

**Ames Public Library Board of Trustees
Agenda – February 21, 2019
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of January 17, 2019
- 3) Motion approving payment of claims 1/1/2019 – 1/31/2019

Public Forum

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

Activity Reports

- 4) Ames Public Library Friends Foundation (APLFF) – Butler, Glatz
- 5) Director Search Committee – Glatz
- 6) Nominating Committee – Marshall
- 7) Administration – Carey

Board Education

- 8) Accreditation – Scott Dermont, State Library of Iowa

Policy Review (Action Items)

- 9) Records Retention Policy
- 10) Social Media Policy
- 11) Authority Policy
- 12) Mission, Values, and Strategic Planning Policy

New Business (Action Items)

- 13) Approval of Final Budget Adjustments and Requests
- 14) 2019/20 APLFF Funding Request
- 15) Appointment of Interim Director
- 16) Set the date of the next Regular Meeting

Trustee Comments

Adjournment

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 21, 2019**

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

- 1) From Cinian Zheng-Durbin and Paul Durbin for Adult Programming\$600.00
- 2) In memory of Gayle Huey from Barbara and Bill Mengeling\$100.00

Charles Glatz, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
January 17, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 17, 2019, in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Briese, Butler, Glatz, Kluesner, Marshall and Wang in attendance. Linch and Raman were excused. Library Director Carey, Volunteer Services Coordinator Bohlke, and Librarians Hawes and Logsdon were also present.

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

Consent Agenda:

Moved by Barchman, seconded by Butler, to approve the following items on the consent agenda:

- 1) Resolution accepting donations:
 - a) From Rosemary and Steven Wilson \$25.00
 - b) From Worldly Goods fundraiser for Project Syles..... \$204.15
 - c) From Bob and Rosemary Bulman for the INSPIRE Program one used iPad
- 2) Motion approving minutes of the Regular Meeting of December 20, 2018
- 3) Motion approving payment of claims for 12/1/2018 – 12/31/2018

Vote on Motion: 6-0. Approved unanimously. Resolution No. 2019-L001 adopted.

Public Forum: None.

Financial Reports: Trustee Briese said the committee met last week to review the reports. Nothing is out of whack or of concern; spending is tracking along the typical monthly pattern.

Moved by the committee to recommend approval of the Second Quarter FY20 Financial Reports.

A question was raised as to why the percentage of budget spent for Internal Services was so low. Staff replied that the City tends to pay outside vendors first and leave transfers between departments for later, and some internal payments are not made monthly. Funds earmarked for computer replacement, for example, are normally transferred at the very end of the year, after it is clear that sufficient funds remain.

Vote on Motion: 6-0. Carried unanimously.

Administrative Staff Report: Library Director Carey stated that Administrative Assistant Thompson is retiring this month and expressed appreciation for her years of service by sharing brownies with the group. Carey reported that four interviews have been scheduled for the open Librarian position. Applications for the Secretary 1 position just closed; interviews and testing will begin soon.

Year-end statistics from fiscal year 2017/18 were distributed. Carey said the numbers are incorporated into the Annual Report, which the Board talked about, but explained that the more detailed data is used by the managers as they discuss budget, make decisions, and watch trends. She said the Iowa Urban Public Library Association (IUPLA) libraries share and compare their statistics. That group—and most libraries across the country—are seeing a decrease in print circulation and a smaller increase in electronic use than had been anticipated, because there are now so many opportunities to attain electronic materials outside of a library setting.

Carey said the IUPLA group had quite a discussion about which statistics the State Library asks public libraries to track. It continues to look closely at circulation, but that does not tell the whole story. Libraries also look at programming, meeting room usage, volunteerism, engagement and involvement in the community, but the State Library has stopped asking for much of that data.

Carey said a conversation with City Manager Schainker about the 2018/19 budget adjustments and 2019/20 requests took place in late December. She said he appreciates that the Library is a team player and that the Board is able to follow the City's common process. She said she just learned that the request for an additional quarter-time employee (.25 FTE) for Youth Services (in order to move a half-time person to three-quarters time) has been approved. The increase in pay to help with recruitment and retention of Library Aides was also approved. Those changes will go into effect once the budget is approved by City Council. Carey said the Library's budget presentation is scheduled on February 5 at 5:15pm.

Carey spoke briefly about a well-attended program/animated discussion on climate change held on January 16, about mental health first aid training that the Person-In-Charge (PIC) Team is engaged in, and about Staff Development Day, which will be held on February 18. She explained that APL has experienced several weeks of very puzzling issues with its two boilers. Both of them went out at the same time and the building had no heat for a few days. It was determined that each boiler had a different issue. One boiler is working now and a replacement part has been ordered for the other; unfortunately, the parts were no longer under warranty.

Carey advised that she and Trustees Barchman and Glatz will attend the American Library Association Midwinter Meeting next week and reminded the group that Mayor Haila will be recruiting for new City Boards and Commission members.

Glatz reported that Trustee Linch's term is up this spring and he will be retiring from the Board. Trustee Wang's position will also be open, as she will be moving away from Ames.

Director Search Committee Report: Glatz informed the Board that the applications are currently being sought and the deadline is February 11. After that, the Search Committee will meet to review applications and determine who will be interviewed by video conference.

New Library Website: Resource Services Manager Alissa Dornink Hawes said the launch of the Library's new website was the culmination of about a year's worth of work. It is now fully compliant with Americans with Disability Act (ADA) standards, includes a new calendar system, a new room booking system, and the Farwell T. Brown Photographic Archive is much more accessible. While displaying new features on the wall monitor, Hawes showed how different the new pages are from the old ones and demonstrated the new features and navigation.

Hawes gave credit to Library staff members Jillian Ocken, Daniel Ramey, and Julie Hanson for doing the heavy lifting on the project. She said they put in long hours creating the design, graphics, navigation paths and transferring an enormous amount of content.

Hawes said the next project will be an update the catalog pages. The catalog is a different vendor's product. The web design team will need to work with the catalog vendor to see if its pages can be matched to the new style or, at least, be made to look more similar to the new pages. Hawes said that staff is just starting to get new reports, but behind-the-scenes work is much easier and webmasters can readily add, delete and modify pages.

Glatz remarked that the new topic heading, Learn and Explore, which now leads a person into the databases, makes much more sense to him.

Carey gave kudos to Hawes for her leadership on the project. She said the Library has received many compliments and zero complaints to date.

Art Collection Policy:

Moved by Butler, seconded by Wang, to re-approve the Art Collections Policy without changes.

Vote on Motion: 6-0. Approved unanimously.

Volunteer Services Policy: Volunteer Services Coordinator Sarah Bohlke spoke about one proposed change, which is that that children age 16 or older would no longer need a parent's signature on their volunteer applications. She said that practice would match APL's employment policy; furthermore, she found that requiring parental signatures of all minors was prohibiting success when students came to the Library to complete service learning projects.

Moved by Marshall, seconded by Barchman, to adopt a resolution approving revisions to the Volunteer Services Policy as presented/amended.

Carey complimented Bohlke for bringing to her position a level of professionalism that focuses on giving people incredible experiences and also paying attention to risk mitigation.

Vote on Motion (as presented): 6-0. Approved unanimously. Resolution No. 2019-L002 adopted.

Circulation and Customer Accounts Policy:

Moved by Briese, seconded by Wang, to adopt a resolution approving revisions to the Circulation and Customer Accounts Policy as presented/amended.

Vote on Motion (as presented): 6-0. Approved unanimously. Resolution No. 2019-L003 adopted.

Authority Policy: No discussion.

Mission, Values, and Strategic Planning Policy: Glatz suggested that the information about the City's organizational culture might be useful when that topic comes up in the director search.

Records Retention Policy: Trustee Kluesner asked if the library accreditation process included records retention; Carey replied that it did not.

Americans with Disabilities Act (ADA) Checklist Priority 3:

Moved by Butler, seconded by Barchman, to approve the Priority 3 Checklists prepared by staff.

Carey stated that one of the four priorities in the ADA checklist needed to be completed, reviewed by the Board, and submitted to the State Library with the FY20 Application for Accreditation. She said there is no requirement to answer "yes" to every question, but Boards are asked to go through the exercise of seeing how close their facilities are to ADA compliance in order to raise their awareness about any barriers to accessibility.

Carey said staff chose Priority 3, Toilet Rooms, thinking it would be relatively simple in a nearly new building, but it turned out that several checklists had to be completed because of the different configurations of the public restrooms. She noted that APL had asked the renovation project architects to design to the ADA standards that were coming out in 2012, so there may be some discrepancies with the 2010 guidelines that were used in the accreditation checklists.

Carey stated that APL is not compliant in just a few things. Some grab bars were found to be an inch out of compliance in some stalls, for example. In some instances, Carey said, Facilities Superintendent Bo Duckett made corrective changes. Carey also noted that staff decided that it disagreed with the requirement to have pull handles on both sides of self-closing doors and chose not to make any changes.

When asked if she had heard any complaints or practical concerns from customers, Carey said no. However, she feels having more hooks available on the restroom doors always seems welcome, so it's good that there are now hooks at different heights. What Carey has heard, she said, are requests for gender neutral restrooms, but that is a separate matter.

Carey explained that accreditation takes place every three years and, in the future, the Library will have to choose one priority each time. She said the State Library recommends that Boards take time to address one priority each year.

Trustee Marshall suggested that staff consult the book called *The Use of Everyday Things*, by Don Norman, which includes practical discussions on topics such as door handles.

Vote on Motion: 6-0. Approved unanimously.

Committee Appointments: Glatz stated that Trustees Barchman and Raman had agreed to serve on the Nominating Committee and prepare a slate of potential officers for next year.

Glatz also reported that Trustee Butler now has a conflict with Ames Public Library Friends Foundation meeting times, so Trustee Wang will attend them for the rest of this term.

Trustee Comments: Thompson was congratulated on her upcoming retirement, Logsdon was thanked for attending the meeting, and Carey was praised for being so positive and complimentary of her team.

Adjournment:

Moved by Briesse, seconded by Wang, to adjourn at 8:02 p.m.

Vote on Motion: 6-0. Motion carried unanimously.

The next regular meeting will be on Thursday, February 21, 2019, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

Library Claims
January 1, 2019 - January 31, 2019

| Administration | | |
|---------------------------|--------------------------|--------------|
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 44,232.49 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 240.00 |
| PAYROLL SUMMARY | TIME AND 1/2 | \$ 657.29 |
| PAYROLL SUMMARY | SICK LEAVE | \$ 6,978.86 |
| PAYROLL SUMMARY | VACATION | \$ 8,368.58 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 222.47 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 74.25 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 6,562.74 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 869.15 |
| PAYROLL SUMMARY | FICA | \$ 3,716.32 |
| PAYROLL SUMMARY | IPERS | \$ 4,260.27 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 135.46 |
| OCT/NOV/DEC MESSENGER CHG | MESSENGER SERVICE | \$ 1,355.05 |
| DEC 2018 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 8.25 |
| DECEMBER LONG DISTANCE | CITY LONG DISTANCE | \$ 3.61 |
| NOV 2018 EQUIPMENT CHRGS | FLEET MAINTENANCE | \$ 875.35 |
| NOV 2018 EQUIPMENT CHRGS | FLEET REPLACEMENT | \$ 2,219.00 |
| DECEMBER POSTAGE | POSTAGE/FREIGHT | \$ 6.63 |
| BANK OF AMERICA | TRAINING | \$ 290.00 |
| BANK OF AMERICA | CONFERENCES | \$ 713.60 |
| AMES CONVENTION & VISITOR | DUES/MEMBERSHIPS | \$ 150.00 |
| AMES MAIN STREET | DUES/MEMBERSHIPS | \$ 225.00 |
| YOUR TECHY FRIEND | RECRUITING COSTS | \$ 849.00 |
| YOURMEMBERSHIP.COM | RECRUITING COSTS | \$ 199.00 |
| CITY OF AMES UTILITIES | ELECTRIC SERVICE | \$ 6,061.10 |
| CENTURYLINK | OUTSIDE PHONE SERVICE | \$ 242.85 |
| VERIZON WIRELESS | OUTSIDE PHONE SERVICE | \$ 198.12 |
| IA COMMUNICATIONS NETWORK | OUTSIDE PHONE SERVICE | \$ 678.75 |
| CITY OF AMES UTILITIES | WATER/SANITARY SEWER | \$ 389.42 |
| CHITTY GARBAGE SERVICE IN | WASTE DISPOSAL | \$ 190.89 |
| ALLIANT ENERGY/IPL | NATURAL GAS | \$ 1,531.79 |
| COMFORT SYSTEMS USA MIDWE | MAINTENANCE CONTRACTS | \$ 1,008.00 |
| CENT IA DISTRIBUTING INC | EQUIPMENT REPAIRS | \$ 272.45 |
| BANK OF AMERICA | EQUIPMENT REPAIRS | \$ 113.80 |
| BANK OF AMERICA | TECHNOLOGY MAINT/SUPPORT | \$ 300.00 |
| CONVERGINT TECHNOLOGIES L | TECHNOLOGY MAINT/SUPPORT | \$ 2,627.50 |
| ZOBEAN INC | TECHNOLOGY MAINT/SUPPORT | \$ 914.58 |
| XEROX CORPORATION | RENTALS/LEASES | \$ 1,023.62 |
| LAWNPRO | NON-CITY SERVICE | \$ 2,008.75 |
| NATIONWIDE OFFICE CLEANER | NON-CITY SERVICE | \$ 7,631.99 |
| CINTAS LOC 22M | NON-CITY SERVICE | \$ 135.00 |
| CH ISSUES | OFFICE SUPPLIES | \$ 40.70 |
| VERNON CO | OFFICE SUPPLIES | \$ 737.85 |

Library Claims
January 1, 2019 - January 31, 2019

| | | |
|---------------------------|-----------------------------|----------------------|
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 74.69 |
| STAPLES BUSINESS ADVANTAG | OFFICE SUPPLIES | \$ 263.51 |
| OFFICE DEPOT INC | MINOR OFFICE EQUIPMENT | \$ 80.12 |
| BANK OF AMERICA | MINOR COMPUTER EQUIPMENT | \$ 34.48 |
| CENT IA DISTRIBUTING INC | CLEANING SUPPLIES | \$ 563.20 |
| BANK OF AMERICA | CLEANING SUPPLIES | \$ 56.33 |
| O DONNELL ACE HARDWARE IN | CLEANING SUPPLIES | \$ 30.70 |
| BANK OF AMERICA | EQUIPMENT PARTS/SUPPLIES | \$ 285.70 |
| O DONNELL ACE HARDWARE IN | EQUIPMENT PARTS/SUPPLIES | \$ 33.64 |
| BANK OF AMERICA | FOOD | \$ 102.56 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ 173.34 |
| | Total Administration | \$ 111,017.80 |
| Resource Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 22,625.00 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 83.63 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 57.76 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 5,272.44 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 298.28 |
| PAYROLL SUMMARY | FICA | \$ 1,275.28 |
| PAYROLL SUMMARY | IPERS | \$ 2,135.82 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 27.16 |
| BANK OF AMERICA | CONFERENCES | \$ 325.00 |
| BANK OF AMERICA | DUES/MEMBERSHIPS | \$ 100.00 |
| BAKER & TAYLOR INC | EQUIPMENT PARTS/SUPPLIES | \$ 484.13 |
| CRYSTAL CLEAR WATER | EQUIPMENT PARTS/SUPPLIES | \$ 16.00 |
| MIDWEST TAPE | EQUIPMENT PARTS/SUPPLIES | \$ 77.60 |
| BIBLIOTHECA LLC | EQUIPMENT PARTS/SUPPLIES | \$ 4,919.85 |
| FINDAWAY WORLD LLC | EQUIPMENT PARTS/SUPPLIES | \$ 51.90 |
| MIDWEST TAPE | ELECTRONIC COLLECTION | \$ 4,671.51 |
| BANK OF AMERICA | ELECTRONIC COLLECTION | \$ 119.96 |
| OVERDRIVE | ELECTRONIC COLLECTION | \$ 2,926.82 |
| BANK OF AMERICA | PERIODICALS | \$ 49.95 |
| DES MOINES REGISTER | PERIODICALS | \$ 113.40 |
| BAKER & TAYLOR INC | YOUTH COLLECTION | \$ 3,129.83 |
| INGRAM LIBRARY SERVICES | YOUTH COLLECTION | \$ 1,196.69 |
| AMAZON | YOUTH COLLECTION | \$ 511.06 |
| MIDWEST TAPE | YOUTH COLLECTION | \$ 386.80 |
| BANK OF AMERICA | YOUTH COLLECTION | \$ 192.67 |
| AMAZON | AUDIO-VISUAL COLLECTION | \$ 701.14 |
| MIDWEST TAPE | AUDIO-VISUAL COLLECTION | \$ 6,815.62 |
| BAKER & TAYLOR INC | ADULT PRINT COLLECTION | \$ 5,400.73 |
| INGRAM LIBRARY SERVICES | ADULT PRINT COLLECTION | \$ 308.59 |
| AMAZON | ADULT PRINT COLLECTION | \$ 295.57 |
| BANK OF AMERICA | ADULT PRINT COLLECTION | \$ 694.12 |

Library Claims
January 1, 2019 - January 31, 2019

| | | |
|----------------------------------|--------------------------------|---------------------|
| | Total Resource Services | \$ 65,264.31 |
| Youth Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 37,082.69 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 837.00 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 178.94 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 82.52 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 6,294.42 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 525.19 |
| PAYROLL SUMMARY | FICA | \$ 2,245.77 |
| PAYROLL SUMMARY | IPERS | \$ 3,579.61 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 58.90 |
| DEC 2018 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 8.64 |
| DECEMBER LONG DISTANCE | CITY LONG DISTANCE | \$ 1.82 |
| BANK OF AMERICA | CONFERENCES | \$ 270.00 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 25.45 |
| BANK OF AMERICA | FOOD | \$ 269.47 |
| | Total Youth Services | \$ 51,460.42 |
| Adult Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 31,541.92 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 138.57 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 71.52 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 4,007.10 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 446.34 |
| PAYROLL SUMMARY | FICA | \$ 1,908.48 |
| PAYROLL SUMMARY | IPERS | \$ 2,977.56 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 37.84 |
| DEC 2018 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 8.25 |
| DECEMBER LONG DISTANCE | CITY LONG DISTANCE | \$ 4.81 |
| DECEMBER POSTAGE | POSTAGE/FREIGHT | \$ 0.91 |
| BANK OF AMERICA | TRAINING | \$ 200.00 |
| BANK OF AMERICA | RECRUITING COSTS | \$ 325.00 |
| | Total Adult Services | \$ 41,668.30 |
| Customer Account Services | | |
| PAYROLL SUMMARY | PERMANENT SALARIES/WAGES | \$ 42,496.87 |
| PAYROLL SUMMARY | TEMPORARY SALARIES/WAGES | \$ 9,988.24 |
| TRACY BRISENO-JURY DUTY | PAYROLL ADJUSTMENT | \$ (30.00) |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 184.01 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 107.29 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 6,019.38 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 724.90 |
| PAYROLL SUMMARY | FICA | \$ 3,099.67 |
| PAYROLL SUMMARY | IPERS | \$ 4,954.53 |
| PAYROLL SUMMARY | WORKERS COMPENSATION | \$ 132.84 |
| DEC 2018 PRINTING CHRGS | PRINT SHOP SERVICES | \$ 11.00 |

Library Claims
January 1, 2019 - January 31, 2019

| | | |
|---------------------------------|--|----------------------|
| DECEMBER LONG DISTANCE | CITY LONG DISTANCE | \$ 11.38 |
| AUTOMATED MERCHANT SYSTEM | OUTSIDE PROFESSIONAL SVCS | \$ 304.82 |
| DECEMBER POSTAGE | POSTAGE/FREIGHT | \$ 1,287.33 |
| FRIEDRICH, KATIE | TRAVEL/MEETINGS | \$ 16.12 |
| CHOATE, ERIKA | TRAVEL/MEETINGS | \$ 4.08 |
| ONESOURCE | RECRUITING COSTS | \$ 90.00 |
| UNIQUE MANAGEMENT SERVICE | NON-CITY SERVICE | \$ 241.65 |
| | Total Customer Account Services | \$ 69,644.11 |
| | Grand Total: | \$ 339,054.94 |
| | | |
| Charles Glatz, President | Sarah Barchman, Secretary | Date |

Records Retention Policy

One change is being recommended for this policy. Photo Release Forms are not considered to be records by other City of Ames departments, so this line has been dropped.

Action: The change described above is consistent with on-going efforts to standardize Library policies and conform to the City of Ames format. Administration recommends approval of the proposed change.

Social Media Policy

A proposed revision was brought to the Board in August and referred to staff for further research. Staff consulted with the American Library Association, City of Ames management, the Iowa State Law Library, and City of Ames Attorney Mark Lambert.

Action: Administration recommends approval of the proposed changes.

Authority Policy

No changes are being recommended for this policy. A motion to retain it without changes is requested; staff will simply update the review date.

Mission, Values, and Strategic Planning Policy

No changes are being recommended for this policy. A motion to retain it without changes is requested; staff will simply update the review date.

Records Retention Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 21, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves the Records Retention Policy as presented/amended.

Charles Glatz, President

Sarah Barchman, Secretary



Records Retention Policy

Section: Administration

Approved: 3/19/2009

Reviewed: 3/17/2011

Revised: 4/19/2012, 10/24/2013, 3/17/2016, 2/21/2019

Library records consist of information documented in performance of the Library's official business. The Records Retention Policy exists in order to:

- provide appropriate records to staff and the public;
- comply with laws on privacy, confidentiality, and open records;
- conform to the City's policy;
- address security and space concerns; and
- ensure that the library keeps necessary records.

Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.

The records retention schedule is applicable without regard to the format of a record. Certain records may be maintained in one or more formats and, at certain times, library staff may be in the process of transferring records from one format to another.

Electronic records that are deleted in accordance with the appropriate record series retention schedule may be stored on library backup servers for a period before they are completely unrecoverable. Recoverable deleted electronic records may be accessed only with permission of the Library Director. However, electronic records cannot be destroyed if they have been requested under *Code of Iowa Chapter 22*, or if they are part of ongoing litigation, even if their retention period has expired.

Responsibility

The Records Manager for the City of Ames is the City Clerk. Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of staff and volunteers may be appointed to assist in records management.

Schedule

A. ADMINISTRATIVE

| Record Title | Retention Period | Reason |
|---|--|---|
| Agreements, Leases, and Contracts for Equipment or Services | Permanent | Continuing administrative value |
| Borrowers' accounts and database files CONFIDENTIAL | Purge after 3 years of patron inactivity, unless debts are outstanding | Administrative value ends (per State Library) |
| Contract and Project Administration Files | 5 years after project completion | Administrative and legal value ends |
| Key Log | Permanent, updated, as | Continuing administrative value |

| | | |
|--|--|--|
| | necessary, for life of locks | |
| Log of Public Information Requests & Responses | 5 years, unless required because of pending litigation | Administrative and legal value ends |
| Photo Release Forms | 5 years | Administrative value ends |
| Reports and Studies | Permanent | Continuing administrative and historical value, possible legal value |
| Statements of Concern | 5 years after resolution of the concern | Administrative value ends |

B. BUILDING/EQUIPMENT

| Record Title | Retention Period | Reason |
|--|--------------------------------|--|
| Capital Projects (building plans and specifications, construction documents, blueprints, and as-built or photographic documentation) | Permanent | Continuing administrative and historical value |
| Fixed equipment (operating manuals, inspection logs, maintenance records, operating permits) | Life of equipment plus 5 years | Administrative value ends |

C. FINANCIAL

| Record Title | Retention Period | Reason |
|---|-----------------------------|--|
| Bequests and Endowments | Permanent | Continuing administrative, historical, and legal value |
| Grants | Permanent | Continuing administrative and historical value |
| Requests for bids or proposals, responses, and evaluation materials, if not handled by City of Ames Purchasing Division | 5 years after date of award | Administrative and legal value ends |

D. HISTORICAL

| Record Title | Retention Period | Reason |
|--|------------------|-----------------------------|
| Ames Library Association Minutes, Records & Correspondence | Permanent | Continuing historical value |

E. LIBRARY BOARD OF TRUSTEES

| Record Title | Retention Period | Reason |
|--|---|------------------------------|
| Audio recordings of open meetings | 1 year from date of meeting | Administrative value ends |
| Audio recordings of closed sessions CONFIDENTIAL | 1 year from date of meeting, unless litigation is pending | Code of Iowa §21.5(4) (2009) |
| Board meeting packets (agenda, | 5 years; appraise for | Administrative value ends |

| | | |
|--|---|---|
| action forms, reports and correspondence distributed for Board meetings) | permanent retention | |
| Correspondence | 3 years | Administrative value ends |
| Library Policies | Permanent | Continuing administrative, historical and legal values |
| Long Range Plans | Permanent | Continuing historical value |
| Minutes of closed sessions CONFIDENTIAL | 1 year from date of meeting, unless litigation is pending | Code of Iowa §21.5(4) (2009) |
| Minutes of open meetings | Permanent | Continuing administrative, historical, and legal values |
| Signed Resolutions | Permanent | Continuing administrative, historical, and legal values |

F. PERSONNEL

| Record Title | Retention Period | Reason |
|--|---|---------------------------|
| Applications for temporary positions | 6 months | Administrative value ends |
| Employee Files (application, position description at time of hire, written reprimands, performance evaluations.) CONFIDENTIAL | 5 years after end of employment (Service records of permanent employees retained permanently by Human Resources; payroll information kept permanently by Finance Dept.) | Administrative value ends |
| Recruitment Files (search committee and interview notes) CONFIDENTIAL | 5 years after position filled (Note: all electronic applications are retained by Human Resources.) | Administrative value ends |

References

[Code of Iowa Section 304.2\(6\)](#)

[Code of Iowa Section 22](#)

[Record Retention Manual for Iowa Cities](#), Iowa League of Cities, October 2012

Ames Public Library's [Confidentiality and Library User Records Policy](#).

Social Media Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 21, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Social Media Policy as presented/amended.

Charles Glatz, President

Sarah Barchman, Secretary



Social Networking Media Policy

Section: Library Resources

Approved: 9/16/2010

Reviewed:

Revised: 5/16/2013, 9/17/2015, 2/21/2019

Ames Public Library ~~may utilize~~uses online social networking sites ~~including, but not limited to, blogs, applications, and video sharing,~~ to further its mission to connect library users and community residents to the world of ideas.

~~The Library participates in social media to facilitate sharing of news and information about Library services, programs, and resources to the widest possible audience. They also create welcoming online spaces where library users may interact amongst themselves and with Library staff, avail themselves of certain Library services, and exchange thoughts and opinions about library-related subjects and issues in a public forum. Since Ames Public Library's online presence reflects and extends Library programming, the goals of the Library's sponsored social networking sites mirror those found in the Programs Policy.~~

Ames Public Library participation in ~~an~~online social network~~ing service~~ does not constitute endorsement of the content or views expressed by the participants, including staff. The Library is not liable or responsible for content posted by any participant ~~in a Library-sponsored social networking service~~ or for any event or interaction that takes place through any online social network~~ing service~~. The Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these services.

~~Posting in Ames Public Library social networking services implies agreement with all Library policies and the following guidelines:~~

Terms of Use Guidelines

~~Comments posted to Ames Public Library's social networking sites will be monitored and inappropriate content will be removed as soon as possible and without prior notice.~~ The Library reserves the right to remove inappropriate content, including, but not limited to content that:

- Is profane
- Is sexual in nature
- Threatens or defames any person or organization
- Incites violence
- Violates copyright or the legal ownership interest of another party
- Promotes or advocates illegal activity
- Is repetitive, ~~or~~ duplicative, or unrelated to the topic of the post or thread
- Promotes commercial services or products, proselytizes, or is spam~~SPAM~~
- Promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability, ~~or~~ sexual orientation, or veteran status;
- ~~Is off topic~~

- Reveals personally identifying information including, but not limited to: email address, phone numbers, addresses, medical information, etc.
- Is considered ~~organized political campaign~~ activity

The Library disclaims any and all responsibility and liability for any ~~materials content~~ deemed inappropriate for posting ~~which cannot be removed in an expeditious and otherwise timely manner~~. The Library is not responsible for the removal of content by online social media sites.

~~Any use of the "like" feature between Ames Public Library and a private person does not indicate endorsement of that person's actions or comments.~~

~~If a user continues to post inappropriate items after being warned of the violation of the "Terms of Use," that user may be banned from the site.~~

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

[City of Ames Social Media Policy](#)

[City of Ames Terms of Use Guidelines on Facebook](#)

[Conduct in the Library Policy](#)



Social Media Policy

Section: Library Resources

Approved: 9/16/2010

Reviewed:

Revised: 5/16/2013, 9/17/2015, 2/21/2019

Ames Public Library uses online social networking sites to further its mission to connect library users and community residents to the world of ideas.

The Library participates in social media to facilitate sharing of news and information about Library services, programs, and resources to the widest possible audience. They also create welcoming online spaces where library users may interact amongst themselves and with Library staff, avail themselves of certain Library services, and exchange thoughts and opinions about library-related subjects and issues in a public forum.

Ames Public Library participation in online social networks does not constitute endorsement of the content or views expressed by the participants, including staff. The Library is not liable or responsible for content posted by any participant or for any event or interaction that takes place through any online social network. The Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of these services.

Terms of Use Guidelines

The Library reserves the right to remove inappropriate content, including, but not limited to content that:

- Is profane
- Is sexual in nature
- Threatens or defames any person or organization
- Incites violence
- Violates copyright or the legal ownership interest of another party
- Promotes or advocates illegal activity
- Is repetitive, duplicative, or unrelated to the topic of the post or thread
- Promotes commercial services or products, proselytizes, or is spam
- Promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability, sexual orientation, or veteran status
- Reveals personally identifying information including, but not limited to: email address, phone numbers, addresses, medical information, etc.
- Is considered campaign activity

The Library disclaims any and all responsibility and liability for any content deemed inappropriate for posting. The Library is not responsible for the removal of content by online social media sites.

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

[City of Ames Social Media Policy](#)

[City of Ames Terms of Use Guidelines on Facebook](#)

[Conduct in the Library Policy](#)



Approved: 6/19/1997

Reviewed: 6/18/1998, 10/22/1998, 6/24/1999, 3/28/2002, 3/27/2003, 8/21/2008, 4/21/2016, [2/21/2019](#)

Revised: 10/21/2010, 6/21/2012

The following is [Chapter 15](#) of the Municipal Code of Ames, granting the Board of Trustees the authority to operate Ames Public Library.

LIBRARIES

15.1 COMPOSITION OF BOARD OF TRUSTEES.

The board of trustees of the Ames public library consists of nine (9) members.

(Ord. No. 784, Sec. 1; Code 1956, Sec. 17-1) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.3] (Ord. No. 4024, 3-2-10)

15.2 APPOINTMENT, TERM OF TRUSTEES.

Members of the board of trustees of the public library shall be appointed by the mayor, by and with the approval of the city council, and the term of office for each trustee shall be for a three (3) year period. Terms begin on April 1 of the year of appointment. No member shall serve more than two full consecutive terms.

(Ord. No. 784, Sec. 2; Code 1956, Sec. 17-2) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.3, 378.4] (Ord. No. 4024, 3-2-1) (Ord. No. 4109, 4-24-12)

15.3 QUALIFICATIONS OF TRUSTEES.

All members of the board of trustees shall be bona fide citizens and residents of the city and over the age of eighteen (18) years.

(Ord. No. 784, Sec. 3; Code 1956, Sec. 17-3; Ord No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.5, Ch. 140, Sec. 41-1st 65GA]

15.4 COMPENSATION OF TRUSTEES.

Members of the board of trustees shall receive no compensation for their services.

(Ord. No. 784, Sec. 6; Code 1956, Sec. 17-6) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.8]

15.5 GROUNDS FOR REMOVAL OF TRUSTEE.

The removal of any trustee permanently from the city, or absence from three (3) consecutive regular meetings of the board, except in case of sickness or temporary absence from the city, without due explanation of the absence shall render the office as trustee vacant.

(Ord. No. 784, Sec. 5; Code 1956, Sec. 17-5) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.7] (Ord. No. 3974, 11-25-08)

15.6 VACANCIES ON THE BOARD OF TRUSTEES.

Vacancies on the board shall be filled by appointment by the mayor, by and with the approval of the city council. Such appointees shall fill out the unexpired term for which the appointment is made.

(Ord. No. 784, Sec. 4; Code 1956, Sec. 17-4) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.6]

15.7 POWERS, DUTIES OF TRUSTEES.

The board of the library trustees has and exercises the following powers:

- (1) To meet and organize by the election of one of their number as president of the board, and by the election of a secretary and such other officers as the board may deem necessary.
- (2) To have charge, control and supervision of the public library, its appurtenances and fixtures, and rooms containing the same, directing and controlling all the affairs of such library.
- (3) To employ a librarian and authorize the librarian to employ, such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided however, that prior to such employment, the compensation of such librarian shall be fixed for the term of employment by a majority of the members of the board voting in favor thereof.
- (4) To remove such librarian by a vote of two-thirds (2/3) of such board for misdemeanor, incompetency, or inattention to the duties of such employment and to provide procedures for the librarian to remove assistants or employees for the same reasons.
(Ord. No. 4047, 9/28/10)
- (5) To select or authorize the librarian to select and make purchases of library materials for the collection, furniture, fixtures, stationery, and supplies for such library.
- (6) To authorize the use of such libraries by nonresidents of the city and to fix charges therefor.
- (7) To make, adopt, amend, modify, or repeal bylaws, rules and regulations, not inconsistent with law, for the care, use, government, and management of the library and business of the board, and fixing and enforcing penalties for the violation thereof.
- (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.
(Ord. No. 784, Sections 7--7.9; Code 1956, Sections 17-7--17-7.9) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.10] (Ord. No. 4024, 3-2-10)

15.8 TRUSTEES TO KEEP RECORDS OF PROCEEDINGS.

The board of trustees shall keep a record of its proceedings.

(Ord. No. 784, Sec. 8; Code 1956, Section 17-8) [State Law Ref. Iowa Code chapter 28A]

15.9 TRUSTEES TO PROPOSE BUDGET.

The board of trustees shall, in accord with such schedule and procedure as may be announced by the director of finance, file with the director of finance a proposed budget of its funds for the following year.

(Ord. No. 784, Sec. 10; Code 1956, Sec. 17-10; Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.1, 392.5; Code 1973, Sec. 378.10 (8)]

15.10 ANNUAL REPORT OF TRUSTEES.

The board of trustees shall, immediately after the close of each municipal fiscal year, make to the council a report containing a statement of the condition of the library, the number of books added thereto, the number circulated, the number not returned or lost, the amount of fines collected, and the amount of money expended in the maintenance thereof during such year, together with such information as required by the council.

(Ord. No. 784, Sec. 11; Code 1956, Sec. 17-11; Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.18]

15.11 LIBRARY FUNDS; EXPENDITURES.

All moneys allocated by the council for the maintenance of the library shall be deposited in the treasury of the city to the credit of the library fund, and shall be kept by the treasurer separate and apart from all other moneys, and shall be paid out upon the order of the board of trustees, signed by its president and secretary.

(Ord. No. 784, Sec. 9; Code 1956, Sec. 17-9; Ord. no. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1975, Sec. 378.17]

15.12 LIBRARY REGULATIONS; PENALTY.

It is unlawful for any person, to take from any public school, or library, within the city, any book, pamphlet, periodical, paper or other property, except in accordance with the rules of such library; or to take or borrow from such library any book, pamphlet, periodical, paper or other property and neglect or refuse to return the same within one week after receiving notice to do so; or to willfully cut, mutilate, mark, tear, write upon, deface, or otherwise destroy or injure any book, pamphlet, periodical, map, document, picture, or other property of such library; or who violates any other rule of the such library, or to violate any rule of the said library or to disturb the peace and quiet thereof by disorderly conduct.

(Ord. No. 812, Sec. 76; Code 1956, Sec. 76-76; Ord. No 3003, Sec 12, 2-23-88)

15.13 POWER TO CONTRACT: METHOD OF USE.

Contracts may be made between the board of trustees of the Ames library and other boards of trustees of free public libraries, and any city, town, school corporation, township or county or with the trustees of any county library district for its use by their respective residents.

Such use shall be accomplished by one or more of the following methods in whole or in part:

- (1) By lending the books and other library materials of the Ames Public Library to such residents on the same terms and conditions as to the residents of the City of Ames.
- (2) By the establishment of depositories of books and other library materials of the Ames Public Library to be loaned to such residents at stated times and places.
- (3) By the transportation of books and other library materials of the Ames Public Library by mobile or other conveyance for lending the same to such residents at stated times and places.
- (4) By the establishment of branch libraries for lending books and other library materials to such residents.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.11; Sec. 378.12] (Ord. No. 3975, 11-25-08)

15.14 RATE OF TAX.

Such contracts shall provide for the rate of tax to be levied during the period thereof. They may, by mutual consent of the contracting parties, be terminated at any time. They may also be terminated by a majority of electors, represented by either of the contracting parties, voting on a proposition to terminate which shall be submitted by the governing body upon a written petition of electors in a number not less than five (5) per cent of those who voted in the area for governor at the last general election.

The proposition may be submitted at any election provided by law which covers the area of that seeking to terminate the contract. The petition shall be presented to the governing body not less than forty days before the election at which the question is to be submitted.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.13] (Ord. No. 4024, 3-2-10)

15.15 UNITING WITH HISTORICAL ASSOCIATIONS.

Whenever a local county historical association shall be formed in Story County, the trustees of the Ames Public Library are hereby authorized to unite with such historical association and to set apart the necessary room and to care for such articles as may come into possession of said association; the library trustees are also authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of historical and educational nature and pay for the same out of the library fund.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.16] (Ord. No. 4024, 3-2-10)

Authority for Chapter 15 under Iowa law:

- *Article III, Section 38A of the [Constitution of the State of Iowa](#)* states that “municipal corporations are granted home rule power and authority, not inconsistent with the laws of the general assembly, to determine their local affairs and government.”
- *[Section 392.5 of the State Code of Iowa](#)* states: “A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in this section. In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by 64GA, Chapter 1088.”
- *[Section 392.5 of the State Code of Iowa](#)* states that “A proposal to alter the composition, manner of selection, or charge of a library board or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city. . . If a majority of those voting approves the proposal, the city may proceed as proposed. If a majority of those voting does not approve the proposal, the same or similar proposal may not be submitted to the voters of the city for at least four years from the date of the election at which the proposal was defeated.



Mission, Values, and Strategic Planning Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/27/2003, 12/20/2007, [2/21/2019](#)

Revised: 3/28/2002, 11/18/2010, 3/17/2016

Mission Statement

Ames Public Library: We connect you to the world of ideas.

Values

As a department of the City, Ames Public Library embraces the Excellence Through People Values, which are:

- Continuous Improvement
- Creativity and Innovation
- Customer Driven
- Data Driven
- Employee Involvement
- Excellence
- Fiscal Stewardship
- Honesty and Integrity
- Leadership
- Positive Attitude
- Respect One Another
- Safety and Wellness
- Teamwork

Strategic Planning

The Ames Public Library Board of Trustees is committed to the process of strategic planning and will meet the standards established by the State Library of Iowa for Tier 3 Library accreditation.

Revised Budget Requests

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 21, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves operating budget requests for 2019/20, as revised by the City Manager.

Charles Glatz, President

Sarah Barchman, Vice President

Background: In December, the Board approved the 2018/19 (FY19) budget adjustments and 2019/20 (FY20) requests that had been submitted to City Administration by staff.

The FY19 adjustments included funding to increase the starting pay for Library Aides from \$9 to \$10 per hour, in order to address problems with recruitment and retention of these hourly workers. Not yet included in the budget requests, but verbally addressed in meetings with City Management, was a desire for authorization of an additional one-quarter full time employee (.25 FTE) who would be able to provide ten more hours of work per week in the Youth Department.

After analyzing budget requests from all City departments, the City Manager approved the request for an additional .25FTE in the Youth Department and \$11,000 was added to the original FY20 request. Future funding for the additional staff position will be covered by the salary savings resulting from the reclassification of the former Administrative Assistant's position.

A comparison of the operations expense budget approved in December with the revised version appears on the following page. The expense budgets in Donations accounts and all revenue budgets remain unchanged.

Requested Action: Staff requests Board approval of the revised FY20 budget request, which will be included in the City of Ames budget expected to be approved by the City Council in early March.

OLD

PREPARED 12/11/18, 13:58:03
XPRDCAT

DEPARTMENT EXPENSE TOTALS

FOR PRINTING BUDGET BY PER SRV, COMM, CAP

| ACCOUNT DESCRIPTION | 2017/18 ACTUALS | 2018/19 ADOPTED | 2018/19 ADJUSTED | 2019/20 REQUESTED | Y-T-D ACTUAL | PERCENTAGE CHG FROM ADOPTED |
|----------------------|--------------------|--------------------|---------------------|----------------------|-----------------|--------------------------------|
| * Personal Services | 2,968,104 | 3,221,134 | 3,157,596 | 3,323,326 | 1,298,162 | 3.17 |
| * Internal Services | 144,630 | 139,400 | 140,220 | 142,771 | 12,551 | 2.42 |
| * Contractual | 491,040 | 489,615 | 511,551 | 529,620 | 246,132 | 8.17 |
| * Commodities | 110,452 | 91,545 | 98,031 | 96,635 | 31,266 | 5.56 |
| * Library Collection | 476,717 | 501,380 | 501,480 | 516,423 | 250,972 | 3.00 |
| * Capital | 10,276 | 0 | 13,590 | 0 | 13,590 | .00 |
| * Other Expenditures | 728 | 700 | 700 | 700 | 189 | .00 |
| | 4,201,947 | 4,443,774 | 4,423,168 | 4,609,475 | 1,852,862 | 3.73 |

NEW

PREPARED 01/21/19, 08:47:56
XPRDCAT

DEPARTMENT EXPENSE TOTALS

FOR PRINTING BUDGET BY PER SRV, COMM, CAP

| ACCOUNT DESCRIPTION | 2017/18 ACTUALS | 2018/19 ADOPTED | 2018/19 ADJUSTED | 2019/20 REQUESTED | Y-T-D ACTUAL | PERCENTAGE CHG FROM ADOPTED |
|----------------------|--------------------|--------------------|---------------------|----------------------|-----------------|--------------------------------|
| * Personal Services | 2,968,104 | 3,221,134 | 3,157,596 | 3,334,326 | 1,679,148 | 3.51 |
| * Internal Services | 144,630 | 139,400 | 140,220 | 142,771 | 15,371 | 2.42 |
| * Contractual | 491,040 | 489,615 | 511,551 | 529,620 | 284,158 | 8.17 |
| * Commodities | 110,452 | 91,545 | 98,031 | 96,635 | 40,954 | 5.56 |
| * Library Collection | 476,717 | 501,380 | 501,480 | 516,423 | 282,036 | 3.00 |
| * Capital | 10,276 | 0 | 13,590 | 0 | 13,590 | .00 |
| * Other Expenditures | 728 | 700 | 700 | 700 | 228 | .00 |
| | 4,201,947 | 4,443,774 | 4,423,168 | 4,620,475 | 2,315,485 | 3.98 |

OLD

PREPARED 12/11/18, 13:57:50
FUNDEXP

BY FUND EXPENSES BY SUB ACTIVITY/DIVISION

PAGE 1

| ACCOUNT DESCRIPTION | 2017/18 ACTUAL | 2018/19 ADOPTED | 2018/19 WITH C/O'S | 2018/19 ADJUSTED | 2019/20 REQUESTED | Y-T-D ACTUAL |
|-----------------------------|-------------------|--------------------|-----------------------|---------------------|----------------------|-----------------|
| GENERAL FUND | | | | | | |
| LIBRARY SERVICES | | | | | | |
| * LIBRARY ADMINISTRATION | 1,311,889 | 1,297,088 | 1,297,088 | 1,348,295 | 1,366,160 | 541,351 |
| * RESOURCE SERVICES | 891,111 | 984,575 | 984,575 | 949,982 | 995,014 | 446,768 |
| * YOUTH SERVICES | 620,042 | 646,044 | 646,044 | 649,596 | 688,112 | 270,040 |
| * ADULT SERVICES | 576,178 | 616,802 | 616,802 | 595,389 | 621,540 | 242,777 |
| * CUSTOMER ACCOUNT SERVICES | 802,727 | 899,265 | 899,265 | 879,906 | 938,649 | 351,926 |
| ** LIBRARY SERVICES | 4,201,947 | 4,443,774 | 4,443,774 | 4,423,168 | 4,609,475 | 1,852,862 |
| *** GENERAL FUND | 4,201,947 | 4,443,774 | 4,443,774 | 4,423,168 | 4,609,475 | 1,852,862 |
| | 4,201,947 | 4,443,774 | 4,443,774 | 4,423,168 | 4,609,475 | 1,852,862 |

NEW

PREPARED 01/21/19, 08:45:30
FUNDEXP

BY FUND EXPENSES BY SUB ACTIVITY/DIVISION

PAGE 1

| ACCOUNT DESCRIPTION | 2017/18 ACTUAL | 2018/19 ADOPTED | 2018/19 WITH C/O'S | 2018/19 ADJUSTED | 2019/20 REQUESTED | Y-T-D ACTUAL |
|-----------------------------|-------------------|--------------------|-----------------------|---------------------|----------------------|-----------------|
| GENERAL FUND | | | | | | |
| LIBRARY SERVICES | | | | | | |
| * LIBRARY ADMINISTRATION | 1,311,889 | 1,297,088 | 1,297,088 | 1,348,295 | 1,366,160 | 672,800 |
| * RESOURCE SERVICES | 891,111 | 984,575 | 984,575 | 949,982 | 995,014 | 531,264 |
| * YOUTH SERVICES | 620,042 | 646,044 | 646,044 | 649,596 | 699,112 | 346,020 |
| * ADULT SERVICES | 576,178 | 616,802 | 616,802 | 595,389 | 621,540 | 309,031 |
| * CUSTOMER ACCOUNT SERVICES | 802,727 | 899,265 | 899,265 | 879,906 | 938,649 | 456,370 |
| ** LIBRARY SERVICES | 4,201,947 | 4,443,774 | 4,443,774 | 4,423,168 | 4,620,475 | 2,315,485 |
| *** GENERAL FUND | 4,201,947 | 4,443,774 | 4,443,774 | 4,423,168 | 4,620,475 | 2,315,485 |
| | 4,201,947 | 4,443,774 | 4,443,774 | 4,423,168 | 4,620,475 | 2,315,485 |

Library Request to APLFF for FY20 Funding

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 21, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, requests that Ames Public Library Friends Foundation provide funding in the amount of \$152,000 for fiscal year 2019/20 for the following purposes.

| | |
|-------------------------------------|-------------|
| Programming..... | \$40,000.00 |
| Collections..... | \$35,000.00 |
| Incentives and Promotions | \$1,000.00 |
| Project Smyles | \$31,000.00 |
| Community Engagement Position | \$35,000.00 |
| Innovations..... | \$10,000.00 |

Charles Glatz, President

Sarah Barchman, Secretary

Background: Ames Public Library Friends Foundation (APLFF) conducts public fundraising efforts in support of the Library and responds, within its ability, to the Library Board’s requests for funding. The APLFF Board of Directors will be considering its 2019/20 (FY20) budget in the next two months. Suggestions from the Library Director and staff appear below.

| | | |
|--|-------------------|------------------|
| Programming..... | | \$ 40,000 |
| • Youth/Teen Programming | | \$ 26,500 |
| ○ <i>Summer Food</i> | \$ 6,500 | |
| ○ <i>Presenters</i> | \$ 7,000 | |
| ○ <i>Small Talk</i> | \$ 3,000 | |
| ○ <i>Teen Programs</i> | \$ 1,000 | |
| ○ <i>Reading Incentives</i> | \$ 9,000 | |
| • Adult Programming | | \$ 9,500 |
| ○ <i>Presenters & Performers</i> | \$ 6,000 | |
| ○ <i>Hospitality</i> | \$ 1,000 | |
| ○ <i>Materials Support</i> | \$ 2,000 | |
| ○ <i>Programming Supplies</i> | \$ 500 | |
| • Book Clubs | | \$ 4,000 |
| ○ <i>All Iowa Reads – Teen & Youth</i> | \$ 2,000 | |
| ○ <i>Adult Book Clubs</i> | \$ 2,000 | |
| Collections..... | | \$ 35,000 |
| • Materials (to bridge fiscal years) | \$ 10,000 | |
| • Digital Support | \$ 20,000 | |
| • Adventure Passes | \$ 2,000 | |
| • ReadAbout Bag Project | \$ 2,000 | |
| • Welcome Collection | \$ 1,000 | |
| Incentives and Promotions | | \$ 1,000 |
| Project Smyles | | \$ 31,000 |
| Community Engagement Position..... | | \$ 35,000 |
| Innovation Grants..... | | \$ 10,000 |
| | TOTAL..... | \$152,000 |

Requested Action: In order to assist the APLFF Budget and Finance Committee prepare its FY20 budget, Administration recommends that the Board of Trustees request funding in the amount of \$152,000 for the purposes indicated.

Appointment of Interim Director

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 21, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, appoints Mary Logsdon as Interim Library Director, working out of class at the annual salary of \$95,769, effective February 23, 2019.

Charles Glatz, President

Sarah Barchman, Vice President