

Ames Public Library Board of Trustees
Agenda – October 17, 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 September 19, 2024
- 3) Motion approving payment of claims 9/1/24 – 9/30/24

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) Budget & Finance Report – Crain / Reger

Board Education

- 8) Library and Civic Engagement -Klein-Hewett

Policy Review

- 9) Financial Limits Authority (Action)
- 10) Records Retention (Discussion)

New Business

- 11) 2025-30 Addendum 1 Carpet Replacement at Ames Public Library (Action)
- 12) Committee Appointments (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, November 21, 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
OCTOBER 17, 2024**

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

- 1) Racheal Ruble (credit refund 6/12/24) \$15.99
- 2) Kanishka Epa (credit refund 6/28/24)..... \$15.00
- 3) Susan McNicholl (credit refund 7/21/24) \$14.74
- 4) Mariah McGuire (credit refund 8/12/24)..... \$26.99
- 5) Nora Blair (credit refund 9/7/24) \$7.99
- 6) Leah Dunlay (credit refund 9/24/24)..... \$5.99
- 7) Laura Funk (credit refund 9/24/24)..... \$10.00
- 8) Laura Schinnow (credit refund 9/27/24) \$14.99

Richard Johnson, President

Matt Crain, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
September 19, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, September 19, 2024, in the Dale H. Ross Board Room with Crain, Johnson, Myers, Rearick, Reger, Reynolds, and Thorbs-Weber in attendance. Gibson and Mitchell-Conway were excused. DEI Coordinator Eames and Director Schofer were also in attendance.

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

Consent Agenda:

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

1. Motion approving minutes of the regular meeting August 15, 2024
2. Motion approving payment of claims 8/1/24 – 8/31/24

**Vote on Motion: 6-0 (Johnson abstained; Gibson and Mitchell-Conway excused).
Approved unanimously.**

Public Forum: None

Activity Reports:

Assistant City Manager Report: Goldbeck was unable to attend but sent Eames in her absence.

- DEI Coordinator Eames introduced herself and gave a review of her role to the Board in Goldbeck's absence. Eames' position is new for the City of Ames. She has been learning what other cities across Iowa are already doing and gave props to the Library for what it has been doing. Eames reviewed some of her recent roles.
- Eames has been working with the Human Resources department on recruitment, including reviewing interview questions and assisting in developing new training classes.
- Eames meets monthly with other DEI Coordinators to share resources and what each person is working on. DEI isn't standardized. There are different needs in each community.
- Eames is the ADA Coordinator for Ames. She and a team of staff have been looking at the different City properties for ADA compliance and noting areas that need improvement. This includes the new website that is in development.
- Eames is available for any Spanish translation.
- Eames is the City of Ames Staff Liaison of the Ames Human Relations Commission whose purpose is to study the existence of discrimination in the community and work to minimize or eliminate it, promote goodwill among the various racial, religious, and ethnic groups in the City, and cooperate with other organizations to develop programs designed to eliminate racial, religious, cultural, and intergroup tensions.

- Eames has been developing a “Belonging in Ames” series that is available on YouTube and other social media outlets that highlight different people and services in Ames.

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

- Schofer and Klein-Hewett attended the National Book Festival in Washington DC and tabled as part of our Iowa Center for the Book duties. They promoted our Great Reads from Great Places books and stamped folks’ Roadmaps to Reading. They received stipend money from the Institute of Museum and Library Services (IMLS) for both the National Book Festival and Local Programming to cover the cost of attending the festival and to host our authors. Both author programs will be in the fall. We are doing a state-wide photo contest and a special display in the vestibule related to our children’s book 10 Beautiful Things.
- We had a walk through with the County Auditor to go over logistics for the three days of early voting and Election Day itself. October 19th, October 26th, November 2nd will be the early voting days. November 5th is the general election voting day.
- The League of Women Voters will have tabling for voter registration and have community room reservations for a candidate meet and greet for Story County on September 24th, a candidate forum on October 1st and October 8th. They are still finalizing these. We are not partnering with them, so they are not in Page One.
- Last Saturday was Pridefest. The day went well. There was some related press in the Iowa Standard. Some unpleasant comments were on their Facebook page that didn’t spill over into ours. There was some coverage that could be connected to an inquiry about our Bookmobile with stops at schools. St. Cecilia principal reached out, Briseno wrote a nice response answering the questions but also reiterating our long term (30 year) relationship with them.
- The Library is partnering with the Ames Area Religious Leaders for an Open Book program on September 29th. You may have heard of something similar called the Human Library, it’s a story sharing programs with folks who have agreed to share their identities and culture.
- We continue to address situations as they arise with our patrons’ experiencing homelessness. Someone slept in the dumpster, defecated outside, and we also trespassed two people who had a verbal and physical altercation out front. We have asked the police for support in driving by the back area at night, posted signage to indicate it is a restricted area. We are meeting with City departments, purchased an online training curriculum from Ryan Dowd who is known for his training for librarians and others on this topic.
- We are working on a federal Digital Equity Grant to circulate hotspots and tablets at Story County libraries, includes a Digital Navigator position that will assist with technology set up and offer training programs on digital literacy and online resources at libraries around the County. We included funds to support some online resources related to the goal areas of job readiness, health information etc. We submitted a request for matching funds to Story County Community Foundation for \$25,000. We could find out as early as November or as last as March.
- We had a meeting with the lowest bid vendor for our carpet. There are concerns as they couldn’t fully articulate how they would be moving our shelves nor the plan for

staging areas so that we could in turn plan for service. As we go over the process it's clear that it will be disruptive, but we are thinking creatively and strategizing some options while we wait on the final plan. There is a follow up meeting primarily with a potential subcontractor who has equipment to move the shelves in their entirety tomorrow. We should know more next week.

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

- Brains and Brews Trivia Night is Wednesday, October 16, from 7-9 pm. Go online and buy a table for your colleagues or friends. Gibson chairs the fundraising committee and has been very involved.
- Luze has been working with staff on several grants.
- They are still working with Rippke Design on mood board designs to inform the new logo.
- The APLFF Board had their financials approved by the accountant.

Policy Review:

Social Media Policy: This policy was brought to the Board last month for discussion and reviewed by staff. Recommended changes include striking "the widest possible" and changing it to "its" in the second paragraph and striking the remainder of the paragraph. The Board discussed the policy.

Moved by Myers, seconded by Thorbs-Weber, to approve the review of the Social Media Policy as presented.

Vote on Motion: 6-0 (Johnson abstained; Gibson and Mitchell-Conway excused). Approved unanimously. Resolution No. 2024-L019 adopted.

Financial Limits Authority: Schofer introduced the policy. The Board discussed the policy. Legal has reviewed and made recommendations of changes. This policy will be reviewed by staff and brought back next month for action.

Trustee Comments:

- Reynolds – thanks everyone, good job. She's excited for trivia night.
- Carolyn – thanks everybody, she's happy to help geek out with Iowa Code any time.
- Rearick – thanks everyone for the discussion.
- Reger – hopes it will work for his wife and him to go to trivia. He apologized for leaving during trustee comments to get to the last band concert. All stated the apology was appreciated but not necessary.
- Thorbs-Weber – appreciates that we are writing grants, especially this one that includes other communities.
- Crain – looking forward to trivia. Glad the Board can participate. He appreciated the email from Bohlke with the volunteer stats. 2,640 carts were shelved by volunteers. Just picturing those carts lined up, how many that is. He just loves stats. It's impressive.

- Johnson – appreciate Eames coming in. She’s doing the work of like three people or more. Glad she has that excitement. Thanks all for the discussion.

Adjournment:

Moved by Reynolds, seconded by Reger, to adjourn at 8:31 p.m.

**Vote on Motion: 6-0 (Johnson abstained; Gibson and Mitchell-Conway excused).
Approved unanimously.**

The next regular meeting will be on Thursday, October 17, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Matt Crain, Board Secretary

Library Claims
September 1 - September 30, 2024

Administration FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,717.98
PAYROLL SUMMARY	LONGEVITY	\$	442.50
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	\$	730.59
PAYROLL SUMMARY	FICA	\$	3,123.81
PAYROLL SUMMARY	IPERS	\$	4,829.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	160.70
JUL 2024 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	515.45
JUL 2024 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,265.00
AUGUST POSTAGE	POSTAGE/FREIGHT	\$	2.46
BANK OF AMERICA	TRAINING	\$	25.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.30)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	10,719.88
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(229.96)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.25
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	501.61
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	242.44
SUMMIT FIRE PROTECTION	MAINTENANCE CONTRACTS	\$	697.00
RFID LIBRARY SOLUTIONS	MAINTENANCE CONTRACTS	\$	17,500.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,104.00
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/SUPPORT	\$	303.88
PREMIER OFFICE EQUIPMENT	LEASES	\$	657.88
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	44.72
CH ISSUES	OFFICE SUPPLIES	\$	320.35
QUILL CORP	OFFICE SUPPLIES	\$	2,151.81
BANK OF AMERICA	OFFICE SUPPLIES	\$	95.88
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	12.54
GRUBER POWER SERVICES	OFFICE SUPPLIES	\$	411.58
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	768.83
GRUBER POWER SERVICES	MINOR COMPUTER EQUIPMENT	\$	1,983.56
BANK OF AMERICA	CLEANING SUPPLIES	\$	215.31
AMAZON CAPITAL SERVICES I	CLEANING SUPPLIES	\$	26.41
MIDWEST ALARM SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	70.50
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	81.10
BANK OF AMERICA	FOOD	\$	397.19
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	320.00
Total Administration		\$	114,705.32

Library Claims
September 1 - September 30, 2024

Resource Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,908.04
PAYROLL SUMMARY	LONGEVITY	\$	662.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	142.18
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,560.28
PAYROLL SUMMARY	MEDICARE FICA	\$	425.92
PAYROLL SUMMARY	FICA	\$	1,821.03
PAYROLL SUMMARY	IPERS	\$	2,980.25
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	37.08
BANK OF AMERICA	TRAINING	\$	25.00
BANK OF AMERICA	CONFERENCES	\$	225.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	471.48
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	182.02
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	121.39
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	891.45
INFOUSA MARKETING INC	ELECTRONIC COLLECTION	\$	5,500.00
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,822.48
OVERDRIVE	ELECTRONIC COLLECTION	\$	13,687.02
KANOPY LLC	ELECTRONIC COLLECTION	\$	968.00
CONSUMERLAB.COM, LLC	ELECTRONIC COLLECTION	\$	874.12
INGRAM LIBRARY SERVICES	SPECIAL PJCT COLLECTIONS	\$	54.64
AMAZON CAPITAL SERVICES I	SPECIAL PJCT COLLECTIONS	\$	62.77
USA TODAY	PERIODICALS	\$	122.63
WT COX INFORMATION SERVIC	PERIODICALS	\$	5,091.63
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	3,225.44
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,237.30
AMAZON CAPITAL SERVICES I	YOUTH COLLECTION	\$	789.00
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	704.25
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	688.06
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,309.03
AMAZON CAPITAL SERVICES I	AUDIO-VISUAL COLLECTION	\$	280.98
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	5,342.58
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,645.53
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	174.65
VALUE LINE PUBLISHING LLC	ADULT PRINT COLLECTION	\$	1,550.00
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$	805.92
ZIEGLER, DANIELLE	REFUNDS	\$	77.44
COWAN-STROBBE, ABBY	REFUNDS	\$	25.97
Total Resource Services		\$	100,834.03

Library Claims
September 1 - September 30, 2024

Youth Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,670.92
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	444.00
PAYROLL SUMMARY	LONGEVITY	\$	457.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$	441.40
PAYROLL SUMMARY	IPERS DISABILITY	\$	163.32
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,992.96
PAYROLL SUMMARY	MEDICARE FICA	\$	641.17
PAYROLL SUMMARY	FICA	\$	2,741.59
PAYROLL SUMMARY	IPERS	\$	4,396.42
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	55.33
AUGUST POSTAGE	POSTAGE/FREIGHT	\$	0.69
BANK OF AMERICA	TRAINING	\$	490.00
BANK OF AMERICA	CONFERENCES	\$	450.00
ONESOURCE	RECRUITING COSTS	\$	39.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	9.04
Total Youth Services		\$	65,067.61
Adult Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,826.94
PAYROLL SUMMARY	LONGEVITY	\$	287.50
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	\$	645.88
PAYROLL SUMMARY	FICA	\$	2,761.62
PAYROLL SUMMARY	IPERS	\$	4,258.82
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	53.82
AUGUST POSTAGE	POSTAGE/FREIGHT	\$	1.37
JULY POSTAGE	POSTAGE/FREIGHT	\$	1.33
BANK OF AMERICA	TRAVEL/MEETINGS	\$	9.50
BANK OF AMERICA	CONFERENCES	\$	510.00
Total Adult Services		\$	61,035.24
Customer Account Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	52,521.13
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	14,979.44
PAYROLL SUMMARY	LONGEVITY	\$	1,200.00
PAYROLL SUMMARY	VACATION	\$	200.30
PAYROLL SUMMARY	DENTAL INSURANCE	\$	294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	239.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,728.10
PAYROLL SUMMARY	MEDICARE FICA	\$	966.89

Library Claims
September 1 - September 30, 2024

PAYROLL SUMMARY	FICA	\$	4,134.17
PAYROLL SUMMARY	IPERS	\$	6,485.35
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	80.99
AUTOMATED MERCHANT	SYSTEM CREDIT CARD/BANK CHARGES	\$	63.19
AUGUST POSTAGE	POSTAGE/FREIGHT	\$	1,171.31
JULY POSTAGE	POSTAGE/FREIGHT	\$	1,188.36
UNIQUE MANAGEMENT SERVICES	NON-CITY SERVICE	\$	49.25

<i>Total Customer Account Services</i>		\$ 90,393.96
Total FY25:		\$ 432,036.16
Richard Johnson, President	Matt Crain, 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	\$ 593,153.00	\$ 362,420.00	\$ 526,999.00	\$ 550,062.00	\$ 784,884.00	\$ 2,817,518.00		\$ 101,893.28		\$ 2,919,411.28	96.51%	3.49%
Expenses	\$ 581,859.48	\$ 356,414.37	\$ 500,110.44	\$ 540,703.63	\$ 799,770.57	\$ 2,778,858.49		\$ 38,764.48		\$ 2,817,622.97		
Remaining Funds	\$ 11,293.52	\$ 6,005.63	\$ 26,888.56	\$ 9,358.37	\$ (14,886.57)	\$ 38,659.51		\$ 63,128.80		\$ 101,788.31		
20 ** EMPLOYEE BENEFITS										\$ -		
BUDGET	\$ 224,700.00	\$ 138,004.00	\$ 210,888.00	\$ 182,450.00	\$ 214,233.00	\$ 970,275.00		\$ 20,301.62		\$ 990,576.62	98.48%	1.52%
Expenses	\$ 227,415.14	\$ 138,521.88	\$ 196,655.59	\$ 190,439.43	\$ 215,878.22	\$ 968,910.26		\$ 6,566.98		\$ 975,477.24		
Remaining Funds	\$ (2,715.14)	\$ (517.88)	\$ 14,232.41	\$ (7,989.43)	\$ (1,645.22)	\$ 1,364.74		\$ 13,734.64		\$ 15,099.38		
30 ** INTERNAL SERVICES										\$ -		
BUDGET	\$ 138,593.00	\$ 2,450.00	\$ 3,670.00	\$ 3,670.00	\$ 4,282.00	\$ 152,665.00	\$ 250.00	\$ -		\$ 152,915.00	97.00%	3.00%
Expenses	\$ 134,260.14	\$ 2,450.00	\$ 3,670.00	\$ 3,670.00	\$ 4,282.00	\$ 148,332.14	\$ -	\$ -		\$ 148,332.14		
Remaining Funds	\$ 4,332.86	\$ -	\$ -	\$ -	\$ -	\$ 4,332.86	\$ 250.00	\$ -		\$ 4,582.86		
40 ** CONTRACTUAL										\$ -		
BUDGET	\$ 445,840.00	\$ 44,747.00	\$ 11,010.00	\$ 6,560.00	\$ 15,361.00	\$ 523,518.00		\$ 68,714.42	\$ -	\$ 592,232.42	91.42%	8.58%
Expenses	\$ 407,432.88	\$ 41,839.64	\$ 9,963.23	\$ 8,321.12	\$ 17,209.09	\$ 484,765.96		\$ 56,636.37	\$ -	\$ 541,402.33		
Remaining Funds	\$ 38,407.12	\$ 2,907.36	\$ 1,046.77	\$ (1,761.12)	\$ (1,848.09)	\$ 38,752.04		\$ 12,078.05	\$ -	\$ 50,830.09		
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	85.07%	14.93%
Expenses	\$ 55,794.74	\$ 21,472.18	\$ 1,941.04	\$ 209.11	\$ 2,771.07	\$ 82,188.14	\$ 16,982.70	\$ 110,287.56	\$ -	\$ 209,458.40		
Remaining Funds	\$ 2,688.26	\$ 9,057.82	\$ (141.04)	\$ 975.89	\$ 1,853.93	\$ 14,434.86	\$ (4,732.70)	\$ 25,050.49	\$ 2,000.00	\$ 36,752.65		
61 ** LIBRARY COLLECTION										\$ -		
BUDGET		\$ 587,518.00				\$ 587,518.00	\$ 5,000.00	\$ 82,000.00	\$ 3,500.00	\$ 678,018.00	95.89%	10.84%
Expenses		\$ 577,925.16				\$ 577,925.16	\$ -	\$ 71,758.09	\$ 482.82	\$ 650,166.07		
Remaining Funds		\$ 9,592.84				\$ 9,592.84	\$ 5,000.00	\$ 55,891.91	\$ 3,017.18	\$ 73,501.93		
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	2.54%	97.46%
Expenses		\$ 1,032.95				\$ 1,032.95		\$ -		\$ 1,032.95		
Remaining Funds		\$ 217.05				\$ 217.05		\$ 39,387.94		\$ 39,604.99		
TOTAL BUDGET	\$ 1,460,769.00	\$ 1,166,919.00	\$ 754,367.00	\$ 743,927.00	\$ 1,023,385.00	\$ 5,149,367.00	\$ 17,500.00	\$ 584,285.31	\$ 5,500.00	\$ 5,756,652.31	94.03%	5.28%
TOTAL EXPENSES	\$ 1,406,762.38	\$ 1,139,656.18	\$ 712,340.30	\$ 743,343.29	\$ 1,039,910.95	\$ 5,042,013.10	\$ 16,982.70	\$ 353,711.48	\$ 482.82	\$ 5,413,190.10		
TOTAL REMAINING	\$ 54,006.62	\$ 27,262.82	\$ 42,026.70	\$ 583.71	\$ (16,525.95)	\$ 107,353.90	\$ 517.30	\$ 191,185.89	\$ 5,017.18	\$ 304,074.27		
% Spent	96.30%	97.66%	94.43%	99.92%	101.61%	97.92%	97.04%	60.54%	8.78%	94.03%		
% Remaining	3.70%	2.34%	5.57%	0.08%	-1.61%	2.08%	2.96%	39.46%	91.22%	5.97%		

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%

	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	\$ 614,158.00	\$ 374,988.00	\$ 573,075.00	\$ 608,596.00	\$ 824,438.00	\$ 2,995,255.00		\$ 67,379.55		\$ 3,062,634.55	23.72%	76.28%
Expenses	\$ 152,596.44	\$ 93,386.62	\$ 137,448.29	\$ 137,594.06	\$ 200,806.71	\$ 721,832.12		\$ 4,699.05		\$ 726,531.17		
Remaining Funds	\$ 461,561.56	\$ 281,601.38	\$ 435,626.71	\$ 471,001.94	\$ 623,631.29	\$ 2,273,422.88		\$ 62,680.50		\$ 2,336,103.38		
20 ** EMPLOYEE BENEFITS										\$ -		
BUDGET	\$ 239,346.00	\$ 147,299.00	\$ 237,640.00	\$ 214,717.00	\$ 227,250.00	\$ 1,066,252.00		\$ 23,887.60		\$ 1,090,139.60	23.22%	76.78%
Expenses	\$ 60,291.60	\$ 36,668.18	\$ 52,268.91	\$ 46,594.74	\$ 56,819.63	\$ 252,643.06		\$ 495.22		\$ 253,138.28		
Remaining Funds	\$ 179,054.40	\$ 110,630.82	\$ 185,371.09	\$ 168,122.26	\$ 170,430.37	\$ 813,608.94		\$ 23,392.38		\$ 837,001.32		
30 ** INTERNAL SERVICES										\$ -		
BUDGET	\$ 143,290.00	\$ 3,450.00	\$ 4,920.00	\$ 4,170.00	\$ 4,782.00	\$ 160,612.00	\$ 500.00	\$ -		\$ 161,112.00	1.75%	98.25%
Expenses	\$ 2,780.45	\$ -	\$ -	\$ 44.07	\$ -	\$ 2,824.52	\$ -	\$ -		\$ 2,824.52		
Remaining Funds	\$ 140,509.55	\$ 3,450.00	\$ 4,920.00	\$ 4,125.93	\$ 4,782.00	\$ 157,787.48	\$ 500.00	\$ -		\$ 158,287.48		
40 ** CONTRACTUAL										\$ -		
BUDGET	\$ 457,946.00	\$ 43,146.00	\$ 8,608.00	\$ 6,143.00	\$ 16,959.00	\$ 532,802.00		\$ 73,766.73	\$ -	\$ 606,568.73	62.90%	37.10%
Expenses	\$ 285,584.27	\$ 40,662.31	\$ 2,720.46	\$ 1,679.02	\$ 2,683.34	\$ 333,329.40		\$ 45,257.56	\$ 2,969.52	\$ 381,556.48		
Remaining Funds	\$ 172,361.73	\$ 2,483.69	\$ 5,887.54	\$ 4,463.98	\$ 14,275.66	\$ 199,472.60		\$ 28,509.17	\$ (2,969.52)	\$ 225,012.25		
60 ** COMMODITIES										\$ -		
BUDGET	\$ 59,168.00	\$ 30,275.00	\$ 1,835.00	\$ 1,170.00	\$ 4,700.00	\$ 97,148.00	\$ 16,500.00	\$ 160,010.57	\$ 500.00	\$ 274,158.57	33.82%	66.18%
Expenses	\$ 17,877.49	\$ 15,507.27	\$ 9.04	\$ -	\$ 964.20	\$ 34,358.00	\$ 12,696.65	\$ 44,079.47	\$ 1,576.90	\$ 92,711.02		
Remaining Funds	\$ 41,290.51	\$ 14,767.73	\$ 1,825.96	\$ 1,170.00	\$ 3,735.80	\$ 62,790.00	\$ 3,803.35	\$ 115,931.10	\$ (1,076.90)	\$ 181,447.55		
61 ** LIBRARY COLLECTION										\$ -		
BUDGET		\$ 576,495.00				\$ 576,495.00	\$ -	\$ 85,000.00	\$ 3,500.00	\$ 664,995.00	37.46%	70.90%
Expenses		\$ 225,645.90				\$ 225,645.90	\$ -	\$ 23,017.71	\$ 475.03	\$ 249,138.64		
Remaining Funds		\$ 350,849.10				\$ 350,849.10	\$ -	\$ 117,619.08	\$ 3,024.97	\$ 471,493.15		
75 ** CAPITAL										\$ -		
BUDGET							\$ -		\$ -	\$ -	0.00%	0.00%
Expenses							\$ -		\$ -	\$ -		
Remaining Funds							\$ -		\$ -	\$ -		
80 ** OTHER										\$ -		
BUDGET		\$ 1,500.00				\$ 1,500.00		\$ 39,387.94		\$ 40,887.94	0.43%	99.57%
Expenses		\$ 175.36				\$ 175.36		\$ -		\$ 175.36		
Remaining Funds		\$ 1,324.64				\$ 1,324.64		\$ 39,387.94		\$ 40,712.58		
TOTAL BUDGET	\$ 1,513,908.00	\$ 1,177,153.00	\$ 826,078.00	\$ 834,796.00	\$ 1,078,129.00	\$ 5,430,064.00	\$ 17,000.00	\$ 590,089.48	\$ 4,000.00	\$ 6,041,153.48	28.24%	71.11%
TOTAL EXPENSES	\$ 519,130.25	\$ 412,045.64	\$ 192,446.70	\$ 185,911.89	\$ 261,273.88	\$ 1,570,808.36	\$ 12,696.65	\$ 117,622.45	\$ 5,021.45	\$ 1,706,148.91		
TOTAL REMAINING	\$ 994,777.75	\$ 765,107.36	\$ 633,631.30	\$ 648,884.11	\$ 816,855.12	\$ 3,859,255.64	\$ 4,303.35	\$ 433,079.09	\$ (1,021.45)	\$ 4,295,616.63		
% Spent	34.29%	35.00%	23.30%	22.27%	24.23%	28.93%	74.69%	19.93%	125.54%	28.24%		
% Remaining	65.71%	65.00%	76.70%	77.73%	75.77%	71.07%	25.31%	80.07%	-25.54%	71.76%		

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%



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, 10/17/2024

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~~ [Compensation Policy](#).”
- 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.

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 ~~City's Finance~~ Purchasing Division of the City's Finance Department, 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

Financial Limits Authority Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
OCTOBER 17, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Financial Limits Authority Policy as presented.

Richard Johnson, President

Matt Crain, Secretary



Records Retention Policy

Section: Administration

Approved: 3/19/2009
 Reviewed: 3/17/2011
 Revised: 4/19/2012, 10/24/2013, 3/17/2016, 3/28/2019, 4/21/2022

Library records consist of information documented in performance of the Library’s official business. The Records Retention Policy exists in order to:

- provide appropriate records to staff and the public;
- comply with laws on privacy, confidentiality, and open records;
- conform to the City’s policy;
- address security and space concerns; and
- ensure that the library keeps necessary records.

Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.

The records retention schedule is applicable without regard to the format of a record. Certain records may be maintained in one or more formats and, at certain times, library staff may be in the process of transferring records from one format to another.

Electronic records that are deleted in accordance with the appropriate record series retention schedule may be stored on library backup servers for a period before they are completely unrecoverable. Recoverable deleted electronic records may be accessed only with permission of the Library Director. However, electronic records cannot be destroyed if they have been requested under *Code of Iowa Chapter 22*, or if they are part of ongoing litigation, even if their retention period has expired.

Responsibility

The Records Manager for the City of Ames is the City Clerk. Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of staff and volunteers may be appointed to assist in records management.

Schedule

A. ADMINISTRATIVE

Record Title	Retention Period	Reason
Agreements, Leases, and Contracts for Equipment or Services (except CIP projects)	10 years after expiration Note: contracts for CIP projects are kept by City Clerk	Administrative and legal value ends
Annual reports (to City Council)	Permanent	Continuing historical value

Borrowers' accounts and database (electronic) CONFIDENTIAL	Purge after 3 years of patron inactivity, unless debts are outstanding	Administrative value ends (per State Library)
Community Service records (for court-appointed individuals)	Permanent	Continuing legal value
Contracts for library services to other communities	Permanent	Continuing legal value
Incident reports	5 years	Administrative value ends
Key Log	Permanent, updated, as necessary, for life of locks	Continuing administrative value
Reports and Studies solicited by Ames Public Library	5 years then appraise for continuing value	Administrative value ends. Possible historical value.
Reports submitted to State Library of Iowa	Permanent	Continuing legal value
Requests for Public Information	5 years, unless required because of pending litigation	Administrative and legal value ends
Security Digital Video Recordings	Approximately 14 days	Automatically overwritten when device is full
Statements of Concern	5 years after resolution of the concern	Administrative value ends

B. BUILDING/EQUIPMENT

Record Title	Retention Period	Reason
Capital Projects (building plans and specifications, construction documents, blueprints, and as-built or photographic documentation)	Permanent	Continuing administrative and historical value
Fixed equipment (operating manuals, inspection logs, maintenance records, operating permits)	Life of equipment plus 5 years	Administrative value ends

C. FINANCIAL

Record Title	Retention Period	Reason
Bequests and Endowments	Life of donated item OR 5 years after funds have been spent; then assess for historical value	Administrative value ends. Possible historical value.
Grants	5 years after completion OR grant terms, if stated therein; then assess for historical value	Legal and Administrative values end. Possible historical value
Requests for bids or proposals, responses, and evaluation materials, if not handled by City of Ames Purchasing Division	5 years after date of award	Administrative and legal value ends

D. HISTORICAL

Record Title	Retention Period	Reason
Ames Library Association Minutes, Records & Correspondence	Permanent	Continuing historical value
Space needs studies, building expansion proposals, building programs	Permanent	Continuing historical value

E. LIBRARY BOARD OF TRUSTEES

Record Title	Retention Period	Reason
Audio recordings of closed sessions CONFIDENTIAL	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)
Board meeting packets (agenda, action forms, reports and correspondence distributed for Board meetings)	Permanent	Continuing historical value
Library Policies	Permanent	Continuing administrative, historical and legal values
Strategic Plans	Permanent	Continuing historical value
Minutes of closed sessions CONFIDENTIAL	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)
Minutes of open meetings	Permanent	Continuing administrative, historical, and legal values
Signed Resolutions	Permanent	Continuing administrative, historical, and legal values

F. PERSONNEL

Record Title	Retention Period	Reason
Employee Files (application, position description at time of hire, written reprimands, performance evaluations.) CONFIDENTIAL	5 years after end of employment (Service records of employees retained permanently by Human Resources; payroll information kept permanently by Finance Dept.)	Administrative value ends
Work study records	5 years	Administrative value ends

References

[Code of Iowa Section 304.2\(6\)](#)

[Code of Iowa Section 22](#)

[Record Retention Manual for Iowa Cities](#), Iowa League of Cities, October 2012

Ames Public Library’s [Confidentiality and Library User Records Policy](#).

City of Ames Records Retention Schedule adopted by Resolution No. 11-347, July 12, 2011

Background:

The Ames Public Library building was expanded and completely renovated between 2012 and 2014 and was re-opened to the public on September 14, 2014. The library sees an average of 1,300 people per day. By the time the renovated building has been in use for 10 years, the flooring will most likely have been traversed over 4 million times and shows considerable wear.

The Director worked with staff and the City Purchasing Department to place the Carpet Replacement project out for bids on July 18, 2024. This initial bid closed on August 9, 2024 and did not generate any submissions. The project was reposted as 2025-030 Addendum 1 Carpet Replacement at the Ames Public Library on August 20, 2024 and closed September 9, 2024 with the following three bids:

Responding Supplier	City, State	Response Submitted	Lines Responded	Response Total
GTG Construction, LLC	Des Moines, IA	9/9/2024 12:47:49 PM (CT)	1	\$288,900.00
Poindexter Flooring Inc.	Indianola, IA	9/9/2024 01:30:00 PM (CT)	1	\$304,341.00
True Construction Services (Tru	Des Moines, IA	9/9/2024 12:04:37 PM (CT)	1	\$375,985.20

The Director and a small team of staff originally met with GTG Construction to discuss the project. GTG Construction was not able to meet the scope of work. The same team met with Poindexter, who have a plan in place to safely move the library shelving and materials to install the carpet as indicated in the scope of work.

Action: Administration recommends awarding the contract for Carpet Replacement at the Ames Public Library to Poindexter Flooring Inc.in the amount of \$304,341 and recommending the City Council to do the same.

2025-030 Addendum 1 Carpet Replacement at Ames Public Library

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
OCTOBER 15, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, recommends that the City Council award the bid for Carpet Replacement at the Ames Public Library to Poindexter Flooring Inc. in the amount of \$304,341.

Richard Johnson, President

Matt Crain, Secretary

Ames Public Library Board of Trustees
Committee Assignments 2024/2025

Standing Committees

APLFF:	Deb Gibson, Carolyn Myers
Art:	Ianka Mitchell-Conway, Ben Rearick
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