

**Ames Public Library Board of Trustees
Agenda – May 21, 2015
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) Approval of Donations
- 2) Approval of Minutes of the regular meeting of April 16, 2015
- 3) Payment of Claims for 4/1/15 – 4/30/15
- 4) Authorization to participate in the FY16 Enrich Iowa program

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

- 5) Ames Public Library Friends Foundation Report – Stow
- 6) Administrative Staff Report – Carey
- 7) Youth Services Summer Programming – Ziegler
- 8) Building Project Update – Carey
 - a) Project Cost Summary (Action Item)

Policy Review

- 9) Collections Policy (Action Item) - Dornink

New Business

- 10) Director's FY16 Goals (Action Item)

Trustee Comments

Adjournment

Next regular meeting: Thursday, June 18, 2015 at 5:30 p.m.
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Consent Agenda

BOARD OF TRUSTEES AMES PUBLIC LIBRARY MAY 21, 2015

Be it resolved that the Board of Trustees, Ames Public Library, approves the consent agenda as presented.

- 1) Approval of Donations
 - a. From ISU Women's Club Genealogy Division for genealogy books \$52.00
- 2) Approval of Minutes of the regular meeting of April 16, 2015
- 3) Payment of Claims 4/1/2015 – 4/30/2015
- 4) Authorization of the FY16 Enrich Iowa Agreement (Direct State Aid, Open Access, and Interlibrary Loan Reimbursement)

Kyle Briese, Vice President

Sherry Bradley, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 16, 2015**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 16, 2015 in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue, with Acker, Bradley, Butler, Campbell, Link, Manus, Rohret, and Stow present. Briese was excused. Library Director Carey and Customer Account Services Manager Briseño were also in attendance.

Call to Order: Board President Acker called the meeting to order at 7:00 p.m. She welcomed the two new trustees, Mavis Butler and Wayne Rohret and introductions were made.

Consent Agenda:

Moved by Stow, seconded by Bradley, to adopt a resolution approving the following items on the consent agenda:

1) Donations

- a) **From Ames Town & Country Kiwanis, Ames Noon Kiwanis, Ames Golden K Kiwanis, and the Aktion Club.....\$1,000.00**
- b) **From William Carter in honor of Herb Harmison\$30.00**
- c) **In memory of Kenneth Spear from Mrs. Larry Spear.....\$50.00**
- d) **From Marlene Robinson for Project Smyles.....\$18.84**

2) Minutes of the regular meeting of March 19, 2015

3) Payment of Claims 3/1/2015 – 3/31/2015

Vote on Motion: 7-0. Motion approved unanimously; resolution adopted.

Public Forum: None.

Financial Reports: Trustee Linch stated that he and Briese had met with staff earlier in the month. At 75% of the way through the year, the operating budget is about 70% spent. He said the major issue is utility expenses, which have not stabilized because testing, adjustments, and building project activities are still underway. Linch also noted that the donations fund budget was approved last fall using an estimate of \$12,000 in revenue from Direct State Aid. Now that the funds have been received in the amount of \$13,613.78 and they must be spent in this fiscal year, the extra income has been allocated to Project Smyles.

Carey added that the Finance Department did not feel budget amendments were needed this spring. Staff will continue to watch expenditures as the end of the year approaches. She said a meeting will be held with the systems designers, architect, and contractors to discuss when utility expenses can be expected to even out and if they should be expected to stay so high.

Attention turned to the Renovation Project Report and Project Cost Summary. When asked about the status of Leadership in Energy and Environmental Design (LEED) Commissioning, Carey said that the application process is nearly complete. The goal has been to attain certification at the LEED Silver level. Carey also noted that the Samuels Group's final pay application has been processed, so construction costs appear to be 100% paid on the project cost summary, but retainage is still being held.

Ames Public Library Friends Foundation (APLFF) Report: Carey reported that the bulk of this month's meeting was spent looking at the budget. She said APLFF is in good financial shape and some funds will be carried forward into the next fiscal year. In addition:

- The new Development Director, Catherine Noble, started on April 11 and spent the week getting oriented.
- The Teen Advisory Group has set September 19 for its Zombie 5K Walk/Run. The teens asked if board would support them as they seek sponsorships; they have created a brochure and identified some businesses they hope to approach.
- The Churchill event is coming up on April 30 and tickets are still available.
- The spring book sale will start on Friday (April 17). The team has done a good job of organizing the auditorium for the first sale in this building. People are able to see the set-up from the street now and that is generating interest.

Strategic Planning Committee Report: Acker said Jamie LaRue gave a presentation on April 11, which many trustees and former trustees attended. The morning session was open to the public and very well done. There was continuing discussion in the afternoon that generated some great ideas that will move the strategic planning process forward.

Administrative Staff Report: Carey said the Library continues to have a variety of programs and many community partners. She also reported that, after subtracting out the “regular visitors,” staff determined that 2,700 people attended Step into Storybooks and it seemed that the activities attracted many new families.

Building Project Update: Carey said all parties are working to close out the Samuels Contract. The last change order has been processed. A handful of items remain to be completed and the Samuels Group will be held to making sure all of them are done appropriately.

Carey stated that there had been three small glycol leaks in the chilled beam system since the repair was made. She was informed that the leaks came from locations that had been missed. Two of them have now been fixed, and all parties will meet again on April 21. Although most items in the building are under warranties that run for a year, the contractors are obligated to make the systems work.

Carey said that the head of SBD and architect Kate Michaud met with her recently and together they worked on a plan for completing the custom furniture work. Matt Darbyshire from Iowa State has been very helpful with planning technology for meeting rooms. APL is now trying to determine the last of the needed items so the finishing touches can be put on the solicitation for bids.

Automated Materials Handling System (AMHS) Update: Customer Accounts Services Manager Briseño said she had hoped the AMHS would provide the benefits of labor savings and faster return of checked-in items to the shelves, and that has proven to be the case. Workers freed from sorting books in the back rooms are also now able to interact with customers on the floor. Briseño is also extremely pleased with the vendor, RFID Library Solutions.

Sex Offender Policy:

Moved by Manus, seconded by Campbell, to adopt a resolution approving changes to the Sex Offender Policy as presented/amended.

Briseño said that much of the policy pertaining to sex offenders comes from the Iowa State Code, so the staff focused on adding some definitions, stating that the Bookmobile is Library property, and clarifying the procedure for calling the police. There was discussion about how the

policy is used.

Vote on Motion to adopt changes to the policy as presented: 7-0. Motion approved unanimously; resolution adopted.

Custodial Contract for Fiscal Year 2015/16:

Moved by Bradley, seconded by Stow, to adopt a resolution recommending that the City Council award the FY 2016 contract renewal option for library custodial services to PCI in the amount of \$63,869.08.

Carey said that going from an overnight, half-time cleaning service to a contract for coverage for a certain number of hours of service during the day was a major change for the library. She said PCI's employees work through a task list, but can be called away to clean up a spill or help set up a room. Although the company is based in Kansas City, the owners have been very responsive. Carey also stated that funds to cover the contract were included in the FY16 budget.

Vote on Motion: 7-0. Motion approved unanimously; resolution adopted.

OCLC Subscription Renewal for Fiscal Year 2015/16:

Moved by Stow, seconded by Manus, to adopt a resolution approving renewal of OCLC Subscription Services for fiscal year 2015/16 in an amount not to exceed \$28,084.34.

Vote on Motion: 7-0. Motion carried unanimously; resolution adopted.

Director's Draft Goals and Development Plan: Carey distributed her personal goals in draft form, along with a draft of the City's goals, which she said she had tried to incorporate. She requested feedback from the trustees at least a week prior to the next meeting, so her goals could be refined and included in the May packet.

Committee Appointments: Committee assignments were distributed in the packet. Acker thanked the trustees for agreeing to do the work.

June 18 Meeting Time:

Moved by Stow, seconded by Butler, to start the June 18 meeting at 5:30 p.m. (so as not to conflict with Council Night at the Bandshell).

Vote on Motion: 7-0. Motion carried unanimously.

Trustee Comments: The new trustees were welcomed.

Adjournment:

Moved by Stow, seconded by Campbell, to adjourn at 7:57 p.m.

Vote on Motion: 7-0. Motion carried unanimously.

The next regular meeting will be on Thursday, May 21, 2015, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sherry Bradley, Board Secretary

Library Claims
April 1, 2015 - April 30, 2015

Administration		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 37,348.50
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 57.97
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 475.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 188.61
PAYROLL SUMMARY	LIFE INSURANCE	\$ 65.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,423.86
PAYROLL SUMMARY	MEDICARE FICA	\$ 533.49
PAYROLL SUMMARY	FICA	\$ 2,281.12
PAYROLL SUMMARY	IPERS	\$ 3,382.80
PAYROLL SUMMARY	WORKERS COMP	\$ 113.77
MARCH INFO SERVICE CHGS	CITY DATA SERV	\$ 489.39
MARCH MESSENGER CHARGE	CITY MESSENGER SERV	\$ 391.75
MAR. 15 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 78.00
APRIL TELEPHONE SYSTEM CH	PHONE OPERATION & MAINT	\$ 369.68
MARCH INTERNAL LONG DIST	LONG DISTANCE	\$ 8.42
MAR. 2015 EQUIPMENT CHRGS	FLEET OPERATING/MAINT	\$ 1,093.06
MAR. 2015 EQUIPMENT CHRGS	FLEET REPLACEMENT FUNDS	\$ 2,000.00
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 13.50
MARCH 2015 POSTAGE CHGS	POSTAGE/FREIGHT	\$ 3.28
LARUE, JAMES	TRAINING	\$ 1,611.57
BANK OF AMERICA	CONFERENCES	\$ 400.00
AMER LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	\$ 464.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 325.00
DEX MEDIA EAST	ADVERTISING	\$ 17.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 8,466.33
CENTURYLINK	TELEPHONE OUTSIDE	\$ 229.45
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 123.75
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 876.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 346.69
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 205.69
ALLIANT ENERGY	NATURAL GAS	\$ 708.29
MARY GREELEY MEDICAL CENT	FIXED EQUIPMENT REPAIR	\$ 443.20
BANK OF AMERICA	COMPUTER MAINT	\$ 90.00
BANKERS LEASING CO	RENTALS AND LEASES	\$ 1,472.10
PREMIER OFFICE EQUIPMENT	RENTALS AND LEASES	\$ 776.70
G & K SERVICES	NON-CITY SERVICE	\$ 88.80
CH ISSUES	OFFICE SUPPLIES	\$ 281.46
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 52.58
QUILL CORP	OFFICE SUPPLIES	\$ 777.78
OFFICE MAX INC	OFFICE SUPPLIES	\$ 113.59
BANK OF AMERICA	OFFICE SUPPLIES	\$ 81.50
STAPLES ADVANTAGE	OFFICE SUPPLIES	\$ 56.11
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 38.49

Library Claims
April 1, 2015 - April 30, 2015

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 844.63
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 3.76
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 767.10
BANK OF AMERICA	CLEANING SUPPLIES	\$ 46.05
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 154.74
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 13.99
BANK OF AMERICA	FOOD & FEED	\$ 128.10
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 72.53
2015 AWARDEE PLAQUES	SPECIAL PROJECT SUPPLIES	\$ 45.00
2015 AWARDEES LUNCH TICKET	SPECIAL PROJECT SUPPLIES	\$ 50.00
	Total Administration	\$ 76,489.18
Operations Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 5,495.96
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 10,208.56
PAYROLL SUMMARY	IPERS DISABILITY	\$ 27.75
PAYROLL SUMMARY	LIFE INSURANCE	\$ 10.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,013.14
PAYROLL SUMMARY	MEDICARE FICA	\$ 226.91
PAYROLL SUMMARY	FICA	\$ 970.35
PAYROLL SUMMARY	IPERS	\$ 1,385.34
PAYROLL SUMMARY	WORKERS COMP	\$ 47.99
APRIL TELEPHONE SYSTEM CH	PHONE OPERATION & MAINT	\$ 46.21
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 18.25
HEIMBAUGH, LAURELLE	TRAVEL/MEETINGS	\$ 3.98
BANK OF AMERICA	CONFERENCES	\$ 764.99
	Total Operations Services	\$ 20,219.43
Resource Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 19,662.60
PAYROLL SUMMARY	IPERS DISABILITY	\$ 92.44
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,205.22
PAYROLL SUMMARY	MEDICARE FICA	\$ 270.36
PAYROLL SUMMARY	FICA	\$ 1,156.01
PAYROLL SUMMARY	IPERS	\$ 1,755.90
PAYROLL SUMMARY	WORKERS COMP	\$ 23.62
CORRECT FEB PRINTING EXP	PRINTING/GRAPHICS	\$ (65.50)
APRIL TELEPHONE SYSTEM CH	PHONE OPERATION & MAINT	\$ 184.84
MARCH INTERNAL LONG DIST	LONG DISTANCE	\$ 2.66
OCLC INC	OUTSIDE PROF SERV	\$ 21.00
MARCH 2015 POSTAGE CHGS	POSTAGE/FREIGHT	\$ 86.78
OVERDRIVE	ELECTRNC COLLECTN LICENSE	\$ 1,815.54
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 513.22
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 773.34

Library Claims
April 1, 2015 - April 30, 2015

DATA2 CORP	EQUIPMENT PARTS/SUPPLIES	\$ 1,286.99
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 200.25
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 549.88
DES MOINES REGISTER	PERIODICALS	\$ 82.80
BAKER & TAYLOR INC	JUVENILE	\$ 2,970.44
NATL GEOGRAPHIC SOCIETY	JUVENILE	\$ 291.37
AMAZON	JUVENILE	\$ 574.25
MIDWEST TAPE	JUVENILE	\$ 311.03
BANK OF AMERICA	JUVENILE	\$ 827.26
ABDO SPOTLIGHT MAGIC WAGO	JUVENILE	\$ 2,747.90
CAPSTONE PRESS INC	JUVENILE	\$ 1,719.98
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 13.90
AMAZON	AUDIO-VISUAL	\$ 217.67
MIDWEST TAPE	AUDIO-VISUAL	\$ 5,642.69
LIB 4/29/15	ADULT PRINT COLLECTION	\$ (3.99)
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 8,596.84
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 154.66
AMAZON	ADULT PRINT COLLECTION	\$ 1,670.18
CENTER POINT PUBLISHING	ADULT PRINT COLLECTION	\$ 2,081.49
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 386.26
GALE GROUP	ADULT PRINT COLLECTION	\$ 2,030.91
GREAT COURSES	ADULT PRINT COLLECTION	\$ 800.00
WEST DES MOINES LIBRARY	REFUNDS	\$ 28.00
	Total Resource Services	\$ 62,743.79
Youth Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 31,401.78
PAYROLL SUMMARY	IPERS DISABILITY	\$ 133.78
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,723.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 430.05
PAYROLL SUMMARY	FICA	\$ 1,838.86
PAYROLL SUMMARY	IPERS	\$ 2,804.21
PAYROLL SUMMARY	WORKERS COMP	\$ 37.68
MAR. 15 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 10.40
APRIL TELEPHONE SYSTEM CH	PHONE OPERATION & MAINT	\$ 277.26
MARCH INTERNAL LONG DIST	LONG DISTANCE	\$ 2.45
OLSON, LINDA	POSTAGE/FREIGHT	\$ 24.50
BANK OF AMERICA	TRAINING	\$ 41.18
BANK OF AMERICA	CONFERENCES	\$ 95.00
ANDERSON, JILL	CONFERENCES	\$ 570.00
AMER LIBRARY ASSOCIATION	DUES AND MEMBERSHIPS	\$ 245.00
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 84.00
STAPLES ADVANTAGE	MINOR OFFICE EQUIPMENT	\$ 35.97
BANK OF AMERICA	FOOD & FEED	\$ 27.46

Library Claims
April 1, 2015 - April 30, 2015

HEID, JERRI	FOOD & FEED	\$ 5.98
REIMB ESL BOOKS 4/7/15	SPECIAL PROJECT SUPPLIES	\$ (179.00)
SCHOLASTIC INC	SPECIAL PROJECT SUPPLIES	\$ 179.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 70.55
HEID, JERRI	SPECIAL PROJECT SUPPLIES	\$ 21.30
	Total Youth Services	\$ 42,955.71
Adult Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 32,807.96
PAYROLL SUMMARY	IPERS DISABILITY	\$ 147.59
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,972.82
PAYROLL SUMMARY	MEDICARE FICA	\$ 459.57
PAYROLL SUMMARY	FICA	\$ 1,965.20
PAYROLL SUMMARY	IPERS	\$ 2,929.78
PAYROLL SUMMARY	WORKERS COMP	\$ 39.36
APRIL TELEPHONE SYSTEM CH	PHONE OPERATION & MAINT	\$ 277.26
MARCH INTERNAL LONG DIST	LONG DISTANCE	\$ 5.31
MARCH 2015 POSTAGE CHGS	POSTAGE/FREIGHT	\$ 0.93
BANK OF AMERICA	TRAINING	\$ 472.50
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 41.13
	Total Adult Services	\$ 45,189.41
Customer Account Services		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 32,130.22
PAYROLL SUMMARY	IPERS DISABILITY	\$ 136.24
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,584.04
PAYROLL SUMMARY	MEDICARE FICA	\$ 437.08
PAYROLL SUMMARY	FICA	\$ 1,869.02
PAYROLL SUMMARY	IPERS	\$ 2,869.21
PAYROLL SUMMARY	WORKERS COMP	\$ 38.52
MAR. 15 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 17.50
APRIL TELEPHONE SYSTEM CH	PHONE OPERATION & MAINT	\$ 277.26
MARCH INTERNAL LONG DIST	LONG DISTANCE	\$ 17.67
CREDIT CARD BANK CHARGES	OUTSIDE PROF SERV	\$ 226.09
LIB 4/29/15	POSTAGE/FREIGHT	\$ (4.00)
MARCH 2015 POSTAGE CHGS	POSTAGE/FREIGHT	\$ 1,260.42
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 84.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 187.95
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 446.28
	Total Customer Account Services	\$ 43,660.00
	GRAND TOTAL:	\$ 291,257.52
Kyle Briese, Vice President	Sherry Bradley, Secretary	Date

Background: On April 17, APL received a notice from the State Library indicating that FY16 Enrich Iowa Agreements were available and needed to be submitted by April 30, 2015. (This was two months earlier than the deadlines set in previous years.)

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

Based on participation in the Enrich Iowa programs last year (FY14), APL received a total of \$70,464.60 this year (FY15). A similar amount of revenue is projected for next year and was included in the FY16 budget proposed last fall.

The FY16 Terms of Agreement for each of the three programs appear on the following pages.

Requested Action: The Enrich Iowa form was submitted to Iowa Library Services by the due date in order to be eligible for the programs beginning July 1, 2015. Because Library Board approval is required for entering into library service agreements that exceed \$25,000 in revenue, administration now requests authorization to proceed with the agreement for FY16.

Enrich Iowa Agreement - Public Library
FY16 (July 1, 2015 - June 30, 2016)

*** New Due Date*** Received at Iowa Library Services Des Moines Office by ***April 30, 2015***

Library Name _____ City _____

Phone (with area code) _____ E-mail _____

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

In order to participate in the Enrich Iowa program, you must check at least one of the programs listed below. Which programs do you want to participate in? Check the box(es) 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 provides Iowans with direct access to more library materials and information resources. It is a reciprocal borrowing program that enables users from a participating library to check out materials at other participating libraries.
- 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.

1. General Provisions

- A. Libraries must return this 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 form must be received by the Iowa Library Services Des Moines office by ***April 30, 2015***
- 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 may choose to participate in Open Access or Interlibrary Loan Reimbursement without participating in Direct State Aid.

2. Assurances

- A. Our public library named above was established on or before July 1, 2013, in accord with the *Code of Iowa*.
- B. If our public library was established July 1, 2006 or later, it meets Tier one requirements in compliance with provision 3B of the Open Access agreement. This is required for Open Access reimbursement only.
- C. We have submitted to Iowa Library Services a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY16 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 Iowa Library Services. 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 Iowa Library Services.

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

Signed: _____

Print name

Title

Date

Signed: Michael Scott

Michael Scott, State Librarian
Iowa Library Services

3-11-2015
Date

Direct State Aid Terms of Agreement

FY16 (July 1, 2015 - June 30, 2016)

According to the **ENRICH IOWA AGREEMENT** made by and between Iowa Library Services, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2015 - June 30, 2016**, 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. Public libraries may participate in Open Access and/or Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
- C. Libraries must return the **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 Iowa Library Services Des Moines office on or before **April 30, 2015**.

3. The Participant shall:

- A. Have an Internet Use Policy in place. (This applies only to libraries providing access to the Internet for staff or library customers.)
- B. Have a current accreditation report on file at Iowa Library Services demonstrating that the library meets the standards requirements of Tier 1, 2, or 3.
- C. Submit the FY14 Iowa Public Library General Information Survey (annual survey) to Iowa Library Services by **December 1, 2014**.
- D. Submit the FY15 Direct State Aid Report by **July 31, 2015**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- E. Expend FY16 Direct State Aid funds by **June 30, 2016**.
- F. Participate in Open Access and Interlibrary Loan Reimbursement per the Terms of Agreement.

4. Iowa Library Services 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 Iowa Library Services' 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:
<http://www.statelibraryofiowa.org/ld/e/enrich-ia/enrichiafaq>
- 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.

Open Access Terms of Agreement

FY16 (July 1, 2015-June 30, 2016)

According to the **Enrich Iowa Agreement** made by and between Iowa Library Services, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective July 1, 2015 - June 30, 2016, it is mutually understood and agreed:

1. Purpose

The purpose of Open Access is to provide Iowans with direct access to more library materials and information resources. Open Access is a reciprocal borrowing program that enables customers from a participating library to go to other participating libraries and check out physical materials they own.

2. Definitions

Local Library: A local library is the library that receives funding to serve a particular customer.

- The local library for a city resident is the public library located in the city where the customer resides.
- The local library for a resident of a city without a library is the library that the city contracts with and financially supports.
- A student's local library is the school or academic library where the student attends.
- A rural resident's local library is any public library that receives county funding to serve that particular rural resident.

Open Access Transaction: A transaction is the act of a participating library checking out one item owned by that library to an Open Access customer.

Eligible Transactions:

- Check outs of physical items in all formats except for equipment. Items must be from your collection and for use outside the library. Items packaged together as a unit (e.g., one audio book that consists of eight CDs) and checked out as a unit, are one transaction. If an item is checked out and shown to 30 people, it is one transaction, not 30.
- Playaways or similar devices are not considered equipment for Open Access purposes and are considered to be eligible items.
- Renewals of eligible items.

Ineligible Transactions:

- Checkouts of downloadable audio, video, e-Books or other electronic items.
- Checkouts of equipment including laptops, tablets, projectors, game consoles, eReaders, etc.
- Items checked out to other libraries as an Interlibrary Loan.
- Items checked out to people the library is funded to serve such as:
 - Residents of the library's own city
 - Rural residents from the library's own county
 - Residents of cities contracting with the library

- Items checked out to people who live in cities that do not have libraries and do not contract with a library for library service as required by Iowa Code Section 256.69.

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 Iowa Library Services on or before April 30, 2015.
- B. To participate in Open Access for FY16, a public library must have been established on or before July 1, 2013 in accord with the Code of Iowa, 392.1.
- C. Effective July 1, 2006, a public library established on or after this date must be in operation for two years (see item B above) and must meet Direct State Aid Tier 1 requirements in order to participate in Open Access.
- D. A jurisdiction that switches from contracting for library services to establishing its own public library must provide funding at least equal to the amount spent on the contract two years earlier. If funding is less than the amount spent on contracting, the library is not eligible to participate.
- E. Each participating library may decide whether to offer services other than circulation of eligible physical items to Open Access customers such as interlibrary loan, reference, reserve services, allowing computer or equipment use, and attendance at library programs. Use of services other than circulation of eligible physical items is not eligible for Open Access reimbursement.
- F. Open Access customers are subject to the same policies, regulations, and restrictions as local customers for eligible transactions.
- G. If 25% or more of a lending library's total circulation is to Open Access borrowers for FY15, the lending library MAY institute a loan limit for Open Access borrowers for FY16.
- H. The Open Access program allows a local public library board to decide not to loan eligible items to residents of a jurisdiction that is contracting with a library(s) at a rate that the board deems to be inequitable. The library must notify Iowa Library Services, in writing, of its intent and rationale for the decision.
- I. If a lending library loans more eligible items to another Open Access library's customers than 75% of that Open Access library's total circulation in FY15, then the lending library MAY institute a loan limit for the Open Access library's borrowers for FY16. The library must notify Iowa Library Services, in writing, of its intent and rationale for the decision.

4. The Participant shall:

- A. File a signed ordinance or other legal documentation with Iowa Library Services, dated on or before July 1, 2013, establishing it as a public library.
- B. Check out eligible items to customers from other participating libraries with the understanding that

borrowing privileges will be extended to its own customers by the other participating libraries.

- C. Keep an accurate record of eligible transactions.
- D. Accept returned items from Open Access customers borrowed from another participating library. Return items borrowed through Open Access to the owning library and indicate the return date. Keep an accurate record of actual postage spent to return items. Libraries will be reimbursed for full postage amount spent to return items. Libraries will not be reimbursed for any other method of return. If an item is overdue, the library that owns the item collects any fines according to local policy.
- E. By July 31, 2016, complete and submit the FY16 Open Access report form to include eligible transactions and actual postage. Provide additional information for auditing purposes as requested by Iowa Library Services.
- F. Libraries that are part of a shared automation system must document that transactions reported as Open Access do not include items owned by another library.

5. Iowa Library Services shall:

- A. Administer Open Access on behalf of participating libraries.
- B. Distribute Open Access funds to participating libraries based upon availability of funds.
- C. Post the Open Access Report form on the Iowa Library Services' website.
- D. Process the Open Access reports.
- E. Reimburse participants annually for each eligible item loaned to eligible customers from other participating libraries. Reimbursement is based on the total number of transactions from the previous fiscal year and funds available.
- F. Reimburse participants annually for postage used to return Open Access items to the owning library. Postage paid to return eligible items is fully reimbursed at the end of the fiscal year.
- G. Inform libraries about the availability of Open Access funds.
- H. Answer Open Access related questions.
- I. Communicate changes to the program in a timely manner.
- J. Monitor compliance with the Open Access terms of agreement.
- K. Audit reports to ensure participant compliance.
- L. Take appropriate action if a participant is not honoring the terms of this agreement.

Interlibrary Loan Reimbursement Terms of Agreement FY16 (July 1, 2015-June 30, 2016)

According to the Enrich Iowa Agreement made by and between Iowa Library Services, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective July 1, 2015 - June 30, 2016, 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 **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 Iowa Library Services Des Moines office on or before April 30, 2015.
- 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. Interlibrary Loan Reimbursement 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
 - 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 the borrowing library 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 Iowa Library Services.
 - Submit the Interlibrary Loan Reimbursement Report form and Transaction Log (if applicable) to Iowa Library Services by July 31, 2016. *No report is necessary if all interlibrary loans transactions were made through OCLC and SILO.* Provide additional information for reporting purposes as requested by the Iowa Library Services.
 - 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.
 - 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 Iowa Library Services:

- 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 Iowa Library Services' website.
- C. Reimburse participants annually for each item loaned to eligible libraries.

- D. Reimbursement is based on transactions from the previous year. FY16 Reimbursement is based on the funds available and the total number of transactions for FY15.
- 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.

Ames Public Library
 Library Renovation Project - Phase 2
 April 30, 2015

	Committed Bequests	Friends Foundation	Library Donations	Bond Proceeds	Roy J Carver Grant	Kinney - Lindstrom Grant	Total
Revenues:							
Bequests	\$ 1,085,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,085,000.00
Friends Foundation 2012	-	300,000.00	-	-	-	-	300,000.00
Friends Foundation 2013	-	430,000.00	-	-	-	-	430,000.00
Friends Foundation 2014	-	180,000.00	-	-	-	-	180,000.00
Friends Foundation 2015	-	90,000.00	-	-	-	-	90,000.00
Bond proceeds	-	-	-	18,000,000.00	-	-	18,000,000.00
Roy J. Carver grant	-	-	-	-	60,000.00	-	60,000.00
Kinney-Lindstrom Grant	-	-	-	-	-	15,000.00	15,000.00
Misc Revenue - 2013	-	-	3,311.37	-	-	-	3,311.37
Misc Revenue - 2014	-	-	256.50	-	-	-	256.50
Misc Revenue - 2015	-	-	3,261.70	-	-	-	3,261.70
Total revenues	1,085,000.00	1,000,000.00	6,829.57	18,000,000.00	60,000.00	15,000.00	20,166,829.57
Expenditures:							
2012	535,297.24	98,970.97	-	18,183.50	-	-	652,451.71
2013	414,821.60	43,191.41	-	2,773,772.04	-	-	3,231,785.05
2014	-	146,304.81	4.88	11,188,392.41	-	-	11,334,702.10
2015	-	45,054.95	80.00	3,023,489.54	-	-	3,068,624.49
Total expenditures	950,118.84	333,522.14	84.88	17,003,837.49	-	-	18,287,563.35
Balance	134,881.16	666,477.86	6,744.69	996,162.51	60,000.00	15,000.00	1,879,266.22
Less encumbrances:							
Conference Technologies Inc	-	4,092.00	-	-	-	-	4,092.00
A&P/Samuels, A Joint Venture	-	-	-	675,042.00	-	-	675,042.00
Business Interiors by Staples	-	-	-	4,563.96	-	-	4,563.96
Cornerstone Commissioning Inc	-	-	-	1,095.50	-	-	1,095.50
Integrity Construction	-	-	-	2,722.50	-	-	2,722.50
Koch Brothers	-	-	-	4,758.21	-	-	4,758.21
Meyer Scherer & Rockcastle LTD	-	-	-	35,588.74	-	-	35,588.74
Multivista	-	-	-	3,963.00	-	-	3,963.00
Pigott Inc Office Pavilion	-	-	-	209.42	-	-	209.42
RCS Millwork LC	-	-	-	4,998.00	-	-	4,998.00
SBD Commercial Interiors	-	-	-	82,369.14	-	-	82,369.14
Serigraphics Sign System	-	-	-	10,865.27	-	-	10,865.27
5 Fingers Creative	-	-	-	4,000.00	-	-	4,000.00
Total encumbrances	-	4,092.00	-	830,175.74	-	-	834,267.74
Available balance	\$ 134,881.16	\$ 662,385.86	\$ 6,744.69	\$ 165,986.77	\$ 60,000.00	\$ 15,000.00	\$ 1,044,998.48

Project Cost Summary



623 East Lincoln Way
Ames, Iowa 50010

5/19/2015

Project: Ames Public Library
Ames, Iowa
Architect: MS&R Architects

No.	Scope of Work/Description	Amount	Remarks
1	Construction Costs		
1.01	Prime General Contractor - Original Contract Amount	\$ 12,543,350	A&P / Samuels, a Joint Venture Wausau, Wisconsin
2	Construction Change Orders		
2.01	Changes Through Change Order No: 23	<u>957,509</u>	See Attached Change Order Summary
	Subtotal	\$ 13,500,859	Current Contract Amount Samuels Pay App Thru March
3	Change Order Allowance		\$13,500,859
3.01	Current Amount Reserved for Potential Change Orders	0.3% <u>42,491</u>	Percent Complete:
	Total Construction Costs	\$ 13,543,350	100.0%
4	Professional Services	1,985,767	
4.01	Professional Design Services - Main Project	\$1,260,755	MSR Architects
4.02	Professional Services for Furnishings	205,665	MSR Architects
	Design Changes in Scope	54,829	MSR Architects thru CO#4 (pending)
	Pending Request for Added Services	82,000	Preliminary request from MSR
4.03	Reimbursable Expenses (\$40k)	30,000	Adjusted based on actual cost to date
4.04	Printing of Bid Documents (\$15k)	16,000	Action Reprographics
4.05	Phase 1 Environmental Study	19,200	Terracon Consultants
4.06	Code Related Testing During Construction (\$94k)	46,400	Allender Butzke Engineers (adjusted)
4.07	Geotechnical Soil Investigation	5,760	Allender Butzke Engineers
4.08	Topographical Survey	6,750	CGA (adjusted)
4.09	LEED Building Commissioning Services	49,879	Cornerstone Commissioning
	LEED Building Commissioning Changes in Scope	17,800	Cornerstone (pending change request)
4.10	LEED Application Fees	12,000	Verify fee amount
4.10A	Renewal Energy Certificate (REC) for LEED Points	2,174	3 Degrees
4.11	Construction Advisor	147,200	Integrity Construction thru CO#2
4.12	Construction Documentation	29,355	Multivista thru CO #2
	Subtotal	\$ 15,529,117	
5	Owner Costs	3,943,825	
5.01	Furnishings, Including Installation	\$ 1,806,700	Based on current purchase orders
5.01	Furnishings - Reserve for Changes	90,800	\$1,897,500.00
5.02	Book Security System	-	Paid for out of CIP
5.03	Book Depository Equipment (\$27k)	3,600	Kingsley Library Solutions
5.04	Library Signage	58,903	Serigraphics Sign Systems
5.05a	Asbestos Abatement Design & Testing	82,740	Terracon Consultants thru CO#4
5.05b	Asbestos Abatement Contractor Costs	97,425	Abatement Specialties thru CO#8
5.06a	Moving Costs From Existing Library (\$5k)	4,000	
5.06b	Moving Costs To New Library	10,000	
5.07a	Temporary Location - Lincoln Center	442,900	Rent for 23 months (+2 mo.)
5.07b	Temporary Location - 809 E. Lincoln Way	51,900	Rent for 27 months (+3 mo.)
5.07c	Miscellaneous Expenses	40,000	
5.08	Automated Materials Handling System	290,014	RFID Library Solutions
5.09	Wood Window Restoration	181,405	Scott Peterson Construction CO#3
5.10	Builder's Risk Insurance Premium (\$10k)	11,600	Allocation from City Finance Dept
5.11	Broadcast Flypack Equipment	26,500	Board Meeting Recording Equipment
5.12	Parking Lot City Rental Charges for Const. Storage	44,000	City Parking Meter Fees
5.12a	Parking Lot S Paving Cost	15,000	New Asphalt Topping Course
5.13	Technology Equipment	500,000	\$421k spent to date
5.14	Integrated Library System	136,338	Polaris Library Sys., Dell, ZMARC
5.15	Opening Day Collection	50,000	
5.16	Art Work	TBD	
5.17	Interactive Play Wall	TBD	
	Subtotal	\$ 19,472,942	
6	Project Contingency	3.5% <u>687,058</u>	
	Total Project Budget	\$ 20,160,000	
	Original Project Budget	\$ 20,085,000	
	Grants	\$ 75,000	
	Total Project Budget	\$ 20,160,000	

Collections Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 21, 2015**

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

Kyle Briese, Vice President

Sherry Bradley, Secretary

Ames Public Library Policy
Section: Library Resources
Subject: Collections

Board
Approved: 11/05
Reviewed: 10/08, 07/11
Revised: 10/08, 7/11, 5/15

Policy

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 circulation, statistical analyses, and customer requests. . The selectors apply professional standards and work within specific selection and review procedures.

Selectors recognize the importance of informed citizens who are familiar with their heritage and with issues facing the community. 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 reflect the complex culture shared by 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 the diversity 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.

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
- Suitability of form for library use
- Quality 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

Materials in electronic format are evaluated using the following additional criteria:

- Added value over other formats
- User-friendly search interface
- Remote and in-house accessibility
- Unlimited access, when possible
- Customer access based on library card number
- Vendor-provided usage statistics
- Maintained over a variety of computer platforms

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 may add these to the collection. The continuation of current formats and the adoption of new formats 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 useful for citizens with disabilities. 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 generally does not acquire materials in languages other than English; nor does it acquire foreign language films that do not provide an option for English subtitles. The Library may maintain a limited collection of world language materials in both the adult and youth collections for recreational reading and to support world language programs.

Special collections

Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public school, 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 Historical Society to develop and 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 Story County. Ames Public Library will work in cooperation with Ames Historical Society 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 Chapter of the Iowa Genealogical Society. The chapter is responsible for recommending new materials for the genealogy collection.

Exclusions from collections

Ames Public Library does not keep, acquire or purchase anything that falls under the legal definition of obscene material as defined by state statute. Ames Public Library generally does not buy items of a promotional nature, such as those advertised in infomercials.

No material will be excluded from selection because of the race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, educational background and/or socio-economic status of the creator of the work.

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 take into account 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 Mission Statement, Donations Policy, and Internet Use Policy;
- American Library Association Guidance Documents: “Access to Library Resources and Services for Minors,” “Diversity in Collection Development,” “Library Bill of Rights,” “Labels and Rating Systems,” “Freedom to Read Statement,” “Freedom to View Statement,” “Restricted Access to Library Materials,” and “Expurgation of Library Materials;” and
- Iowa Code Section 728 - Obscenity

Ames Public Library Policy
Section: Library Resources
Subject: Collections

Board
Approved: 11/05
Reviewed: 10/08, 07/11
Revised: 10/08, 7/11, 5/15

Policy

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. ~~collection managers. The collection managers meet who are charged with meeting~~ the goals of the Collections Development Policy, ~~oversee the selection process, and provide professional support for materials selectors.~~

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 ~~Collection Managers~~ 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. ~~Librarians at Ames Public Library make s~~ Selections are based on ~~an interest and~~ 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 circulation, statistical analyses, and customer requests. ~~and other statistical analysis.~~ The selectors ~~librarians~~ apply professional standards and work within specific selection and review procedures.

~~Selectors~~ ~~Collection managers~~ recognize the importance of informed citizens who are familiar with their heritage and with issues facing the community. ~~-~~ Library customers will find materials to stimulate their imaginations s 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, ~~and reading,~~ and technology skills of citizens. The materials selected reflect the complex culture shared by 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 the diversity 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 collection managers~~ 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.

Criteria for Selection

All materials are evaluated using the following criteria:

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

Materials in electronic format are evaluated using the following additional criteria:

- o Added value over other formats
- o User-friendly search interface
- o Remote and in-house accessibility
- o Unlimited access, when possible
- o Customer access based on library card number
- o Vendor-provided usage statistics
- o Maintained over a variety of computer platforms

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

Multiple copies

~~The Ames Public Library responds directly to community and customer interests by purchasing multiple copies. While the Library's budgetary resources do not allow for the purchase of multiple copies for every title owned, the budget is structured to provide multiple copies for high demand items. The number of duplicate copies purchased may be determined by the number of holds for a given type of material. The Library strives to meet temporary demand and still build a collection with breadth and depth.~~

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 may add these to the collection. The continuation of current formats and the adoption of new formats 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 useful for citizens with disabilities. ~~Collection managers will~~ **Selectors will** develop these collections as demand indicates, and will be alert for new formats that may be appropriate.

Multiple copies

~~The Ames Public Library may responds 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 offer every title owned, the budget is structured to provide multiple copies offer high demand items. The number of duplicate copies purchased may be determined by the number of holds placed on a given title. for a given type of material. 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 generally does not acquire materials in languages other than English; nor does it acquire foreign language films that do not provide an option for English subtitles. The Library ~~may~~ **does** maintain a limited collection of world language materials in both the adult and youth collections for recreational reading and to support world language programs.

Special collections

~~Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public school, and genealogical materials relating to Ames and Story County. Materials may will 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 maintain both print and digitized versions of this unique and invaluable archive of local photographs. Ames Public Library will~~ **Ames Public Library will work in cooperation with the Ames Historical Society to develop and maintain the print and digital archive.**
- ~~Heritage Iowa Room: Ames Public Library may will acquire and maintain useful and important historical and municipal publications relating to Ames~~

~~and Story County. With the exception of the Farwell T. Brown Photographic Archive and a selected number of videos and DVDs of local historical subjects and municipal meetings, the Iowa Room collection will be limited to print materials. Realia and primary print sources will not be collected but will be given to the Ames Historical Society. Ames Public Library will work in cooperation with the Ames Historical Society to determine the disposition of materials of local historical interest and to determine the future direction of the collections in the Iowa Room and at the Ames Historical Society.~~

- ~~o **Genealogy Collection:** Ames Public Library will acquire and maintain relevant genealogical materials in cooperation with the Story County Chapter of the Iowa Genealogical Society. The chapter is responsible for recommending selecting new materials for the genealogy collection.~~

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Placement of materials

~~Ames Public Library catalogers use 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. Librarians take into account 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 guardian, not Ames Public Library staff, to monitor library use by minors.~~

Interlibrary loan

~~Interlibrary loan is a transaction in which Ames Public Library borrows materials directly from another library on behalf of its customer, or another library borrows materials from Ames Public Library on behalf of its customer. Interlibrary loan is not a substitute for collection development. It supports the mission of Ames Public Library by expanding the range of materials available to library customers without needlessly duplicating the resources of other libraries. In meeting customer needs, Ames Public Library follows state and national interlibrary loan protocols. Items in frequent or recurring demand are considered for purchase.~~

Exclusions from collections

Ames Public Library does not keep, acquire or purchase material that violates anything that falls under the legal definition of obscene material as defined by state statute. Ames Public Library generally does not buy items of a promotional nature, such as those advertised in infomercials.

No material will be excluded from selection because of the race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, educational background and/or socio-economic status of the creator of the work.

Selection aids

Collection managers select materials for the Ames Public Library collection by applying statistical data and their knowledge of customer information needs; regional, state and college library collections; publishing industry trends; and the general history of knowledge.

Ames Public Library collection managers rely on professional tools for selection. These may include but are not limited to: Booklist, Library Journal, Publisher's Weekly, New York Times Book Review, VOYA, School Library Journal, Horn Book, local newspapers, websites and award winning lists.

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 at all public service desks, or customers may send an email through our "Ask a Librarian" service on Ames Public Library's website: www.amespubliclibrary.org.

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Criteria for Selection

Materials in non-electronic format are evaluated using the following criteria:

- Content fits within the mission of the Ames Public Library.
- Popular demand.
- Timeliness.
- Cost.
- Scarcity of material on the subject and availability elsewhere.
- Quality and sustainability of the format.
- Representation of diverse points of view.
- Relevance to community needs.
- Consideration of the work as a whole.
- Technical quality.
- Suitability in physical form for library use.
- Other considerations may be applicable in specific subject areas.

Materials in electronic format are evaluated using the following criteria:

- Content fits within the mission of the Ames Public Library.
- Provides added value over other formats.
- Search interface is user friendly.
- Available by both remote and in-house access.
- Unlimited access when possible.
- Available 24 hours per day, seven days per week.
- Customer access based on library card number.
- Vendor provides usage statistics.
- Reasonable cost.
- Can be maintained over a variety of computer platforms.
- Strategic plan priorities.

An item need not meet all of these criteria in order to be acceptable.

Special collections

~~Ames Public Library supports the acquisition and preservation of useful and important historical, municipal, public school, and genealogical materials relating to Ames and Story County. Materials will 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 maintain both print and digitized versions of this unique and invaluable archive of local photographs. Ames Public Library will work in cooperation with the Ames Historical Society to develop and maintain the archive.~~
- ~~○ **Iowa Room:** Ames Public Library will acquire and maintain useful and important historical and municipal publications relating to Ames and Story County. With the exception of the Farwell T. Brown Photographic Archive and a selected number of videos and DVDs of local historical subjects and municipal meetings, the Iowa Room collection will be limited to print materials. Realia and primary print sources will not be collected but will be given to the Ames Historical Society. Ames Public Library will work in cooperation with the Ames Historical Society to determine the disposition of materials of local historical interest and to determine the future direction of the collections in the Iowa Room and at the Ames Historical Society.~~
- ~~○ **Genealogy Collection:** Ames Public Library will acquire and maintain relevant genealogical materials in cooperation with the Story County Chapter of the Iowa Genealogical Society. The chapter is responsible for selecting 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 catalogers 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 Librarians take into account 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: ~~the following Ames Public Library policies and American Library Association Guidance Documents: “Mission Statement,” “Gifts,” “Internet Use Policy and Guidelines,” “Diversity in Collection Development,” “Library Bill of Rights,” “Materials Selection Policy General Guidelines,” “Labels and Rating Systems,” “Freedom to Read Statement,” “Freedom to View Statement,” “Free Access to Libraries for Minors,” “Restricted Access to Library Materials,” and “Expurgation of Library Materials.”~~

- Ames Public Library Mission Statement, Donations Policy, and Internet Use Policy;
- American Library Association Guidance Documents: “Access to Library Resources and Services for Minors,” “Diversity in Collection Development,” “Library Bill of Rights,” “Labels and Rating Systems,” “Freedom to Read Statement,” “Freedom to View Statement,” “Restricted Access to Library Materials,” and “Expurgation of Library Materials;”; and
- Iowa Code Section 728 - Obscenity