

**Ames Public Library Board of Trustees**  
**Agenda – December 21, 2023**  
**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) Motion approving minutes of the regular meeting November 16, 2023
- 2) Motion approving payment of claims 11/1/23 – 11/30/23

**Public Forum**

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

**Activity Reports**

- 3) Administration – Schofer
- 4) APLFF – Gibson/Myers

**Board Education**

- 5) APLFF Development Director – Luze

**Policy Review**

- 6) Exam Proctoring (Action)
- 7) Donations (Discussion)

**New Business**

- 8) Ames Public Library Bid Number 2024-050 - Library Furniture International (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, January 18, 2024**  
**Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)**

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

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

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

**Call to Order:** President Reynolds called the meeting to order at 7:00pm

**Consent Agenda:**

**Moved by Myers, seconded by Mitchell-Conway, to approve the consent agenda as follows:**

1. Motion approving minutes of the regular meeting October 19, 2023
2. Motion approving payment of claims 10/1/23 – 10/31/23

**Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously.**

**Public Forum:** None

**Activity Reports:**

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

- The FY25 ask and FY24 amendments were submitted. Johannes plays a key role in the budget process. Schofer, Anderson, and Johannes have Preliminary Review of Budget Estimates (PROBES) tomorrow.
- Onove was just promoted to the 30-hour Youth Services Library Assistant position effective today after successfully completing the interview process. The full-time Adult Services Librarian will start December 11, 2023. Another Library Aide position will be filled soon.
- Last Friday, November 10<sup>th</sup>, we had all day staff training that included an update on the strategic plan and introduced the timeline and teams for the upcoming session. There were six breakout sessions led by staff on DEI, Social Services, Intellectual Freedom, Accessibility, TEAMS, and the IDEA Center. Each session had three presenters so that all staff could rotate to all sessions. This system works well; peer led, staff get experience presenting, and good pacing for the day.
- Schoffer gave an extended tour for the Jefferson Library staff, Boards member and a Friends member. They are looking to expand on their Carnegie budling and were curious to learn more about what we did and to see our spaces. Briseno joined them for part of the conversation and tour as well.

- Schofer attended the Symposium on Creating an Inclusive Organization on Wednesday, put on by the Ames Chamber.
- The City is rolling out an update to its leadership training for managers. Klein-Hewett went Tuesday and Schoffer attended with the City Executive Leadership Team (ELT) today.
- Goldbeck, the new Assistant City Manager, was announced today. She will start in January but joined the rest of ELT for the training.

Ames Public Library Friends Foundation (APLFF) Report: Gibson gave a report to the Board.

- They are discussing donor software and are currently exploring Donor Perfect.
- The Holiday Campaign will be mailed out on Monday.
- The online Raygun store is up and running. APLFF will receive \$10 per shirt sold.
- The November booksale started today.
- The Board discussed former APLFF Board member Garst's passing and memorial ideas.
- APLFF President, Zbaracki, wants to focus more on the mission. Currently the booksales and Pub Fiction are the only fundraising events.
- Development Director, Luze, will be writing a column each month for the Page One newsletters.
- They plan on having more of a presence during National Library Week and Friend of the Library week.

Budget & Finance Committee: Johnson gave a report to the Board.

- The current financial reports show 33.9% spent, which is on track.
- There are no concerns or surprises at this time.
- The budget is turned in. The City doesn't know its tax valuation yet and may ask for cuts, but we are in a good place for now.

**Moved by Johnson, no second needed, to approve the finance report as presented.**

**Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously.**

### **Board Education:**

Schofer gave a presentation about the strategic plan sharing the presentation from staff day. Prep work for the next strategic plan is underway. Staff have met with Stat Com regarding the public survey, staff led teams have been established, and a timeline is drafted.

**Policy Review:**

Director Performance Evaluation: This policy was brought to the Board last month for discussion. No changes are recommended. The board discussed the policy.

**Moved by Myers, seconded by Thorbs-Weber, to approve the review of the Director Performance Evaluation Policy as presented.**

**Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously. Resolution No. 2023-L024 adopted.**

Exam Proctoring: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed. No changes are expected.

**New Business:**

FY24 Budget Amendments and FY25 Proposed Budget: Schofer introduced the budget summary.

The City Manager requested city departments to submit adjustments to the current year's budget (fiscal year 2023/24 or FY24) and initial requests for next year (FY25) by November 9. Schofer, Anderson and Johannes will meet with the City's Finance Director, Budget Officer, and Assistant City Manager on Friday, November 17, to review the initial entries and make adjustments per their recommendations.

Notes:

- FY23 expenditures for Customer Account Services (CAS) Library Aides were reduced and expenditures for Administration, Adult Services, and Youth Service interns were shifted to Ames Public Library Friends Foundation (APLFF) funding in order to convert a .5 FTE Adult Services Library Assistant to full-time. This change also created an increase in the Adult Services wages. FY24 and FY25 budgets reflect these changes.
- Partial youth collection funds were shifted to the audio-visual collection to better reflect the audio-visual items that were being classified as youth collection previously.
- Partial audio-visual collection funding was shifted to the electronic collection to meet community interest and needs. Use of e-audio increased by 15% in FY22 and 9.8% in FY23.
- APLFF funding will be used in FY24 to update the youth area play structure creating an increase in Youth Services budget. Additional APLFF funding will be used to update/replace some furniture in the Adult Services area in FY25.
- First floor carpet replacement is planned in FY24 as part of the capital improvement plan. Second floor carpet replacement is planned in FY25.

- Story County funding is expected to decrease in FY24 as the result of a more equitable divide of county funding between the eleven Story County cities. This is expected to be a permanent change.
- Overall costs of utilities and maintenance and support contracts have increased in cost and is reflected in Commodities totals.
- The overall general fund support request for FY25 shows an increase of 5.1%, with an overall funding increase of 3.2% (primarily decreased in APLFF funding from the play structure in FY24).
- No budget amendments for FY24 are needed currently. Additional funds may be requested after the first-floor carpet project bids are received.

**Moved by Mitchell-Conway, seconded by Reger, to approve the FY24 budget amendments and FY25 request as presented.**

**Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously. Resolution No. 2023-L025 adopted.**

**Trustee Comments:**

- Johnson – thank you to everyone, especially the work on the budget. He’s very impressed by how much the library and staff are able to do with the resources. Happy Thanksgiving.
- Torres III – really thought the strategic plan was so cool with lots done in each area, it’s also super cool that the library provides free notary services.
- Gibson – the strategic team has cohesive teams, everyone takes ownership, she’s really impressed.
- Mitchell-Conway – impressed with the budget and programs. Good job team! Hooray!
- Crain – after missing a couple of meetings, he’s glad to be back, and glad to see a full board and all the work that’s being done.
- Thorbs-Weber – thank you Schofer and Johannes for all they do. She appreciates finding out about notary and proctoring services, hearing about the budget, and strategic plan, and loves seeing all the meeting rooms in use. She also appreciates taking care of business in a reasonable time.
- Reger – ditto everything that’s been said. He’s impressed with everything the library does for so many groups of people. It’s really impressive. He would like to think this library is a model for other libraries. Great job!
- Myers – agrees with everyone else. You’re all wizards. Myers received some banned books pins and earrings from Lisa Hovis at PhotoSynthesis on Main St. that she shared with the Board and Schofer.
- Reynolds – is really excited to have everyone here. She is excited to see the strategic plan update. She started on the Library Board after taking

part in a community engagement event for non-profits for the last strategic plan so she's seeing things come full circle.

**Adjournment:**

**Moved by Myers, seconded by Mitchell-Conway, to adjourn at 8:05 pm.**

**Vote on Motion: 8-0 (Reynolds abstained). Approved unanimously.**

The next regular meeting will be on Thursday, December 21, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

**Library Claims**  
**November 1 - November 30, 2023**

<b>Administration FY24</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 48,429.54
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 222.77
PAYROLL SUMMARY	LIFE INSURANCE	\$ 66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 9,708.46
PAYROLL SUMMARY	MEDICARE FICA	\$ 689.62
PAYROLL SUMMARY	FICA	\$ 2,948.69
PAYROLL SUMMARY	IPERS	\$ 4,571.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 154.58
OCT 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 82.95
TODAY'S BUSINESS SOLUTION	OUTSIDE PROFESSIONAL SVCS	\$ 74.56
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 5.00
BANK OF AMERICA	CONFERENCES	\$ 328.63
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 435.00
ONESOURCE	RECRUITING COSTS	\$ 37.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$ (1.13)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$ 6,612.36
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$ (252.91)
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$ 123.30
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$ 349.25
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$ 1,046.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$ 132.20
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$ 437.26
ASPEN WASTE SYSTEM OF IA	WASTE DISPOSAL	\$ 230.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 703.71
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$ 1,008.00
DRAINTECH	MAINTENANCE CONTRACTS	\$ 170.00
MIDWEST ALARM SERVICES	STRUCTURAL REPAIRS	\$ 1,460.73
CONVERGINT TECHNOLOGIES	EQUIPMENT REPAIRS	\$ 3,279.30
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 145.34
CONVERGINT TECHNOLOGIES	TECHNOLOGY MAINT/SUPPORT	\$ 1,843.17
ZOOBEAN INC	TECHNOLOGY MAINT/SUPPORT	\$ 2,129.15
PREMIER OFFICE EQUIPMENT	LEASES	\$ 636.05
XEROX GOVERNMENT SYSTEMS	LEASES	\$ 516.00
MIDWEST ALARM SERVICES	NON-CITY SERVICE	\$ 129.04
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 5,971.25
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 255.90
CH ISSUES	OFFICE SUPPLIES	\$ 99.90
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 127.96
BANK OF AMERICA	OFFICE SUPPLIES	\$ 298.94
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 2,633.47
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$ 670.56

**Library Claims**  
**November 1 - November 30, 2023**

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 491.23
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 782.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 58.90
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$ 47.04
BANK OF AMERICA	FOOD	\$ 1,356.51
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 17.88
	<b>Total Administration</b>	<b>\$ 101,783.02</b>
<b>Resource Services FY24</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 29,487.64
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 135.64
PAYROLL SUMMARY	LIFE INSURANCE	\$ 51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,074.34
PAYROLL SUMMARY	MEDICARE FICA	\$ 401.86
PAYROLL SUMMARY	FICA	\$ 1,718.33
PAYROLL SUMMARY	IPERS	\$ 2,783.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 35.40
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 464.37
DATA2 CORP	EQUIPMENT PARTS/SUPPLIES	\$ 1,634.82
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 111.44
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 85.70
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 9,281.30
OVERDRIVE	ELECTRONIC COLLECTION	\$ 7,274.93
KANOPY LLC	ELECTRONIC COLLECTION	\$ 1,063.00
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$ 28.30
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$ 135.69
USA TODAY	PERIODICALS	\$ 98.10
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 929.87
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 171.65
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$ 197.86
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$ 686.43
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 3,490.03
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$ 306.31
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 5,873.07
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 470.30
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 148.86
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$ 440.83
WESTORT, CAROLINE	REFUNDS	\$ 19.95
AGUILERA, MEGAN	REFUNDS	\$ 15.00
LIEN, RANDY	REFUNDS	\$ 47.22
MARTIN, BRIASIA	REFUNDS	\$ 72.00
	<b>Total Resource Services</b>	<b>\$ 74,015.36</b>



**Library Claims**  
**November 1 - November 30, 2023**

<b>Youth Services FY24</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,709.81
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 525.60
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 410.32
PAYROLL SUMMARY	IPERS DISABILITY	\$ 184.05
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 8,475.72
PAYROLL SUMMARY	MEDICARE FICA	\$ 580.63
PAYROLL SUMMARY	FICA	\$ 2,482.64
PAYROLL SUMMARY	IPERS	\$ 3,987.06
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 54.31
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 16.30
BANK OF AMERICA	CONFERENCES	\$ 440.00
ATWELL, ETHAN	CONFERENCES	\$ 529.72
BANK OF AMERICA	OFFICE SUPPLIES	\$ 322.22
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 640.56
	<b>Total Youth Services</b>	<b>\$ 60,433.21</b>
<b>Adult Services FY24</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,066.74
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 331.44
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.91
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,254.58
PAYROLL SUMMARY	MEDICARE FICA	\$ 597.78
PAYROLL SUMMARY	FICA	\$ 2,556.03
PAYROLL SUMMARY	IPERS	\$ 3,971.08
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 50.46
OCT 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 31.11
OCTOBER POSTAGE	POSTAGE/FREIGHT	\$ 0.87
BANK OF AMERICA	CONFERENCES	\$ 635.37
SWEENEY, CLELIA	CONFERENCES	\$ 243.66
ONESOURCE	RECRUITING COSTS	\$ 37.00
	<b>Total Adult Services</b>	<b>\$ 58,021.29</b>
<b>Customer Account Services FY24</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 51,160.34
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 16,669.70
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 285.74
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.49
PAYROLLSUMMARY	LIFE INSURANCE	\$ 96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,048.82
PAYROLL SUMMARY	MEDICARE FICA	\$ 951.31
PAYROLL SUMMARY	FICA	\$ 4,067.65
PAYROLL SUMMARY	IPERS	\$ 6,301.23

**Library Claims**  
**November 1 - November 30, 2023**

PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 145.29
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 61.82
OCTOBER POSTAGE	POSTAGE/FREIGHT	\$ 1,183.60
HUMPHREY, JULIA	TRAVEL/MEETINGS	\$ 7.21
ONOVE, JESSICA	TRAVEL/MEETINGS	\$ 20.44
UNIQUE MANAGEMENT SERVICES	NON-CITY SERVICE	\$ 49.25
	<b>Total Customer Account Services</b>	<b>\$ 87,241.44</b>
	<b>Total FY24:</b>	<b>\$ 381,494.32</b>
<b>Kate Reynolds, President</b>	<b>Richard Johnson, Secretary</b>	Date



# Exam Proctoring Policy

Section: Library Resources

Approved: 5/19/2005

Reviewed: 12/15/2011, 12/20/2018, 11/18/2021, 12/21/2023

Revised: 11/20/2008, 1/21/2016

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Ames Public Library offers proctoring of examinations to further its role in supporting life-long learning.

Library staff will administer either written or online exams at Ames Public Library during business hours of 9:00 AM - 5:00 PM; Monday through Friday. The library will accept examination reservations based on availability of proctoring staff.

- Proctoring services are not limited to Library cardholders.
- The Library does not charge for providing proctoring services. Students are responsible for any incidental costs, such as postage to mail back exams. Payment of costs will be due prior to the time of the examination.
- Any individual needing exam proctoring must first register with the administration office.
- The institutions requiring proctored testing are responsible for making sure that the Library staff receives the examinations.
- The Library is not responsible for completed examinations lost or damaged due to factors beyond the Library's control, such as postal delays or email transmission problems.
- Unless otherwise agreed upon with the students or their institutes of learning, the Library will shred and dispose of all exams left in the care of the Library for over four months.
- The Library reserves the right to deny a proctoring request that is beyond the Library's ability to administer.

**Exam Proctoring Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
DECEMBER 21, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Exam Proctoring Policy without changes.

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Kate Reynolds, President

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Richard Johnson, Secretary



# Donations Policy

Section: Administration

Approved: 12/18/1996

Reviewed: 4/17/2003

Revised: 8/24/2000, 8/18/2005, 10/23/2008, 11/17/2011, 3/21/2013, 11/21/2013, 1/21/2016, 12/20/2018, 12/15/2021

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Ames Public Library welcomes donations to further the Library's mission, "Ames Public Library – We connect you to the world of ideas."

## Acceptance of Donations

Acceptance of any donation, including cash, securities, real or personal property, will be determined by the Library Board, based on its suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the donation, and the Library's ability to meet the requirements, if any, associated with the donation. Donations must be legally owned by the donor(s) and free of liens or claims.

Donations to Ames Public Library are accepted only on the condition that they may be retained, sold, given away, or disposed of. The Library will not accept donations which would require or cause the Library to act in violation of established policies forbidding discrimination, particularly on the grounds of age, color, creed, gender identity, mental disability, national origin, physical disability, race religion, sex or sexual orientation. The Library Board reserves the right to refuse or reject any donation.

Donations may also be directed to the Ames Public Library Friends Foundation (APLFF), which operates exclusively for the benefit of Ames Public Library.

## Monetary Donations

All donations will be used for the public benefit of the Library as approved by the Library Board of Trustees.

Donations made to APLFF are managed in keeping with its Investment Policy and transferred to the Library in accordance with donor intent and the Library Board's requests for funding. APLFF consults with and includes the Library Board of Trustees in all decisions that involve potential donor restrictions which would affect Library operations.

Ames Public Library, in cooperation with APLFF, will make an effort to inform potential donors of the options for donations and the possible tax credits for endowment donations under the Endow Iowa Tax Credit Program.

## Books and Other Media

Donated books and media items become the property of APLFF. They may be added to the Library collection in accordance with Ames Public Library Collections Policy, sold for the benefit of the Library, donated to other libraries or non-profit agencies, or discarded. Items will not be returned to the

donor and may be withdrawn according to the Collections Policy. Upon request, the APLFF will provide a receipt for the donated items but will not set a fair market or appraised value to any item.

## **Works of Art and Other Personal Property of Value**

Acceptance of donations of personal property, art objects, portraits, antiques, collectibles, and museum objects is at the sole discretion of the Library Board of Trustees. The Library's Art Collection Policy details the acceptance of donations of works of art. Other property of value will be considered according to the following criteria:

- Relevance to the Library or Ames history
- Availability of adequate and appropriate space to display or house the item(s)
- Expenses involved in the maintenance, care, security, or display of the item(s).

Works of art and other personal property of value may either be retained as property of the Library or liquidated for cash funds, at the sole discretion of the Library Board of Trustees. Donations are tax deductible within the limits prescribed by the Federal Internal Revenue Code. Appraisal of value will be the responsibility of the donor(s). Donors are expected to inform the Library, prior to acceptance of the donations, of any associated costs, such as delivery or maintenance. Donors will be expected to pay any expenses not disclosed prior to acceptance.

Upon acceptance of a donation, an appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to Ames Public Library must be executed, with a copy provided to the donor.

Placement and display of a work of art or real item is at the sole discretion of the Library.

## **Real Property**

Donations and bequests of real property are accepted at the sole discretion of the Library Board of Trustees. The Board may require appraisal, title opinion, boundary survey, environmental assessment, or other professional evaluations at the expense of the donor prior to acceptance of real estate.

## **Confidentiality**

The Library will require all staff, volunteers, and third parties with access to information about donations made to the Library or APLFF to attest and agree to uphold confidentiality, as specified by Library policy, APLFF policy, and applicable law.

## **Donor Recognition**

Donors to Ames Public Library or APLFF may be recognized for financial contributions that benefit the programs, projects, and services of Ames Public Library. The purpose of such recognition is to thank donors, to encourage others to give, and to build long-term relationships with donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Recognition efforts are coordinated by APLFF.

During specific campaigns, APLFF may recommend guidelines for donor recognition, including naming or inclusion on a donor board, to the Library Board of Trustees for consideration and approval.

## References

This policy has been developed in accordance with:

- City of Ames [Municipal Code Section 15.7\(9\)](#) Powers, Duties of Trustees.
- Iowa Code
  - [Section 392.5](#) Library Board
  - [Section 22.7\(14\) and \(52\)](#) Confidential Records
- Relationship Agreement Between Ames Public Library Board of Trustees and Ames Public Library Friends Foundation *and*
- Ames Public Library [Art Collection Policy](#)

**Background:**

Ames Public Library, through the City of Ames, issued a request for bids for a new or custom built play structure for the children’s area on September 25, 2023.

The Library has an open area of 18 feet x 19 feet to develop with a free-standing structure to define the designated play space.

The structure will:

- Be tall enough (at least 80 inches high) that adults can walk under without hitting their heads and so the vertical space in the Library is filled in an aesthetically pleasing way.
- The play structure must not be taller than 120 inches to avoid interfering with the ceiling lights in the Children’s area of the Library.
- Define the play area but be open enough not to impede line of sight.
- Fit in the designated area and still maintain a minimum of 36 inches around the outside to be ADA compliant.
- Be inclusive and open so children with wheelchairs or other mobility assistance devices can still enter and use the items within.
- Contain imaginative play pieces. (Examples: play kitchen, garden, bakery, grocery store, library, stationary vehicle(s) like bookmobile/fire truck/tractor, puppet theater, etc.).

On October 17, 2023, one bid was received as follows:

<b>Bidder</b>	<b>Total Cost</b>
Library Furniture International	\$69,661

**Action:** Administration recommends approving the bid received from Library Furniture International in the amount of \$69,661 and authorizing the Director to sign necessary agreements.



Factory: TMC

**Ames Public Library  
 Bid Number 2024-050**

Production Lead Time: 14-16 weeks  
 after drawing approval

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>S-1</b>	<b>1</b>			<b>CUSTOM PLAY AREA</b>	<b>\$ 58,824.00</b>	<b>\$ 58,824.00</b>

1      **X-LEARNING**      **Custom Market / House / Grocery Structure**  
**Overall Dimensions: 96" W x 96"L x 96" H**  
**House Dimension: 88"W x 96"L x 96"H**  
**Kitchen: 14"D**  
**Paint colors: From Factory Standard offerings**

**House Interior Includes:** Kitchen (frig, stove, cupboard, sink), 2 hooks, spoon rack w/ spoons, fruit bowl applique, workbench with 3 crates, 2 food related learning panels and mounting panel, kitchen table set with plover stools, set the table placemats (2)

**House Exterior Includes:** Flower box with flower, herb, tree seeding, farm paddle sets, 36"w workbench, market table, bag hook learning tablet set (6) with hook. Seed planting box. Sign Post with sign.



*product representation only*

TOTAL FOB FACTORY	\$ 58,824.00
INSTALLATION + FREIGHT * non union / non-prevailing wage *	\$ 10,837.00
<b>TOTAL</b>	<b>\$ 69,661.00</b>

**QUOTATION TERMS**

**\* quotes are valid for 30 days from date at top of this page**

\* quotes are based on stated quantities; any change in quantity may require re-quoting

\* prices include standard materials/finishes unless otherwise noted

11/14/2023

Factory: TMC

Production Lead Time: 14-16 weeks  
after drawing approval

**LFI QT-3913 Proposal For:**

**Ames Public Library  
Bid Number 2024-050**

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p>* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote</p> <p>* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.</p> <p>* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge</p> <p><b><u>PAYMENT TERMS</u></b> \$0 deposit; balance due upon completion</p> <p><b><u>TO ACCEPT THIS QUOTE:</u></b></p> <p>* sign and date below as formal acknowledgement of the quote terms</p> <p>* please forward a deposit if one is required per the quote terms</p> <p>* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact</p> <p>* LFI will coordinate and schedule in-bound freight of your order.</p> <p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>		
					TOTAL	\$ 69,661.00

# Ames Public Library



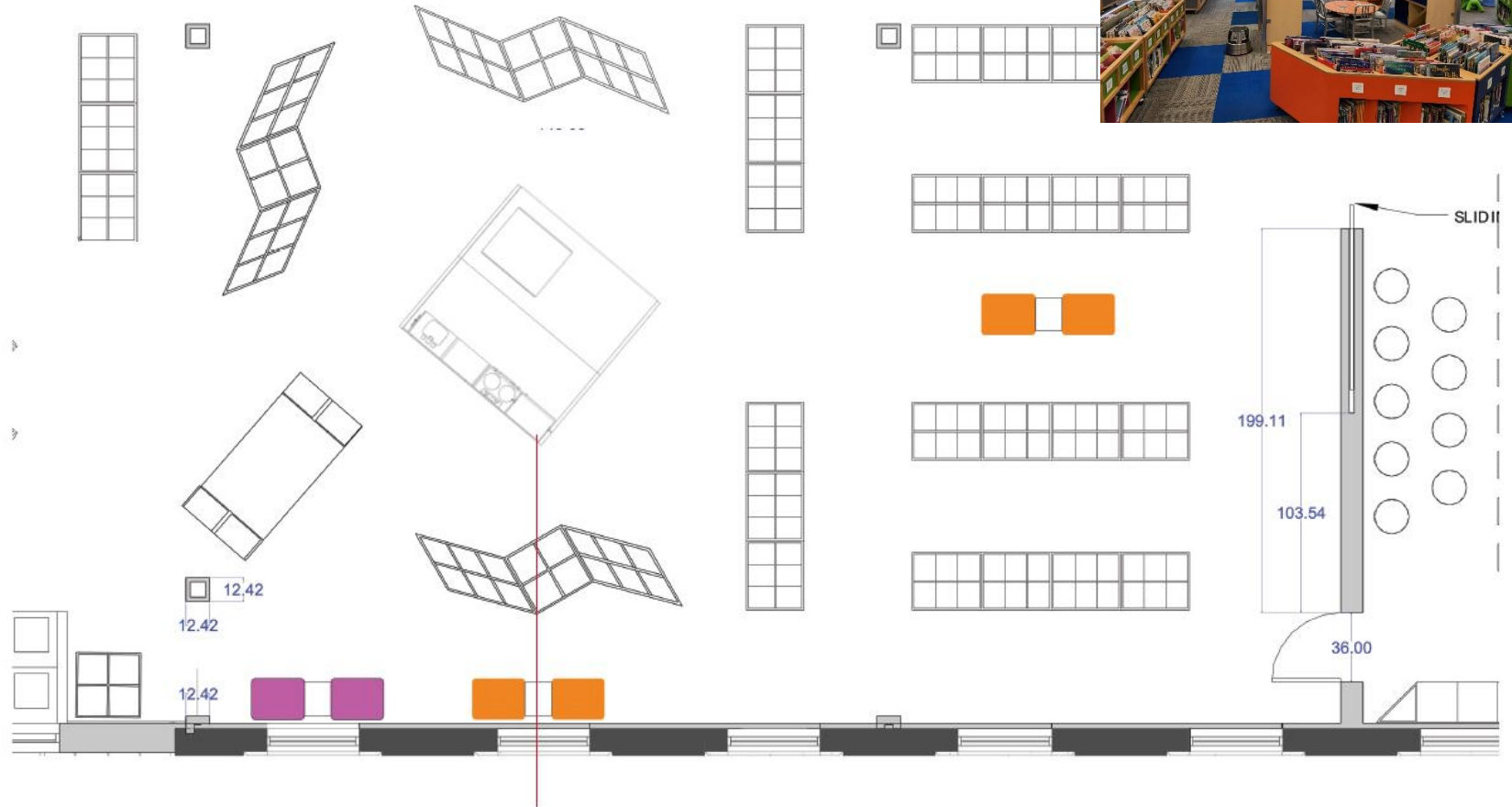
## PLAY Area - HOUSE, MARKET, BAKERY, RESTAURANT, SCHOOL

House structure with Sign post that could change based on content inside and outside of the House. House is transformative in nature.

House dimension: 88" wide x 96" long x 96" high at roof pitch. Kitchen is 14" deep.



# Ames Public Library



PLAY Area Option 1 — HOUSE Area approx. 151" wide x 149" long

2 TMC | AMES PUBLIC LIBRARY

**Replacing current, unsafe structure:**



**Ames Public Library Bid Number 2024-050**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
DECEMBER 21, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, recommends that the City Council award the bid for the Youth Services play structure to Library Furniture International in the amount of \$69,661.

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Kate Reynolds, President

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Richard Johnson, Secretary