

**Ames Public Library Board of Trustees**  
**Agenda – April 21, 2022**  
**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) Motion approving minutes of the regular meeting March 17, 2022
- 2) Motion approving payment of claims 3/1/22 – 3/31/22

**Public Forum**

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

**Activity Reports**

- 3) Assistant City Manager - Schildroth
- 4) Administration – Schofer
- 5) APLFF – Kluesner/Myers
- 6) Budget & Finance Committee – Myers/Reynolds

**Board Education**

- 7) Board Committees - Schofer

**Policy Review**

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

**Unfinished Business**

- 11) Service Offerings (Discussion)

**New Business**

- 12) Enrich Iowa Agreement (Action)
- 13) Director's Goals (Action)
- 14) Custodial Contract Renewal (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, May 19, 2022**  
**Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto: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, \_\_\_\_\_, 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.

\_\_\_\_\_  
Name

Subscribed and sworn before me by \_\_\_\_\_, Ames Public Library Board Trustee, on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Name, Library Board President

(SEAL)

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
March 17, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 17, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Kluesner, Myers, Reynolds and Thorbs-Weber in attendance. Glatz was in attendance virtually. Barchman and Marcu were excused. Assistant City Manager Schildroth, Director Schofer, Volunteer Coordinator Bohlke, and visitor Abbott were also in attendance.

**Call to Order:** Vice President Myers called the meeting to order at 7:00 p.m.

**Consent Agenda:**

**Moved by Glatz, seconded by Johnson, to approve the consent agenda as follows:**

1. Election of Officers
  - a) Myers as President
  - b) Marcu as Vice-President
  - c) Christy as Secretary
2. Resolution approving donations from:
  - a) Kirsten Barta in memory of Betty Tigges.....\$30.00
3. Motion approving minutes of the regular meeting February 17, 2022
4. Motion approving payment of claims 2/1/22 – 2/28/22

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously. Resolution No. 2022-L009 adopted.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Schildroth gave a report to the Board.

- City Council approved the values, goals, and tasks that were included in the packet. Council approves goals every two years; these goals are intended to be accomplished by end of calendar year 2023. The Board discussed some of the goals with Schildroth.
- There is another survey out for climate action planning with the deadline extended through Sunday, March 20, due to an email glitch. Paper copies are available. A table has been set up in the library lobby.

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

- Staff day was February 21. A big piece of the day was part two of the Diversity, Equity, and Inclusion (DEI) training with Dr. Coleman. The next steps for DEI training will include another round of small group conversations, and a meeting

for the Leadership team, DEI team, and Person in Charge (PIC) team that will include reviewing the survey results and discussing areas to improve.

- Flores, an Adult Services Library Assistant who has been part of the DEI team, will be leaving the end of March.
- Robinson, a Youth Services Library Assistant, will be retiring the end of the March also.
- There has been an uptick in inappropriate behavior which has resulted in a patron being trespassed.
- Schofer and Klein-Hewett attended Legislative Day in Des Moines at the Law Library where they talked to elected officials.
- The Public Library Association conference is next week in Portland, Oregon. Seven staff will be attending from various workgroups. All the sessions are geared towards public libraries.
- Most of the Youth Services workgroup will be attending the Pop YS conference in Ames on April 4 and April 5. This conference is geared specifically to youth services. Francis will be presenting “STEM in Library Programs and Collection” and Anderson will be presenting “Old Books do not Equal Good Books: Adventures in Connecting with Homeschool Families”.
- Youth Services is also preparing for Battle of the Books. Approximately twenty-five 5<sup>th</sup> grade teams will be competing on March 31 and approximately thirteen teams will compete on April 7.
- Schofer assisted the Ames Public Library Friends Foundation interview panel. They had two interviews today for the Development Director position.

APLFF Report: Kluesner gave a report to the Board.

- Committee is interviewing candidates as Schofer stated.
- The Fundraising Committee is getting ready for the spring mailing with assistance from staff.
- The spring book sale went really well.

**Board Education:** Volunteer Coordinator Bohlke gave an overview of the volunteer program and the impact COVID has had on volunteers. Volunteers help with pulling holds, tutoring, the summer lunch program, book sales, home delivery services, sorting donations, and so much more. Bohlke is exploring digital volunteer management program options.

A volunteer reception will be held on April 26, 2022 beginning at 4:00 p.m.

**Policy Review:**

Social Media Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion. Schofer reached out to Iowa Urban Public Library colleagues, did some research, and looked at City policy. The recommended changes include adding “Users who continue to post inappropriate content may be removed or blocked”, specifying “political” campaign activity in the last bullet, and removing “proselytizes from the eighth bullet.

**Moved by Christy, seconded by Thorbs-Weber, to approve the Social Media policy as presented with the addition of adding the Expressions of Concern Policy in the references section.**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously. Resolution No. 2022-L010 adopted.**

Mission, Values, and Strategic Planning: Schofer reviewed the policy. It was brought to the Board last month for discussion. The only suggestion is to add Diversity, Equity, and Inclusion under the Excellence Through People Values.

**Moved by Glatz, seconded by Kluesner, to approve the Mission, Values, and Strategic Planning policy as presented.**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously. Resolution No. 2022-L011 adopted.**

Authority: Schofer reviewed the policy. It was brought to the Board last month for discussion and sent to the City Attorney for review. No changes are recommended.

**Moved by Johnson, seconded by Reynolds, to approve the Authority policy as presented.**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously. Resolution No. 2022-L012 adopted.**

Records Retention: Schofer reviewed the policy. It was brought to the Board last month for discussion. It was sent to the City Attorney for review. Schofer wants to do more research before the policy is amended. It will be brought back next month with any recommended changes.

Financial Limits Authority: Schofer introduced the policy. The policy has been sent to the City legal department for review. The policy will be brought back next month with any recommended changes.

**Unfinished Business:**

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Signs recommending masks be worn have been removed. Expanding the bookmobile stops is in the works.

**New Business:**

Recognition of Retiring Trustees (Barchman & Glatz)

The Board took time to recognize Glatz and Barchman for their time and contributions to the Board over the last several years.

Glatz served on the Director Evaluation Committee, Budget & Finance Committee, By-laws Ad hoc Committee, as an Ames Public Library Friends Foundation representative, and in all three executive roles of Secretary, Vice-President, and President. He will be remembered for his keen eye for details.

Barchman had served on the Art Committee, Nominating Committee, Director Evaluation Committee, as an Ames Public Library Friends Foundation representative, and as both a Secretary and Vice-President as executive roles.

#### APLFF FY23 Ask

The Ames Public Library Friends Foundation provide wonderful support to the Ames Public Library including financing for the bulk of the public programming, book giveaways, Teen Advisory Group support, collection support, electronic resource support for things like Hoopla and Kanopy, hotspots, Project Smyles, novel ideas, interns, and the shared position with Iowa State University. Each year the library prepares a proposed ask for funding. It is brought to the Library Board of Trustees for approval and then presented to the Ames Public Library Friends Foundation Board for their approval.

This year the library is requesting \$260,750 in support in the following areas:

- youth programming \$38,000
- teen programming \$8,000
- adult programming \$13,000
- book club \$4,000
- collections \$79,000
- marketing and promotional \$11,500
- professional development \$12,250
- Project Smyles \$31,000
- Community Engagement Position \$36,000
- Innovation Grants \$10,000
- Summer meals \$18,000

**Moved by Thorbs-Weber, seconded by Johnson, to approve the FY23 Ames Public Library Friends Foundation ask as presented.**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously. Resolution No. 2022-L013 adopted.**

#### Woodman Controls Company

Ames Public Library has an existing agreement with Woodman Controls Company. The agreement provides temperature control system inspections, support, and preventative maintenance and repairs for the Woodman Building Automation System including those on the air handling units and majority of the heating and cooling components. The current software is Java based requiring Windows XP to operate and is no longer supported which creates security issues and errors. The upgraded HTML software will increase the data available for monitoring equipment trends and usage patterns; free up

space on the library server; and provide remote access to the system allowing the Library Building Maintenance Supervisor to monitor issues without being in the building.

The current heat recovery chiller is not presently part of the Woodman agreement and is controlled internally, which limits the library's ability to adjust the system and limits the amount of data stored to a one-week history. The frequent alarms must be reset manually. The limited data and control make detecting issues difficult. The Library anticipates that integrating the HRC into the existing Woodmen controls will help address these challenges to maximize efficiency and over time will save on utility costs.

Schofer recommends accepting the quote for the installation of the new controller and HTML upgrade.

**Moved by Kluesner, seconded by Christy, to approve the quote and authorize the Director to execute the agreement with Woodman Controls Company for the installation of the new controller and HTML upgrade in the amount of \$34,734.**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously. Resolution No. 2022-L014 adopted.**

#### Discussion of the Director's Evaluation

**Moved by Christy, seconded by Glatz, to enter into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of strategy in matters relating to employment**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously.**

The meeting was closed at 8:36 p.m. and reconvened in open session at 9:14 p.m.

#### Approval of the Director's Salary:

The Board completed the Director's evaluation in closed session.

**Moved by Glatz, seconded by Christy, to set the Director's salary effective July 1, 2022 at \$145,263, which is a 5% increase merited by her outstanding performance throughout this last year and all the library has accomplished under her leadership.**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously**

### **Trustee Comments:**

- Christy – attended a panel on intellectual freedom that four librarians from Altoona, Bettendorf, DeWitt and Waterloo presented. It was well done with a lot of interesting information.
- Reynolds – started late in to Glatz’s term but it’s been an honor to serve with him and she appreciates the opportunity. It has been fun to work on this assessment and congratulations to Schofer
- Thorbs-Weber – told Glatz to enjoy all his new adventures and thanked him for all his wonderful contributions. She attended the Story County county-wide training presented by Mori from the State Library. It was a good training.
- Johnson – thanked Glatz and wished him good luck with everything that he will be doing in the future. Johnson noted this is the completion of a year on the Board for him. He stated it’s been quite an experience. He appreciates working with everyone and looks forward to these meetings. So much more happens in and through the library than he previously knew. He thanked everyone for a good first year.
- Kluesner -thanked the Director’s Evaluation Committee for all their work it is a very important task. He thanked Marcu for the leadership in the role of President this last year of the pandemic. He thanked Glatz for all he’s done included his tenure as President and contributions in the Director search.
- Myers – seconds most of what everyone else has already said. She thanked Glatz for all his help and guidance over the years. Thank you to Schofer for guiding us through another year of the pandemic, and thank you to Johannes for helping with everything.
- Glatz – stated it would have been nice to attend in-person. He’s enjoyed being here tonight. He wished he had more time to get to know the new members with COVID it made it harder to get to know the new trustees, but it’s been a great group to work with. The Library and Board are in good hands. Thank you to everyone for all the nice words. Thank you to Kluesner for making sure the role of President rotates.

### **Adjournment:**

**Moved by Glatz, seconded by Reynolds, to adjourn at 9:21 p.m.**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously.**

The next regular meeting will be on Thursday, April 21, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

Jon Christy, Board Secretary



**Library Claims**  
**March 1, 2022 to March 31, 2022**

<b>Administration</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,093.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	109.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$	185.59
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$	643.49
PAYROLL SUMMARY	FICA	\$	2,751.44
PAYROLL SUMMARY	IPERS	\$	4,256.80
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	143.72
JUL-JAN MESSENGER CHGS	MESSENGER SERVICE	\$	3,958.49
JAN 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	193.20
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	1.02
JANUARY POSTAGE	POSTAGE/FREIGHT	\$	2.69
JANUARY 2022 PACKAGES	POSTAGE/FREIGHT	\$	3.37
BANK OF AMERICA	CONFERENCES	\$	457.20
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	180.00
JAN 2022 PRINTING CHRGS	RECRUITING COSTS	\$	8.25
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,352.10
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	273.45
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	187.21
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	361.98
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	191.22
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$	195.00
BANK OF AMERICA	STRUCTURAL REPAIRS	\$	1,100.00
CONVERGINT TECHNOLOGIES	STRUCTURAL REPAIRS	\$	1,043.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	771.47
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	299.64
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
LAWNPRO	NON-CITY SERVICE	\$	2,087.75
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
CH ISSUES	OFFICE SUPPLIES	\$	202.56
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	3.87
BANK OF AMERICA	OFFICE SUPPLIES	\$	451.43
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	162.70
ULINE	OFFICE SUPPLIES	\$	45.79
COMPASS BUSINESS SOLUTION	OFFICE SUPPLIES	\$	206.05

**Library Claims**  
**March 1, 2022 to March 31, 2022**

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	568.97
BANK OF AMERICA	CLEANING SUPPLIES	\$	1,197.65
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	243.56
BANK OF AMERICA	FOOD	\$	14.48
<b>Total Administration</b>		<b>\$</b>	<b>83,768.53</b>
<b>Resource Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	369.63
PAYROLL SUMMARY	FICA	\$	1,580.48
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	0.05
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	840.55
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	8.75
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	198.01
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	55.65
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	983.67
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,313.76
OVERDRIVE	ELECTRONIC COLLECTION	\$	3,100.17
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,386.00
INGRAM LIBRARY SERVICES	SPECIAL PJCT COLLECTIONS	\$	11.64
AMAZON	SPECIAL PJCT COLLECTIONS	\$	45.78
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$	164.47
USA TODAY	PERIODICALS	\$	113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	4,573.15
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	794.63
AMAZON	YOUTH COLLECTION	\$	1,251.65
MIDWEST TAPE	YOUTH COLLECTION	\$	992.38
BANK OF AMERICA	YOUTH COLLECTION	\$	24.45
AMAZON	AUDIO-VISUAL COLLECTION	\$	299.46
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,696.18
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	6,672.23
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	681.57
AMAZON	ADULT PRINT COLLECTION	\$	872.81
GREY HOUSE PUBLISHING INC	ADULT PRINT COLLECTION	\$	505.05
TACKETT, LINDSEY E	REFUNDS	\$	22.49
OLSEN, KELSIE	REFUNDS	\$	21.74
<b>Total Resource Services</b>		<b>\$</b>	<b>73,731.13</b>

**Library Claims**  
**March 1, 2022 to March 31, 2022**

<b>Youth Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	37,889.04
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	308.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	389.42
PAYROLL SUMMARY	IPERS DISABILITY	\$	144.20
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,882.78
PAYROLL SUMMARY	MEDICARE FICA	\$	526.16
PAYROLL SUMMARY	FICA	\$	2,249.86
PAYROLL SUMMARY	IPERS	\$	3,576.70
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	50.76
JAN 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	8.40
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	0.93
BANK OF AMERICA	CONFERENCES	\$	979.14
ONESOURCE	RECRUITING COSTS	\$	35.00
<b>Total Youth Services</b>		<b>\$</b>	<b>52,114.66</b>
<b>Adult Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	35,884.24
PAYROLL SUMMARY	DENTAL INSURANCE	\$	133.28
PAYROLL SUMMARY	IPERS DISABILITY	\$	109.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	59.41
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,348.48
PAYROLL SUMMARY	MEDICARE FICA	\$	515.44
PAYROLL SUMMARY	FICA	\$	2,204.01
PAYROLL SUMMARY	IPERS	\$	3,387.48
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	43.06
2022-1 MUNI CODE SUBSCRIP	PRINT SHOP SERVICES	\$	11.44
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	9.19
JANUARY POSTAGE	POSTAGE/FREIGHT	\$	2.29
BANK OF AMERICA	CONFERENCES	\$	218.58
ONESOURCE	RECRUITING COSTS	\$	42.95
<b>Total Adult Services</b>		<b>\$</b>	<b>44,969.09</b>
<b>Customer Account Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	46,761.16
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	12,434.17
PAYROLL SUMMARY	DENTAL INSURANCE	\$	312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	190.47
PAYROLL SUMMARY	LIFE INSURANCE	\$	86.65
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$	828.56
PAYROLL SUMMARY	FICA	\$	3,542.73
PAYROLL SUMMARY	IPERS	\$	5,558.57

**Library Claims**  
**March 1, 2022 to March 31, 2022**

PAYROLL SUMMARY	WORKERS COMPENSATION	\$	144.18
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	12.60
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	85.12
JANUARY POSTAGE	POSTAGE/FREIGHT	\$	784.06
PETERS, TERESE	TRAVEL/MEETINGS	\$	14.04
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$	13.86
BANK OF AMERICA	CONFERENCES	\$	(391.00)
ONESOURCE	RECRUITING COSTS	\$	140.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	9.85

<b>Total Customer Account Services</b>		<b>\$</b>	<b>75,761.76</b>
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<b>Total:</b>		<b>\$</b>	<b>330,345.17</b>
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<b>Carolyn Myers, President</b>	<b>Jon Christy, Secretary</b>	Date

2021/22 Ames Public Library Expenditure Summary					
March, 2022					
9 months = 75%					
	Actual	Budget	YTD	Current	% of total
	2020/21	2021/22	2021/22	Balance	Budget Spent
<b>Personnel Services:</b>					
Salaries	\$ 2,152,942	\$ 2,385,593	\$ 1,704,961	\$ 680,632	
Temporary Salaries	172,860	188,236	119,249	68,987	
Time & 1/2	5,655	-	655	(655)	
Longevity	5,553	5,430	5,673	(243)	
Payroll Adjustment	-	-	-	-	
Employee Awards	908	300	-	300	
Merit Adjustment	-	-	2,819	(2,819)	
Comp Time	-	55	51	4	
Sick Leave	5,503	2,820	8,092	(5,272)	
Holiday	154	-	719	(719)	
Vacation	15,394	6,328	20,448	(14,120)	
Total Personnel Services	2,358,969	2,588,762	1,862,666	726,096	72.0%
<b>Employee Benefits:</b>					
Temp Salaries Benefits	-	34,052	-	34,052	
Dental Insurance	17,573	19,885	13,827	6,058	
IPERS Disability	10,050	9,088	6,712	2,376	
Life Insurance	4,396	4,308	3,084	1,224	
Health Insurance	302,093	365,831	238,725	127,106	
FICA Medicare	33,200	33,554	26,251	7,303	
FICA	141,956	142,330	112,246	30,084	
IPERS	220,020	225,669	172,193	53,476	
Workers Compensation	5,033	3,924	3,944	(20)	
Total Employee Benefits	734,321	838,641	576,983	261,658	68.8%
<b>Internal Services:</b>					
City Data Services	10,601	10,601	10,601	-	
City Messenger	6,761	7,060	3,958	3,102	
Pool Vehicle Usage	-	-	-	-	
Printing	758	2,275	1,890	385	
Insurance & Bonds	22,166	25,359	25,359	-	
Phone Operation/Maintenance	18,786	18,786	18,786	-	
Long Distance	270	420	189	231	
Fleet Operating/Maintenance	7,896	9,719	5,608	4,111	
Fleet Replacement	26,628	26,628	15,533	11,095	
Computer Replacement	12,372	38,000	-	38,000	
Total Internal Services	106,238	138,848	81,924	56,924	59.0%
<b>Contractual:</b>					
Outside Professional Services	2,355	8,675	1,927	6,748	
Flex Administration	-	-	-	-	
Postage/Freight	5,439	8,350	5,865	2,485	
Travel/Meetings	35	1,000	436	564	
Training	4,852	5,570	560	5,010	
Conferences	2,124	23,235	9,648	13,587	
Dues & Memberships	39,654	41,819	40,383	1,436	
Printing	418	350	230	120	
Advertising	869	2,268	1,899	369	
Recruiting Costs	7,530	8,618	8,385	233	
Electricity	75,359	85,000	51,564	33,436	
Phone Operation/Maintenance	17,241	17,496	11,807	5,689	
Long Distance	-	-	-	-	
Water/Sewer	3,781	5,750	3,045	2,705	
Waste Disposal	3,855	2,792	1,721	1,071	
Natural Gas	7,596	9,000	10,852	(1,852)	
Maintenance Contract	39,193	39,667	34,164	5,503	
Structural Repair	9,688	5,000	2,738	2,262	

2021/22 Ames Public Library Expenditure Summary					
March, 2022					
9 months = 75%					
	Actual	Budget	YTD	Current	% of total
	2020/21	2021/22	2021/22	Balance	Budget Spent
Equipment Repair	13,565	57,500	8,742	48,758	
Fixed Equipment Repair	-	-	-	-	
Computer Maintenance	120,656	126,346	96,114	30,232	
Rentals & Leases	16,682	12,915	8,945	3,970	
Other Non-City Services	55,412	97,502	51,947	45,555	
Total Contractual	428,378	559,501	351,103	208,398	62.8%
Commodities:					
Office Supplies	15,691	18,075	10,940	7,135	
Minor Office Equipment	1,332	2,200	486	1,714	
Minor Computer Equipment	19,251	15,000	8,861	6,139	
Ag-Hort Supplies	522	100	-	100	
Structural Materials	45	500	606	(106)	
Cleaning Supplies	4,842	8,500	6,207	2,293	
Equipment Parts/Supplies	33,076	38,500	22,414	16,086	
Minor Equipment & Tools	2,201	2,000	419	1,581	
Food	1,742	4,520	3,884	636	
Special Project Supplies	839	5,150	713	4,437	
Total Commodities	79,542	94,545	54,531	40,014	57.7%
Collection:					
Electronic Collection/Licenses	228,828	197,369	171,607	25,762	86.9%
Special Project Collections	-	2,000	1,048	952	52.4%
Periodicals	18,049	19,115	15,491	3,624	81.0%
Youth	100,463	121,000	74,745	46,255	61.8%
Audio Visual	76,333	84,500	54,168	30,332	64.1%
Adult Print Collection	138,814	137,700	84,119	53,581	61.1%
Total Collection	562,487	561,684	401,177	160,507	71.4%
Other:					
Coronavirus Response (2617)	-	-	-	-	
Refunds	1,092	700	666	34	
Total Other	1,092	700	666	34	95.2%
Capital over 5,000:					
Buildings / Structures	-	84,132	84,132	-	
Total Capital over 5,000	-	84,132	84,132	-	
Total	\$ 4,271,026	\$ 4,866,813	\$ 3,413,182	\$ 1,453,631	70.1%
	-	-	-	-	
					% of
					Grand Total
Totals by Division:					
Administration	\$ 1,228,990	\$ 1,430,354	\$ 982,812	\$ 447,542	28.80%
Resource Services	1,058,459	1,085,420	796,063	289,357	23.32%
Youth Services	669,013	750,190	509,655	240,535	14.93%
Adult Services	452,053	594,026	402,953	191,073	11.81%
Customer Account Services	862,511	960,319	675,195	285,124	19.78%
Coronavirus Response	-	46,504	46,504	-	1.36%
Main Entrance Improvement	-	-	-	-	0.00%
Grand Total	\$ 4,271,026	\$ 4,866,813	\$ 3,413,182	\$ 1,453,631	100.00%

2021/22 Ames Public Library General Fund Expenditure Comparisons

March, 2022

9 months = 75%

Year-to-Year Expenditure Comparisons

	YTD 2020/21	YTD 2021/22	% Change from 2020/21
Totals by Category:			
Personnel Services	\$ 1,752,643	\$ 1,862,666	6.3%
Employee Benefits	546,772	576,983	5.5%
Internal Services	76,198	81,924	7.5%
Contractual	319,030	351,103	10.1%
Commodities	50,752	54,531	7.4%
Collection	376,100	401,177	6.7%
Other	6,333	666	-89.5%
Capital over 5,000	-	84,132	
Total	\$ 3,127,828	\$ 3,413,182	9.1%

Expense-Budget Comparisons

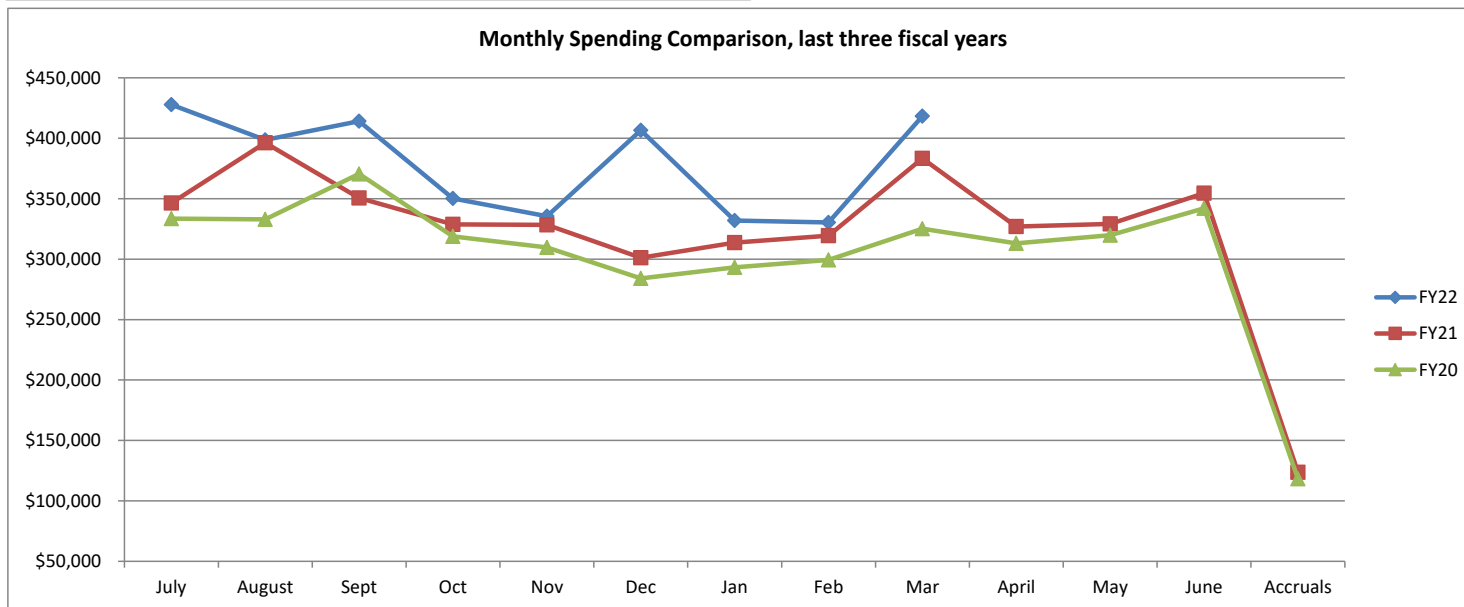
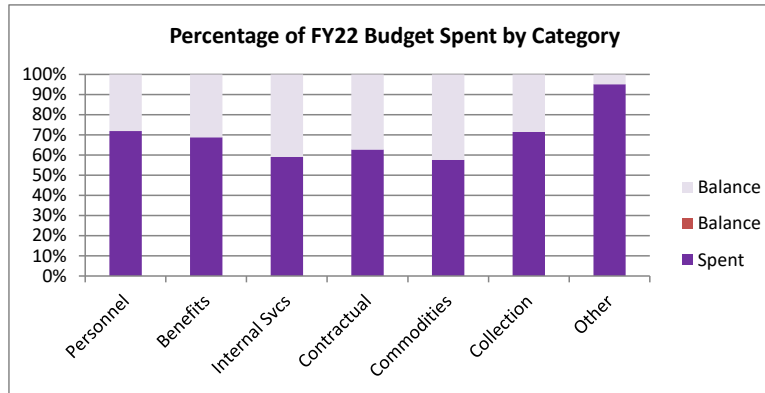
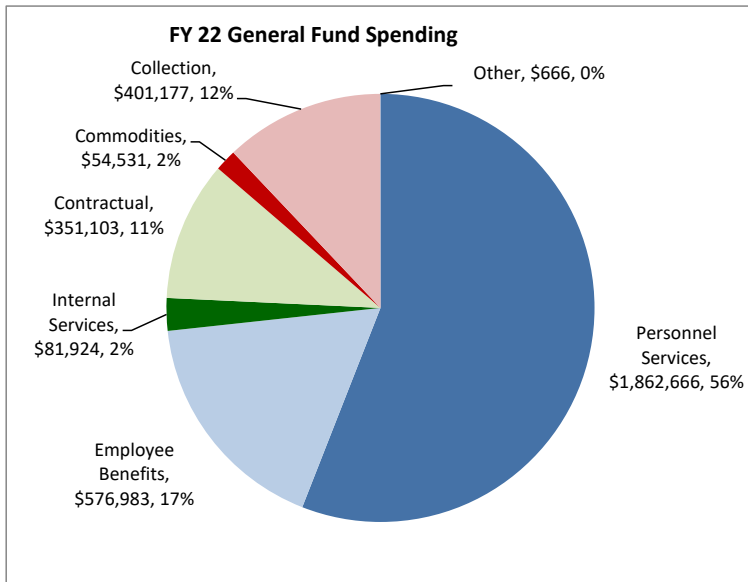
	YTD 2021/22	Budget* 2021/22	% of Total Budget Spent
	\$ 1,862,666	\$ 2,588,762	72.0%
	576,983	838,641	68.8%
	81,924	138,848	59.0%
	351,103	559,501	62.8%
	54,531	94,545	57.7%
	401,177	561,684	71.4%
	666	700	95.2%
	84,132	84,132	0.0%
Total	\$ 3,413,182	\$ 4,866,813	70.1%

Year-to-Year Expenditure Comparisons

	YTD 2020/21	YTD 2021/22	% Change from 2020/21
Totals by Division:			
Administration	\$ 900,768	\$ 982,812	9.1%
Resource Services	749,856	796,063	6.2%
Youth Services	508,029	509,655	0.3%
Adult Services	333,323	402,953	20.9%
Customer Account Services	630,059	675,195	7.2%
Coronavirus Response	5,792	-	-100.0%
Main Entrance Improvement	-	46,504	
Grand Total	3,127,828	3,413,182	9.1%

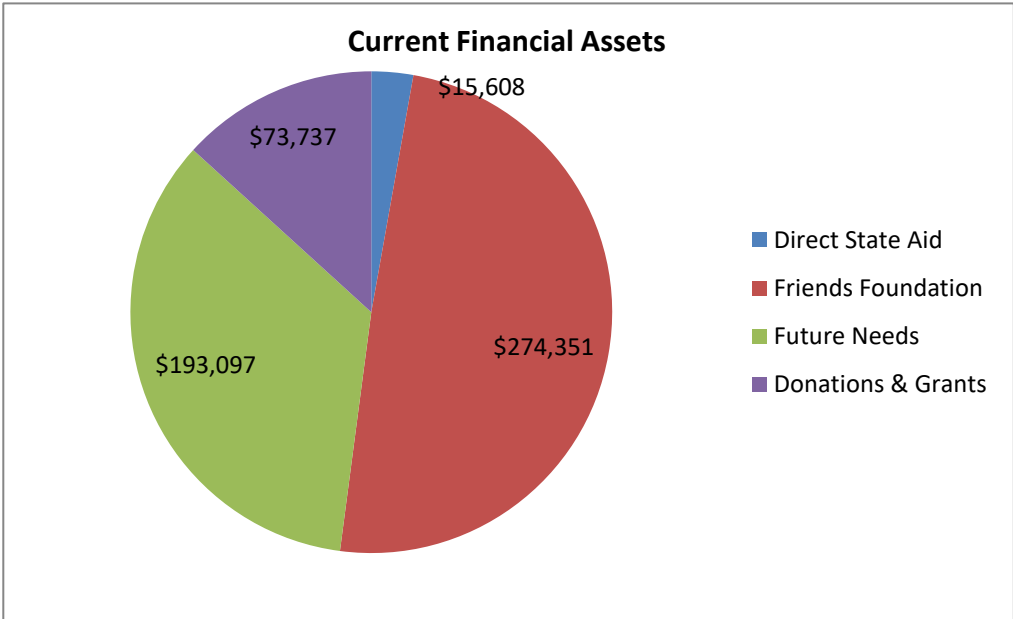
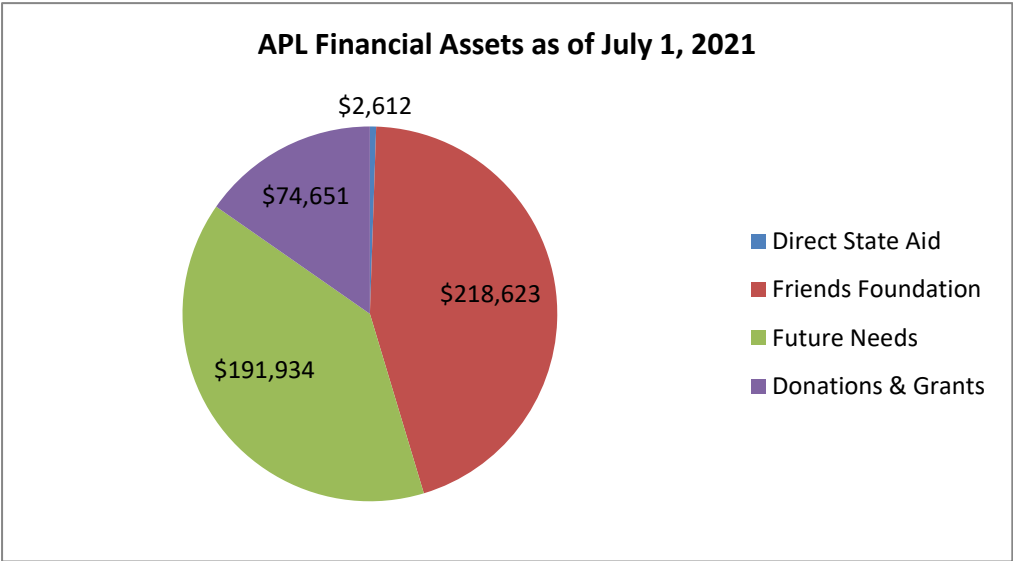
	YTD 2021/22	Budget* 2021/22	Division % of Grand Total
	\$ 982,812	\$ 1,430,354	28.80%
	796,063	1,085,420	23.32%
	509,655	750,190	14.93%
	402,953	594,026	11.81%
	675,195	960,319	19.78%
	-	-	0.00%
	46,504	46,504	1.36%
Total	3,413,182	4,866,813	100.00%

\* Adopted Budget





Ames Public Library Donations Report					
February, 2022					
FY2021/22					
	Fund 238	Fund 239	Fund 241	Fund 240	
	Direct	Friends	Donations	Future	
	State Aid	Foundation	& Grants	Needs	Total
Fund balance - 06/30/21	\$ 2,612	\$ 218,487	\$ 74,574	\$ 191,758	\$ 487,431
<b>Revenues:</b>					
Interest revenue	0	1,317	597	1,164	3,077
Direct state aid	16,555		-		16,555
General Donations			4,770		4,770
Project Smiles Donations			25		25
Misc Revenue			-		-
Friends Foundation		160,723			160,723
Small Talk Grant		-	-		-
Large-Print Book Bequest		12,000			12,000
Harrison Barnes Reading Academy			18		18
Merchandise Sales		61			61
Total revenues	16,555	174,101	5,409	1,164	197,230
<b>Expenditures:</b>					
<b>Administration:</b>					
Personal Services	-	-			-
Employee Benefits	-	-			-
Internal Services		83			83
Training		11,000			11,000
Dues / Memberships		1,750			1,750
Advertising		225			225
Printing/Graphics	-	-			-
Food	-	-			-
Office Supplies	-	2,166			2,166
Outside Professional Services	-	16,067			16,067
Minor Computer Equipment	-	-			-
Special Project Supplies	-	3,458	152		3,610
Movable Equipment			2,206		2,206
<b>Resource Services:</b>					
Collection administration/Interns	-	-			-
Electronic Collection Service	-	-			-
Special Project Collection	-	18,220			18,220
Juvenile	-	6,279	1,000		7,279
Audio-visual collection	-	-			-
Adult collection	-	4,927	141		5,068
Computer Equip/Software	-	-			-
<b>Youth Services:</b>					
Employee Benefits (Interns)	-	-			-
Outside Professional Services	-	3,775			3,775
Minor Office Equipment	-	-			-
Food	-	528			528
Minor Office Equipment	-	2,997			2,997
Special Project Supplies	-	13,194			13,194
<b>Adult Services:</b>					
Food	-	-			-
Printing/Graphics	-	-			-
Outside Professional Services	-	7,110	1,900		9,010
Special Project Supplies	-	2,171			2,171
<b>Library Improvements:</b>					
<b>Gilman, Smith &amp; Feinberg Bequests:</b>					
<b>Juvenile Collection</b>					
Adult Collection					-
Small Talk Grant:					-
Books for Babies:	3,560				3,560
Project Smyles:		12,623			12,623
Harrison Barnes Reading Academy:			925		925
Large-Print Books Bequest:		11,799			11,799
Library Merchandise					-
Total expenses	3,560	118,373	6,323	-	128,256
<b>Transfers between funds:</b>					
Donations/Future Needs Fund	-	-			-
Friends Foundation/Donations	-	-			-
Total transfers	-	-			-
Current fund balance	\$ 15,608	\$ 274,215	\$ 73,660	\$ 192,922	\$ 556,405
<b>Less:</b>					
<b>Committed funds:</b>					
Encumbrances	-	0			0
Reserved principal*			8,276		8,276
Total committed funds		0	8,276		8,276
Balance available for expenditure	\$ 15,608	\$ 274,215	\$ 65,384	\$ 192,922	\$ 548,128
	-	-	-		
Notes: * Reserved principal consists of the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests is to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large-print materials.					



Resolution No. 2018-L002, adopted on January 18, 2018, established the Library's new Future Needs Fund in the amount of \$178,526. Funding sources were:

- \$90,476 in unrestricted bequest funds that had accumulated over many years;
- \$38,395 in unspent funds from the \$1,000,000 pledged from the bequest fund
- \$49,655 received from the estate of Maribeth Henney in 2016.

## Board Committees:

At the May meeting of the Board, the President shall appoint Trustees to serve on set committees. The committees consist of the Art Committee, Budget and Finance Committee, Nominating Committee, Director Evaluation Committee, and serving as a representative on the APLFF Board.

### **Art Committee:**

- Appointees shall include at least two (2) Trustees and may include additional members selected from the community or Library staff.
- Review gifts of art donated for the Library's art collection; make recommendations on purchase, selection, or deacquisition of artwork; and advise Library staff on placement and duration of displays of artwork from the Library collection.
- This committee meets on an as-needed basis only.

### **Budget and Finance Committee:**

- Appointees shall include at least two (2) Trustees.
- With the assistance of the Director, the BFC shall prepare annual budget requests for Board approval in November, monitor revenues and expenditures throughout the year, recommend any necessary spring budget amendments, and review capital improvement plan projects.
- This committee meets quarterly, typically the third Monday of the month (before the Board meeting) in January, April, July, and October. The meetings are currently scheduled for 6 pm, but the committee could discuss other options.

### **Director Evaluation Committee (DEC):**

- Appointees shall include three (3) Trustees. At least one member of the Executive Committee, at least one non-member of the Executive Committee, and at least one individual who has previously participated in a DEC. (The qualifications of one trustee may satisfy two of the conditions.)
- Conduct the director's annual performance evaluation, in accordance with the process described in the Director Performance Evaluation Policy.
- This committee meets in September for a mid-year discussion of goals, December to plan for the evaluation and gather information, January to review a self-evaluation and analyze feedback, February to compile the evaluation, and March to finalize the evaluation and goals for the next fiscal year. Dates and times are set by the committee.

### **Nominating Committee:**

- Appointees shall include two (2) Trustees
- Prepare a slate of candidates for office.
- This committee meets in January to prepare a slate of officers (President, Vice President, and Secretary), chosen from the current Board members, to present to the Board at the February meeting.

### **Ames Public Library Friends Foundation Representatives:**

- Appointees shall include two (2) Trustees.
- This is an important role, with voting powers on the APLFF Board. Representatives agree to attend the monthly meetings, representing the best interest of the Library, and report back to the APL Board of Trustees.
- Meetings are currently held on the second Thursday of each month at 4:00 p.m.



# 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 <u>(except CIP projects)</u>	<del>Permanent</del> <u>10 years after expiration</u> <u>Note: contracts for CIP projects are kept by City Clerk</u>	<del>Continuing administrative value</del> <u>Administrative and legal value ends</u>
<u>Annual reports (to City Council)</u>	<u>Permanent</u>	<u>Continuing historical value</u>

Borrowers' accounts and database <del>(electronic) files</del> CONFIDENTIAL	Purge after 3 years of patron inactivity, unless debts are outstanding	Administrative value ends (per State Library)
<u>Community Service records (for court-appointed individuals)</u>	<u>Permanent</u>	<u>Continuing legal value</u>
<u>Contract and Project Administration Files</u>	<u>5 years after project completion</u>	<u>Administrative and legal value ends</u>
<u>Contracts for library services to other communities</u>	<u>Permanent</u>	<u>Continuing legal value</u>
<u>Incident reports</u>	<u>5 years</u>	<u>Administrative value ends</u>
Key Log	Permanent, updated, as necessary, for life of locks	Continuing administrative value
<u>Reports and Studies solicited by Ames Public Library</u>	<u>5 years then appraise for continuing value</u>	<u>Administrative value ends. Possible historical value.</u>
<u>Reports and Studies submitted to State Library of Iowa</u>	Permanent	Continuing <del>administrative and historical value, possible</del> legal value
<u>Requests for Log of Public Information Requests &amp; Responses</u>	5 years, unless required because of pending litigation	Administrative and legal value ends
<u>Security Digital Video Recordings</u>	<u>14 days</u>	<u>Automatically overwritten when device is full</u>
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	<del>Permanent</del> <u>Life of donated item OR 5 years after funds have been spent; then assess for historical value</u>	<del>Administrative value ends. Possible historical value. Continuing administrative, historical, and legal value</del>
Grants	<del>Permanent</del> <u>5 years after completion OR grant terms, if stated therein; then assess for historical value</u>	<del>Continuing administrative and historical value</del> <u>Legal and Administrative values end. Possible historical value</u>
Requests for bids or proposals, responses, and evaluation	5 years after date of award	Administrative and legal value ends

materials, if not handled by City of Ames Purchasing Division		
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#### D. HISTORICAL

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

#### E. LIBRARY BOARD OF TRUSTEES

Record Title	Retention Period	Reason
<del>Audio recordings of open meetings</del>	<del>1 year from date of meeting</del>	<del>Administrative value ends</del>
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)	<del>5 years; appraise for permanent retention</del> <u>Permanent</u>	Administrative value ends
<del>Correspondence</del>	<del>3 years</del>	<del>Administrative value ends</del>
Library Policies	Permanent	Continuing administrative, historical and legal values
<u>Long Range Plans/ Strategic Plans</u>	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
<del>Applications for temporary positions</del>	<del>6 months</del>	<del>Administrative value ends</del>
Employee Files (application, position description at time of hire, written reprimands, performance evaluations.) CONFIDENTIAL	5 years after end of employment (Service records of <del>permanent</del> employees retained permanently by Human Resources; payroll information kept permanently by Finance Dept.)	Administrative value ends

<del>Recruitment Files (search committee and interview notes) CONFIDENTIAL</del>	<del>5 years after position filled (Note: all electronic applications are retained by Human Resources.)</del>	<del>Administrative value ends</del>
<del>Work study records</del>	<del>5 years</del>	<del>Administrative value ends</del>

## 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](#).

## **Records Retention Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 21, 2022**

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

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Carolyn Myers, President

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Jon Christy, Secretary





# Financial Limits Authority Policy

Section: Administration

Approved: 8/21/1997

Reviewed: 4/17/1993, 5/19/2005, 3/9/2006, 1/17/2008, 5/19/2011, 4/21/2022

Revised: 10/23/1997, 4/17/2008, 6/20/2013, 6/16/2016, 5/16/2019

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

(8) To have “exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the board of trustees.”

(9) To “accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.”

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

## Director’s Authority

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

The Director is authorized to:

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

## Contracts

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

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

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

## **Disposal of Library Property**

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

## **Reporting**

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

## **References**

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

City of Ames Finance Department Purchasing Division Purchasing Policies and Procedures

[Iowa Code Chapter 384](#). – City Finance

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

## **Financial Limits Authority Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 21, 2022**

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

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Carolyn Myers, President

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Jon Christy, Secretary



# History Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/20/2003, 5/19/2022

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

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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** (Grand REOpening) of the renewed 78,992 square-foot library building was held on September 14, 2014.

## 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

**Background:** The Enrich Iowa program offers public libraries state funding through the Direct State Aid, Open Access, and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor.

In the current fiscal year, APL has received \$65,591.83 in revenue from the State—\$16,555.40 in Direct State Aid, \$47,169.54 for Open Access and \$1,866.89 for Interlibrary Loan. Last fiscal year APL received \$63,364.05 - \$15,411.91 from Direct State Aid and \$47,952.14 for Open Access and ILL.

The FY23 Enrich Iowa Agreement (for July 1, 2022 through June 30, 2023) and the terms pertaining to each of the three programs appear on the following pages.

In order to participate next year, the signed agreement must be received at the Iowa Library Services Des Moines office by April 30, 2022. APL's Financial Limits Authority Policy requires Board approval before the Director may sign agreements for services delivered by the Library that result in revenues of \$25,000 or more.

**Requested Action:** Administration requests authorization to execute the FY23 Enrich Iowa Agreement.

# DIRECT STATE AID – TERMS OF AGREEMENT

FY23 (JULY 1, 2022 - JUNE 30, 2023)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2022 - June 30, 2023**, it is mutually understood and agreed:

## 1. PURPOSE

The purpose of Direct State Aid is to improve library services and to reduce inequities among communities in the delivery of library services.

## 2. GENERAL PROVISIONS

- A. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- B. Tier 0 public libraries may participate in Interlibrary Loan Reimbursement without participating in the Direct State Aid program.
- C. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Direct State Aid, Open Access, and Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office, on or before **April 30, 2022**.

## 3. THE PARTICIPANT SHALL:

- A. Have an Internet Use Policy in place.
- B. Have a current accreditation report on file at the State Library demonstrating that the library meets the standards requirements of Tier 1, 2, or 3.
- C. Submit the FY21 Iowa Public Library General Information Survey (Annual Survey) to the State Library by **December 1, 2021**.
- D. Submit the FY22 Direct State Aid Report by **July 31, 2022**. The report will include a listing of the Direct State Aid payments received and expenditures made.
- E. Expend FY23 Direct State Aid funds by **June 30, 2023**.
- F. Verify their FY23 Tier Status by **June 30, 2022**. **(NEW)**

## 4. THE STATE LIBRARY SHALL:

- A. Administer Direct State Aid on behalf of participating Iowa public libraries and distribute reimbursement contingent upon receipt of funds.
- B. Post the Direct State Aid report form on the State Library's website.
- C. Inform public libraries about availability of Direct State Aid funds and answer questions on the details of Direct State Aid. Changes to the program shall be communicated in a timely manner to all participants and other interested parties.
- D. Reimburse participants based on the formula established by the Iowa Commission of Libraries. Please refer to the Enrich Iowa FAQ for a complete explanation:  
<https://www.statelibraryofiowa.gov/index.php/libraries/funding-grants/enrich-iowa/enrich-iowa-faq>
- E. Monitor compliance with the guidelines of the program. Audit reports as needed to ensure that participants are following the guidelines listed in the **Enrich Iowa Agreement**. Take appropriate action if a participant is not honoring the terms of this agreement.
- F. Notify participants of their FY23 Tier Status by **June 30, 2022**. **(NEW)**

**OPEN ACCESS –  
TERMS OF AGREEMENT**  
FY23 (JULY 1, 2022 - JUNE 30, 2023)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2022 - June 30, 2023**, it is mutually understood and agreed:

## 1. PURPOSE

Open Access is a program funded by the Iowa Legislature and administered by the State Library of Iowa. Open Access pays Iowa libraries to serve eligible Iowa residents from outside their local jurisdiction.

The purpose of the Open Access program is to offer Iowa residents access to libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit.

## 2. DEFINITIONS

**Local Library Jurisdiction:** The jurisdiction is the area for which a library is funded to serve. This includes:

- Any city that funds the public library including the city where the library is located, and any contracting cities.
- Any unincorporated jurisdiction that funds the public library including the unincorporated portions of the county where the library is located, and any unincorporated portions of other counties.
- Any participating college, university or community college library.

**Eligible Patron:** Must be a resident of Iowa; live outside the local library jurisdiction; and meets one of the following criteria:

- Lives in a community that provides a public library
- Lives in an unincorporated area that provides, or contracts for, library services
- Lives in a community that contracts for library services
- Attends an Iowa public or private university, college, or community college

### **Transactions:**

**Eligible - Participants are required to circulate eligible items to all eligible patrons.**

- A. Physical items in all formats except for equipment.
- B. Items must be from your collection and for use outside the library. Items packaged together as a unit and checked out as a unit, are one transaction.
- C. Playaways or similar devices.
- D. Renewals of eligible items as listed on lines A to C above.

### **Ineligible:**

- A. Downloadable audio, video, e-Books or other electronic items.
- B. Database use.
- C. Equipment including laptops, tablets, projectors, game consoles, eReaders, wireless hotspots, or other types of equipment.



### 3. GENERAL PROVISIONS

- A. Libraries must return the **ENRICH IOWA AGREEMENT**, indicating in the box provided, that the library will participate in Open Access. It must be signed by the library director or other signatory authority, and must be received by the State Library on or before **April 30, 2022**.
- B. To participate in Open Access for FY23, a public library must have been established on or before July 1, 2020 in accord with the Code of Iowa, 392.1.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access funding.
- D. Participants cannot deny service to residents from any Iowa jurisdiction with a public library or a student at a participating Iowa academic institution. Open Access Eligible Patrons are subject to the same circulation policies, regulations, and restrictions, as local patrons for eligible transactions, except for limits referred to in provision 3F below.
- E. A local public library board or academic library director may decide to deny Open Access service to residents of a jurisdiction that is contracting with a library(s) at a rate that the board or academic library director deems to be inequitable. The library's board or academic library director must notify the State Library, and the jurisdiction denied service, in writing, of its intent and rationale for the decision prior to any action.
- F. A local public library board or academic library director may decide to limit the number of Open Access items checked out to Eligible Patrons. If the library chooses to limit the number of Open Access items checked out it must treat all Open Access Eligible Patrons equally. The library's board or academic library director must notify the State Library in writing of its intent and rationale for the decision prior to limiting access.
- G. Participants have the option to offer services other than Eligible Transactions to Eligible Patrons.

### 4. THE PARTICIPANT SHALL:

- A. Provide a signed ordinance or other legal documentation to the State Library, dated on or before July 1, 2020, establishing it as a public library.
- B. Check out eligible library materials to Eligible Patrons.
- C. Accept returned items borrowed from any other library in Iowa.
  - a. Return items to any owning library in Iowa and indicate the return date.
  - b. Public Libraries must use IAShared to return items to other public libraries. Public Libraries should use the USPS to return items to any other type of library that is not on IA.
  - c. Academic libraries should use USPS when returning items to academic or public libraries.
  - d. Log an accurate record and keep receipts of actual postage spent to return items. When using USPS to return items, receipts are required for reimbursement. Libraries will be reimbursed for the full postage amount spent to return Open Access items. Libraries will not be reimbursed for any other method of return.
  - e. If an item is overdue, the library that owns the item may collect any fines according to local policy.
  - f. Interlibrary Loan items are not eligible for postage reimbursement.
  - g. Items returned through the IAShared service are not eligible for postage reimbursement.

## 5. THE STATE LIBRARY OF IOWA SHALL:

- A. Administer the Open Access program.
- B. Distribute Open Access funds to participants based upon the formula and availability of funds.
- C. Inform libraries about the availability of Open Access funds.
- D. Answer Open Access related questions.
- E. Communicate changes to the program in a timely manner.
- F. Monitor compliance with the Open Access terms of agreement.
- G. Initiate a transaction audit if deemed necessary.
- H. Take appropriate action if a participant is not honoring the terms of this agreement.
- I. Provide a list of communities (that either provide a public library or pay for service to a public library) and participating academic libraries whose patrons are eligible for Open Access.

# INTERLIBRARY LOAN REIMBURSEMENT — TERMS OF AGREEMENT

FY23 (JULY 1, 2022 - JUNE 30, 2023)



According to the **ENRICH IOWA AGREEMENT** made by and between the State Library of Iowa, and the Participating Library, hereafter referred to as the Participant, in accordance with the terms and conditions set forth below effective **July 1, 2022 - June 30, 2023**, it is mutually understood and agreed:

## 1. PURPOSE

The purpose of the Interlibrary Loan Reimbursement Program is to provide Iowans with equal access to library resources by encouraging and supporting interlibrary loan among all types of libraries. The Interlibrary Loan Reimbursement Program is funded as part of the Enrich Iowa program to subsidize participating libraries for each interlibrary loan made to an eligible Iowa library.

## 2. DEFINITION

**Interlibrary Loan (ILL):** An Interlibrary Loan is a transaction of library materials, or copies of the materials, received or loaned by one autonomous library from another upon request. The libraries involved in interlibrary loans are not under the same library administration. Definition is taken from the Institute of Museum and Library Services.

## 3. GENERAL PROVISIONS:

- A. Libraries must return the completed **ENRICH IOWA AGREEMENT** indicating, in the box provided, that the library wishes to participate in Interlibrary Loan Reimbursement. It must be signed by the library director or other signatory authority, and received at the State Library, Des Moines office on or before **April 30, 2022**.
- B. Participant agrees to loan as well as borrow.
- C. Participant as Lender is not obligated to fill requests for newly published materials or items costing less than \$10.00. Participant as borrower should consider purchasing these types of materials before requesting a loan.
- D. School or academic participants that close before June 30 should submit claims before the end of the school year. Late claims may not be approved for payment.
- E. Participant is reimbursed annually for each item loaned to eligible libraries. Reimbursement is based on transactions from the previous fiscal year. (See Reporting in Section 5D).
- F. Providing interlibrary loan services to nonresidents (i.e., Open Access customers) is a local library option.
- G. Participant as borrower may charge library customers up to \$3.00 per item to offset postage
- H. The Interlibrary Loan Reimbursement program will not provide reimbursement:
  - For bulk loans of a collection of different titles, e.g. a large print collection
  - For lost or damaged materials
  - For postage to send or return ILL items
  - For eBooks and similar electronic downloadable items through Bridges Advantage + or similar resource sharing systems
  - To state agency libraries for loans made to other libraries
  - To AEA media centers for loans made to school libraries

- To Regents university libraries for loans made to other Regent university libraries
  - To special libraries for loans made to other special libraries
  - For loans that are reimbursed under other contracts or agreements
  - For loans to a resident of a city with a library that owns the item
- J. Participant receives reimbursement for items loaned to Iowa libraries of the following types:
- AEA media centers
  - College, community college, and university libraries
  - Public libraries
  - School libraries
  - State-run institution libraries
  - State agency libraries

#### 4. RESPONSIBILITIES OF THE PARTICIPANT AS BORROWING LIBRARY:

- A. Verify citation and identify libraries that own the requested material. Check and adhere to the policies of the lending library.
- B. Send the request using SILO ILL system, OCLC Resource Sharing, other electronic networks, mail, e-mail or fax.
- C. Send requests, unless covered by other agreements, first to like-type, like-sized, and nearest libraries. Regent university libraries are libraries of last resort, and shall be accessed only when all other resources have been exhausted.

#### 5. RESPONSIBILITIES OF THE PARTICIPANT AS LENDING LIBRARY:

- A. Honor ILL requests from all participating Iowa libraries.
- B. Do not charge Iowa borrowing libraries for interlibrary loan.
- C. Follow its own policy regarding charges to the borrowing library for faxes and for materials lost or damaged during the interlibrary loan process.
- D. Report interlibrary loan activity in accordance with the following:
  - Report eligible interlibrary loan transactions annually in accordance with directions and deadlines established by the State Library.
  - Submit the Interlibrary Loan Reimbursement Report form and Transaction Log (if applicable) to the State Library by July 31, 2022. *No report is necessary if all interlibrary loans transactions were made through OCLC or SILO.* Provide additional information for reporting purposes as requested by the State Library.
  - If a loan was not made through SILO or OCLC, provide verification, along with the report, that it was made in response to a specific request for the item from another library. Verification may be in the form of photocopies of requests or a log listing the transaction.
  - Report a photocopy of an article as one transaction regardless of the number of pages photocopied.
  - Report *each copy* of the same title loaned for book discussions as one transaction unless you are sending a set intended to check out as a single item. For example, ten copies loaned for book discussions would count as ten transactions.
  - Items packaged together as a unit and checked out as a unit, are counted as one transaction. For example, ten copies of a book grouped together as a set and checked out as a single item would count as a one transaction.
  - Libraries that are part of a shared automation system must provide documentation that interlibrary loans reported for reimbursement were checked out by a resident of a city other than their own.

## 6. RESPONSIBILITIES OF THE STATE LIBRARY:

- A. Administer the Interlibrary Loan Reimbursement program on behalf of participating Iowa libraries and distribute Interlibrary Loan Reimbursement contingent upon receipt of funds.
- B. Post a copy of the Interlibrary Loan Reimbursement Report form and the Transaction Log on the State Library's website.
- C. Reimburse participants annually for each item loaned to eligible libraries.
- D. Reimbursement is based on transactions from the previous year. FY23 Reimbursement is based on the funds available and the total number of transactions for FY22.
- E. Inform libraries as to the availability of funds under Interlibrary Loan Reimbursement and answer questions on the details of Interlibrary Loan Reimbursement. Changes to Interlibrary Loan Reimbursement will be communicated in a timely manner to all participants and other interested parties.
- F. Monitor compliance with the Interlibrary Loan Reimbursement terms of agreement. Audit reports as needed to ensure compliance, and take appropriate action if a participant is not honoring the terms of this agreement.



**ENRICH IOWA AGREEMENT -  
PUBLIC LIBRARY**  
FY23 (JULY 1, 2022 - JUNE 30, 2023)



The Enrich Iowa program includes Direct State Aid for public libraries, Open Access for public and academic libraries, and Interlibrary Loan Reimbursement. The library will participate according to the Terms of Agreement for each program.

**1. GENERAL PROVISIONS**

- A. Libraries must return this completed Enrich Iowa Agreement indicating the programs the library will participate in. This form must be signed by the library director or other signatory authority. This completed form must be received by the State Library, Des Moines office, by April 30, 2022.
- B. A public library must participate in Open Access and Interlibrary Loan Reimbursement in order to be eligible for Direct State Aid funding.
- C. A public library must meet Direct State Aid Tier 1 requirements or higher in order to receive Open Access or Direct State Aid funding.
- D. A library may choose to participate in Interlibrary Loan Reimbursement without participating in Direct State Aid or Open Access.

**2. ASSURANCES**

- A. Our public library named below was established on or before July 1, 2020, in accord with the *Code of Iowa*.
- B. Our public library meets Tier 1 requirements or higher. This is required for Open Access and Direct State Aid funding.
- C. Our public library has submitted to the State Library a copy of the most recent ordinance or other legal documentation establishing our library as a public library.
- D. Our library will meet FY23 program reporting requirements.
- E. Our library will use all Enrich Iowa funds to improve library services.
- F. Our library's Enrich Iowa funds will supplement, not supplant, any other funding received by the library. Our library will inform the city and/or county of this requirement and we will report noncompliance to the State Library. We understand that if the funding is used to replace local funds, the funds received must be returned and our library will not be eligible for Enrich Iowa funding the following year.
- G. Our library will provide information for auditing purposes, if requested by the State Library.

**IN ORDER TO PARTICIPATE IN THE ENRICH IOWA PROGRAM;  
YOU MUST CHECK AT LEAST ONE OF THE PROGRAMS LISTED BELOW.**

- Direct State Aid** - Direct State Aid is state funding to public libraries intended to improve library services and to reduce inequities among communities in the delivery of library services. Based on Accreditation Tier Level.
- Open Access** - Open Access pays public and academic libraries to serve eligible Iowa residents from outside their local jurisdiction. The purpose of the Open Access program is to offer Iowa residents access to public and academic libraries all over the state, so that Iowans have the convenience of using a library where they work, go to school, shop or visit. Tier 0 libraries are not eligible to participate in the Open Access program.
- Interlibrary Loan Reimbursement** - Interlibrary Loan Reimbursement provides Iowans with equal access to library resources by encouraging and supporting interlibrary loan among libraries of all types.

Library Name \_\_\_\_\_ City \_\_\_\_\_

Phone (with area code) \_\_\_\_\_ E-mail \_\_\_\_\_

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: 

Michael Scott, State Librarian  
State Library of Iowa

Date: April 1, 2022

**DUE AT THE STATE LIBRARY DES MOINES OFFICE BY APRIL 30, 2022**

## **FY23 Enrich Iowa Agreement**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 21, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Director to execute the Enrich Iowa Agreement, including Direct State Aid, Open Access and Interlibrary Loan Reimbursement, for July 1, 2022 through June 30, 2023.

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Carolyn Myers, President

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Jon Christy, Secretary

## Director Goals for FY 23

The Director's goals are part of an annual evaluation process which is confidential.

Annual goals will be sent as a supplemental packet and brought to the Ames Public Library Board of Trustees meeting for action.



**Background:**

Custodial services for Ames Public Library are provided by a third party professional cleaning service. The tasks included in this service are all the routine daily cleaning tasks. The current contract expires on June 30, 2022.

On April 30, 2019, two bids were received as follows:

	<b>Hourly Rates</b>				
	Year 1	Year 2	Year 3	Year 4	Year 5
	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
<b>Bidder</b>	5498 Hrs.	5436 Hrs.	5484 Hrs.	5498 Hrs.	5498 Hrs.
ABM, Des Moines IA	\$16.65	\$16.65	\$16.75	\$16.85	\$17.00
Nationwide Office Care, Clive IA	\$16.92	\$17.59	\$18.30	\$19.03	\$19.79

For the last three fiscal years ABM has provided relatively low cost custodial services for the Ames Public Library and ABM’s representatives have worked closely with Library staff to ensure high quality results and to accommodate the timing of library activities and public events. The hourly rate for the FY23 renewal is \$16.85.

**Action:** Administration recommends awarding the contract for FY2022/23 Custodial Services for the Ames Public Library to ABM, Des Moines, IA in the amount of \$92,641.30.

## BID FORM

Company Name of Bidder: ABM

To the City of Ames, Iowa:

The undersigned as bidder, having examined and determined the scope of the contract documents, hereby proposes to provide the required labor, services, transportation, and other components necessary to perform the work as described in the contract documents, including addenda \_\_\_\_, \_\_\_\_, and \_\_\_\_ as follows.

**CUSTODIAL SERVICES FOR LIBRARY: Contract Period: July 1, 2019 through June 30, 2020.**

Provide all labor, supervision, and insurance, necessary to perform custodial services at the Ames Public Library, in accordance with Scope of Work. Base bid will be in cost per hour for individual employees assigned to complete the schedule provided in the Scope of Work. Work performed by contracted employees shall include all general duties, vacuuming, sweeping, mopping, floor machine scrubbing, interior glass cleaning and tasks assigned by the Facility Manager. The following prices shall remain firm from July 1, 2019 through June 20, 2020.		
<b>Total Contracted Hours per Week is 104:</b>	<b>HOURLY RATE:</b>	\$ 16.65
<b>TOTAL AMOUNT (HOURLY RATE x 5498 HOURS):</b>		\$ 91,541.70

- The annual hours will fluctuate depending on what day of the week the holidays fall on.
- The cleaning contractor will not work on days the library is closed.

**LIST OF SUBCONTRACTORS AND CITY APPROVAL:**

All bidders shall include a complete list of all subcontractors used (if any) for routine services or bid options in this contract. The city reserves the right to reject any subcontractor listed. Replacement subcontractors or any change of previously approved subcontractors must be approved by the City prior to them entering the property or performing any services.

**CONTRACT RENEWAL OPTION:**

The Ames Public Library reserves the right to renew the contract for up to four additional twelve-month periods. Renewal is further subject to mutual agreement, successful performance, and Library approval.

RENEWAL PERIOD	HOURLY RATE	HOURS	TOTAL COST
<b>7/1/20 - 6/30/21</b>	\$ 16.65	<b>5436 Hours</b>	\$ 90,509.40
<b>7/1/21 - 6/30/22</b>	\$ 16.75	<b>5484 Hours</b>	\$ 91,857.00
<b>7/1/22 - 6/30/23</b>	\$ 16.85	<b>5498 Hours</b>	\$ 92,641.30
<b>7/1/23 - 6/30/24</b>	\$ 17.00	<b>5498 Hours</b>	\$ 93,466.00

The undersigned bidder certifies that this bid proposal is made in good faith without collusion or connection with any other person or persons bidding on the work.

The undersigned bidder states that this bid proposal is made in conformity with the contract documents and agrees that, in the event of any discrepancies or differences between any conditions of this bid proposal and the Contract Documents prepared by the City of Ames, Iowa, the provisions of the latter shall prevail.

The contractor shall not include sales or use taxes in the bid. Pursuant to the Iowa Code and Iowa Administrative Code, the contractor will be authorized to purchase building materials that will be incorporated into real property on this project tax-free.

Submitted this 30th day of April, 2019

Company Name of Bidder ABM

Address of Bidder 1509 Michigan Street

City, State, & Zip Code Des Moines, Iowa 50314

Signature of Authorized Agent 

Printed Name and Title Amy Taylor – Business Development Manager

Telephone Number 515-718-9095

Fax Number 515-682-7856

E-mail Address amy.taylor@abm.com

- Local Vendor with a valid local business certificate. City of Ames notarized Local Business Certificate may be included in this response or a current valid certificate on file in Purchasing.

**Check appropriate box:**

<input type="checkbox"/> Individual/Sole Proprietor	<input checked="" type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/Estate Single-Member LLC
<input type="checkbox"/> Limited Liability Company. Enter the tax classification (C=Corporation, S=S Corporation, P=Partnership) _____				
Note: For single-member LLC that is disregarded, do not check LLC. Check the appropriate box in the line above for the tax classification of the single-member owner.				
<input type="checkbox"/> Other _____ Taxpayer Identification Number (TIN) _____ - _____				

## **FY23 Custodial Contract**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 21, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, recommends that the City Council award the FY23 contract for library custodial services to ABM in the amount of \$92,641.30.

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Carolyn Myers, President

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Jon Christy, Secretary