

Ames Public Library Board of Trustees
Agenda – May 16, 2024
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting April 18, 2024
- 3) Motion approving payment of claims 4/1/24 – 4/30/24

Public Forum

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

Activity Reports

- 4) Assistant City Manager – Goldbeck
- 5) Administration – Schofer
- 6) APLFF – Gibson/Myers
- 7) Board Committee Appointments - Johnson

Board Education

- 8) Iowa Urban Public Library Statistic Sharing -Schofer

Policy Review

- 9) Volunteer Services (Discussion)

New Business

- 10) FY25 Ames Public Library Friends Foundation Ask (Action)
- 11) FY25 OCLC Subscription Renewal (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, June 20, 2024
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

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

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 16, 2024**

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

1) Story County Genealogical Society	\$58.21
2) Jonathan Sedgwig (credit refund 7/1/23).....	\$11.19
3) Tiffany Schieffer (credit refund 8/3/23)	\$13.52
4) Kirsten Martinek (credit refund 12/29/23)	\$11.99
5) Kristi Tillo (credit refund 1/26/24)	\$7.99
6) Lindsey Dohrman (credit refund 1/26/24)	\$13.99
7) lanka Mitchell-Conway (credit refund 1/26/24)	\$10.77
8) Rachel Duncan (credit refund 1/26/24).....	\$19.00
9) Blueberry Morningsnow (credit refund 1/26/24)	\$12.79
10) Rachel Claussen (credit refund 3/26/24)	\$32.49

Richard Johnson, President

Matt Crain, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
April 18, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, April 18, 2024, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers (7:04 pm), Reynolds, and Thorbs-Weber in attendance. Reger and Torres III were excused. Director Schofer, Youth Services Manager Anderson and Adult Services Library Assistant Martin were also in attendance.

Call to Order: President Johnson called the meeting to order at 7:00 pm.

Consent Agenda:

Moved by Gibson, seconded by Reynolds, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting March 21, 2024
2. Motion approving payment of claims 3/1/24 – 3/31/24

Vote on Motion: 6-0 (Myers, Reger and Torres III excused). Approved unanimously.

Public Forum: None

Activity Reports:

Administrative Staff Report: Schofer gave a report to the Board. (Myers arrived 7:04pm)

- All Trustees should have received a Conflict-of-Interest Form emailed to them from the City's Purchasing Department. These are required to be submitted by May 9th. If not, please let us know so we can send you the link.
- It's been a time for learning as we had staff attending various conferences.
 - Dornink attended and presented at the Innovative User Group (IUG) in Detroit, Michigan the end of March. They are the group who support our Polaris catalog and circulation system.
 - Schofer, Klein-Hewett, Briseno, and Anderson attended the Public Library Association (PLA) last week in Columbus, Ohio. Schofer attended sessions on Emerging Crises and How to Prepare; Challenging Times: Unite Against Book Bans; Building Pathways to Diverse Librarianship and Leadership; Public Library Leaders Share Perspectives; Building Leadership and Equity with Staff Mentorship; Cornerstones in a Culture War: the Role of Urban Libraries in Defending Democracy; Amplifying Programming Around Culture Faith and Diversity; Pivoting to Meet New Censorship Tactics; Leading With Compassion: How to Build and Maintain a Library Culture of Teamwork Respect and Trust; Communicating During Controversy: How to Lead with What You Believe.
 - Many of the Youth Team attended the State Library's POP YS Conference earlier this week in Ames.
 - Guests from around the state came to the Summer Reading Workshop here in APL on Wednesday.

- This Wednesday was the Employee Luncheon and Awards Ceremony. Library colleague Martin received an award for Exceptional Customer Service based on multiple nominations submitted by community members. Ten employees received years of service awards.
- The library hosted a special after-hours movie event Friday, April 12th, with the Ames Community Schools English Language Learner and their families. Over 150 individuals attended.
- We have a new partnership with Legal Aid of Story County who will be offering joint programs quarterly. The first one was Landlord Tenant Rights on Saturday April 13.
- First Amendment Days program Pun-Damental Rights was Tuesday, April 16. This was Schofer's first time at a Pun Battle.
- April 24 is the Ames Public Library volunteer reception.
- Coffee with Mel, previously Breakfast Club with Mel, will be at the Ames Public Library Auditorium from 7:00-9:00 am on Friday, April 26.
- April 30, 6:00-7:30 pm is a joint Story County Library Trustee Training in the PEO Room at the Ames Public Library. Please come in person if possible.
- Strategic planning community engagement focus groups have been taking place. They have had the education and non-profit/ social services sessions. community leaders and arts and culture sessions are coming up. Open sessions will be held the following dates:
 - Saturday May 4th 10:00-12:00- Library Auditorium
 - Monday May 20th 5:00-7:00pm- Library Auditorium
 - Saturday May 25, 9:00- 12:00- Farmer's Market

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

- Pub Fiction will be held again in August.
- They are working with Alluvial on the possibility of selling a special beer as a fundraiser.
- Book sales continue to do well. The next will be in July.
- The spring campaign just rolled out.
- Schofer, Luze, and Anderson went and talked with Mary Greeley Foundations regarding funding part of the summer meals.
- Schofer and Luze talked with Chevron, formerly REG, who also supports the summer meals costs, about some other areas they may potentially fund. A possibility could be sustainability initiatives that seem to be likely for our next strategic plan that could be a good match.
- We got news that we received Roarty Grant for \$2,500 for diverse books to be given away at key events like Juneteenth, National Night Out, and a possible Latino Fest in the planning phase with the City and other organizations.

Budget and Finance Committee Report: Crain gave a report to the Board.

- The current summary shows expenses at 70.37% spent. At the end of March should be approximately 75% spent.
- Internal services are starting to transfer.

- Capital expenses are at 0% because the carpet project has not gone out to bid yet. That project may be carried into the next fiscal year, depending on the design and bidding process.
- Everything remains on track with no unexpected expenses or surprises.

Moved by Myers, no second needed to approve the financial report as presented.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously.

Board education: Strategic Planning Board Engagement Activity – Adult Services Library Assistant Martin and Youth Services Manager Anderson lead a Board Engagement Activity for the Board. Trustees were very engaged.

Policy Review:

Personnel Policy: This policy was brought to the Board last month for discussion and reviewed by the managers. The only recommended change is to remove the sentence “New Sections and Subsections are indicated as such” from the third paragraph under Variations from COA Policy.

Moved by Myers, seconded by Reynolds, to approve the revisions to the Personnel Policy as presented.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously. Resolution No. 2024-L008 adopted.

Art Collection Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. Schofer will look at wording for disposal of existing art pieces.

New Business:

Director’s Goals FY25: Schofer presented her goals to the Board. The Director’s Evaluation Committee had previously reviewed the goals with Schofer.

Moved by Thorbs-Weber, seconded by Gibson, to approve the Director’s FY25 Goals with the addition of fostering staff development as a goal.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously.

Ames Public Library Friends Foundation MOU FY25: A Memorandum of Understanding (MOU) between the Ames Public Library Board of Trustees and the Ames Public Library Friends Foundation (APLFF) is needed for the next fiscal year. The purpose of the MOU is to provide the library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF’s use of library facilities.

Moved by Reynolds, seconded by Thorbs-Weber, to approve the Memorandum of Understanding between the Ames Public Library Friends Board of Trustees and the Ames Public Library Friends Foundation as presented.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously. Resolution No. 2024-L009 adopted.

Enrich Iowa Agreement FY25: The Enrich Iowa program offers public libraries state funding through the Direct State Aid, Open Access, and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor. In the current fiscal year, APL has received \$59,002.41 in revenue from the State—\$16,835.82 in Direct State Aid, \$39,946.36 from Open Access, and \$2,220.23 from Interlibrary Loan (ILL). Last fiscal year APL received \$63,761.02; \$16,838.76 from Direct State Aid, \$44,588.78 from Open Access and \$2,333.48 from ILL. The FY25 Enrich Iowa Agreement (for July 1, 2024, through June 30, 2025) and the terms pertaining to each of the three programs appear on the following pages. To participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30, 2024. APL’s Financial Limits Authority Policy requires Board approval before the Director may sign agreements for services delivered by the Library that result in revenues of \$25,000 or more.

Moved by Myers, seconded by Crain, to authorize the Director to execute the FY25 Enrich Iowa Agreement as presented.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously. Resolution No. 2024-L010 adopted.

Custodial Contract FY25: Custodial services for Ames Public Library are provided by a third-party professional cleaning service. The tasks included in this service are all the routine daily cleaning tasks. The current contract expires on June 30, 2024.

On April 18, 2024, bids were received as follows:

Responding Supplier	Hourly Rate Year 1	Year 1		Year 2		Year 3		Year 4		Year 5		5 Year Total
		Extended	FY	Extended	FY	Extended	FY	Extended	FY	Extended	FY	
		2024/2025	20205/2026	20205/2026	20206/2027	20205/2026	20205/2026	20205/2026	20205/2026	20205/2026	20205/2026	
		4992 Hrs.	4992 Hrs.	4992 Hrs.	4992 Hrs.	4992 Hrs.	4992 Hrs.	4992 Hrs.	4992 Hrs.	4992 Hrs.		
ABM Industry Groups, LLC.	\$18.93	\$ 94,498.56	\$ 98,184.00	\$ 101,620.44	\$ 105,075.54	\$ 108,543.03	\$ 507,921.58					
Reliable Maintenance Company	\$21.00	\$ 104,832.00	\$ 106,928.64	\$ 109,067.21	\$ 111,248.56	\$ 113,473.53	\$ 545,549.94					
Nationwide Office Care	\$21.40	\$ 106,828.80	\$ 130,373.87	\$ 159,968.74	\$ 197,369.43	\$ 244,738.09	\$ 839,278.92					
Cleaning Connection	**28.43	\$ 141,900.00	\$ 156,090.00	\$ 171,699.00	\$ 188,868.90	\$ 207,755.79	\$ 866,313.69					
Servpro of Ames (Mac Rizzo LLC)	\$30.50	\$ 152,256.00	\$ 152,256.00	\$ 152,256.00	\$ 155,301.12	\$ 155,301.12	\$ 767,370.24					
MetroClean Solutions, LLC	\$31.65	\$ 157,996.80	\$ 158,786.78	\$ 159,580.72	\$ 160,538.20	\$ 162,143.58	\$ 799,046.09					
phClean (Professional Home Ames Inc)	\$52.00	\$ 259,584.00	\$ 269,967.36	\$ 280,766.05	\$ 291,996.70	\$ 303,676.56	\$ 1,405,990.68					
Peacefully Clean LLC	\$60.00	\$ 299,520.00	\$ 308,505.60	\$ 317,760.77	\$ 327,293.59	\$ 337,112.40	\$ 1,590,192.36					
** Confirming Hourly Rate Which May Affect												

Moved by Mitchell-Conway, seconded by Reynolds, to recommend that the City Council award the FY25 contract for library custodial services to ABM Industry Groups, LLC Des Moines, Iowa in the amount of \$94,498.56.

Vote on Motion: 7-0 (Reger and Torres III excused). Approved unanimously. Resolution No. 2024-L011 adopted.

Polaris Renewal FY25: In January 2014, after evaluating competitive proposals, the Library purchased the Polaris Integrated Library System (ILS). The system's modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider. The total cost for fiscal year 2024/25 (FY25) will be \$43,836.79; \$11,576.25 for Vega, \$303.88 for Carousel, \$1944.86 for eContent, and \$30,011.80 for III maintenance contract. The cost in 2022/23 (FY24) was \$43,189.63 and 2022/23 (FY23) was \$47,023.94 (Vega added). Services include licenses, software maintenance, and technical support for the hardware and operating systems. Itemized costs are shown on the following pages and the prices correspond to the quotes provided when the contract was executed in 2014. The Library is pleased with the performance and functionality of Polaris and the responsiveness of III representatives. Funding for renewal of the agreement is included in the approved FY25 budget.

Moved by Reynolds, seconded by Mitchell-Conway, to approve the Polaris Renewal for FY25 as presented.

Vote on Motion: 6-0 (Johnson abstained; Reger and Torres III excused). Approved unanimously. Resolution No. 2024-L012 adopted.

Trustee Comments:

- Gibson – excited to see advocacy as part of the Director's goals for next year. She's already impressed to see what's going on with the strategic planning.
- Mitchell-Conway – if people learned basic logic, we wouldn't have all the issues.
- Myers – thanks again for all the awesomeness. She's fighting a migraine so apologized for any grumpiness.
- Reynolds – appreciates all the staff that come. It's always fun to see fun and excited staff. She's impressed with all the staff. Schoffer added she thinks the staff appreciated all the feedback the Board gave them too, that it shows the Board is engaged with what is going on. Reynolds added that she appreciates all the staff in the library, she just doesn't think she should hug everyone every time she sees them but inside she is and hopes staff knows that.
- Thorbs-Weber – clarified that the preference is for trustees to be in person at the April 30th training session since we are the hosting site. She will not be able to be at the Volunteer Reception on the 24th but did attend the Proclamation on the 9th.
- Crain – Also attended the Proclamation on the 9th and thought it was very nicely presented and written and well attended even if that wasn't why people were there.

- Johnson – thanked everyone for being here. He appreciates Anderson and Martin for coming in and getting feedback. He was thrilled to hear about the English Language Learners night.

Adjournment:

Moved by Myers, seconded by Thorbs-Weber, to adjourn at 8:31 p.m.

Vote on Motion: 6-0 (Johnson abstained; Reger and Torres III excused). Approved unanimously.

The next regular meeting will be on Thursday, May 16, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Matt Crain, Board Secretary

Library Claims
April 1 - April 30, 2024

Administration FY24		
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	\$ 691.38
PAYROLL SUMMARY	FICA	\$ 2,956.24
PAYROLL SUMMARY	IPERS	\$ 4,571.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 154.58
MESSENGER ALLOCATION	MESSENGER SERVICE	\$ 2,031.30
AUGUST PRINTING CHARGES	PRINT SHOP SERVICES	\$ (223.16)
DEC PRINTING CHARGES	PRINT SHOP SERVICES	\$ (259.75)
JULY PRINTING CHARGES	PRINT SHOP SERVICES	\$ (91.11)
NOV PRINTING CHARGES	PRINT SHOP SERVICES	\$ (525.85)
OCT PRINTING CHARGES	PRINT SHOP SERVICES	\$ (82.95)
PRINTING ALLOCATION	PRINT SHOP SERVICES	\$ 3,414.38
FEB 2024 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 338.19
FEB 2024 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,174.20
FITZ ELECTRIC	OUTSIDE PROFESSIONAL SVCS	\$ 102.76
OXEN TECHNOLOGY	OUTSIDE PROFESSIONAL SVCS	\$ 562.50
TODAY'S BUSINESS SOLUTION	OUTSIDE PROFESSIONAL SVCS	\$ 50.72
MARCH POSTAGE	POSTAGE/FREIGHT	\$ 1.72
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 0.78
BANK OF AMERICA	CONFERENCES	\$ 318.25
SCHOFER, SHEILA	CONFERENCES	\$ 61.74
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 941.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$ (0.99)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$ 5,693.63
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$ (274.23)
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$ 208.30
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$ 349.25
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$ 1,046.63
MIDWEST ALARM SERVICES	OUTSIDE PHONE/DATA SVCS	\$ 290.66
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$ 458.82
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$ 230.90
MIDWEST ALARM SERVICES	STRUCTURAL REPAIRS	\$ 1,703.48
BANK OF AMERICA	STRUCTURAL REPAIRS	\$ 1,310.70
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 2,474.85
PREMIER OFFICE EQUIPMENT	LEASES	\$ 540.47
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$ 170.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 11,612.53

Library Claims
April 1 - April 30, 2024

LAWNPRO	NON-CITY SERVICE	\$ 351.25
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 164.92
CH ISSUES	OFFICE SUPPLIES	\$ 149.85
BANK OF AMERICA	OFFICE SUPPLIES	\$ 71.89
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$ 556.70
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 276.00
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 817.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 38.07
HY VEE	FOOD	\$ 1,275.00
BANK OF AMERICA	FOOD	\$ 1,172.53
Total Administration		\$ 106,822.23

Resource Services FY24		
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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	\$ 396.93
PAYROLL SUMMARY	FICA	\$ 1,697.31
PAYROLL SUMMARY	IPERS	\$ 2,783.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 35.40
BANK OF AMERICA	TRAINING	\$ 189.00
BANK OF AMERICA	CONFERENCES	\$ 1,506.31
DORNINK, ALISSA	CONFERENCES	\$ 53.60
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 883.84
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 28.47
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,000.08
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 129.35
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 10,609.62
OVERDRIVE	ELECTRONIC COLLECTION	\$ 19,017.96
KANOPY LLC	ELECTRONIC COLLECTION	\$ 1,165.00
NICHE ACADEMY LLC	ELECTRONIC COLLECTION	\$ 2,800.00
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$ 22.66
USA TODAY	PERIODICALS	\$ 122.63
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,977.79
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 1,768.83
BANK OF AMERICA	YOUTH COLLECTION	\$ 194.62
BOOK FARM INC	YOUTH COLLECTION	\$ 11,369.69
CAVENDISH SQUARE	YOUTH COLLECTION	\$ 204.44
SENTRUM MARKETING, LLC	YOUTH COLLECTION	\$ 464.40
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$ 496.52
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$ 1,765.55

Library Claims
April 1 - April 30, 2024

MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	2,240.26
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	832.05
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	824.53
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	11,665.53
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,789.86
SAGE PUBLICATIONS INC	ADULT PRINT COLLECTION	\$	351.17
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	232.02
GALE GROUP	ADULT PRINT COLLECTION	\$	2,229.71
TSAI FONG BOOKS INC	ADULT PRINT COLLECTION	\$	181.63
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	879.67
SMITH, JOSEPH	REFUNDS	\$	9.59
LOLINCO, ANNABELLE	REFUNDS	\$	24.60
Total Resource Services		\$	119,973.36

Youth Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	38,454.36
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	783.10
PAYROLL SUMMARY	DENTAL INSURANCE	\$	436.98
PAYROLL SUMMARY	IPERS DISABILITY	\$	154.43
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.84
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,018.52
PAYROLL SUMMARY	MEDICARE FICA	\$	533.69
PAYROLL SUMMARY	FICA	\$	2,281.96
PAYROLL SUMMARY	IPERS	\$	3,659.00
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	54.74
FEB PRINTING CHARGES	PRINT SHOP SERVICES	\$	(10.50)
JAN PRINTING CHARGES	PRINT SHOP SERVICES	\$	(289.85)
JULY PRINTING CHARGES	PRINT SHOP SERVICES	\$	(124.80)
MAR. 2024 PRINTING CHRGS	PRINT SHOP SERVICES	\$	230.20
MARCH PRINTING CHARGES	PRINT SHOP SERVICES	\$	(230.20)
SEPT PRINTING CHARGES	PRINT SHOP SERVICES	\$	(49.75)
BANK OF AMERICA	TRAINING	\$	125.00
BANK OF AMERICA	CONFERENCES	\$	1,203.96
ONESOURCE	RECRUITING COSTS	\$	37.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	460.37
Total Youth Services		\$	56,795.05

Adult Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	47,358.42
PAYROLL SUMMARY	DENTAL INSURANCE	\$	415.30
PAYROLL SUMMARY	IPERS DISABILITY	\$	193.49
PAYROLL SUMMARY	LIFE INSURANCE	\$	84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,817.14
PAYROLL SUMMARY	MEDICARE FICA	\$	674.39

Library Claims
April 1 - April 30, 2024

PAYROLL SUMMARY	FICA	\$	2,883.55
PAYROLL SUMMARY	IPERS	\$	4,470.62
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	56.82
JAN PRINTING CHARGES	PRINT SHOP SERVICES	\$	(20.74)
MUNI CODE SPLMT TRANSFER	PRINT SHOP SERVICES	\$	(7.86)
OCT PRINTING CHARGES	PRINT SHOP SERVICES	\$	(31.11)
SEPT PRINTING CHARGES	PRINT SHOP SERVICES	\$	(49.75)
MARCH POSTAGE	POSTAGE/FREIGHT	\$	2.56
BANK OF AMERICA	CONFERENCES	\$	254.79
KLEIN-HEWETT, MEGAN	CONFERENCES	\$	53.60
Total Adult Services		\$	65,155.38

Customer Account Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	51,321.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	15,703.16
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$	201.81
IPERS REFUND	PAYROLL ADJUSTMENT	\$	(201.81)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	226.98
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,229.76
PAYROLL SUMMARY	MEDICARE FICA	\$	941.25
PAYROLL SUMMARY	FICA	\$	4,024.53
PAYROLL SUMMARY	IPERS	\$	6,222.07
IPERS REFUND	IPERS	\$	(302.90)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	80.43
DEC PRINTING CHARGES	PRINT SHOP SERVICES	\$	(12.75)
JAN PRINTING CHARGES	PRINT SHOP SERVICES	\$	(146.10)
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	61.54
MARCH POSTAGE	POSTAGE/FREIGHT	\$	927.21
BANK OF AMERICA	TRAINING	\$	387.00
BANK OF AMERICA	CONFERENCES	\$	888.83
ONESOURCE	RECRUITING COSTS	\$	37.55
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	59.10
BANK OF AMERICA	OFFICE SUPPLIES	\$	12.59

Total Customer Account Services		\$	87,052.68
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Total FY24:		\$	435,798.70
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Richard Johnson, President	Matt Crain, Secretary	Date

Ames Public Library Board of Trustees
Committee Assignments 2024/2025

Standing Committees

APLFF:	Deb Gibson, Carolyn Myers
Art:	Ianka Mitchell-Conway, Victor Torres III
Budget & Finance:	Matt Crain, Rick Reger
Director Evaluation:	Matt Crain, Richard Johnson, Carolyn Myers
Executive:	Richard Johnson (P), Deb Gibson (VP), Matt Crain (S)
Nominating:	Kate Reynolds, Brenda Thorbs-Weber



Volunteer Services Policy

Section: Administration

Approved: 2/21/2008

Reviewed:

Revised: 2/17/2011, 3/20/2014, 2/18/2016, 1/17/2019, 2/17/2022

Ames Public Library (APL) will utilize volunteers in order to enhance library services, programming and resources.

The Library will not be dependent on volunteers for daily operations. Volunteers will not replace or displace employed staff.

Definitions

- **Adult Volunteers:** Individuals who are 18 years of age or older.
- **Youth Volunteers:** Students in 5th through 12th grades.
- **Regular Volunteers:** Individuals who are assigned long term, ongoing tasks in which shifts are scheduled on a regular weekly, biweekly, or monthly basis.
- **Ad Hoc Volunteers:** Individuals or groups who volunteer for a single event or short term basis without intention or consideration of long term placement.
- **Community Service Program:** Participants include people who have a court-ordered community service obligation, people involved in court diversion programs, and students under disciplinary action from a school or APL.
- **Fee Alternative Program:** This program is offered to library patrons who would like to volunteer in order to reduce their library fees.

Eligibility

Adults and students in 5th grade or older may participate in Volunteer Services programming, with the following exceptions:

- Groups of children younger than the 5th grade who are completing a service learning assignment through school or another organization. Adult supervision from the school or organization may be required.
- A child younger than the 5th grade accompanied by their parent, grandparent, or guardian.

Application Process

Volunteers will complete an application and agree to the terms stated in the guidelines. Applicants under the age of 16 are required to have a parent or guardian sign the application and agree to the terms stated in the guidelines

Volunteers will also complete an interview with the Volunteer Services Coordinator or designee.

Ad Hoc volunteers may not be required to complete an application or interview prior to the event or activity they are participating in.

Background Checks

Volunteer applicants 18 years of age and older will be subject to a background check. Background checks may be repeated during the volunteer's tenure at APL.

All volunteer applications indicating a criminal history (misdemeanor, felony, deferment) will be reviewed by the Volunteer Services Coordinator and leadership staff.

- Applicants with a criminal history will only be accepted if the designated staff determines that the placement of that applicant will not jeopardize the safety of APL patrons and staff or the integrity of APL resources.
- Any applicant with a history of crimes against a minor will automatically be denied volunteer placement.
- A volunteer or applicant under investigation for or charged with crimes against a minor will be suspended or disqualified from volunteering until the issue is resolved.

Ad Hoc Volunteers may not be subject to background checks.

Documentation

A record will be maintained for each volunteer. The volunteer record may include the following information: volunteer application; results of background checks; copy of driver's license, if required; copy of any other licensure, if required; results of probationary period; and progress notations. Additionally, APL staff will maintain records of each volunteer's hours of service and job performance.

Volunteer Placement

All new Regular Volunteers at Ames Public Library will be assigned a task or activity according to their interests, skills, and APL needs. Placement may be contingent on a valid driver's license and the results of a background check.

Ad Hoc Volunteer assignments will be limited to low-risk activities, as determined by the Volunteer Services Coordinator and leadership staff.

Probationary Period

Volunteers will be subject to a probationary period as determined by each workgroup and/or immediate supervisor. Continued volunteer service at APL is contingent on the successful completion of this probationary period.

Supervision

All volunteers are under the supervision of the Volunteer Services Coordinator. Volunteer workflow, training and performance evaluation may be conducted by other designated APL staff. The Volunteer Services Coordinator will be responsible for designating a trainer who will directly oversee the volunteer's performance.

Dismissal

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violation of library rules. The library staff reserves the right to dismiss a volunteer at any time.

Staff as Volunteers

Library staff, or former staff, may be eligible to volunteer under the following circumstances:

- The volunteer work is being performed under the umbrella of a separate Library organization (e.g. APL Friends Foundation).
- The volunteer is serving as a representative of an outside organization (e.g. ISU) which is participating in an event sponsored by the Library.
- Former staff members have not been employed by the Library for a period of at least three months and are not assigned to their previous job responsibilities.

Library Request to APLFF for FY25 Funding

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
MAY 16, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, requests that Ames Public Library Friends Foundation provide funding in the amount of \$342,379 for fiscal year 2024/25 for the following purposes.

Programming.....	\$58,000.00
Collections.....	\$85,000.00
Marketing and Promotions	\$11,500.00
Project Smyles	\$30,000.00
Community Engagement Position	\$36,000.00
Innovations.....	\$10,000.00
Professional Development	\$7,250.00
Summer Food	\$18,000.00
Interns & Benefits.....	\$51,629.00
Bus Tickets for Welcome Kits	\$13,000.00
Literary Grounds Supplies.....	\$4,000.00

Richard Johnson, President

Matt Crain, Secretary

Background: The library contracts annually with OCLC for cooperative collection cataloging and certain interlibrary loan services. The Subscription Renewal Notice for the coming fiscal year appears on the following page and Board approval is needed because the annual cost exceeds \$25,000.

The net cost of OCLC services was \$36,054.93 in fiscal year 2023/24 (FY24). As shown on OCLC's renewal notice, FY25 charges will be \$37,546.40.

Requested Action: Staff requests approval to renew OCLC Cataloging and Metadata and WorldShare Inter-library Loan Subscriptions for FY25 at a cost not to exceed \$37,546.40.



Renewal

OCLC Symbol
UIB
Customer ID
38733

Currency
USD
Renewal Period
7/01/2024 to 6/30/2025

Renewal Order
1000177319
4/01/2024

Ames Public Library
Alissa LEE DORNINK
515 Douglas Ave
Ames IA 50010
United States

Participant Library
Ames Public Library (UIB)

515 Douglas Ave
Ames IA 50010
United States

Item Code	Item	Amount
3000030	Cataloging and Metadata Subscription	\$35,693.83
3000065	WorldShare ILL	\$1,852.57
Total USD		\$37,546.40

THIS IS NOT AN INVOICE. An invoice will follow at the start of your subscription period.

We appreciate your subscription to OCLC services and hope you are pleased with the service and the support you have received during the past year. Your subscription(s) will automatically renew on 7/1/2024.

If you wish to continue your subscription as is, with no changes, no action is required by you at this time. If you wish to change or cancel your subscription(s) please contact OCLC Order Services at orders@oclc.org. Your renewal order number is 1000177319. If your institution requires a PO, please provide the new details to OCLC prior to your renewal date.

PLEASE NOTE: we require written confirmation for cancellation requests at least 30 days before your subscription renews on 7/1/2024.

If you have any questions about this service or need help using it, please contact OCLC support in your region at <http://oclc.org/support>.

Thank you
OCLC Order Services

* Please note prices are current as of the date of this notice and are subject to change.

This transaction is subject to the relevant OCLC Framework Agreement ("FA") and the Schedules related to each product listed on this notice, found at: <http://oclc.org/service-agreements>, unless a signed agreement governing the transaction has been entered into by the parties.

Renewal of OCLC Subscriptions for Fiscal Year 2024/25

**BOARD OF TRUSTEES
AMES PUBLIC
LIBRARY MAY 16, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of OCLC Subscription Services for fiscal year 2024/25 in the amount of \$37,546.40.

Richard Johnson, President

Matt Crain, Secretary