

Ames Public Library Board of Trustees
Agenda – November 21, 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) Election of Officer and Appointment to Committees to fill vacancies
- 2) Motion approving minutes of the regular meeting October 17, 2024
- 3) Motion approving payment of claims 10/1/24 – 10/31/24

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

- 4) Assistant City Manager – Goldbeck
- 5) Administration – Schofer
- 6) APLFF – Gibson/Myers

Board Education

- 7) 1,000 Books Before Kindergarten & Books for Babies - Anderson

Policy Review

- 8) Records Retention (Discussion)
- 9) History (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, December 19, 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.

In October 2024, the following candidates volunteered to fill the vacancies created by the resignation of Crain for the remainder of this term:

- Thorbs-Weber, Secretary
- Reynolds, Director's Evaluation Committee
- Rearick, Budget and Finance Committee

Further nominations may be made from the floor at this meeting by removing the Slate from the Consent Agenda otherwise the Slate will be approved as presented.

Some notes from *The Standard Code of Parliamentary Procedure*, Chapter 18:

- An election becomes effective immediately if the candidate is present and does not decline.
- Election of a candidate who is absent and has consented to nomination becomes effective as soon as the person is notified.
- Officers assume office when declared elected; no formal installation is necessary.

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
October 17, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 17, 2024, in the Dale H. Ross Board Room with Crain, Gibson (7:03 pm), Johnson, Myers, Rearick, Reynolds, and Thorbs-Weber in attendance. Reger and Mitchell-Conway were excused. Assistant City Manager Goldbeck, Director Schofer, and Adult Services Manager Klein-Hewett were also in attendance.

Call to Order: President Johnson called the meeting to order at 7:01 p.m.

Consent Agenda:

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

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

Vote on Motion: 5-0 (Johnson abstained; Gibson, Reger and Mitchell-Conway excused). Approved unanimously. Resolution No. 2024-L020 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Report: Goldbeck gave a report to the Board.

- City Council approved \$12,000 towards a consultant for homelessness conversations. Story County Board of Supervisors matched that with an additional \$12,000. ISU Extension has a facilitator that will continue working with service providers to create an inventory of what services are available and identify gaps. A Request For Proposals should go out next week to seek a consultant with the end goal to get a community wide action plan. They are hoping to identify additional funding streams and come up with some long-term strategies. They will also be looking at prevention.
- The 2024 Ames Residential Satisfaction Survey will be presented to City Council next Tuesday. They do a random survey of people in the spring and receive the results in the fall. The Library results seem to be similar to previous years.
- The Utility Customer Service are changing their opening hours to begin at 7:00 am to see if that benefits residents that work 8 am – 5 pm jobs.
- The Community Center gym floor was refinished and looks really nice.
- This week they had middle school student from Japan that came and toured various places in the City including the Library.
- This Sunday, October 20, the Human Relations Commission will celebrate their 50th anniversary with a tree-planting ceremony from 2 to 4 pm at Moore Memorial Park.
- As the weather gets colder, the City auditorium gets used more and more. Open mic night was very popular. Watch for upcoming programs.
- The new aquatic center is on schedule to open November of 2025.
- The City is in budget season.

- Schainker Plaza should be open in a month or so, but the ice skating portion will most likely not be open.

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

- Joe Monahan submitted an additional FOIA (Freedom of Information Act) request. This time he is asking for emails from Schofer and Klein-Hewett's personal email addresses. This is after his requests for a variety of other things, his last being a request for records that describe money spent by the City of Ames, or the Ames Public Library from any source for all membership or related dues for any professional organization such as the Iowa Library Association or the American Library Association. He also requested any records describing monies spent on conferences for library employees, including travel, food and miscellaneous related expenditures. This would include fees spent on both in person and virtual conferences or other meetings for which there was a charge. Before that he had requested all emails including attachments sent to or from the Library Director and or Library Managers including SF 496, Book Ban, LGBT, Conservative, Right Wing, Race, and other key phrases. He has filed complaints for having to pay for the fees for pulling such information (those complaints were dismissed). It was noted that Mr. Monahan has not attended any Board meetings.
- We received a complaint regarding homeless people being at the library. Schofer continues to meet with Goldbeck and other department staff to address the issues. Library staff will have additional training about homelessness.
- The initial vendor for the carpet project withdrew their bid. They were not able to meet the scope of work described in the project and proposed cutting around the bookshelves instead of moving them. The meeting with the second vendor went well. Staff will continue to discuss logistics in order to have as limited impact on the patrons while maintaining a safe environment for everyone and allowing the contractors to have access to run both floor projects concurrently.
- Managers had a productive meeting with representatives from the Strategic Planning Teams to begin distilling ideas so that we can work into a final plan. There were common themes across the various engagement teams. To start we grouped things into general categories of Space, Community Connections, and Services and we tried to look at things through the lens of whether they touched on the values of belonging, accessibility, welcoming, sustainability, advocacy, inclusion, diversity, equity, communication, staff, mission. We also considered possible activities within the framework of whether they were CORE areas that we are pretty solid in, BUILD: areas we have started but have opportunity to develop or REACH: bigger or more complex areas that may take more time, planning or resources. These categories or terms may not be our final ones, but It was a good start. We'll compile into a more usable document, and continue to wordsmith, refine or add items we may have missed. Our goal is to have a fairly final document to share with the board in December so that we can share feedback and then approve it in January in time for us to submit as part of our February Accreditation process. That February accreditation has now been pushed back a year for anyone renewing because of a retirement of a key person at the State Library of Iowa.

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

- Luze gave a report to the Board.
- The Fundraising Committee has several versions of a new logo. The APLFF Board will look at them at the November meeting.
- Luze has several grants that she is waiting to hear about.
- Luze has the Holiday letter drafted and is working on who to send it to.
- APLFF has a gambling license.
- The next book sale is November 14-17, 2024.
- Finances look good.
- There will not be a meeting in December.
- Tiff did a great job reaching out to people about trivia night. It was sold out and raised about \$2100 between the tables and raffle.

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

- Fiscal year 2024 ended just under 98% spent which is good.
- Fiscal year 2025 is currently 28%. It is still a little higher due to prepaid subscriptions and maintenance contracts in Administration and Resource Services, and low in Internal with those internal charges for things like risk insurance and telephone being charged for in the spring. There are no concerns.
- Plans for fiscal year 2026 are in progress.

Moved by Myers, seconded by Thorbs-Weber, to approve the financial report as presented.

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

Board education:

Adult Service Manager Klein-Hewitt introduced herself and gave a presentation to the Board on Civic Engagement. Civic Engagement was part of the current Strategic Plan. The Library has a Civic Center page on their website that includes voting information, tax information, information on running for office, how to get involved with Boards, some assistance resources, as well as links to local government and community agencies. Partnerships have been developed with League of Women Voters, various City departments, Braver Angels, and Greenlee School of Journalism and Communication at Iowa State. The Library will serve as a satellite voting location again this year on October 19, October 26, and November 2, as well as a voting site on November 5, 2024. A variety of programs are also offered to support Civic Engagement.

Policy Review:

Financial Limits Authority: This policy was brought to the Board last month for discussion and reviewed by the City's Legal Department. Recommended changes include changing the "Policies and Procedures" Policy to "Compensation" Policy and changing "City's Finance Purchasing Division" to the "Purchasing Division of the City's Finance Department". The Board discussed the policy.

Moved by Myers, seconded by Reynolds, to approve the review of the Financial Limits Authority Policy as presented.

Vote on Motion: 6-0 (Johnson abstained; Reger and Mitchell-Conway excused). Approved unanimously. Resolution No. 2024-L021 adopted.

Records Retention: Schofer introduced the policy. The Board discussed the policy. This policy will be sent to the City’s Legal Department for review and brought back next month for action. The Board also recommended looking at the wording “address security and space concerns”.

New Business:

2025-30 Addendum 1 Carpet Replacement at Ames Public Library: The 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 this time the renovated building has been in use for 10 years, the flooring has 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.

Administration recommends awarding the contract for Carpet Replacement at the Ames Public Library to Poindexter Flooring Inc.in the amount of \$304,341.

Moved by Thorbs-Weber, seconded by Rearick, to approve the bid for Carpet Replacement at the Ames Public Library to Poindexter Flooring in the amount of \$304,341 and recommend that City Council do the same.

Vote on Motion: 6-0 (Johnson abstained; Reger and Mitchell-Conway excused). Approved unanimously. Resolution No. 2024-L022 adopted.

Committee Appointments: Crain has submitted his resignation from the Board; this will be his last meeting. He has accepted a position with the City of Ames. Johnson presented Crain with a certificate of appreciation. Crain has served on the Executive Committee as

Secretary, the Director Evaluation Committee, and the Budget and Finance Committee. He will be missed.

In his departure the Board will need to fill his roles and discussed other Board members willingness to serve in these positions. Positions will be appointed under consent agenda at the next meeting. At this time Thorbs-Weber is nominated for Secretary, Reynolds for the Director's Evaluation Committee, and Rearick for Budget and Finance Committee. Any other Board members interested in these positions can nominate themselves prior to the appointment at next month's meeting.

Trustee Comments:

- Gibson – already did a hip, hip, hooray for trivia night. She is very impressed with all the civic engagement programming, partnerships, and work that has been done after hearing the suggestions from the public on the last strategic plan.
- Reynolds – appreciates everyone listening to all the thoughts, concerns, and questions and being able to have discussions around them.
- Thorbs-Weber – Thanked Schofer for continuing to do a great job, Klein-Hewett for doing a great job, and Johannes for coordinating stuff for the Board.
- Myers – thank you to Johannes for coordinating trivia night seats. She appreciates what the civic group has been doing, especially locally. Thank you to Schofer for letting the Board know about concerns and thank you to everyone who attended trivia night.
- Rearick – thank you to Schofer and others for their work on the current strategic plan. It was great to see equity, inclusion, and access included in the plan and to see the library making that shine through for people that come here. He is grateful that it is part of the plan.
- Crain – glad he's been on the Board; it's been a really rewarding experience and he's sorry that he has to leave. It's been an honor to serve. He'll still be an active library user.
- Johnson – thank you again to Klein-Hewett for all the great work. Thank you again to Crain for your service, you will be missed. Thank you everyone.

Adjournment:

Moved by Gibson, seconded by Reynolds, to adjourn at 8:59 p.m.

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

The next regular meeting will be on Thursday, November 21, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Brenda Thorbs-Weber, Board Secretary

Library Claims
October 1 - October 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
MESSENGER ALLOCATION	MESSENGER SERVICE	\$	1,939.07
PRINTING ALLOCATION	PRINT SHOP SERVICES	\$	1,036.77
AUG EQUIPMENT CHARGES	FLEET MAINTENANCE	\$	4,907.95
SEP 2024 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	961.51
AUG EQUIPMENT CHARGES	FLEET REPLACEMENT	\$	2,265.00
SEP 2024 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,265.00
EXP REALLOCATION	INTERDEPARTMENTAL SVCS	\$	117.51
OXEN TECHNOLOGY	OUTSIDE PROFESSIONAL SVCS	\$	337.50
TODAY'S BUSINESS SOLUTION	OUTSIDE PROFESSIONAL SVCS	\$	80.00
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$	45.13
SEPTEMBER POSTAGE	POSTAGE/FREIGHT	\$	6.21
BANK OF AMERICA	CONFERENCES	\$	308.25
SCHOFER, SHEILA	CONFERENCES	\$	164.80
DISCOVER AMES	ADVERTISING	\$	150.00
ONESOURCE	RECRUITING COSTS	\$	201.75
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.35)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	7,865.66
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(238.53)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.49
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	264.40
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	464.96
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	242.44
ALLIANT ENERGY/IPL	NATURAL GAS	\$	397.38
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	2,016.00
DRAINTECH	MAINTENANCE CONTRACTS	\$	180.00
WOODMAN CONTROLS COMPANY	MAINTENANCE CONTRACTS	\$	6,600.00
SYNERGY FIRE & SAFETY	MAINTENANCE CONTRACTS	\$	31.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	4,066.10
WOODMAN CONTROLS COMPANY	EQUIPMENT REPAIRS	\$	207.43
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,163.49
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/SUPPORT	\$	11,576.25
CONVERGINT TECHNOLOGIES L	TECHNOLOGY MAINT/SUPPORT	\$	5,202.75
ZOOBEAN INC	TECHNOLOGY MAINT/SUPPORT	\$	2,195.00

Library Claims
October 1 - October 31, 2024

PREMIER OFFICE EQUIPMENT	LEASES	\$ 848.87
XEROX GOVERNMENT SYSTEMS	LEASES	\$ 516.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 14,451.16
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$ 132.64
CH ISSUES	OFFICE SUPPLIES	\$ 99.90
QUILL CORP	OFFICE SUPPLIES	\$ 1,092.77
BANK OF AMERICA	OFFICE SUPPLIES	\$ 66.31
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 162.78
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,239.74
B & H PHOTO VIDEO	MINOR COMPUTER EQUIPMENT	\$ 6,520.00
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 426.80
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 1,266.00
AMAZON CAPITAL SERVICES I	EQUIPMENT PARTS/SUPPLIES	\$ 470.44
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$ 153.26
BANK OF AMERICA	FOOD	\$ 10.56

Total Administration	\$ 156,812.74
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Resource Services FY25

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 30,908.04
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	\$ 416.29
PAYROLL SUMMARY	FICA	\$ 1,779.95
PAYROLL SUMMARY	IPERS	\$ 2,917.72
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 37.08
WARBURTON, SETH	CONFERENCES	\$ 107.20
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 784.58
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 896.34
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 31.84
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 242.78
BIBLIOTHECA LLC	EQUIPMENT PARTS/SUPPLIES	\$ 9,941.40
NEWSBANK	ELECTRONIC COLLECTION	\$ 10,481.00
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 7,648.62
OVERDRIVE	ELECTRONIC COLLECTION	\$ 7,997.58
KANOPY LLC	ELECTRONIC COLLECTION	\$ 1,002.00
USA TODAY	PERIODICALS	\$ 94.28
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 4,555.19
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 2,874.58
BANK OF AMERICA	YOUTH COLLECTION	\$ 88.00
PENWORTHY COMPANY	YOUTH COLLECTION	\$ 157.70
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$ 207.42
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$ 93.90

Library Claims
October 1 - October 31, 2024

BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	440.75
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,576.78
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	164.94
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	1,119.88
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	8,867.41
BLACKSTONE PUBLISHING	ADULT PRINT COLLECTION	\$	37.49
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	2,176.75
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	35.18
J D POWER AND ASSOCIATES	ADULT PRINT COLLECTION	\$	303.00
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	322.90
TRAMPEL, MARY	REFUNDS	\$	31.23
GRELL, HAILEY	REFUNDS	\$	15.99
FEE REFUND REALLOCATION	REFUNDS	\$	111.69
Total Resource Services		\$	107,510.91

Youth Services FY25

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,306.42
PAYROLL SUMMARY	VACATION	\$	3,318.12
PAYROLL SUMMARY	DENTAL INSURANCE	\$	357.54
PAYROLL SUMMARY	IPERS DISABILITY	\$	163.32
PAYROLL SUMMARY	LIFE INSURANCE	\$	81.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,305.40
PAYROLL SUMMARY	MEDICARE FICA	\$	635.54
PAYROLL SUMMARY	FICA	\$	2,717.53
PAYROLL SUMMARY	IPERS	\$	4,088.11
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	51.97
BANK OF AMERICA	CONFERENCES	\$	13.00
BANK OF AMERICA	FOOD	\$	73.69
Total Youth Services		\$	62,112.34

Adult Services FY25

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	49,081.49
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	\$	703.39
PAYROLL SUMMARY	FICA	\$	3,007.57
PAYROLL SUMMARY	IPERS	\$	4,633.31
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	58.93
EXP REALLOCATION	INTERDEPARTMENTAL SVCS	\$	(44.07)
SEPT GIS PLOTTER REIMB	INTERDEPARTMENTAL SVCS	\$	44.07
SEPTEMBER POSTAGE	POSTAGE/FREIGHT	\$	2.34
ONESOURCE	RECRUITING COSTS	\$	39.00
Total Adult Services		\$	65,204.49

Library Claims
October 1 - October 31, 2024

Customer Account Services FY25		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 52,289.45
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 17,174.02
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	\$ 975.04
PAYROLL SUMMARY	FICA	\$ 4,169.04
PAYROLL SUMMARY	IPERS	\$ 6,557.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 83.33
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$ 65.76
SEPTEMBER POSTAGE	POSTAGE/FREIGHT	\$ 921.28
BANK OF AMERICA	CONFERENCES	\$ 1,918.57
OSBORN, NATALIE	CONFERENCES	\$ 163.26
ONESOURCE	RECRUITING COSTS	\$ 119.55
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 78.80
BANK OF AMERICA	OFFICE SUPPLIES	\$ 82.05
Total Customer Account Services		\$ 91,951.11
Total FY25:		\$ 483,591.59
Richard Johnson, President	Brenda Thorbs-Weber, Secretary	Date



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

Schedule 8: Library Records

Record Title	Retention Period	Reason
A. Circulation Records	5 years	Administrative value ends
B. Contracts for Service with Other Entities	10 years after expiration	Administrative value ends
C. Minutes of the Board or Commission	Permanent	Continuing administrative and historical value
D. Purchasing	See Schedule 2, Financial Records, Accounts Payable	
E. Reports to City Council		
1. Monthly	5 years	Administrative value ends
2. Annual	Permanent	Continuing historical value
F. Report to State Library Commission	Permanent	Continuing historical value
G. Log of Public Information Requests and Responses	5 years	Administrative value ends
H. Contract & Project Administration files	5 years after completion retention	Administrative value ends
I. Borrowers' accounts & database files CONFIDENTIAL	Indefinitely; purged after three years of patron inactivity, unless debts are outstanding	Administrative value ends
J. Ames Library Association minutes, records & correspondence	Permanent	Continuing historical value
K. Space needs studies, building expansion proposals, building programs	Permanent	Continuing historical value
L. Grants	5 years after completion or grant terms	Legal and administrative value
M. Bequests	Life of donated item or 5 years after funds have been spent	Administrative value ends



History Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/20/2003

Revised: 12/20/2007, 11/18/2010, 7/21/2011, 10/24/2013, 10/16/2014, 4/21/2016, 6/18/2019, 5/19/22

The earliest known reference to a "Public Library," probably a subscription library of some sort, was in The Ames Intelligencer of November 4, 1886. This short-lived library may have been the inspiration for the Ames Library Association, a subscription library founded on November 7, 1892. As early as November 21, 1893, the Association began attempts to secure the cooperation of the City Council in establishing a free city library.

Mayor Parley Sheldon requested \$10,000 from Andrew Carnegie in December, 1902, which was granted the following February. The citizens of Ames voted to accept Carnegie's gift on March 29; and the City Council passed an ordinance establishing a free public library on April 16, 1903. The first Board of Trustees was appointed immediately, and met on May 7, 1903, at the Story County Bank. The site of the original building was donated by Wallace and Mary Greeley. The cornerstone was laid April 15, 1904; the building dedicated on September 16; and the Library opened for service on October 20, 1904.

The first addition, west and south of the original building was completed in 1907, with a second gift of \$6,000 from Andrew Carnegie. An \$85,000 bond issue was passed in 1938, to build the second addition to the Library building, which was completed in 1940.

The Ames Branch Library on Welch Avenue operated from May 7, 1946 to July 25, 1950. Bookmobile service began on August 11, 1966. The Library has served rural Story County by contract with the supervisors since 1975. The City of Gilbert was served under contract from July 1, 1976 to June 30, 2011.

On November 8, 1983, the citizens of Ames approved issuance of \$3,937,000 in bonds to construct a major building addition and to remodel the existing facility. The 35,000 square foot addition opened for service April 25, 1985, and the entire 50,000 square foot facility was dedicated September 8, 1985.

On November 8, 2011, Ames residents approved a ballot measure authorizing the City to issue \$18,000,000 in bonds for another building expansion and renovation. Private donations and library bequest funds were committed to cover the remaining \$2,000,000 needed for the project.

Construction efforts to "renew" the library began in December 2012. Portions of the 1985 structure were removed and building's footprint was expanded to cover the entire east half of the 500 block of Douglas Avenue. A second story was added over the west portion of the lot and south end of the alley west of the building was relocated to accommodate a drive-through garage for the bookmobile.

The public was served from a temporary facility in Lincoln Center from December 2012 to August 2014. The Grand REopening of the renewed 78,992 square-foot library building was held on September 14, 2014.

In response to the national COVID-19 Pandemic, the Library building was closed to the public on March 17, 2020 with some staff working remotely and some on-site. The Library continued to meet community needs through online access to collections and virtual programming. Curbside pickup of holds began on May 18, 2020. The Library's lobby area was reopened for holds pickup on July 1, 2020, with safety protocols in place. Services soon expanded to include socially-distanced computer access, copy and printing services, browsing materials, and program kits for youth. As cases increased in late November 2020, the Library returned to curbside service, and lobby service was resumed in February 2021. Full library access returned in March 2021 and full hours resumed in May 2021. Programming was provided outdoors or online through summer 2021 and meeting room use resumed in July 2021. Despite challenges, library staff managed to connect with customers and meet their needs throughout the pandemic in ever-evolving ways.

History of Ames Public Library Directors 1904 – Present

1904	Lorena Webber
1905-1924	Kittie B. Freed
1924-1926	Olive Ryder
1926-1927	Grace Hill
1927-1929	Winnifred Wennerstrum
1929-1963	Letha M. Davidson
1963-1975	Margaret E. Davidson
1975-1981	Mona Carmack
1981	Clare DeCleen (served only 2 months)
1981-1992	George Lawson
1993-1995	Sally Reed
1996-2005	Gina Millsap
2006-2012	Art Weeks
2013- 2019	Lynne Carey
2019-	Sheila Schofer