

Ames Public Library Board of Trustees
Agenda – January 16, 2025
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Oath of Office

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 December 19, 2024
- 3) Motion approving payment of claims 12/1/24 – 12/31/24

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) Administration – Schofer
- 5) APLFF – Gibson/Myers
- 6) Budget & Finance Committee – Rearick/Reger

Board Education

- 7) Library Professional Development- Schofer

Policy Review

- 8) Programs (Action)
- 9) Records Retention (Discussion)

New Business

- 10) Fiscal Year 2025/2026 Proposed Budget (Action)
- 11) Strategic Plan (Action)
- 12) February meeting date

Trustee Comments

Adjournment

Next regular meeting: Thursday, February 20, 2025
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
Oath of Office**

STATE OF IOWA }
COUNTY OF STORY } ss.
CITY OF AMES }

I, the undersigned, Monica Gordillo, duly appointed member of the Ames Public Library Board of Trustees of the City of Ames, Iowa, do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the office of library trustee in Ames, as now or hereafter required by law.

Monica Gordillo

Subscribed and sworn before me by Monica Gordillo, Ames Public Library Board Trustee, on this 16th day of January, 2025.

Richard Johnson, Library Board President

(SEAL)

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 14, 2025**

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

- 1) Sidney Nichols (credit refund 10/17/24) \$22.76
- 2) Mary Jurenka (credit refund 11/15/24) \$9.79
- 3) Kelli Jens (credit refund 12/10/24)..... \$5.99
- 4) M.D. Ashland \$44.39
- 5) Story County Master Gardeners Association -four youth titles – undisclosed value

Richard Johnson, President

Brenda Thorbs-Weber, Secretary

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

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 19, 2024, in the Dale H. Ross Board Room with Gibson, Johnson, Mitchell-Conway, Myers, Rearick, Reger (7:06 p.m.), and Thorbs-Weber in attendance. Reynolds was excused. Assistant City Manager Goldbeck, Director Schofer, and citizen Deyo were also in attendance.

Call to Order: President Johnson called the meeting to order at 7:03 p.m.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting November 21, 2024
2. Motion approving payment of claims 11/1/24 – 11/30/24

Vote on Motion: 5-0 (Johnson abstained; Reger and Reynolds excused). Approved unanimously.

Public Forum: Richard Deyo was present to talk to the Ames Public Library Board. He spoke to the Human Relations Committee last week. He would like the opportunity to get to know people and for people to get to know him. He shared some of his past traumas and experiences with the Board. The Board thanked him for coming.

Activity Reports:

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

- The City is partnering with Heartland of Story County to hold some fitness classes in their new building.
- The Fitch Aquatic Center is moving forward as scheduled.
- The City is in the thick of budget season. The full proposal will be ready in mid-January.
- They will be doing some carpet replacement at City Hall which will cause some disruptions.
- They received six proposals from potential consultants to work on the homelessness issues in Ames and Story County. They will be working on selecting one of these candidates.
- A 5% increase in funding was approved for ASSET.

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

- The Library's original fiscal year 2026 budget was submitted with a 5.8% increase. We were asked to reduce that increase to a 4% increase. With some fixed costs in wages, benefits, risk management insurance, and contract increases, we had to reduce budgets for collections, conference attendance, professional services, and other areas.
- The Library is also gearing up for carpet replacement. We will have reduced services. Some areas of the building will be closed during the installation process.

Study rooms and meeting room use will be impacted. We will offer programming in the auditorium and meeting rooms. We are planning on alternative browsing options as well as grab and go bags. Holds may take longer to pull. Our marketing staff are messaging these disruptions.

- The Freedom of Information Act (FOIA) complaint was dismissed today.
- Schofer will be working with area churches to share training on homelessness and de-escalation.

Ames Public Library Friends Foundation (APLFF) Report:

- There wasn't a December meeting to report on but work on finalizing the new logo continues.

Board education:

Schofer reviewed some of the completed items from the 2020-2024 strategic plan which focused on the six main topics of Equity, Inclusion, Civic Engagement, Access, Wellness, and Staff Development.

Equity: Create an intentional plan to address barriers in library systems and actively work to create equitable services and access.

- Going Fine Free
- Establishing a Diversity, Equity, and Inclusion (DEI) Team
- Establishing an Accessibility Team
- Purchasing translation devices for each service desk
- Translating key brochures into multiple languages
- Offering bus tickets (now bus passes)
- Increasing the number of Hotspots circulating
- Establishing School IDs as Library cards
- Adapting hiring practices
- Expanding Deposit Collections
- Adapting Service Desks for accessibility

Inclusion: Create a welcoming and comfortable place for all community members.

Develop best practices for collaborative partnerships in order to amplify a diversity of ideas, cultures, and experiences and foster community understanding.

- Diversity audit of collections
- Black Arts and Music Programs
- Ames PRIDE partnership & programs
- World language collections
- Inclusive exhibits and book displays
- International meet ups
- School ESL partnership
- Expanded outreach
- Juneteenth

Civic Engagement: Provide opportunities for community members to connect with accurate information, be involved in their community, and better understand and be prepared to participate in the institutions of representative democracy.

- Civics Center Webpage

- Voting site and registration
- League of Women Voters partnership
- Candidate forums
- Get on Boards and Run for Office programs
- First Amendment Day programs and exhibit
- Foster TAG and Kids Choice voting

Access: Connect community members to needed information and resources.

- Added New York Times, Wall Street Journal, Comics Plus
- Added EZ Proxy to streamline access to e-resources
- Added the visual discovery layer to the catalog
- Began the Personalized Picks and 12 to Try reading program
- Increased outreach at schools, ISU, and community events
- Held Baby, Summer Camp, and College Resource Fairs
- Hosted multiple Social Service agency for in-reach office hours at the Library
- Increased e-book and e-audio budgets
- Held computer classes

Wellness: Foster a thriving community through promotion of physical, mental, and socio-emotional well-being.

- Vaccine Clinics
- Resume and job searching support
- Social service in-reach, resource binder, street card
- Community Mental Health programs
- Teen mental health programs
- Caregiver programs
- Supply kits
- Added Health and Wellness online resource
- Community connection programs like Speed Friending, Fiber Arts, Repair Café
- Environmental programs

Staff Development: Ensure excellent customer service as our community needs evolve through proactive staff development and training.

- Additional Staff Day
- DEI focused trainings, conversations, and reading
- Niche Academy
- Staff attend and present at various conferences
- Online webinars
- Staff attend leadership workshops
- Hiring and onboarding process review and improvements
- Library Aide wage increase
- Workflow and staffing analysis
- PIC (Person in Charge) training

Schofer also reviewed the process for the next strategic plan including teams working on planning and synthesis of a lot of feedback from almost 600 survey responses, 5 stakeholder groups, 4 public input sessions, and multiple staff, Board, and volunteer input opportunities. The new strategic plan should be presented at the January meeting for approval.

Policy Review:

History: This policy was brought to the Board last month for discussion and reviewed by staff. There are no recommended changes. The Board discussed the policy including researching black history to incorporate in the future.

Moved by Thorbs-Weber, seconded by Reger, to approve the review of the History Policy as presented.

Vote on Motion: 6-0 (Johnson abstained; Reynolds excused). Approved unanimously. Resolution No. 2024-L023 adopted.

Programs: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action.

Trustee Comments:

- Gibson – thanked Schofer for making the strategic plan look easy when having a large group of people to work with and find consensus with. Thanked Johannes for getting the food and taking care of the Board.
- Rearick – thanked everyone for the discussions and all the work.
- Myers – appreciates Thorbs-Weber and Rearick for bringing up great questions and points of view. Thanked everyone for the work on the strategic plan, the food, all everyone does and wished everyone happy holidays.
- Mitchell-Conway – good job team.
- Reger – was happy to be back after missing two months. Thanked everyone for all the work the Library staff does, Schofer’s leadership and the food. We have a Library we can all be proud of. Merry Christmas everyone.
- Thorbs-Weber – Suggested having an open house or ribbon cutting with the Chamber after the carpet replacement is complete. Thanked Schofer, Johannes, and the Board for coming monthly and their work.
- Johnson – appreciates what Thorbs-Weber said. The Board is here, trying to do the best job they can in addition to what Schofer, Johannes, and the rest of the Library staff does.

Adjournment:

Moved by Myers, seconded by Mitchell-Conway, to adjourn at 8:46 p.m.

Vote on Motion: 6-0 (Johnson abstained; Reynolds excused). Approved unanimously.

The next regular meeting will be on Thursday, January 16, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Brenda Thorbs-Weber, Board Secretary

Library Claims
December 1 - December 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	\$	3,096.38
PAYROLL SUMMARY	IPERS	\$	4,787.78
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	160.70
MESSENGER ALLOCATION	MESSENGER SERVICE	\$	1,756.13
PRINTING ALLOCATION	PRINT SHOP SERVICES	\$	840.23
OCT 2024 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	2,465.83
OCT 2024 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,265.00
OCT POSTAGE	POSTAGE/FREIGHT	\$	2.27
ONESOURCE	RECRUITING COSTS	\$	206.90
REV GRP #2568	ELECTRIC SERVICE	\$	(6,074.86)
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.29)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	12,227.11
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(220.07)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.57
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
REV GRP #2568	WATER/SANITARY SEWER	\$	(408.59)
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	848.90
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	242.44
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,304.06
PREMIER OFFICE EQUIPMENT	LEASES	\$	776.99
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	43.20
CH ISSUES	OFFICE SUPPLIES	\$	105.72
AMER GRAPHICS & INSTALLAT	OFFICE SUPPLIES	\$	19.40
QUILL CORP	OFFICE SUPPLIES	\$	1,736.04
BANK OF AMERICA	OFFICE SUPPLIES	\$	98.62
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	103.15
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	1,318.67
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	105.54
BANK OF AMERICA	CLEANING SUPPLIES	\$	109.97
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	55.35
ECHO GROUP INC	EQUIPMENT PARTS/SUPPLIES	\$	(57.15)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$	100.00
Total Administration		\$	92,953.93
Resource Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,908.04
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50

Library Claims
December 1 - December 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	\$	1,779.97
PAYROLL SUMMARY	IPERS	\$	2,917.72
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	37.08
OCLC INC	LICENSES/PERMITS	\$	4,710.26
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	346.18
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	71.64
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,512.99
OVERDRIVE	ELECTRONIC COLLECTION	\$	5,113.48
KANOPIY LLC	ELECTRONIC COLLECTION	\$	1,011.00
ADVANTAGE ARCHIVES LLC	ELECTRONIC COLLECTION	\$	2,227.00
USA TODAY	PERIODICALS	\$	118.80
ACCOUNTING RESEARCH & ANA	PERIODICALS	\$	480.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,385.80
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,361.88
AMAZON CAPITAL SERVICES I	YOUTH COLLECTION	\$	1,012.40
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	803.07
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	568.95
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,748.82
AMAZON CAPITAL SERVICES I	AUDIO-VISUAL COLLECTION	\$	225.76
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	4,526.64
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	3,400.38
SENTRUM MARKETING, LLC	ADULT PRINT COLLECTION	\$	143.70
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$	390.69
MORNINGSIDE UNIVERSITY	REFUNDS	\$	25.00
Total Resource Services		\$	82,277.48
Youth Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,682.38
PAYROLL SUMMARY	DENTAL INSURANCE	\$	357.54
PAYROLL SUMMARY	IPERS DISABILITY	\$	153.80
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,305.40
PAYROLL SUMMARY	MEDICARE FICA	\$	604.18
PAYROLL SUMMARY	FICA	\$	2,583.43
PAYROLL SUMMARY	IPERS	\$	4,123.61
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	52.43
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	420.00
GATEWAY HOTEL & CONFERENCE	RECRUITING COSTS	\$	89.60
MCKILLIP, MADELINE	RECRUITING COSTS	\$	524.36
FAREWAY STORES INC	FOOD	\$	5.26
BANK OF AMERICA	FOOD	\$	18.99
Total Youth Services		\$	59,992.78

Library Claims
December 1 - December 31, 2024

Adult Services FY25		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 50,026.94
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$ 206.20
PAYROLL SUMMARY	LIFE INSURANCE	\$ 84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,869.44
PAYROLL SUMMARY	MEDICARE FICA	\$ 716.48
PAYROLL SUMMARY	FICA	\$ 3,063.53
PAYROLL SUMMARY	IPERS	\$ 4,722.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 60.06
OCT POSTAGE	POSTAGE/FREIGHT	\$ 2.49
BANK OF AMERICA	TRAINING	\$ 243.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 42.04
BANK OF AMERICA	FOOD	\$ 111.39
Total Adult Services		\$ 67,519.69

Customer Account Services FY25		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 52,295.23
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 14,518.64
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 336.56
PAYROLL SUMMARY	IPERS DISABILITY	\$ 239.24
PAYROLL SUMMARY	LIFE INSURANCE	\$ 91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,571.88
PAYROLL SUMMARY	MEDICARE FICA	\$ 923.07
PAYROLL SUMMARY	FICA	\$ 3,946.94
PAYROLL SUMMARY	IPERS	\$ 6,307.25
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 80.21
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$ 63.03
OCT POSTAGE	POSTAGE/FREIGHT	\$ 1,284.52
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 68.95
LUCAS COLOR CARD	OFFICE SUPPLIES	\$ 2,096.42
Total Customer Account Services		\$ 89,823.54

Total FY25:		\$ 207,441.97
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Richard Johnson, President	Brenda Thorbs-Weber, Secretary	Date
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	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	47.95%	52.05%
Expenses	\$ 304,750.38	\$ 186,110.74	\$ 268,084.00	\$ 286,729.43	\$ 407,977.54	\$ 1,453,652.09		\$ 14,764.02		\$ 1,468,416.11		
Remaining Funds	\$ 309,407.62	\$ 188,877.26	\$ 304,991.00	\$ 321,866.57	\$ 416,460.46	\$ 1,541,602.91		\$ 52,615.53		\$ 1,594,218.44		
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	46.34%	53.66%
Expenses	\$ 120,507.55	\$ 73,223.14	\$ 97,580.63	\$ 96,828.47	\$ 114,839.22	\$ 502,979.01		\$ 2,227.40		\$ 505,206.41		
Remaining Funds	\$ 118,838.45	\$ 74,075.86	\$ 140,059.37	\$ 117,888.53	\$ 112,410.78	\$ 563,272.99		\$ 21,660.20		\$ 584,933.19		
30 ** INTERNAL SERVICES										\$ -		
BUDGET	\$ 143,290.00	\$ 3,450.00	\$ 3,670.00	\$ 4,170.00	\$ 4,782.00	\$ 159,362.00	\$ -	\$ -		\$ 159,362.00	14.90%	85.10%
Expenses	\$ 23,747.34	\$ -	\$ -	\$ -	\$ -	\$ 23,747.34	\$ -	\$ -		\$ 23,747.34		
Remaining Funds	\$ 119,542.66	\$ 3,450.00	\$ 3,670.00	\$ 4,170.00	\$ 4,782.00	\$ 135,614.66	\$ -	\$ -		\$ 135,614.66		
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	75.96%	24.04%
Expenses	\$ 346,165.05	\$ 45,479.77	\$ 4,112.42	\$ 2,023.92	\$ 8,835.54	\$ 406,616.70		\$ 51,190.07	\$ 2,969.52	\$ 460,776.29		
Remaining Funds	\$ 111,780.95	\$ (2,333.77)	\$ 4,495.58	\$ 4,119.08	\$ 8,123.46	\$ 126,185.30		\$ 22,576.66	\$ (2,969.52)	\$ 145,792.44		
60 ** COMMODITIES										\$ -		
BUDGET	\$ 59,168.00	\$ 30,275.00	\$ 1,835.00	\$ 1,170.00	\$ 4,700.00	\$ 97,148.00	\$ 16,500.00	\$ 175,010.57	\$ 500.00	\$ 289,158.57	43.09%	56.91%
Expenses	\$ 33,567.05	\$ 19,930.95	\$ 561.44	\$ 210.76	\$ 3,155.27	\$ 57,425.47	\$ 11,832.65	\$ 53,197.42	\$ 2,129.03	\$ 124,584.57		
Remaining Funds	\$ 25,600.95	\$ 10,344.05	\$ 1,273.56	\$ 959.24	\$ 1,544.73	\$ 39,722.53	\$ 4,667.35	\$ 121,813.15	\$ (1,629.03)	\$ 164,574.00		
61 ** LIBRARY COLLECTION										\$ -		
BUDGET		\$ 576,495.00				\$ 576,495.00	\$ -	\$ 60,000.00	\$ 3,500.00	\$ 639,995.00	64.67%	41.42%
Expenses		\$ 359,552.90				\$ 359,552.90	\$ -	\$ 54,039.24	\$ 279.57	\$ 413,871.71		
Remaining Funds		\$ 216,942.10				\$ 216,942.10	\$ -	\$ 44,924.51	\$ 3,220.43	\$ 265,087.04		
75 ** CAPITAL										\$ -		
BUDGET							\$ -		\$ -	\$ -	0.00%	0.00%
Expenses							\$ -		\$ -	\$ -		
Remaining Funds							\$ -		\$ -	\$ -		
80 ** OTHER										\$ -		
BUDGET		\$ 1,500.00				\$ 1,500.00		\$ 24,387.94		\$ 25,887.94	1.66%	98.34%
Expenses		\$ 428.62				\$ 428.62		\$ -		\$ 428.62		
Remaining Funds		\$ 1,071.38				\$ 1,071.38		\$ 24,387.94		\$ 25,459.32		
TOTAL BUDGET	\$ 1,513,908.00	\$ 1,177,153.00	\$ 824,828.00	\$ 834,796.00	\$ 1,078,129.00	\$ 5,428,814.00	\$ 16,500.00	\$ 590,089.48	\$ 4,000.00	\$ 6,039,403.48	49.63%	49.96%
TOTAL EXPENSES	\$ 828,737.37	\$ 684,726.12	\$ 370,338.49	\$ 385,792.58	\$ 534,807.57	\$ 2,804,402.13	\$ 11,832.65	\$ 175,827.46	\$ 5,378.12	\$ 2,997,440.36		
TOTAL REMAINING	\$ 685,170.63	\$ 492,426.88	\$ 454,489.51	\$ 449,003.42	\$ 543,321.43	\$ 2,624,411.87	\$ 4,667.35	\$ 389,874.08	\$ (1,378.12)	\$ 3,017,575.18		
% Spent	54.74%	58.17%	44.90%	46.21%	49.61%	51.66%	71.71%	29.80%	134.45%	49.63%		
% Remaining	45.26%	41.83%	55.10%	53.79%	50.39%	48.34%	28.29%	70.20%	-34.45%	50.37%		

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%



Programs Policy

Section: Library Resources

Approved: 6/23/2004

Reviewed: 1/19/2017

Revised: 10/10/2005, 10/19/2006, 9/18/2008, 8/16/2012, 12/17/2015, 2/20/2020, 06/16/2022, 1/16/2025

Ames Public Library offers programs to further its mission, “Ames Public Library; We connect you to the world of ideas.”

Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at the Bookmobile, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, lectures, performances, storytimes, tours, and workshops.

The purpose of Library programming is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current interest
- Foster cultural awareness, diversity, and equitability
- Foster civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

Programming Partnership

The Library encourages and welcomes program proposals from individuals and community groups. When collaborating with a community group, agency, or individual ~~approaches~~ the Library will consider partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library’s mission and strategic priorities
- Priority may be given to community groups, agencies or individuals who amplify a diversity of ideas, cultures and experiences
- The resources needed to accomplish the program are available and appropriate

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library’s role includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion, and offering supplementary Library resources.

Content

The Library’s goal in programming is to connect members of our community with a wide variety of ideas and perspectives.

The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.

Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.

Charges, Sales, and Fundraising

All Library programs will be offered free of charge. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote his or her specific business interest. No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library by the Ames Public Library Friends Foundation or the Library itself, and
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director.

Attendance

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program.

- Attendance may be limited if the number of participants reaches the room capacity established by the Ames Fire Department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age. Programs designed for a general audience have no age restrictions.
- It is the responsibility of parents or legal guardians, not Ames Public Library staff, to guide their own children's use of the library and its resources and services.

Evaluation

~~Program evaluation is informed by alignment with the Library's strategic priorities and Programs will be evaluated based on~~ data collected from the audience, program partner(s), and staff.

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

This policy has been developed in concert with the following American Library Association Guidance Documents:

[Libraries: An American Value](#)

[Library Bill of Rights](#)

Interpretations of the *Library Bill of Rights*: “[Library-initiated Programs as a Resource.](#)”

“[Access to Library Resources and Services for Minors](#)” and “[Freedom to View Statement.](#)”

Library Policies:

[Conduct in the Library Policy](#)

[Display and Exhibit Spaces Policy](#)

[Meeting Rooms and Study Rooms Policy](#)

[Program Proposal Form](#)

Programs Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
January 16, 2025**

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

Richard Johnson, President

Brenda Thorbs-Weber, 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, 02/20/2025

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 Customers' accounts and database (electronic) CONFIDENTIAL	Indefinitely; pur Purge after three 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. 44-347 24-671, December 17, 2024 July 12, 2011

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Background: The City Manager requested city departments to submit adjustments to the current year's budget (fiscal year 2024/25 or FY25) and initial requests for next year (FY26) by November 13, 2024. Schofer, Dornink and Johannes met with the City Budget Manager, Assistant City Manager, and Lehman on Monday, November 18, to review the initial entries and make adjustments per their recommendations. January 9, 2025 Schofer, Dornink, and Johannes met with the City Manager, City Finance Director, and Lehman to review budget requests.

Notes:

- The Library Administration budget reflects salary and benefit increases. Building and service contract costs have also increased. To offset these increases, reductions were made to other areas like conference attendance and professional services.
- The Library has received a \$25,000 grant through the Friends Foundation to offer additional checkouts of hotspots and tablets, as well as provide digital literacy programming.
- The demand for downloadable electronic books and audio outpaces the increasing costs of providing these services. To keep expenses manageable, the Library eliminated some online databases, restricted access to downloadable platforms, and reduced funding for physical collections.
- The Resources Services team is reviewing current vendor options for cataloging records and interlibrary loan services to identify potential cost savings.
- Youth Services personal service costs have a lower-than-expected increase in FY 2025/26 due to staff turnover and changes in selected insurance plans. Conference attendance was reduced to FY 2025/26 to help offset increases in areas of the budget.
- The Youth Services Manager works closely with the Ames Public Library Friends Foundation Development Director to identify grant opportunities to support youth initiatives such as STEM Programming and Summer Meals.
- In the FY 2025/26 budget, benefits increased due to staff turnover and insurance coverage selection. Conference attendance was reduced to help offset increases.
- Ames Public Library Friends Foundation funds will support a furniture refresh in the adult area.
- The Customer Accounts Services budget reflects permanent staff salary and benefit increases as well as an increase in postage costs. To offset these increases, reductions were made to the temporary salary budget line and conference costs were reduced.

Requested Action: Administration recommends that the Board of Trustees approve the FY25 Budget Adjustments and initial FY26 Requests.

Library Services 26 - 455/456

	2023/24 Actuals	2024/25 Adopted	2024/25 Adjusted	2025/26 Requested	Percentage Change from Adopted
<i>Activities:</i>					
Administration	1,469,849	1,595,027	1,639,221	1,732,207	8.6%
Resource Services	1,215,927	1,281,022	1,290,582	1,338,701	4.5%
Youth Services	912,474	965,100	933,364	979,834	1.5%
Adult Services	768,123	868,665	845,213	917,334	5.6%
Customer Account Services	1,048,231	1,081,129	1,081,682	1,134,810	5.0%
Total Expenditures	5,414,604	5,790,943	5,790,062	6,102,886	5.4%

Expenditures by Category:

Personal Services	3,793,103	4,142,760	4,065,068	4,328,787	4.5%
Internal Services	148,353	162,612	155,346	154,529	-5.0%
Contractual Services	541,442	593,052	608,343	636,676	7.4%
Commodities	209,421	224,524	271,810	279,213	24.4%
Collection Materials	650,166	664,995	686,495	700,681	5.4%
Capital	69,661	-	-	-	
Other Expenditures	2,458	3,000	3,000	3,000	0.0%
Total Expenditures	5,414,604	5,790,943	5,790,062	6,102,886	5.4%

Funding Sources:

Charges for Services	20,430	17,520	17,750	18,500	5.6%
State of Iowa	42,167	50,000	40,000	42,000	-16.0%
Story County	149,565	149,565	157,043	150,000	0.3%
Library Friends Foundation	355,101	339,879	411,168	448,581	32.0%
Direct State Aid	16,983	17,000	16,706	16,500	-2.9%
Donations/Grants	483	4,000	6,650	6,750	68.8%
Total Funding Sources	584,729	577,964	649,317	682,331	18.1%
General Fund Support	4,829,875	5,212,979	5,140,745	5,420,555	4.0%
Total Funding Sources	5,414,604	5,790,943	5,790,062	6,102,886	5.4%

Personnel - Authorized FTE 38.50 38.50 38.50 38.50

PROBEXP ranges:

238-2600-456-1000 to 238-2699-456-9999 (Direct State Aid)
 239-2600-456-1000 to 239-2699-456-9999 (Friends Foundation)
 241-2600-456-1000 to 241-2699-456-9999 (Donations)

Operating Budget – FY25 Adjustments and FY26 Requests

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 16, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves adjustments to the operating budget for fiscal year 2024/25 and requests for fiscal year 2025/26 as presented.

Richard Johnson, President

Brenda Thorbs-Weber, Secretary

AMES PUBLIC LIBRARY

2025-2030

STRATEGIC PLAN



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PUBLIC LIBRARY



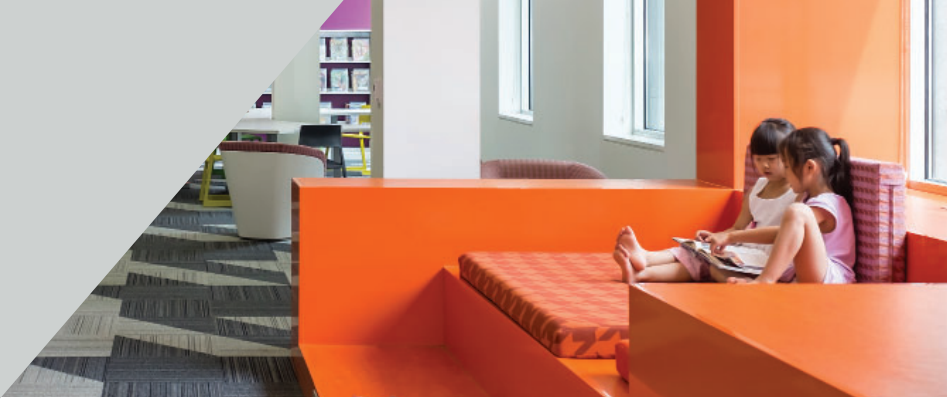


Connecting Ames

Creating opportunities for the community to engage and connect.

CORE

- Offer programs that build social and community connections.
- Maintain a robust volunteer program.
- Maintain relationships that support students of all ages, pre-K through higher education.



BUILD

- Expand partnerships to be reflective of the diversity of the community.
- Find creative ways to tell the Library's story of community impact.
- Review and strategize in-reach and outreach opportunities.
- Develop a robust Iowa Center for the Book presence across Iowa.

REACH

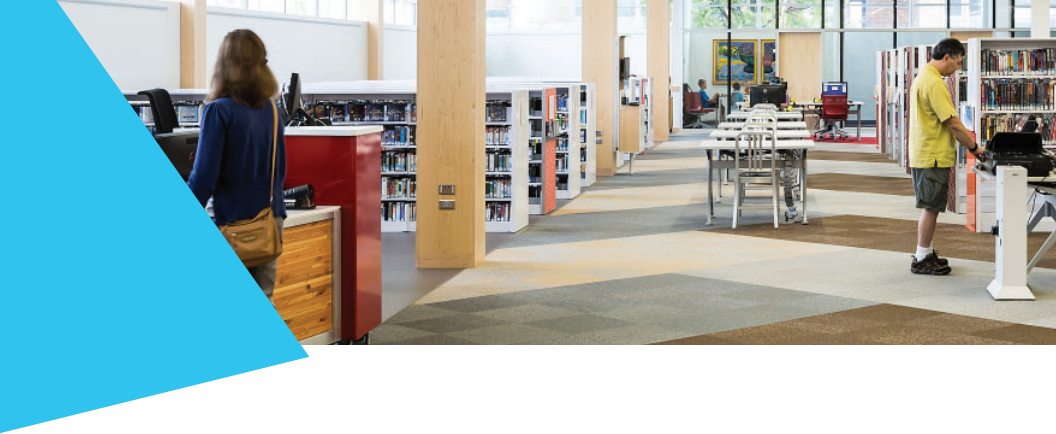
- Create new opportunities for the community to engage with library services.
- Work with community partners to identify and facilitate conversations about community issues.
- Partner with local organizations to support community social and mental health needs.

Serving Ames

Providing access to resources that serve diverse needs.

CORE

- Maintain diverse, popular and robust collections to meet community needs both in the Library and throughout Ames through deposit collections and ongoing data analysis.
- Provide knowledgeable and unbiased assistance in locating trusted information.
- Meet a range of practical community needs, including print, scan and fax services, meeting and study rooms, and notary services.



BUILD

- Collaborate with diverse communities to offer inclusive cultural programming, exhibits, and services.
- Increase access to circulating technology to support digital equity.
- Expand the IDEA (Inspire, Design, Explore, Archive) Center to include additional equipment for audio recording.

REACH

- Lead county-wide initiatives to increase access to internet and support digital equity across Story County.
- Identify strategies to increase local awareness of resources and promote active engagement in the Ames community.
- Create opportunities for job shadowing and cross-training for staff development.

A Place for Ames

Enhancing the physical library building, property, and Bookmobile to create an accessible, welcome, and safe space for all users.

CORE

- Maintain a culture of welcoming staff through the hiring, training, development, and support of a diverse staff.
- Provide space for all ages to network, gather, and creatively play.
- Prioritize safety of visitors and staff by maintaining clean, accessible, and welcoming spaces.




BUILD

- Strategically increase wayfinding for successful independent use of the library.
- Prepare for a transition to a new Bookmobile.
- Install new furniture in Adult Services.

REACH

- Revitalize interior and exterior spaces to better support accessibility, safety, and patron needs.
- Join and complete the Sustainable Library Certification Program.
- Investigate sensory certification program.



*Thank you
to the many community
members who completed
surveys and participated in
focus groups to help
shape this plan.*



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Strategic Plan

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 16, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves the priorities and goals of the 2025-2030 Strategic Plan as presented.

Richard Johnson, President

Brenda Thorbs-Weber, Secretary