

Ames Public Library Board of Trustees
Agenda – September 19, 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 August 15, 2024
- 2) Motion approving payment of claims 8/1/24 – 8/31/24

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

- 3) City of Ames DEI Coordinator - Eames
- 4) Administration – Schofer
- 5) APLFF – Gibson/Myers

Policy Review

- 6) Social Media Policy (Action)
- 7) Financial Limits Authority (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, October 17, 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
August 15, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, August 15, 2024, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Mitchell-Conway (7:05 pm), Myers (7:05 pm), Rearick, Reynolds (7:06 pm), and Thorbs-Weber in attendance. Reger was excused. Sustainability Coordinator Sagan, Director Schofer, and Community Relations Specialist Ocken were also in attendance.

Call to Order: President Johnson called the meeting to order at 7:04 p.m.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting July 18, 2024
2. Motion approving payment of claims 7/1/24 – 7/31/24

**Vote on Motion: 5-0 (Mitchell-Conway, Myers, Reger, and Reynolds excused).
Approved unanimously.**

Public Forum: None

Activity Reports:

Assistant City Manager Report: Sustainability Coordinator Sagan introduced himself and gave a report to the Board in Goldbeck's absence.

- Sagan showed the design winner of the Human Relations Commission t-shirt contest.
- The new playground equipment will be installed at Christopher Gartner Park. Staff completed the installation of the concrete border, Engineered Wood Fibers, connecting concrete walkways, and final grading as part of the Christopher Gartner Park Renovation.
- Staff received almost 400 survey responses from Ames' residents regarding their choice of playground equipment to be installed in Bandshell and Stuart Smith Parks. Play Pro Recreation, Clive, Iowa, will be providing two playground pieces and swings to be installed later this year. The playground equipment at Bandshell and Stuart Smith Parks have been in place for almost 20 years.
- The National Night Out on August 6th this year was a major success. Hosted by Police Department in partnership with Blast Back to School and Hope in Christ Back to School Celebration. This year instead of giving away school supplies, they gave away shoes since we've heard from families that this is a big expense for most families at the beginning of the school year. This year we had 839 pairs of shoes, 700 bike helmets, 900+ pairs of socks, and 1100 hotdogs/chips/fruit snacks to give away. There were many displays and giveaways highlighting public safety, mental health, and other services throughout Story County. We can't wait for next year and are sure that Ames Police Department are already spit balling ideas on how to make it bigger and better! See you in 2025!

- City Council authorized staff to enter into an agreement with a consultant to host community conversations around homelessness. Goldbeck will be leading that effort with Story County and United Way. They are working on a work plan that will be shared with service providers for feedback. The goal is to start the conversations in late September or early October.
- ISU Students will be back on campus soon. City staff will be busy participating in ISU events including Welcomefest and the student housing fair, trying to connect with students and welcoming them back to the City and providing reminders about what they might need to know as returning or new residents to Ames.

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

- The Library is a LED certified building. We participate in the food diversion program, cardboard recycling, repair café, and seed library just to name a few ways we may work with Sagan.
- Schofer and Klein-Hewett are going to Washington D.C. next Friday to table at the National Book Festival representing the Iowa Center for the Book as Ames Public Library.
- Chomskie, a new Youth Library Assistant, is starting Monday, August 19.
- The Adult Library Assistant position drew 130 applicants. 118 of those applicants met the qualifications. The pool was narrowed down to thirteen phone interviews which will happen next week.
- Schofer will continue to meet with other City co-workers on next steps for supporting unhoused individuals in the community. They recently coordinated with Mary Greeley Mental Health and Bridge Home to support a few young adults we were seeing regularly. City asked Council for money for a facilitator to convene community conversations with providers to assess gaps and get input from those unhoused and impacted.
- We are wrapping up summer. We continue to be busy. Tomorrow is the last day for free summer meals. We served 150 today and ran out of food, so we needed to place a final order with Sam's Club today to cover tomorrow.
- Chevron REG one of our funders came by on Wednesday and it was a great visit.
- Staff will take a bit of a break from programming, and the Bookmobile will go in for maintenance service next week then we'll gear up for fall.
- Welcome Weekend Activities are August 23-25. The auditorium will be set up to welcome Iowa State University students with games, library cards, giveaways and a selfie station.
- Pridefest is Saturday September 14. There will be programs throughout the day as events also happen outside, with outreach at a campus event for students who are parents. Touching on Pride programming, we will likely get feedback from some community members around programming. We will have drag story time. We offer it in response to requests from our community and in collaboration with our Ames Pride partners. To support staff who may be the ones who may get asked questions or be receiving some of that feedback we send out an email with some talking points.
- Sunday, September 15 is Wheatsfield 50th anniversary. The bookmobile will be there with staff tabling.

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

- No meeting was held in August.
- 167 people attended Pub Fiction.
- Trivia Night will be held October 16 at Alluvial.
- The Fundraising Committee met with Rippke Design to review mood board for the updated branding.

Board education: Ocken, Community Relations Specialist, was present to talk to the Board about what her and Marketing Assistant Ramey do including all the printed marketing materials, Page One newsletter, website maintenance, bookmarks, brochures, social media, digital signs, email marketing, etc. and how they have been more intentional about diversity, accessibility, and photography.

Policy Review:

Mission, Values, and Strategic Planning Policy: This policy was brought to the Board last month for discussion and reviewed by staff. Recommended changes include adding a link to the City's website and changing The Ames Public Library Board of Trustees to The Ames Public Library and Board of Trustees. Board discussed the policy.

Moved by Myers, seconded by Reynolds, to approve the review of the Mission, Values, and Strategic Planning Policy as presented.

Vote on Motion: 7-0 (Johnson abstained; Reger excused). Approved unanimously. Resolution No. 2024-L018 adopted.

Social Media Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. May have legal review, may reach out to other libraries, not to infringe on people's freedom of speech.

Trustee Comments:

- Crain – reading answers to questions prepared for staff, think it's well prepared and good comments, thanks for providing it.
- Myers – agree, it helps staff figure it out what to say. She appreciates everything Ocken and Ramey do. Everything always looks amazing. She's very impressed.
- Rearick – thank you all for the good discussion.
- Gibson - think it's great for laying the ground work. How many times has the Library done drag story time? How many times has there been push back?
- Mitchell-Conway – Mercury is in retrograde in Leo on August 28th.
- Thorbs-Weber – volunteered at the middle school National Night Out. Always great to see the bookmobile there. Do we ever think of advertising in the mall up north with so many open stores? Do we ever think of us putting something there like having a booksale during holiday shopping time?
- Reynolds - no additional comments. Thank you everyone.

- Johnson – very interesting meeting with good conversations. He enjoyed it. Looking forward to things to come.

Adjournment:

Moved by Reynolds, seconded by Myers, to adjourn at 8:16 p.m.

Vote on Motion: 7-0 (Johnson abstained; Reger excused). Approved unanimously

The next regular meeting will be on Thursday, September 19, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Matt Crain, Board Secretary

Library Claims
August 1 - August 31, 2024

Administration FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,717.98
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	233.31
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	10,485.10
PAYROLL SUMMARY	MEDICARE FICA	\$	724.15
PAYROLL SUMMARY	FICA	\$	3,096.37
PAYROLL SUMMARY	IPERS	\$	4,787.78
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	160.70
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$	88.36
CONVERGINT TECHNOLOGIES	OUTSIDE PROFESSIONAL SVCS	\$	422.50
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	285.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.34)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	9,769.14
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(342.78)
VEND 7247 INV 700690	OUTSIDE PHONE/DATA SVCS	\$	(1,046.63)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.25
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	480.70
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	242.44
ALLIANT ENERGY/IPL	NATURAL GAS	\$	73.49
RECLASS ACI MECHANICAL	MAINTENANCE CONTRACTS	\$	1,008.00
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	\$	4,861.84
RECLASS ACI MECHANICAL	STRUCTURAL REPAIRS	\$	(1,008.00)
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	141.00
CONVERGINT TECHNOLOGIES	TECHNOLOGY MAINT/SUPPORT	\$	499.53
PREMIER OFFICE EQUIPMENT	LEASES	\$	633.46
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
ABM JANITORIAL	NON-CITY SERVICE	\$	7,461.07
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	206.15
CH ISSUES	OFFICE SUPPLIES	\$	199.80
BANK OF AMERICA	OFFICE SUPPLIES	\$	132.82
STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	\$	92.09
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	13.94
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	71.45
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$	426.80
BANK OF AMERICA	CLEANING SUPPLIES	\$	23.16
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	84.11
Total Administration		\$	98,677.94
Resource Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,908.04
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50

Library Claims
August 1 - August 31, 2024

PAYROLL SUMMARY	IPERS DISABILITY	\$	142.18
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,560.28
PAYROLL SUMMARY	MEDICARE FICA	\$	416.29
PAYROLL SUMMARY	FICA	\$	1,779.95
PAYROLL SUMMARY	IPERS	\$	2,917.72
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	37.08
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	486.59
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	18.98
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	457.61
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	63.68
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	665.02
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,971.85
GREY HOUSE PUBLISHING INC	ELECTRONIC COLLECTION	\$	2,395.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	11,202.99
ENCYCLOPAEDIA BRITANNICA	ELECTRONIC COLLECTION	\$	2,695.00
MANGO LANGUAGES	ELECTRONIC COLLECTION	\$	6,443.01
KANOPY LLC	ELECTRONIC COLLECTION	\$	970.00
THE NEW YORK TIMES	ELECTRONIC COLLECTION	\$	2,204.80
DOW JONES & COMPANY INC	ELECTRONIC COLLECTION	\$	1,260.00
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$	45.50
USA TODAY	PERIODICALS	\$	94.28
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,659.44
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	427.66
CAVENDISH SQUARE	YOUTH COLLECTION	\$	186.03
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	497.40
PAST PRESENT FUTURE PUBLI	YOUTH COLLECTION	\$	67.00
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	595.62
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,962.00
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	209.00
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	770.31
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	300.32
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	7,217.26
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,310.37
GREY HOUSE PUBLISHING INC	ADULT PRINT COLLECTION	\$	514.05
TSAI FONG BOOKS INC	ADULT PRINT COLLECTION	\$	51.31
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$	629.67
BALLEW, HOWARD	REFUNDS	\$	29.97
Total Resource Services		\$	99,494.74
Youth Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,543.65
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	3,815.10
PAYROLL SUMMARY	DENTAL INSURANCE	\$	441.40
PAYROLL SUMMARY	IPERS DISABILITY	\$	163.32

Library Claims
August 1 - August 31, 2024

PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,992.96
PAYROLL SUMMARY	MEDICARE FICA	\$	652.55
PAYROLL SUMMARY	FICA	\$	2,790.34
PAYROLL SUMMARY	IPERS	\$	4,461.45
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	58.41
BANK OF AMERICA	RECRUITING COSTS	\$	1,226.16
ALTIZER, KATHERINE	RECRUITING COSTS	\$	78.83
Total Youth Services		\$	66,298.44

Adult Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,826.94
PAYROLL SUMMARY	DENTAL INSURANCE	\$	335.86
PAYROLL SUMMARY	IPERS DISABILITY	\$	180.52
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,087.82
PAYROLL SUMMARY	MEDICARE FICA	\$	641.70
PAYROLL SUMMARY	FICA	\$	2,743.79
PAYROLL SUMMARY	IPERS	\$	4,231.68
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	53.82
BANK OF AMERICA	POSTAGE/FREIGHT	\$	31.40
BANK OF AMERICA	RECRUITING COSTS	\$	345.00
Total Adult Services		\$	60,552.79

Customer Account Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	53,822.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	16,829.07
PAYROLL SUMMARY	LONGEVITY	\$	20.63
PAYROLL SUMMARY	DENTAL INSURANCE	\$	294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	239.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,728.10
PAYROLL SUMMARY	MEDICARE FICA	\$	992.56
PAYROLL SUMMARY	FICA	\$	4,243.97
PAYROLL SUMMARY	IPERS	\$	6,671.43
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	84.79
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	66.45
HADE, DELORA	TRAVEL/MEETINGS	\$	29.75
UNIQUE MANAGEMENT SERVICES	NON-CITY SERVICE	\$	88.65
BANK OF AMERICA	FOOD	\$	216.53
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	100.55

Total Customer Account Services		\$	90,525.15
--	--	-----------	------------------

Total FY25:		\$	415,549.06
--------------------	--	-----------	-------------------

Richard Johnson, President	Matt Crain, Secretary	Date	



Social Media Policy

Section: Library Resources

Approved: 9/16/2010

Reviewed:

Revised: 5/16/2013, 9/17/2015, 3/28/2019, 3/17/2022, 9/19/2024

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

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

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

Terms of Use Guidelines

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

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

Users who continue to post inappropriate content may be removed or blocked.

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

Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the [Expressions of Concern Policy](#).

References

[City of Ames Social Media Policy](#)

[Conduct in the Library Policy](#)

[Expressions of Concern Policy](#)

Social Media Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
SEPTEMBER 19, 2024**

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

Richard Johnson, President

Matt Crain, Secretary



Financial Limits Authority Policy

Section: Administration

Approved: 8/21/1997
Reviewed: 4/17/1993, 5/19/2005, 3/9/2006, 1/17/2008, 5/19/2011, 4/21/2022
Revised: 10/23/1997, 4/17/2008, 6/20/2013, 6/16/2016, 5/16/2019

Ultimate responsibility for maintenance and operation of the Library lies with the Board of Trustees. Among the powers and duties of the Board of Trustees described in [Section 15.7 of the Ames Municipal Code](#) are the following:

- (8) To have “exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the board of trustees.”
- (9) To “accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.”

Annual operating budgets and capital improvement plans are prepared by library staff and approved by the Board of Trustees and the City Council. It is the responsibility of the City of Ames to account for all revenue and expenditures as specified in Iowa Code [Chapter 384](#).

Director’s Authority

The Director is responsible for administering the day-to-day operation of the Library, including planning and managing the library’s expenditures and revenues. To carry out these responsibilities effectively, the Board delegates certain authorities to the Director.

The Director is authorized to:

- approve claims for expenditures that are consistent with approved annual budgets.
- ~~offer starting salaries in accordance with “City of Ames Personnel Policies and Procedures.”~~
- expend funds annually out of trust accounts that are designated for a specific purpose (e.g. the Gilman, Feinberg, and Smith endowments).
- approve expenditure of funds up to a total of \$10,000 annually out of the General Donations account, in accordance with donor intent. Additional expenditures require Board authorization.
- expend grant funds in a manner consistent with the terms of the grant or as approved as part of the annual budget.

Commented [JC1]: I don’t think there is a document called “City of Ames Policies and Procedures”. There is, however, a “Compensation Policy” that sets out the considerations used to set a starting salary.

Contracts

The Director is authorized to negotiate and sign agreements for services delivered by the Library that result in revenues of \$25,000 or less. The Director is authorized to negotiate and execute other revenue-producing agreements as approved by the Board.

Upon approval of the budget, award of contracts for services received by the Library for its operational or administrative needs and for purchases consistent with the purpose and terms of any grant received for library purposes with a total amount of less than \$25,000 may be made by the Director, in consultation with the [Purchasing Division of the City's Finance Department](#) ~~Purchasing Division~~, unless otherwise directed by the Board. The Director is authorized to execute contracts of less than \$25,000 in total contracted amount following approval by the Legal Department.

The Director is authorized to solicit contracts with a total cost of \$25,000 or more in consultation with the City's Finance Purchasing Division. Such contracts will be awarded and approved by the Library Board. Approval by the City Manager or City Council may also be warranted, in accordance with *City of Ames Purchasing Policies and Procedures* or as requested by the Board.

Disposal of Library Property

The Director is authorized to dispose of surplus library property, including but not limited to materials, furniture, equipment, vehicles, supplies, etc. These may be disposed of through procedures set forth in the *City of Ames Purchasing Policies and Procedures*. The Board of Trustees will be notified of the Director's intent to sell any item having a potential value in excess of \$10,000.

Reporting

Library revenues and expenditures from all funds shall be included in financial reports submitted to the Board.

References

[Ames Municipal Code Chapter 15](#) -- Libraries

City of Ames Finance Department Purchasing Division Purchasing Policies and Procedures

[Iowa Code Chapter 384](#) -- City Finance

[Iowa Code Chapter 392](#) - City Administrative Agencies