.62	\$ 88,164.34	\$ 187,182.38	\$ 138,298.65	\$ 214,886.20	\$ 801,171.19		\$ 50,552.62		\$ 851,723.81		
20 ** EMPLOYEE BENEFITS												
BUDGET	\$ 202,326.00	\$ 130,272.00	\$ 211,239.35	\$ 151,075.00	\$ 218,127.00	\$ 913,039.35		\$ 14,187.70		\$ 927,227.05	66.70%	33.32%
Expenses	\$ 151,866.78	\$ 98,027.42	\$ 125,801.08	\$ 92,020.91	\$ 146,790.08	\$ 614,506.27		\$ 3,911.89		\$ 618,418.16		
Remaining Funds	\$ 50,459.22	\$ 32,244.58	\$ 85,438.27	\$ 59,054.09	\$ 71,336.92	\$ 298,533.08		\$ 10,419.50		\$ 308,952.58		
30 ** INTERNAL SERVICES												
BUDGET	\$ 140,305.00	\$ 2,949.00	\$ 4,161.00	\$ 3,986.00	\$ 4,467.00	\$ 155,868.00	\$ 250.00	\$ -		\$ 156,118.00	56.65%	43.35%
Expenses	\$ 72,800.19	\$ 2,424.85	\$ 4,317.60	\$ 3,729.51	\$ 4,337.78	\$ 87,609.93	\$ 204.00	\$ 623.95		\$ 88,437.88		
Remaining Funds	\$ 67,504.81	\$ 524.15	\$ (156.60)	\$ 256.49	\$ 129.22	\$ 68,258.07	\$ 46.00	\$ (623.95)		\$ 67,680.12		
40 ** CONTRACTUAL												
BUDGET	\$ 444,698.00	\$ 45,054.00	\$ 20,851.00	\$ 10,579.00	\$ 17,619.00	\$ 538,801.00		\$ 79,252.15	\$ -	\$ 618,053.15	79.74%	20.26%
Expenses	\$ 390,705.26	\$ 38,070.56	\$ 3,686.94	\$ 1,493.83	\$ 10,258.17	\$ 444,214.76		\$ 48,607.94	\$ -	\$ 492,822.70		
Remaining Funds	\$ 53,992.74	\$ 6,983.44	\$ 17,164.06	\$ 9,085.17	\$ 7,360.83	\$ 94,586.24		\$ 30,644.21	\$ -	\$ 125,230.45		
60 ** COMMODITIES												
BUDGET	\$ 53,230.00	\$ 34,430.00	\$ 5,800.00	\$ 1,485.00	\$ 5,625.00	\$ 100,570.00	\$ 5,125.00	\$ 131,041.48	\$ 1,000.00	\$ 237,736.48	74.29%	25.71%
Expenses	\$ 44,671.48	\$ 32,265.96	\$ 3,477.77	\$ 221.97	\$ 5,503.16	\$ 86,140.34	\$ 4,479.18	\$ 85,961.78	\$ 27.12	\$ 176,608.42		
Remaining Funds	\$ 8,558.52	\$ 2,164.04	\$ 2,322.23	\$ 1,263.03	\$ 121.84	\$ 14,429.66	\$ 645.82	\$ 45,079.70	\$ 972.88	\$ 61,128.06		
61 ** LIBRARY COLLECTION												
BUDGET		\$ 578,534.00				\$ 578,534.00	\$ 3,906.00	\$ 123,977.00	\$ 3,500.00	\$ 709,917.00	66.19%	35.11%
Expenses		\$ 422,806.56				\$ 422,806.56	\$ 3,906.00	\$ 41,849.78	\$ 1,297.85	\$ 469,860.19		
Remaining Funds		\$ 155,727.44				\$ 155,727.44	\$ -	\$ 91,329.21	\$ 2,202.15	\$ 249,258.80		
75 ** CAPITAL												
BUDGET							\$ 7,719.00		\$ -	\$ 7,719.00	0.00%	0.00%
Expenses							\$ 7,719.00		\$ 4,496.95	\$ 12,215.95		
Remaining Funds							\$ -		\$ (4,496.95)	\$ (4,496.95)		
80 ** OTHER												
BUDGET		\$ 750.00				\$ 750.00		\$ 32,318.71		\$ 33,068.71	1.65%	98.35%
Expenses		\$ 546.29				\$ 546.29		\$ -		\$ 546.29		
Remaining Funds		\$ 203.71				\$ 203.71		\$ 32,318.71		\$ 32,522.42		
TOTAL BUDGET	\$ 1,411,162.00	\$ 1,138,569.00	\$ 801,915.35	\$ 631,687.00	\$ 1,017,161.00	\$ 5,000,494.35	\$ 17,000.00	\$ 463,736.90	\$ 4,500.00	\$ 5,485,731.25	69.16%	30.84%
TOTAL EXPENSES	\$ 1,058,007.09	\$ 852,557.30	\$ 509,965.01	\$ 423,729.57	\$ 723,325.99	\$ 3,567,584.96	\$ 16,308.18	\$ 204,160.59	\$ 5,821.92	\$ 3,793,875.65		
TOTAL REMAINING	\$ 353,154.91	\$ 286,011.70	\$ 291,950.34	\$ 207,957.43	\$ 293,835.01	\$ 1,432,909.39	\$ 691.82	\$ 259,576.31	\$ (1,321.92)	\$ 1,691,855.60		
% Spent	74.97%	74.88%	63.59%	67.08%	71.11%	71.34%	95.93%	44.03%	129.38%	69.16%		
% Remaining	25.03%	25.12%	36.41%	32.92%	28.89%	28.66%	4.07%	55.97%	-29.38%	30.84%		

July	1/12	8.33%
August	2/12	16.67%
September	3/12	25.00%
October	4/12	33.33%
November	5/12	41.67%
December	6/12	50.00%
January	7/12	58.33%
February	8/12	66.67%
March	9/12	75.00%
April	10/12	83.33%
May	11/12	91.67%
June	12/12	100.00%

Approved: 7/24/1996

Reviewed:

Revised: 9/16/2004, 10/10/2005, 4/16/2009, 5/20/2010, 10/18/2012, 11/21/2013, 1/15/2015, 1/18/2018, 1/17/2019, 10/15/2020, 4/15/2021, 4/20/2023

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

Library Materials and Services

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

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

Commented [SS1]: We issue guest passes

Library Borrower Accounts

Account Application and Activity:

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

- To open a borrower account, customers must ~~present a~~ completed [a](#) registration form, ~~and present a~~ valid photo ID (required for persons age 18 and older), and proof of current residence.
 - [A photo ID may include a valid driver's license, state issued ID, Central Iowa Community ID, school ID, or passport.](#)
 - [Preferred name can be added to the account](#)
 - ~~Proof of current residence may include a valid driver's license, recent utility bill, lease, car registration, [shipping confirmation](#), or a piece of mail received at the current address within the last 90 ~~30~~ days.~~
- Library borrower accounts are active for a period of one to two (1-2) years and must be renewed by verifying/updating account information.
- A photo ID is required for customers age 18 and older to replace a lost or stolen card or to retrieve a card from library lost and found.
- [Library borrower accounts can be closed only when all materials have been returned and all fees have been paid. The account holder or adult responsible for a Shared Account or Professional Account may request closure.](#)
- [Library Account registration is available online and provides access to digital content. Online accounts must be verified in person with ID and address within 90 days.](#)

Commented [SS2]: People especially students often have a recent online shipping confirmation available on their phone

Commented [SS3]: Accept shelter letterhead note, also mail card to address if don't have piece of mail

Account Types:

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

Individual Account

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

Shared Account

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

Student Account

- Student Accounts are created in partnership with Ames Community School District (ACSD) through ACSD registration process.
- Parents or students may choose to opt-out of or delete a student account at any point.
- ACSD students [grades pre-K-12](#) are eligible for a library account issued electronically.
- Student accounts are limited to checkout of 3 physical items at a time.
- A Student Account may only be used by the named student on the account.
- Information about the Student Account may only be given to the person whose name is on that account.

Educator Account

- An Educator Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- An Educator Account requires a signed statement of responsibility, valid photo ID, proof of residence, and proof of employment at a qualifying organization (e.g. school, home school or daycare)
- Educator Accounts can also be created in partnership with Ames Community School District.
- An Educator Account may only be used by the person opening the account.
- Information about the Educator Account may only be given to the person whose name is on that account.

Professional Account

- A Professional Account may be opened for an organization by an adult (age 18 or older) who agrees to take responsibility for the account.
- A Professional Account requires a signed statement of responsibility and the approval of the Customer Account Services Manager.
- The named responsible party may add other persons to the account.
- The named responsible party may remove other persons from the Professional Account and any persons named on the account may remove themselves.
- Professional Account customers share account privileges with other account members and any member may exercise those privileges independently.

- Information about the Professional Account may be given to any person whose name appears on that account.

Computer Use Account

Account Application and Activity:

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

- To open an account, customers must present a completed registration form and photo ID (required for persons age 18 and older).
 - A photo ID may include a driver's license, state-issued ID, [Central Iowa Community ID](#), school ID, or passport.
 - A customer who does not have a photo ID may provide proof of residence in place of the photo ID.
 - Parents may serve as proof of identity in lieu of a photo ID for children under age 17.
- A Computer Use Account may be used only by the individual card holder.
- Computer Use Accounts are active for a period of one year.
- Computer Use Accounts may be closed at any time upon request by the cardholder.

Customer Responsibilities

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

Fees

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

The library does not charge overdue fines for items that are returned late. There may be charges for lost or damaged items. The library charges fees to encourage compliance with procedures which promote fair and equal access to limited resources for all customers. Customers may be notified of overdue

materials, outstanding fees, or problems with their borrower account by telephone, email notices, printed notices, and/or other means. Please note: fees apply whether or not the notification is sent or received.

- The library charges for lost or damaged library materials.
- The library charges for lost or damaged parts or pieces of library materials.
- The library may charge for repairable damage to library materials.
- Customer borrowing privileges ~~may be are restricted suspended~~ when fee limits (\$25) are surpassed.
- More extensive measures may be taken for excessively delinquent accounts, including the use of a collection agency and/or prosecution in a municipal court.
- A list of fees is available as [an addendum](#) to this policy.
- The library may offer programs that allow options for the payment of fees (such as a payment plan or a fee alternative program).
- The library may reduce or eliminate charges as part of a promotional activity or due to extenuating circumstances.

References

Ames Public Library [Confidentiality and Library User Records Policy](#)
[Ames Public Library Charges \(Addendum to Circulation and Customer Accounts\)](#)
[City of Ames Municipal Code, Sec. 15.12 Library Regulations](#)

Circulation and Customer Accounts Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 20, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Circulation and Customer Accounts Policy as presented.

Kate Reynolds, President

Richard Johnson, Secretary



Library Charges (Addendum to Circulation and Customer Accounts Policy)

Section: Library Operations

Approved: 4/16/2009

Reviewed: 4/21/2011, 4/20/2023

Revised: 4/19/2012, 10/18/2012, 11/21/2013, 1/15/2015, 4/18/2019, 10/15/2020

Standard Charges

Adult and Youth Materials and Equipment (except magazines)	Cost of item
Magazines	\$5.00
Map Inserts in Travel Books	\$2.00
CD Insert in Book	\$10.00
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
Repairable Damage to an Item.....	\$2.00
Referral to Debt Collection.....	\$10.00

Note: Borrowing privileges are suspended when charges on an account reach \$25.

**Library Charges (Addendum to Circulation and Customer
Accounts Policy)**

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 20, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Library Charges (Addendum to Circulation and Customer Accounts Policy) as presented.

Kate Reynolds, President

Richard Johnson, Secretary

Approved: 11/17/2005

Reviewed:

Revised: 10/23/2008, 7/21/2011, 6/18/2015, 5/24/2018, 4/15/2021

Ames Public Library offers collections to further the Library's mission, "Ames Public Library – We connect you to the world of ideas." The freedom to know is the foundation of our democracy. Ames Public Library strives to be an information center for the Ames community to preserve and encourage the free expression of ideas essential to informed citizens. The Ames Public Library Board of Trustees has adopted this Collections Policy to provide guidance for the selection and evaluation of materials to anticipate and meet the needs of the Ames community.

Responsibility for Selection

The Ames Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those members of staff designated by the director as selectors, who are charged with meeting the goals of the Collections Policy.

Materials Budget

The Ames Public Library Board of Trustees develops an annual materials budget in consultation with the director. This budget is certified by the Ames City Council. Each year the selectors develop budgets for their selection areas based on factors such as circulation statistics, cost per item, annual collection goals, and support of the strategic plan.

Selection Guidelines and Practices

The Ames community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Selections are based on general knowledge of the subject area and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs as identified by demographic information, statistical analyses, and customer requests. The selectors apply professional standards and work within specific selection and review procedures.

Library customers will find materials to stimulate their imaginations and enhance their leisure time. Librarians support the role of a popular materials center by selecting materials to serve the full range of ages, cultures, lifestyles, education, reading, and technology skills of citizens. The materials selected represent the diverse cultures reflected in the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Librarians achieve a balanced collection through a range of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

Ames Public Library is a popular materials center and does not attempt to duplicate the research resources of Iowa State University. The library does not collect material to support local school curricula, except when these materials also serve the general public. The Library does collect

supplementary materials that promote lifelong learning and provide a beginning point for those seeking more advanced information or materials.

The collection is generally not archival, and items are expected to be used frequently. The selectors oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old.

Ames Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations, and The Freedom to Read and Freedom to View statements. Inclusion of material in the collection does not imply the library's endorsement of it or its contents. The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.

Criteria for Selection

All materials are evaluated using the following criteria:

- Content fits within the mission and strategic plan of Ames Public Library
- Popular demand
- Cost
- Timeliness
- Scarcity of material on the subject and availability elsewhere
- Quality, suitability, and sustainability of the format
- Representation of diverse points of view and broad knowledge base
- Relevance to community needs
- Consideration of the work as a whole
- Technical quality

An item need not meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas.

Formats

Materials are purchased in the most appropriate sustainable format for library use. Ames Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community. The Library monitors the development of new formats and materials and may add these to the collection. The continuation of current formats and the adoption of new ones will be based on an analysis of market acceptance of the format, its ability to provide a cost-effective alternative to existing formats, and the Library's financial ability to acquire, process, and maintain a sufficient collection.

Ames Public Library acquires materials in formats that are accessible to citizens with a variety of needs. Selectors will develop these collections as demand indicates, and will be alert for new formats that may be appropriate.

Multiple Copies

Ames Public Library may respond directly to community and customer interests by purchasing multiple copies of certain items. While the Library's budgetary resources do not allow for the purchase of

multiple copies of every title owned, the budget is structured to provide multiple copies of high demand items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. The Library strives to meet temporary demand and still build a collection with breadth and depth.

Customer Requests

Ames Public Library customers are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected elsewhere in this policy. “Customer Request Forms” are available online at Ames Public Library’s website: www.amespubliclibrary.org.

World Language Materials

The Library maintains a select collection of world language materials in both the adult and youth collections for recreational reading, general interest, and to support world language programs. Languages selected for this collection are based on community data, availability of library-quality material and records, and reflects strategic plan goals.

Special Collections

Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public, and genealogical materials relating to Ames and Story County. Materials may be obtained in print and electronic formats. The development of special collections will focus on the following areas:

- **Farwell Brown Photographic Archive:** Ames Public Library will work in cooperation with Ames History Museum to maintain the print and digital archive.
- **Heritage Room:** Ames Public Library may acquire and maintain useful and important historical and municipal publications relating to Ames and surrounding communities. Ames Public Library will work in cooperation with Ames History Museum and Iowa State University Special Collections and University Archives to determine the disposition of materials of local historical interest.
- **Genealogy Collection:** Ames Public Library will acquire and maintain relevant genealogical materials in cooperation with the Story County Genealogical Society. The chapter is responsible for recommending new materials for the genealogy collection.

Collection Assessment

Circulating collections undergo an annual assessment to make space for current materials, to make collections more attractive, to facilitate ease of use by customers and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse. Assessment decisions are based on the following criteria:

- Currency
- Accuracy
- Use and vitality based on analysis of collection measures
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest

- Availability from other libraries
- Strategic plan priorities
- Sustainability of format

Placement of Materials

Ames Public Library Resource Services staff uses the Dewey decimal classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Selectors consider age recommendations in reviews as they choose and classify materials.

Ames Public Library shelving areas are divided in sections such as Juvenile, Reference, Fiction, and DVDs for ease of use, but customers of any age may use materials in all sections of the library. It is the responsibility of parents or legal guardians, not Ames Public Library staff, to monitor library use by minors.

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

This policy has been developed in concert with:

Ames Public Library Policies

[Mission Statement](#)

[Donations Policy](#)

[Internet Use Policy](#)

American Library Association Documents

[Library Bill of Rights](#) and its [interpretations](#)

[The Freedom to Read Statement](#)

[Freedom to View Statement](#)

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

In the current fiscal year, APL has received \$63,761.02 in revenue from the State—\$16,838.76 in Direct State Aid and \$46,922.26 for Open Access and Interlibrary Loan (ILL). Last fiscal year APL received \$65,591.83 - \$16,555.40 from Direct State Aid and \$47,169.54 for Open Access and ILL.

The FY24 Enrich Iowa Agreement (for July 1, 2023 through June 30, 2024) and the terms pertaining to each of the three programs appear on the following pages.

In order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30, 2023. APL's Financial Limits Authority Policy requires Board approval before the Director may sign agreements for services delivered by the Library that result in revenues of \$25,000 or more.

Requested Action: Administration requests authorization to execute the FY24 Enrich Iowa Agreement.

DIRECT STATE AID – TERMS OF AGREEMENT

FY24 (JULY 1, 2023 - JUNE 30, 2024)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2023 - June 30, 2024**, it is mutually understood and agreed:

1. PURPOSE

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

2. GENERAL PROVISIONS

- A. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- B. Tier 0 public libraries may participate in Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
- C. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Direct State Aid, Open Access, and Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office, on or before **April 30, 2023**.

3. THE PARTICIPANT SHALL:

- A. Have an Internet Use Policy in place.
- B. Have a current accreditation report on file at the State Library demonstrating that the library meets the standards requirements of Tier 1, 2, or 3.
- C. Submit the FY22 Iowa Public Library General Information Survey (Annual Survey) to the State Library by **December 1, 2022**.
- D. Submit the FY23 Direct State Aid Report by **July 31, 2023**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- E. Expend FY24 Direct State Aid funds by **June 30, 2024**.
- F. Verify their FY24 Tier Status by **June 30, 2023**.

4. THE STATE LIBRARY SHALL:

- A. Administer Direct State Aid on behalf of participating Iowa public libraries and distribute reimbursement contingent upon receipt of funds.
- B. Post the Direct State Aid report form on the State Library's website.
- C. Inform public libraries about availability of Direct State Aid funds and answer questions on the details of Direct State Aid. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants based on the formula established by the Iowa Commission of Libraries. Please refer to the Enrich Iowa FAQ for a complete explanation:
<https://www.statelibraryofiowa.gov/index.php/libraries/funding-grants/enrich-iowa/enrich-iowa-faq>
- E. Monitor compliance with the guidelines of the program. Audit reports as needed to ensure that participants are following the guidelines listed in the **Enrich Iowa Agreement**. Take appropriate action if a participant is not honoring the terms of this agreement.
- F. Notify participants of their FY24 Tier Status by **June 30, 2023**.

**OPEN ACCESS –
TERMS OF AGREEMENT**
FY24 (JULY 1, 2023 - JUNE 30, 2024)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2023 - June 30, 2024**, it is mutually understood and agreed:

1. PURPOSE

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

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

2. DEFINITIONS

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

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

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

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

Transactions:

Eligible - Participants are required to circulate eligible items to all eligible patrons.

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

Ineligible:

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

3. GENERAL PROVISIONS

- A. Libraries must return the **ENRICH IOWA AGREEMENT**, indicating in the box provided, that the library will participate in Open Access. It must be signed by the library director or other signatory authority, and must be received by the State Library on or before **April 30, 2023**.
- B. To participate in Open Access for FY24, a public library must have been established on or before July 1, 2021 in accord with the Code of Iowa, 392.1.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access funding.
- D. Participants cannot deny service to residents from any Iowa jurisdiction with a public library or a student at a participating Iowa academic institution. Open Access Eligible Patrons are subject to the same circulation policies, regulations, and restrictions, as local patrons for eligible transactions, except for limits referred to in provision 3F below.
- E. A local public library board or academic library director may decide to deny Open Access service to residents of a jurisdiction that is contracting with a library(s) at a rate that the board or academic library director deems to be inequitable. The library's board or academic library director must notify the State Library, and the jurisdiction denied service, in writing, of its intent and rationale for the decision prior to any action.
- F. A local public library board or academic library director may decide to limit the number of Open Access items checked out to Eligible Patrons. If the library chooses to limit the number of Open Access items checked out it must treat all Open Access Eligible Patrons equally. The library's board or academic library director must notify the State Library in writing of its intent and rationale for the decision prior to limiting access.
- G. Participants have the option to offer services other than Eligible Transactions to Eligible Patrons.

4. THE PARTICIPANT SHALL:

- A. Provide a signed ordinance or other legal documentation to the State Library, dated on or before July 1, 2021, establishing it as a public library.
- B. Check out eligible library materials to Eligible Patrons.
- C. Accept returned items borrowed from any other library in Iowa.
 - a. Return items to any owning library in Iowa and indicate the return date.
 - b. Public Libraries must use IAShared to return items to other public libraries. Public Libraries should use the USPS to return items to any other type of library that is not on IAShared.
 - c. Academic libraries should use USPS when returning items to academic or public libraries.
 - d. Log an accurate record and keep receipts of actual postage spent to return items. When using USPS to return items, receipts are required for reimbursement. Libraries will be reimbursed for the full postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
 - e. If an item is overdue, the library that owns the item may collect any fines according to local policy.
 - f. Interlibrary Loan items are not eligible for postage reimbursement.
 - g. Items returned through the IAShared service are not eligible for postage reimbursement.

5. THE STATE LIBRARY OF IOWA SHALL:

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

INTERLIBRARY LOAN REIMBURSEMENT — TERMS OF AGREEMENT

FY24 (JULY 1, 2023 - JUNE 30, 2024)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2023 - June 30, 2024**, it is mutually understood and agreed:

1. PURPOSE

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

2. DEFINITION

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

3. GENERAL PROVISIONS:

- A. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office on or before **April 30, 2023**.
- B. Participant agrees to loan as well as borrow.
- C. Participant as Lender is not obligated to fill requests for newly published materials or items costing less than \$10.00. Participant as borrower should consider purchasing these types of materials before requesting a loan.
- D. School or academic participants that close before June 30 should submit claims before the end of the school year. Late claims may not be approved for payment.
- E. Participant is reimbursed annually for each item loaned to eligible libraries. Reimbursement is based on transactions from the previous fiscal year. (See Reporting in Section 5D).
- F. Providing interlibrary loan services to nonresidents (i.e., Open Access customers) is a local library option.
- G. Participant as borrower may charge library customers up to \$3.00 per item to offset postage
- H. The Interlibrary Loan Reimbursement program will not provide reimbursement:
 - For bulk loans of a collection of different titles, e.g. a large print collection
 - For lost or damaged materials
 - For postage to send or return ILL items
 - For eBooks and similar electronic downloadable items through Bridges Advantage + or similar resource sharing systems
 - To state agency libraries for loans made to other libraries
 - To AEA media centers for loans made to school libraries
 - To Regents university libraries for loans made to other Regent university libraries

- To special libraries for loans made to other special libraries
 - For loans that are reimbursed under other contracts or agreements
 - For loans to a resident of a city with a library that owns the item
- J. Participant receives reimbursement for items loaned to Iowa libraries of the following types:
- AEA media centers
 - College, community college, and university libraries
 - Public libraries
 - School libraries
 - State-run institution libraries
 - State agency libraries

4. RESPONSIBILITIES OF THE PARTICIPANT AS BORROWING LIBRARY:

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

5. RESPONSIBILITIES OF THE PARTICIPANT AS LENDING LIBRARY:

- A. Honor ILL requests from all participating Iowa libraries.
- B. Do not charge Iowa borrowing libraries for interlibrary loan.
- C. Follow its own policy regarding charges to the borrowing library for faxes and for materials lost or damaged during the interlibrary loan process.
- D. Report interlibrary loan activity in accordance with the following:
- Report eligible interlibrary loan transactions annually in accordance with directions and deadlines established by the State Library.
 - Submit the Interlibrary Loan Reimbursement Report form and Transaction Log (if applicable) to the State Library by July 31, 2023. *No report is necessary if all interlibrary loans transactions were made through OCLC or SILO.* Provide additional information for reporting purposes as requested by the State Library.
 - If a loan was not made through SILO or OCLC, provide verification, along with the report, that it was made in response to a specific request for the item from another library. Verification may be in the form of photocopies of requests or a log listing the transaction.
 - Report a photocopy of an article as one transaction regardless of the number of pages photocopied.
 - Report *each* copy of the same title loaned for book discussions as one transaction unless you are sending a set intended to check out as a single item. For example, ten copies loaned for book discussions would count as ten transactions.
 - Items packaged together as a unit and checked out as a unit, are counted as one transaction. For example, ten copies of a book grouped together as a set and checked out as a single item would count as a one transaction.
 - Libraries that are part of a shared automation system must provide documentation that interlibrary loans reported for reimbursement were checked out by a resident of a city other than their own.

6. RESPONSIBILITIES OF THE STATE LIBRARY:

- A. Administer the Interlibrary Loan Reimbursement program on behalf of participating Iowa libraries and distribute Interlibrary Loan Reimbursement contingent upon receipt of funds.
- B. Post a copy of the Interlibrary Loan Reimbursement Report form and the Transaction Log on the State Library's website.
- C. Reimburse participants annually for each item loaned to eligible libraries.
- D. Reimbursement is based on transactions from the previous year. FY24 Reimbursement is based on the funds available and the total number of transactions for FY23.
- E. Inform libraries as to the availability of funds under Interlibrary Loan Reimbursement and answer questions on the details of Interlibrary Loan Reimbursement. Changes to Interlibrary Loan Reimbursement will be communicated in a timely manner to all participants and other interested parties.
- F. Monitor compliance with the Interlibrary Loan Reimbursement terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.

ENRICH IOWA AGREEMENT - PUBLIC LIBRARY

FY24 (JULY 1, 2023 - JUNE 30, 2024)



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, 2023.
- 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, 2021, 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 FY24 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) 515.239.5646 E-mail sschofer@amespubliclibrary.org

Title: Sheila Schofer

Signed: 

Date: 04-05-2023

Signed: 

Michael Scott, State Librarian
State Library of Iowa

Date: April 1, 2023

DUE AT THE STATE LIBRARY DES MOINES OFFICE BY APRIL 30, 2023

FY24 Enrich Iowa Agreement

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 20, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Director to execute the Enrich Iowa Agreement, including Direct State Aid, Open Access and Interlibrary Loan Reimbursement, for July 1, 2023 through June 30, 2024.

Kate Reynolds, President

Richard Johnson, Secretary

Background:

Custodial services for Ames Public Library are provided by a third party professional cleaning service. The tasks included in this service are all the routine daily cleaning tasks. The current contract expires on June 30, 2023.

On April 30, 2019, two bids were received as follows:

	Hourly Rates				
	Year 1	Year 2	Year 3	Year 4	Year 5
	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Bidder	5498 Hrs.	5436 Hrs.	5484 Hrs.	5498 Hrs.	5498 Hrs.
ABM, Des Moines IA	\$16.65	\$16.65	\$16.75	\$16.85	\$17.00
Nationwide Office Care, Clive IA	\$16.92	\$17.59	\$18.30	\$19.03	\$19.79

For the last three fiscal years ABM has provided relatively low-cost custodial services for the Ames Public Library and ABM’s representatives have worked closely with Library staff to ensure high quality results and to accommodate the timing of library activities and public events. The hourly rate for the FY24 renewal is \$17.00.

Action: Administration recommends awarding the contract for FY2023/24 Custodial Services for the Ames Public Library to ABM, Des Moines, IA in the amount of \$93,466.

BID FORM

Company Name of Bidder: ABM

To the City of Ames, Iowa:

The undersigned as bidder, having examined and determined the scope of the contract documents, hereby proposes to provide the required labor, services, transportation, and other components necessary to perform the work as described in the contract documents, including addenda ____, ____, and ____ as follows.

CUSTODIAL SERVICES FOR LIBRARY: Contract Period: July 1, 2019 through June 30, 2020.

Provide all labor, supervision, and insurance, necessary to perform custodial services at the Ames Public Library, in accordance with Scope of Work. Base bid will be in cost per hour for individual employees assigned to complete the schedule provided in the Scope of Work. Work performed by contracted employees shall include all general duties, vacuuming, sweeping, mopping, floor machine scrubbing, interior glass cleaning and tasks assigned by the Facility Manager. The following prices shall remain firm from July 1, 2019 through June 20, 2020.		
Total Contracted Hours per Week is 104:	HOURLY RATE:	\$ 16.65
TOTAL AMOUNT (HOURLY RATE x 5498 HOURS):		\$ 91,541.70

- The annual hours will fluctuate depending on what day of the week the holidays fall on.
- The cleaning contractor will not work on days the library is closed.

LIST OF SUBCONTRACTORS AND CITY APPROVAL:

All bidders shall include a complete list of all subcontractors used (if any) for routine services or bid options in this contract. The city reserves the right to reject any subcontractor listed. Replacement subcontractors or any change of previously approved subcontractors must be approved by the City prior to them entering the property or performing any services.

CONTRACT RENEWAL OPTION:

The Ames Public Library reserves the right to renew the contract for up to four additional twelve-month periods. Renewal is further subject to mutual agreement, successful performance, and Library approval.

RENEWAL PERIOD	HOURLY RATE	HOURS	TOTAL COST
7/1/20 - 6/30/21	\$ 16.65	5436 Hours	\$ 90,509.40
7/1/21 - 6/30/22	\$ 16.75	5484 Hours	\$ 91,857.00
7/1/22 - 6/30/23	\$ 16.85	5498 Hours	\$ 92,641.30
7/1/23 – 6/30/24	\$ 17.00	5498 Hours	\$ 93,466.00

The undersigned bidder certifies that this bid proposal is made in good faith without collusion or connection with any other person or persons bidding on the work.

The undersigned bidder states that this bid proposal is made in conformity with the contract documents and agrees that, in the event of any discrepancies or differences between any conditions of this bid proposal and the Contract Documents prepared by the City of Ames, Iowa, the provisions of the latter shall prevail.

The contractor shall not include sales or use taxes in the bid. Pursuant to the Iowa Code and Iowa Administrative Code, the contractor will be authorized to purchase building materials that will be incorporated into real property on this project tax-free.

Submitted this 30th day of April, 2019

Company Name of Bidder ABM

Address of Bidder 1509 Michigan Street

City, State, & Zip Code Des Moines, Iowa 50314

Signature of Authorized Agent 

Printed Name and Title Amy Taylor – Business Development Manager

Telephone Number 515-718-9095

Fax Number 515-682-7856

E-mail Address amy.taylor@abm.com

- Local Vendor with a valid local business certificate. City of Ames notarized Local Business Certificate may be included in this response or a current valid certificate on file in Purchasing.

Check appropriate box:

Individual/Sole Proprietor C Corporation S Corporation Partnership Trust/Estate Single-Member LLC

Limited Liability Company. Enter the tax classification (C=Corporation, S=S Corporation, P=Partnership)

Note: For single-member LLC that is disregarded, do not check LLC. Check the appropriate box in the line above for the tax classification of the single-member owner.

Other _____ Taxpayer Identification Number (TIN) _____ -

FY24 Custodial Contract

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 20, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, recommends that the City Council award the FY24 contract for library custodial services to ABM in the amount of \$93,466.

Kate Reynolds, President

Richard Johnson, Secretary

Library Request to APLFF for FY24 Funding

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
APRIL 20, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, requests that Ames Public Library Friends Foundation provide funding in the amount of \$399,879 for fiscal year 2023/24 for the following purposes.

Programming.....	\$58,000.00
Collections.....	\$85,000.00
Marketing and Promotions	\$11,500.00
Project Smyles	\$30,000.00
Community Engagement Position	\$36,000.00
Innovations.....	\$10,000.00
Professional Development	\$7,250.00
Summer Food	\$18,000.00
Interns & Benefits.....	\$51,629.00
Youth Area Update.....	\$80,000.00
Adult Services Furniture.....	\$10,000.00
Literary Grounds Supplies.....	\$2,500.00

Kate Reynolds, President

Richard Johnson, Secretary

Director Goals for FY 24

The Director's goals are part of an annual evaluation process which is confidential.

Annual goals will be sent as a supplemental packet and brought to the Ames Public Library Board of Trustees meeting for action.