

Ames Public Library Board of Trustees
Agenda – February 13, 2025
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 January 16, 2025
- 3) Motion approving payment of claims 1/1/25 – 1/31/25

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) Nominating Committee – Reynolds/Thorbs-Weber

Board Education

- 8) Board Community Engagement – Group Brainstorm Activity

Policy Review

- 9) Records Retention (Action)
- 10) Display and Exhibit (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, March 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.

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 13, 2025**

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

- 1) Ames Optimist Club (Parent Packs) \$300.00

Richard Johnson, President

Brenda Thorbs-Weber, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
January 16, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 16, 2025, in the Dale H. Ross Board Room with Gibson, Gordillo, Johnson, Mitchell-Conway, Rearick, Reger, Reynolds, and Thorbs-Weber in attendance. Myers was excused. Director Schofer was also in attendance.

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

Oath of Office: Gordillo took the Oath of Office

Consent Agenda:

Moved by Reynolds, seconded by Mitchell-Conway, to approve the consent agenda as follows:

1. Resolution approving donations:
 - a. Sidney Nichols (credit refund 10/17/24).....\$22.76
 - b. Mary Jurenka (credit refund 11/15/24)\$9.79
 - c. Kelli Jens (credit refund 12/10/24)\$5.99
 - d. M.D. Ashland\$44.39
 - e. Story County Master Gardeners Association four youth titles
2. Motion approving minutes of the regular meeting December 19, 2024
3. Motion approving payment of claims 12/1/24 – 12/31/24

Vote on Motion: 7-0 (Johnson abstained; Myers excused). Approved unanimously. Resolution No. 2025-L001 adopted.

Public Forum: None

Activity Reports:

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

- The carpet replacement project is going well. We have cameras installed to create a time-lapse video when they are finished. Patrons are coming in to use the space and browse available collections. The holds list has more than doubled, which started just before the project began. The contractors are great to work with which enables staff pull holds at various times and allows them to keep up with the demand.
- We did reach out to the Ames Area Economic Alliance (AKA the Ames Chamber) to schedule a ribbon cutting to highlight the new carpet. The ribbon cutting is scheduled at 4 p.m. on Wednesday, April 9.
- The Library Building Maintenance Supervisor, Duckett, is taking advantage of the floor closures to do a few things. She has changed the light kits and painted the Youth bathrooms to brighten the spaces. She will be installing a new changing table in a safer location in the bathroom too. (New Strategic Plan already starting!) She also took advantage of being able to access areas in the ceiling, usually blocked by shelves, and was able to clean dust off the chiller beams and grates which should improve efficiency.

- Speaking of efficiency, the City signed a contract to do energy audits in City buildings. The Library is a newer, efficient building. We went through an audit about eight years ago and do regular tweaks with our vendors to improve efficiency. We look forward to hearing their recommendations to further our efficiency.
- On January 2nd we transitioned from providing individual use bus tickets to checking out monthly bus passes. Staff got the word out to our regular requesters to put their names in the hold queue. Fifty passes will be available each month.
- Tax season is gearing up. Forms are available in the lobby. The United Way of Story County will schedule all appointments for the VITA tax volunteers again this year. Appointments should start in February.
- Schofer is working with Ocken to create an ad at the North Grand Mall. Thorbs-Weber had suggested the mall as an option for marketing a few months ago.
- Mitchell-Conway wants it on record that she would like an actual warming center in the City of Ames. There has not been an increase of those experiencing homelessness spending days at the Library. Schofer had spoken with Food at First and the Romero house prior to the carpet project to make sure there were options available if seating at the Library became limited. The City has hired a consultant who will begin analyzing data, contacting key staff and local organizations, and having community conversations to propose a longer-term solution.

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

- Luze continues to work on rebranding efforts. She will be meeting next week with Ripke to discuss website design.
- The APLFF Board discussed the possibility of hiring an intern from Iowa State University to assist with the website and social media updates.
- Luze will be sending a solicitation to Ames area businesses. She expects a modest response, but the priority is to make connections.
- The holiday solicitation has been going well.
- The booksale and sales at Literary Grounds continue to do well.
- There will not be meetings in February or April.

Budget and Finance Committee: Rearick/Reger gave a report to the Board.

- Reger couldn't attend the meeting but came in and reviewed the financial reports. He does not have any concerns. There is a slight decrease in the collection budget for fiscal year 2026 to cover the unavoidable increases in areas such as benefits, ongoing contracts, and subscription.
- Rearick also doesn't have any concerns. At the end of December we should be approximately 50% spent. The report shows our overall spending at 49.63%. Library collections are intentionally above the 50% spent. Internal services will be billed around April so that remains underspent. Several of the contracts are paid at the beginning of the fiscal year, so that is also showing overspent, but it is anticipated.

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

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

Board education:

Schofer discussed professional development. The Library has Niche which we use for both employee and patron education opportunities. Recently the Library purchased the Ryan Dowd training on homelessness and de-escalation which is on Niche. We also use Niche for new employee onboarding, Person in Charge (PIC) training, and a variety of other topics. The City of Ames provides EDC (Employee Development Center) Classes on topics such as Mental Health First Aid, Excel, and Customer Service Excellence. The State Library of Iowa provides live courses, recorded and self-paced courses including things like the Pop YS conferences that our Youth Staff attend each year. The Iowa Library Association (ILA) is a professional organization that provides a wide range of resources, training, and support specifically to libraries in Iowa just as most professions have professional organizations. The annual ILA conference provides a variety of sessions. Some sessions from the past conference included Promoting Community Ties Through Library Events and Services, Practical Solutions for Combating Burnout in Library Staff, Sensory Storytime, and Public Libraries Catalysts for Civic Renewal (taken from last conference schedule). ILA provides advocacy tools including legislative talking points and a bill tracker. They host an annual Capitol Day, a reception at the State Capitol's Law Library with legislators present which provides an opportunity to discuss library relevant issues and legislation that impacts library funding. The American Library Association (ALA) is another professional organization that is geared towards all libraries. ALA offers divisions such as Public Library Association (PLA), Young Adult Library Services Association (YALSA), and Association for Library Services (ALSC) that provide more in-depth training specifically for staff working in specific areas. Like ILA, there is a variety of training topics, conferences, and resources for members to access. Some staff hold individual memberships to ILA and/or ALA and have served on committees, attended leadership conferences, and presented at conferences. While attending conferences is employee development, work on various committees is not part of a staff person's work at the Ames Public Library. This past October Schofer and Klein-Hewett tabled at ILA as the Iowa Center for the Book. Conferences also provide the ability to network with colleges and potential vendors.

Policy Review:

Programs: This policy was brought to the Board last month for discussion and reviewed by staff. Recommended changes include fixing the semicolon in the first sentence, removing the word "approaches" from the second sentence under "Programming Partnership", changing the beginning of the sentence under "Evaluation" from "Programs will be evaluated based on" to "Program evaluation is informed by alignment with the Library's strategic priorities and" and by adding a link to the "Expression of Concerns policy" under "References". The Board discussed the policy.

Moved by Reger, seconded by Gordillo, to approve the changes to the Programs Policy as indicated.

Vote on Motion: 7-0 (Johnson abstained; Myers excused). Approved unanimously. Resolution No. 2025-L002 adopted.

Records Retention: Schofer introduced the policy. This policy was brought to the Board for discussion at the October 17, 2024 meeting. During the review process it was learned that the City of Ames would be adopting an updated retention schedule. The decision was made to hold this policy for review until after a new City policy was adopted. The City of Ames Records Retention Schedule was adopted by Resolution No. 24-671 on December 17, 2024. As a result of the review, there are multiple changes recommended. The Board discussed the policy. This policy will be brought back next month for action. Thorbs-Weber recommended changing “Members of staff” to “Staff.”

New Business:

Fiscal Year 2025/2026 Proposed Budget: Schofer introduced the budget summary.

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.

Moved by Reynolds, seconded by Mitchell-Conway, to approve the FY25 budget amendments and FY26 request as presented.

Vote on Motion: 7-0 (Johnson abstained; Myers excused). Approved unanimously. Resolution No. 2025-L003 adopted.

Strategic Plan: Schofer reviewed the 2025-2030 Strategic Plan that was briefly covered in the Board Education last month. The strategic plan was constructed after feedback was received from almost six hundred survey responses, five stakeholder groups, four public input sessions, and multiple staff, Board, and volunteer input opportunities. The three main priorities emerged being Connecting Ames, Serving Ames, and a Place for Ames. Connecting Ames includes creating opportunities for the community to engage and connect. Serving Ames includes providing access to resources that serve diverse needs. A Place for Ames includes enhancing the physical library building, property, and Bookmobile to create an accessible, welcome, and safe space for all users. Three main goals surfaced: Core, Build, and Reach. Core includes the things we do on a regular basis. Build includes things that we have done work on, but would like to do more. Reach includes things that are more expensive or time intensive.

Moved by Mitchell-Conway, seconded by Reger, to approve the priorities and goals of the 2025-2030 Strategic Plan as presented.

Vote on Motion: 7-0 (Johnson abstained; Myers excused). Approved unanimously. Resolution No. 2025-L004 adopted.

February meeting date: The Board discussed the February Ames Public Library Board meeting date which annually conflicts with the NAACP Freedom Fund banquet. The Board discussed setting the meeting dates for the following year in December of each year to allow the flexibility to attend this and other important events.

Moved by Reynolds, seconded by Gordillo, to move the February 2025 meeting from February 20, 2025 to February 13, 2025.

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

Trustee Comments:

- Reger – great meeting. It's nice that everyone gets along well even with differences in opinions. There are good discussions. Great work again to Schofer, Johannes, and the rest of the staff.
- Thorbs-Weber – welcomed Gordillo. She thinks Gordillo will enjoy being here.
- Mitchell-Conway – good job team.
- Rearick – thanked everyone for the discussions and all the work.
- Gordillo – excited to be part of the Board. It is very enlightening and welcome. It looks like a good strategic plan.

- Reynolds - is excited to see the strategic plan come together. She thanked everyone for the kind words sent from last month.
- Gibson – with more than a year of conversations with a large staff, various teams, all the feedback, and brainstorming, she is impressed with the strategic plan. What an amazing job, please tell all the staff she appreciates it. She also took a moment to acknowledge Richard Deyo’s passing. There was something about the Library that felt safe for him. The Library allows everyone to come in and feel comfortable. It’s an atmosphere that is provided for all people and it is amazing.
- Johnson - thanks everyone and happy New Year!

Adjournment:

Moved by Mitchell-Conway, seconded by Thorbs-Weber, to adjourn at 8:48 p.m.

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

The next regular meeting will be on Thursday, February 13, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Brenda Thorbs-Weber, Board Secretary

Library Claims
January 1 - January 31, 2025

Administration FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,717.98
PAYROLL SUMMARY	TIME AND 1/2	\$	258.00
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	\$	729.27
PAYROLL SUMMARY	FICA	\$	3,118.27
PAYROLL SUMMARY	IPERS	\$	4,812.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	160.70
NOV 24 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	346.33
NOV 24 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,265.00
GIS PLOTTER REIM	INTERDEPARTMENTAL SVCS	\$	146.89
DAVE FITZ ELECTRIC CO	OUTSIDE PROFESSIONAL SVCS	\$	75.00
TODAY'S BUSINESS SOLUTION	OUTSIDE PROFESSIONAL SVCS	\$	48.16
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	485.00
ACCT CORRECTION	DUES/MEMBERSHIPS	\$	100.00
ONESOURCE	RECRUITING COSTS	\$	105.55
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(0.66)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	6,227.33
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(149.55)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.55
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	284.40
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	418.99
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	267.44
ALLIANT ENERGY/IPL	NATURAL GAS	\$	3,010.72
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	2,016.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	290.00
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	\$	553.00
TIM HILDRETH COMPANY INC	EQUIPMENT REPAIRS	\$	560.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	201.34
LIBRARY MARKET	TECHNOLOGY MAINT/SUPPORT	\$	3,100.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	419.13
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	(41.23)
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	7,101.78
LAWNPRO	NON-CITY SERVICE	\$	2,402.50
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	108.00
CH ISSUES	OFFICE SUPPLIES	\$	165.36
BANK OF AMERICA	OFFICE SUPPLIES	\$	248.27
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	48.98

Library Claims
January 1 - January 31, 2025

ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	99.02
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	83.64
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	426.80
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	992.00
CENT IA DISTRIBUTING INC	EQUIPMENT PARTS/SUPPLIES	\$	35.00
ECHO GROUP INC	EQUIPMENT PARTS/SUPPLIES	\$	2,414.30
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	820.98
BANK OF AMERICA	FOOD	\$	131.96
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	20.44
ACCT CORRECTION	PURCHASE CARD CLEARING	\$	(100.00)
Total Administration		\$	108,889.39
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	\$	419.19
PAYROLL SUMMARY	FICA	\$	1,792.37
PAYROLL SUMMARY	IPERS	\$	2,917.72
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	37.08
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	190.56
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	357.58
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	81.59
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	292.30
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,498.49
OVERDRIVE	ELECTRONIC COLLECTION	\$	1,119.01
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,171.00
BOOK FARM INC	SPECIAL PJCT COLLECTIONS	\$	844.29
USA TODAY	PERIODICALS	\$	94.28
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	914.46
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	542.76
BOOK FARM INC	YOUTH COLLECTION	\$	7,542.51
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	236.79
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	43.96
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	704.23
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,328.56
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	855.80
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	475.62
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	2,978.79
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,044.88
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	387.47

Library Claims
January 1 - January 31, 2025

SENTRUM MARKETING, LLC	ADULT PRINT COLLECTION	\$	143.50
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	505.58
GRIMM, ANNEBETH	REFUNDS	\$	24.99
KENT, JOY	REFUNDS	\$	16.99
CARR, DARRIN	REFUNDS	\$	8.99
WAITE, KILEY	REFUNDS	\$	36.63
LIAO, NAI-YING	REFUNDS	\$	24.99
REFUNDS TAKEN AS DONATIONS	REFUNDS	\$	(38.54)
Total Resource Services		\$	74,545.89

Youth Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,535.94
PAYROLL SUMMARY	HOLIDAY PAY	\$	166.33
PAYROLL SUMMARY	VACATION	\$	1,413.83
PAYROLL SUMMARY	DENTAL INSURANCE	\$	498.60
PAYROLL SUMMARY	IPERS DISABILITY	\$	153.80
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	10,094.30
PAYROLL SUMMARY	MEDICARE FICA	\$	622.45
PAYROLL SUMMARY	FICA	\$	2,661.50
PAYROLL SUMMARY	IPERS	\$	4,125.49
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	52.45
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	1.95
ONESOURCE	RECRUITING COSTS	\$	39.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	12.99
Total Youth Services		\$	63,450.43

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	\$	716.36
PAYROLL SUMMARY	FICA	\$	3,063.01
PAYROLL SUMMARY	IPERS	\$	4,722.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	60.06
POSTAGE	POSTAGE/FREIGHT	\$	53.07
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	1.11
BANK OF AMERICA	OFFICE SUPPLIES	\$	29.99
Total Adult Services		\$	67,204.30

Customer Account Services FY25			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	52,141.63
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	14,677.36
PAYROLL SUMMARY	DENTAL INSURANCE	\$	336.56

Library Claims
January 1 - January 31, 2025

PAYROLL SUMMARY	IPERS DISABILITY	\$	239.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,571.88
PAYROLL SUMMARY	MEDICARE FICA	\$	927.76
PAYROLL SUMMARY	FICA	\$	3,966.81
PAYROLL SUMMARY	IPERS	\$	6,307.75
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	80.16
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	62.00
BANK OF AMERICA	POSTAGE/FREIGHT	\$	56.00
POSTAGE	POSTAGE/FREIGHT	\$	846.80
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	800.69
HARTZLER, DARLA	TRAVEL/MEETINGS	\$	8.84
PETERS, TERESE	TRAVEL/MEETINGS	\$	5.36
UTOMO, ERWIN	TRAVEL/MEETINGS	\$	5.23
NEAL, JESSIE	TRAVEL/MEETINGS	\$	39.26
GARTIN, KELSEY	TRAVEL/MEETINGS	\$	80.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	39.40
BANK OF AMERICA	OFFICE SUPPLIES	\$	74.45

<i>Total Customer Account Services</i>		\$ 88,358.78
Total FY25:		\$ 402,448.79
Richard Johnson, President	Brenda Thorbs-Weber, Secretary	Date

The following slate of officer candidates for 2025/26 is presented by the Nominating Committee:

- Deb Gibson, President
- Ben Rearick, Vice President
- Richard Johnson, Secretary

Further nominations may be made from the floor at this meeting. The Board will elect the slate or other nominations at the March meeting.



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, 02/13/2025

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~~ 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 and ; 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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Records Retention Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
February 13, 2025**

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

Richard Johnson, President

Brenda Thorbs-Weber, Secretary



Display and Exhibit Spaces Policy

Section: Library Resources

Approved: 5/21/2009

Reviewed:

Revised: 10/21/2010, 03/21/2013, 08/21/2014, 09/17/2015, 03/23/2017, 09/17/2020, 8/18/2022

Ames Public Library offers display and exhibit spaces to connect Library visitors to the world of ideas.

Materials displayed or distributed in the Library do not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The Library reserves the right to accept, reject, or request modifications to any materials displayed or exhibited.

The scheduling of displays and exhibit spaces for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over scheduling for others.

There is no charge for the use of display and exhibit space and no fees may be charged to view displays in the Library.

Political campaign signs cannot be displayed, per [Iowa Code](#).

Ames Public Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Displays

Spaces within the Library may be provided for posting flyers or notices of an informational, educational, cultural, civic, or recreational nature. Display space for these items will be made available regardless of the beliefs or affiliations of the individual or group requesting its uses provided they comply with the general guidelines.

General Guidelines:

- Items must be submitted to the Welcome Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Ames Public Library personnel.
- Materials for posting must include date, sponsoring person or organization, place and time.
- Petitions are not allowed.
- Preference will be given to items no larger than 8½”x 11.” Larger items will be considered as space allows.
- Preference will be given to events or services in Ames or Story County.
- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.

Wall-Mounted Display Cases:

Specific display cases have been designated for flyers and posters that provide information about community events such as programs, meetings, performances, leisure activities, and educational opportunities.

Community Bulletin Board:

Some materials will not be posted in the display cases, but may be submitted for posting on a bulletin board designated for general community information sharing including:

- items promoting a continuing service
- miscellaneous postings that include, but are not limited to:
 - items for sale
 - roommate wanted
 - advertisements for lessons (music, martial arts, tutoring, etc.) or services (babysitting, painting, lawn care, etc.)

Brochure Racks:

Library-provided display racks hold multi-copy informational handouts. Preference is given to Ames Public Library, City of Ames, Ames Public Library Friends Foundation, government and non-profit information.

Free-Standing Display Cases/ Electronic Display Monitors:

Library-provided free-standing display cases/ electronic display monitors may be utilized exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

Floor Space:

Floor spaces may be utilized for temporary free-standing displays exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

Exhibits

Library exhibits are planned public displays that support the Library's mission and strategic priorities and are presented by the Library or in partnership with a community group, agency or individual.

Exhibits in designated Library spaces, Bookmobile, or online, provide an opportunity for artists and designers to display their work within the limits of the space, with an understanding that the space is used regularly by people of all ages.

The purpose of Library exhibit space is to:

- Encourage the use of the Library, its resources and programs.
- 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.

General Guidelines:

- Applications for exhibits may be submitted online.
- Applications will be reviewed and approved by the Programming & Exhibitions Team.
- The scheduling of displays and exhibit spaces for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over scheduling for others.
- The Library will not engage in selling or negotiating for the sale of work on behalf of an artist or designer. However, the artist's or designer's name and contact information may be displayed with the artwork.
- Exceptions to the above may be made at the discretion of the Library Director.

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

American Library Association guidance documents:

[*Library Bill of Rights*](#)

[*"Exhibit Spaces and Bulletin Boards, An Interpretation of the Library Bill of Rights"*](#)

[Iowa Code §68A.406](#) Campaign Signs – Yard Signs

2. a. Campaign signs shall not be placed on any of the following:

(1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state, including all property considered the public right-of-way.

Ames Public Library [Programs Policy](#)