

Ames Public Library Board of Trustees
Agenda – January 18, 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) Motion approving minutes of the regular meeting December 21, 2023
- 2) Motion approving payment of claims 12/1/23 – 12/31/23

Public Forum

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

Activity Reports

- 3) Administration – Klein-Hewett
- 4) APLFF – Myers
- 5) Budget & Finance Committee – Crain (Action)

Board Education

- 6) IDEA Center – Tuckness

Policy Review

- 7) Donations (Action)
- 8) Art (Discussion)

New Business

- 9) Agreement with the Ames Public Library Friends Foundation (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, February 15, 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.

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
December 21, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 21, 2023, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway, Myers, Reynolds, and Thorbs-Weber in attendance. Reger and Torres III were excused. Director Schofer and citizen Rearick were also in attendance.

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

Consent Agenda:

Moved by Thorbs-Weber, seconded by Myers, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting November 16, 2023
2. Motion approving payment of claims 11/1/23 – 11/30/23

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

Public Forum: None – Rearick present for observation, no comments for the Board.

Activity Reports:

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

- Schofer clarified that one item requested by Monahan was purchased, additionally staff offered to put other items on hold through interlibrary loan for him and shared titles of similar items that the library already has. As part of the selection process, the library does not buy older items to add to the collection. Monahan's article in the Ames Tribune was misleading. Mitchell-Conway was disappointed that the Tribune did not investigate the story before publication.
- There was a disturbance in the library last week when police served a warrant and arrested someone in the lobby. The person did not initially comply and there was yelling and movement. ARCH (Alternative Response for Community Health) arrived to assist with de-escalation. Customer Account Services staff and additional Person in Charge Team (PIC) members helped re-direct patrons and keep the space clear. Youth staff assisted with self-check in their area. Schofer and Managers followed up with involved staff in-person and via email to the entire staff acknowledging that incidents like this can be hard to witness and reminded staff of available EAP resources. The PIC team will debrief and address any follow-up that may be needed.
- The library is experiencing more incidents. Managers are discussing additional support options to offer and have identified some trauma informed care video trainings for all staff as well as some de-escalation training. This may include inviting ARCH to talk about their work and approach. The PIC team will have NARCAN training next week. The PIC team attended Mental Health First Aid together previously and will make sure new PIC staff attend. On a related note, there is a public session of Mental Health First Aid in January.

- The new Adult Services Librarian, Molumby, started last week. She comes from Iowa City and has worked in an academic /health library previously.
- The new IDEA Center opened on December 2nd. Approximately forty people came by to check things out. The city did a Facebook Live with us that day and filmed a short promo video that will be used for promotions.
- The Strategic Planning Teams (Data, Survey, Community Engagement, Staff/Volunteer/Board Engagement) were announced and have begun meeting.
- The Strategic Planning Survey is in process. We are translating it into four languages to be more inclusive. We have received the Mandarin and Arabic translations back. We plan to send the survey out later in January.
- Schofer will be taking FMLA leave in January. Klein-Hewett will take her place at the January Board meeting. The IDEA Center will be the Board Education topic.
- The budget review meeting with the City Manager will be on January 4th.

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

- The Holiday Campaign is receiving approximately 25-30% response.
- Luze will be working on a feasibility study for future campaigns.
- Raygun has been selling t-shirts; fifty have already been sold. APLFF will receive \$10/shirt sold.
- The booksale had record attendance on opening night and did very well. The next booksale is in March.
- Literary Grounds continues to do well.

Board Education:

Luze, Ames Public Library Friends Foundation Development Director, introduced herself and discussed her experience and objectives with the Board.

Policy Review:

Exam Proctoring: 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 Mitchell-Conway, to approve the review of the Exam Proctoring Policy as presented.

Vote on Motion: 6-0 (Reynolds abstained; Reger and Torres III excused). Approved unanimously. Resolution No. 2023-L026 adopted.

Donations: Schofer introduced the policy. The policy is being reviewed by the Legal Department. The Board discussed the policy. This policy will be brought back next month for action after being reviewed. No changes are expected.

New Business:

Ames Public Library Bid Number 2024-050 - Library Furniture International: Ames Public Library, through the City of Ames Purchasing Department, issued a request for bids for a new or custom-built play structure for the children's area on September 25, 2023.

On October 17, 2023, one bid was received from Library Furniture International in the amount of \$69,661.

Moved by Mitchell-Conway, seconded by Gibson, to approve the bid received from Library Furniture International in the amount of \$69,661 and authorize the Director to sign necessary agreements.

Vote on Motion: 6-0 (Reynolds abstained; Reger and Torres III excused). Approved unanimously. Resolution No. 2023-L027 adopted.

Trustee Comments:

- Johnson – complimented Thorbs-Weber’s festive outfit. Thanks everyone for the last meeting of this year; a lot of good stuff. Thanks to all the library staff.
- Crain – thanks everyone. He hopes everyone has a good holiday and New Year.
- Mitchell-Conway – happy festmas. Diversity is important.
- Thorbs-Weber – hopes everyone has a wonderful 2024 and goes into it grateful. She will not be at the January meeting. Her and Reger will present the slate at the February meeting, so please be ready for them to reach out for nominations for the executive committee.
- Gibson – just wanted to reiterate what is going to be a wonderful transition for the Ames Public Library Friends Foundation and the fundraising committee. Luze is very knowledgeable and passionate about libraries. She has a lot of potential and will be a great asset.
- Myers – agrees with Gibson. Happy holidays to everyone.
- Reynolds – the City HR department will be sending out a survey to all trustees on behalf of the Director’s Evaluation Committee. Please fill it out. Happy holidays and New Year. She enjoys working with everyone.

Adjournment:

Moved by Myers, seconded by Mitchell-Conway, to adjourn at 7:59 pm.

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

The next regular meeting will be on Thursday, January 18, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
December 1 - December 31, 2023

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	\$	689.62
PAYROLL SUMMARY	FICA	\$	2,948.69
PAYROLL SUMMARY	IPERS	\$	4,571.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	154.58
MESSENGER SVC ALLOCATION	MESSENGER SERVICE	\$	1,888.60
NOV 2023 PRINTING CHARGES	PRINT SHOP SERVICES	\$	525.85
NOV 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	1,911.34
OCT 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	608.47
NOV 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,174.20
OCT 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,174.20
FITZ ELECTRIC	OUTSIDE PROFESSIONAL SVCS	\$	70.54
THEBIGWORD INC	OUTSIDE PROFESSIONAL SVCS	\$	3.42
TODAY'S BUSINESS SOLUTION	OUTSIDE PROFESSIONAL SVCS	\$	84.16
BARAKAT, RADWA ABDELRAZEK	OUTSIDE PROFESSIONAL SVCS	\$	130.00
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	6,157.61
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(212.29)
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$	300.80
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	\$	426.43
ASPEN WASTE SYSTEM OF IA	WASTE DISPOSAL	\$	230.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	1,428.78
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
CONTROL INSTALLATIONS OF	STRUCTURAL REPAIRS	\$	350.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	903.56
OCLC INC	TECHNOLOGY MAINT/SUPPORT	\$	4,518.24
PREMIER OFFICE EQUIPMENT	LEASES	\$	555.45
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$	170.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	12,174.89
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	204.72
CH ISSUES	OFFICE SUPPLIES	\$	165.36
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	(127.96)
BANK OF AMERICA	OFFICE SUPPLIES	\$	38.12
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	(148.84)

Library Claims
December 1 - December 31, 2023

ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	548.50
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	403.05
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	426.80
BANK OF AMERICA	CLEANING SUPPLIES	\$	808.97
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	109.55
BANK OF AMERICA	FOOD	\$	116.00
Total Administration		\$	109,481.49

Resource Services FY24

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	\$	1,718.34
PAYROLL SUMMARY	IPERS	\$	2,783.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	35.40
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	482.04
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	2.51
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	218.22
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	85.57
AMAZON CAPITAL SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	59.93
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	9,237.04
OVERDRIVE	ELECTRONIC COLLECTION	\$	3,922.39
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,129.00
ADVANTAGE ARCHIVES LLC	ELECTRONIC COLLECTION	\$	2,135.00
USA TODAY	PERIODICALS	\$	94.28
CFRA	PERIODICALS	\$	465.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	5,456.74
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,697.87
BANK OF AMERICA	YOUTH COLLECTION	\$	125.04
PENWORTHY COMPANY	YOUTH COLLECTION	\$	724.26
CAVENDISH SQUARE	YOUTH COLLECTION	\$	204.44
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	697.83
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	952.66
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,675.99
LIBRARY IDEAS LLC	AUDIO-VISUAL COLLECTION	\$	737.64
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	900.44
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	884.96
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	5,064.49
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,807.40
SAGE PUBLICATIONS INC	ADULT PRINT COLLECTION	\$	440.16

Library Claims
December 1 - December 31, 2023

BANK OF AMERICA	ADULT PRINT COLLECTION	\$	418.10
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	389.74
Total Resource Services		\$	84,977.08
Youth Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,410.86
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	429.60
PAYROLL SUMMARY	DENTAL INSURANCE	\$	436.98
PAYROLL SUMMARY	IPERS DISABILITY	\$	184.05
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,018.52
PAYROLL SUMMARY	MEDICARE FICA	\$	600.59
PAYROLL SUMMARY	FICA	\$	2,567.94
PAYROLL SUMMARY	IPERS	\$	4,138.57
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	52.62
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	8.99
Total Youth Services		\$	60,922.99
Adult Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,786.26
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	\$	651.72
PAYROLL SUMMARY	FICA	\$	2,786.66
PAYROLL SUMMARY	IPERS	\$	4,322.20
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	54.93
2023-4 CODE SUPPLEMENT	PRINT SHOP SERVICES	\$	7.86
Total Adult Services		\$	61,440.82
Customer Account Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	51,223.74
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	14,180.12
PAYROLL SUMMARY	DENTAL INSURANCE	\$	285.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	192.49
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,048.82
PAYROLL SUMMARY	MEDICARE FICA	\$	916.14
PAYROLL SUMMARY	FICA	\$	3,917.27
PAYROLL SUMMARY	IPERS	\$	6,091.97
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	78.53
YTD CREDIT CARD FEES	OUTSIDE PROFESSIONAL SVCS	\$	(253.76)
YTD CREDIT CARD FEES	CREDIT CARD/BANK CHARGES	\$	253.76
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	61.26

Library Claims
December 1 - December 31, 2023

NEAL, JESSIE	TRAVEL/MEETINGS	\$	40.28
BANK OF AMERICA	RECRUITING COSTS	\$	345.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	68.95
Total Customer Account Services		\$	83,546.86
Total FY24:		\$	400,369.24
Kate Reynolds, President	Richard Johnson, Secretary	Date	

	Administration	Resource Services	Youth Services	Adult Services	Customer Account Services	Total General Fund Budget	Direct State Aid 238	APLFF 239	Donations 241	Total Budget	% Spent	% Remaining
10 ** PERSONAL SERVICES												
BUDGET	\$ 582,512.00	\$ 356,882.00	\$ 552,266.00	\$ 611,356.00	\$ 792,779.00	\$ 2,895,795.00		\$ 101,893.28		\$ 2,997,688.28	46.27%	53.73%
Expenses	\$ 290,892.24	\$ 177,495.84	\$ 254,022.82	\$ 256,165.61	\$ 390,975.37	\$ 1,369,551.88		\$ 17,344.34		\$ 1,386,896.22		
Remaining Funds	\$ 291,619.76	\$ 179,386.16	\$ 298,243.18	\$ 355,190.39	\$ 401,803.63	\$ 1,526,243.12		\$ 84,548.94		\$ 1,610,792.06		
20 ** EMPLOYEE BENEFITS												
BUDGET	\$ 222,908.00	\$ 137,311.00	\$ 181,750.00	\$ 161,090.00	\$ 209,900.00	\$ 912,959.00		\$ 20,301.62		\$ 933,260.62	50.90%	49.10%
Expenses	\$ 113,238.11	\$ 68,981.57	\$ 97,651.02	\$ 85,779.83	\$ 106,489.25	\$ 472,139.78		\$ 2,931.89		\$ 475,071.67		
Remaining Funds	\$ 109,669.89	\$ 68,329.43	\$ 84,098.98	\$ 75,310.17	\$ 103,410.75	\$ 440,819.22		\$ 17,369.73		\$ 458,188.95		
30 ** INTERNAL SERVICES												
BUDGET	\$ 135,977.00	\$ 3,475.00	\$ 4,695.00	\$ 4,320.00	\$ 4,507.00	\$ 152,974.00	\$ 250.00	\$ -		\$ 153,224.00	12.96%	87.04%
Expenses	\$ 19,387.73	\$ -	\$ 174.55	\$ 88.72	\$ 12.75	\$ 19,663.75	\$ 143.20	\$ 47.50		\$ 19,854.45		
Remaining Funds	\$ 116,589.27	\$ 3,475.00	\$ 4,520.45	\$ 4,231.28	\$ 4,494.25	\$ 133,310.25	\$ 106.80	\$ (47.50)		\$ 133,369.55		
40 ** CONTRACTUAL												
BUDGET	\$ 443,263.00	\$ 44,747.00	\$ 11,010.00	\$ 6,560.00	\$ 15,361.00	\$ 520,941.00		\$ 68,714.42	\$ -	\$ 589,655.42	69.48%	30.52%
Expenses	\$ 307,743.93	\$ 39,070.43	\$ 5,844.91	\$ 6,473.44	\$ 5,660.58	\$ 364,793.29		\$ 44,875.74	\$ -	\$ 409,669.03		
Remaining Funds	\$ 135,519.07	\$ 5,676.57	\$ 5,165.09	\$ 86.56	\$ 9,700.42	\$ 156,147.71		\$ 23,838.68	\$ -	\$ 179,986.39		
60 ** COMMODITIES												
BUDGET	\$ 58,483.00	\$ 30,530.00	\$ 1,800.00	\$ 1,185.00	\$ 4,625.00	\$ 96,623.00	\$ 12,250.00	\$ 135,338.05	\$ 2,000.00	\$ 246,211.05	34.42%	65.58%
Expenses	\$ 20,621.79	\$ 9,962.93	\$ 1,011.40	\$ 71.11	\$ 2,004.55	\$ 33,671.78	\$ 6,067.50	\$ 45,005.33	\$ -	\$ 84,744.61		
Remaining Funds	\$ 37,861.21	\$ 20,567.07	\$ 788.60	\$ 1,113.89	\$ 2,620.45	\$ 62,951.22	\$ 6,182.50	\$ 90,332.72	\$ 2,000.00	\$ 161,466.44		
61 ** LIBRARY COLLECTION												
BUDGET		\$ 587,518.00				\$ 587,518.00	\$ 5,000.00	\$ 82,000.00	\$ 3,500.00	\$ 678,018.00	54.50%	52.23%
Expenses		\$ 335,441.90				\$ 335,441.90	\$ -	\$ 33,718.24	\$ 348.66	\$ 369,508.80		
Remaining Funds		\$ 252,076.10				\$ 252,076.10	\$ 5,000.00	\$ 93,931.76	\$ 3,151.34	\$ 354,159.20		
75 ** CAPITAL												
BUDGET							\$ -		\$ -	\$ -	0.00%	0.00%
Expenses							\$ -		\$ -	\$ -		
Remaining Funds							\$ -		\$ -	\$ -		
80 ** OTHER												
BUDGET		\$ 1,250.00				\$ 1,250.00		\$ 39,387.94		\$ 40,637.94	1.48%	98.52%
Expenses		\$ 600.35				\$ 600.35		\$ -		\$ 600.35		
Remaining Funds		\$ 649.65				\$ 649.65		\$ 39,387.94		\$ 40,037.59		
TOTAL BUDGET	\$ 1,443,143.00	\$ 1,161,713.00	\$ 751,521.00	\$ 784,511.00	\$ 1,027,172.00	\$ 5,168,060.00	\$ 17,500.00	\$ 584,285.31	\$ 5,500.00	\$ 5,775,345.31	48.76%	50.56%
TOTAL EXPENSES	\$ 751,883.80	\$ 631,553.02	\$ 358,704.70	\$ 348,578.71	\$ 505,142.50	\$ 2,595,862.73	\$ 6,210.70	\$ 213,621.04	\$ 348.66	\$ 2,816,043.13		
TOTAL REMAINING	\$ 691,259.20	\$ 530,159.98	\$ 392,816.30	\$ 435,932.29	\$ 522,029.50	\$ 2,572,197.27	\$ 11,289.30	\$ 331,276.33	\$ 5,151.34	\$ 2,919,914.24		
% Spent	52.10%	54.36%	47.73%	44.43%	49.18%	50.23%	35.49%	36.56%	6.34%	48.76%		
% Remaining	47.90%	45.64%	52.27%	55.57%	50.82%	49.77%	64.51%	63.44%	93.66%	51.24%		

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



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, 1/18/2024

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](#)

Donations Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 18, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions of the Donations Policy as presented.

Kate Reynolds, President

Richard Johnson, Secretary



Art Collection Policy

Section: Administration

Approved: 9/17/2015
Reviewed: 2/17/22
Revised: 1/21/2016

Ames Public Library collects and displays artwork to connect Library visitors to the world of ideas through works of art.

Authority

The Art Committee is a committee appointed by the President of the Library Board of Trustees. The committee's duties are to periodically:

- review gifts of art donated for the Library's art collection;
- make recommendations on purchase, selection, or deacquisition of artwork; and
- advise Library staff on placement and duration of displays of artwork from the library collection.

The Art Committee is not empowered to finalize proposals or decisions unless specifically authorized by action of the Board of Trustees. The Board of Trustees retains the right to accept or refuse any donation, as detailed in the Donations Policy.

Display of artwork not owned by the Library is governed by the Display Spaces Policy.

Focus

Ames Public Library's collection of artwork shall focus on:

- art related to books;
- art influenced by the written word;
- art about changing forms of communication; and
- art with local significance.

Preference may be given to local or regional artists.

Addition of works outside these parameters will be reviewed on a case-by-case basis.

Acquisition Guidelines

Objects may be added to the collection by means of gift, bequest, purchase, exchange, or any other transaction by which the title of the object(s) passes to the Ames Public Library. All objects acquired by Ames Public Library shall become the sole property of Ames Public Library and shall not be encumbered or restricted. 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 will be executed, with a copy provided to the donor.

The committee may recommend acquisition by purchase or acceptance of donation, subject to the following guidelines:

- artistic merit;

- general appropriateness for a library;
- availability of space in the library building for the piece;
- the Library's ability to provide proper care, including conservation, maintenance, security and storage; and
- the Ames Public Library Donations Policy guidelines.

References

Library Policies:

[Donations Policy](#)

[Display and Exhibit Spaces Policy](#)

Agreement Between Ames Public Library Board of Trustees and Ames Public Library Friends Foundation

1. Background

Ames Public Library Friends Foundation (APLFF) is a 501(c)(3) entity incorporated in the State of Iowa. The purpose of APLFF is to operate exclusively for the public benefit of Ames Public Library (the Library).

2. Purpose

APLFF provides an ongoing, tax-exempt, not-for-profit repository for the accumulation of funds in support of the Library. These funds may be used for capital improvements to the Library, for a fund for meeting short-term budget contingencies, special projects of the Library, or for an endowment fund. This support is considered to be in addition to the continuing tax-support responsibilities of the City of Ames and other funding jurisdictions. APLFF will also be prepared to organize and conduct fundraising efforts initiated or endorsed by the Library Board of Trustees. APLFF will not attempt to define the needs of the Library; rather, it will respond as appropriate to those needs defined by the Library Board of Trustees.

3. Goals

The goals of APLFF shall include the following:

- a. To establish a financially secure investment fund for the receipt of gifts for the benefit of the Library.
- b. To promote deferred giving in support of the Library through estate planning, life insurance beneficiary designation, trusts and other mechanisms.
- c. To develop broad recognition in the community that will serve as a base of support for future fundraising efforts.
- d. To ensure that contributions are used in accordance with donors' specifications.

4. Responsibilities

- a. APLFF agrees to operate in such a manner that retains its legal status as a tax-exempt, non-profit organization pursuant to section 501(c)(3) of the Internal Revenue Code, or any successor statute.
- b. In support of the actions of the Library Board of Trustees, APLFF will conduct public fundraising efforts, will maintain bank accounts and other investments, may establish and operate endowment and trust funds, and will respond to requests for funding from the Library Board of Trustees within the ability of APLFF.
- c. APLFF will be responsible for determining the extent to which its fundraising is feasible within the community.
- d. APLFF may utilize funds to support its operational requirements.
- e. APLFF utilizes Library resources to achieve its objectives; usage of such resources and compensation related thereto are governed by a Memorandum

of Understanding executed between the Library Board of Trustees and APLFF.

- f. APLFF will make its budget available at the Library Board’s request.
- g. APLFF will engage a professional to conduct an annual financial review.

5. Relationship

Although APLFF exists as an independent fundraising body, the purposes for which those funds are solicited and the timing and nature of fundraising activities are to be determined by the Library Board of Trustees. Two members of the Library Board of Trustees serve on the APLFF Board of Directors and a regular liaison is established between the two boards. The APLFF Board of Directors recognizes the role of the Library Board of Trustees as the body responsible for the operations of the Library, the establishment of Library policy and the development of plans and budgets for the Library. The Library Board of Trustees will use the funds in accordance with the corresponding specified needs.

6. Duration of the Agreement

This agreement shall take effect immediately and shall replace the previous agreement executed December 19, 2020. This agreement shall stay in force in perpetuity or upon the dissolution of either entity. This agreement may be revised at any time but shall be reviewed by both parties at least every three years.

Signed _____	_____
Kate Reynolds, President Ames Public Library Board of Trustees	Date

Signed _____	_____
Andrew Zbaracki, President Ames Public Library Friends Foundation	Date

Agreement with Ames Public Library Friends Foundation

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 18, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, adopts the reviewed Agreement with Ames Public Library Friends Foundation as presented.