

Ames Public Library Board of Trustees
Agenda – July 18, 2024
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Motion approving minutes of the regular meeting June 20, 2024
- 2) Motion approving payment of claims 6/1/24 – 6/30/24

Public Forum

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

Activity Reports

- 3) Administration – Schofer
- 4) APLFF – Gibson/Myers
- 5) Budget and Finance Committee – Crain/Reger
- 6) Assistant City Manager – Goldbeck

Board Education

- 7) Summer Reading Program and Terrific Tuesdays - Philby

Policy Review

- 8) Authority (Action)
- 9) Mission, Values, and Strategic Planning (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, August 15, 2024
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
June 20, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 20, 2024, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Myers, Rearick, Reger, and Reynolds in attendance. Mitchell-Conway and Thorbs-Weber were excused. Assistant City Manager Goldbeck, Director Schofer, and Customer Account Services Manager Briseno were also in attendance.

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

Oath of Office: Rearick took the Oath of Office.

Consent Agenda:

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

1. Motion approving minutes of the regular meeting May 16, 2024
2. Motion approving payment of claims 5/1/24 – 5/31/24

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

Public Forum: None

Activity Reports:

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

- Tonight is Ames City Council Night at Bandshell Park. Goldbeck will be serving ice cream. The concerts start at 8:00 pm each Thursday evening in June and July and are free to attend.
- The City of Ames, in partnership with the Iowa State University Office of Sustainability, will hold the annual Rummage RAMPage, a community sale designed to keep reusable items out of the waste stream, from July 26 to August 3, 2024. Non-profit organizations can volunteer to work shifts during the sale and receive a portion of the proceeds for their time.
- The Ames Animal Shelter has been recognized by Best Friends Animal Society for reaching no-kill status again in 2023. Shelters must maintain a minimum of a 90% save rate in order to receive that status. Last year Ames Animal Shelter was at 98.2%.
- The City partnered with Sheep on the Go to control grass at the SunSmart Community Solar Project on Airport Road. The sheep eat the vegetation and unlike goats, don't climb on the panels.
- The Ames Human Relations Commission had a joint meeting with City Council on June 11. The Commission's purpose is to study the existence of discrimination in the

community and work to minimize or eliminate it. They are trying to be more outward focused and plan on having a presence at community events.

- DEI Coordinator, Eames has started a “Belonging in Ames” video series. These videos can be found on YouTube. The plan is to have a new one roll out each week.
- The Ames Human Relations Commission is also calling out for submissions for a t-shirt design based on the theme “Visualizing History, Progress, and Belonging in Ames”. Entries will be accepted through June 23.
- The City of Ames is in the process of hiring a Sustainability Coordinator. This person would start in July and assume the lead on the Climate Action Plan.
- On June 18, 2024 Ames City Council had a joint meeting with the Electric Utility Operations Review and Advisory Board to hear the results of an Electric Services Cost of Service Study. This study was last done in 2011. No decisions were made during this workshop. Recommendations will be brought to City Council at a later date.

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

- The Juneteenth Celebration took place on June 15. The bookmobile was on site. Diverse children’s books were given away thanks to a Rotary grant. There was a scavenger hunt with 21 posters of famous residents, spaces, and events from around Ames. The Lion King movie was shown at the City Auditorium that evening.
- Summer meals are averaging around 100 youth served daily with more on Terrific Tuesdays when special programming is provided including magician, comedy, and music programs.
- The TAG (Teen Advisory Group) has also been active with a Tie Dye event in the park and a hands-on reptile program.
- Special “I Survived” author Lauren Tarshis will be here on Monday, June 24.
- Adult programming quiets down a bit in the summer but we have a Happy Houseplanting in partnership with Back Alley House Plants this coming Tuesday, June 25. This will include an optional plant swap.
- The bookmobile is making extra summer stops, including school enrichment. Staff saw a need and got the summer reading game sheets translated to Spanish.
- APL-Y volunteers (Ames Public Library Youth Volunteers) are doing amazing. We have 40 now and like another cohort of 40 coming. Three summer interns were onboarded a little later than usual, so we couldn’t start them all at once, but interns help provide leadership and guidance and along with the youth volunteers, they basically run summer meals. The interns will be starting up a Read With Me program with younger kids. They also pull books and work on special projects.
- Bohlke had the middle schoolers from All Aboard for Kids, a camp for kids with autism, in today. They will volunteer two days a week for four weeks. They are loving it.
- Bohlke had a group from Collegiate Presbyterian Church come in with kids from 4 years -14 years of age. The youngest volunteers helped inventory our puppets. Cleaning and stamping books is super popular too.
- Schofer met with Goldbeck, Parks and Rec and others to review our service to the homeless as we’ve seen some upticks in overnight stays at the park and in front of the library. We are exploring what we might collectively be able to do.

- Schofer met with Murken, Story County Board of Supervisors, about some potential grant money for hotspots for Story County libraries.
- The new play structure is up and super popular in the youth area. If you haven't seen it you should go check it out.
- Staff are getting ready to start working with City Purchasing on our new carpet project.
- Schofer received notification that the stipends for Great Books from Great Place programming and national Book Festival travel have been awarded.

Ames Public Library Friends Foundation (APLFF) Report: Schofer gave a report to the Board. Gibson, Myers, and Schofer were all unable to attend.

- The APLFF Board has been reviewing some policies.
- They are working with a vendor on rebranding. They had a focus group meeting earlier this evening.
- There are fewer APLFF Board members available to walk in the Fourth of July parade this year. Those available will pass out Pub Fiction flyers. They do plan on designing a special t-shirt this year. There will also be a program on July 10 to help with brainstorming costume ideas with a possibility of having a "take something, leave something" box. Overflow will advertise this year.

Board education: Customer Account Services Manager Briseno provided a presentation on materials recovery.

Policy Review:

Volunteer Services Policy: This policy was brought to the Board last month for discussion. No changes were recommended by staff. The Board discussed the policy. Volunteer types and program

Moved by Myers, seconded by Rearick, to approve the review of the Volunteer Services Policy with the change of the word "Definition" to "Volunteer Types and Programs."

Vote on Motion: 6-0 (Johnson abstained; Mitchell-Conway and Thorbs-Weber excused). Approved unanimously. Resolution No. 2024-L016 adopted.

Authority Policy: Schofer introduced the policy. The Board discussed the policy. This policy was reviewed by the City Legal Department with no changes recommended. This policy will be brought back next month for action.

Trustee Comments:

- Gibson – glad Briseno is here. During the focus group it was brought up by people attending how much they appreciate the staff and how helpful everyone is.
- Reynolds – happy to be back. She really appreciates the Board Education; Briseno did a great job.
- Rearick – thank you for the presentation. He was happy to come to free lunches and check it out. It is cool to see.

- Myers – thanked Briseno for all the information. It's great to see how being fine free is so positive for the Library and community.
- Reger – Briseno did a great job, thank you for all the information. It is very effective.
- Crain – appreciates how the Library does everything with compassion. He appreciated the reminder last night to sign up for reading program.
- Johnson – appreciates Briseno saying the phrase "we want you to use the library" multiple times because it really is the message we send. Welcome again to Rearick. Thanks everyone for being here.

Adjournment:

Moved by Reger, seconded by Reynolds, to adjourn at 8:06 p.m.

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

The next regular meeting will be on Thursday, July 18, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Matt Crain, Board Secretary

Library Claims
June 1 - June 30, 2024

Administration FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,429.54
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	222.77
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	10,485.10
PAYROLL SUMMARY	MEDICARE FICA	\$	690.90
PAYROLL SUMMARY	FICA	\$	2,954.26
PAYROLL SUMMARY	IPERS	\$	4,571.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	154.58
APR 2024 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	598.96
MAY 2024 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	349.28
APR 2024 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,174.20
MAY 2024 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,174.20
TRANSFER TO IT	TECHNOLOGY REPLACEMENT	\$	35,000.00
OXEN TECHNOLOGY	OUTSIDE PROFESSIONAL SVCS	\$	337.50
HANDS UP COMMUNICATIONS I	OUTSIDE PROFESSIONAL SVCS	\$	240.00
MAY POSTAGE	POSTAGE/FREIGHT	\$	3.64
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.13)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	7,169.58
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(317.95)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.19
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,046.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	454.87
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	230.90
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
IA DEPT OF INSPECTIONS, A	MAINTENANCE CONTRACTS	\$	200.00
ACI MECHANICAL INC	STRUCTURAL REPAIRS	\$	8,400.00
CONTROL INSTALLATIONS OF	STRUCTURAL REPAIRS	\$	287.50
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	555.20
GRUBER POWER SERVICES	TECHNOLOGY MAINT/SUPPORT	\$	1,595.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	579.33
XEROX GOVERNMENT SYSTEMS	LEASES	\$	1,548.00
IA DEPT OF INSPECTIONS, A	LICENSES/PERMITS	\$	150.00
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	164.92
CH ISSUES	OFFICE SUPPLIES	\$	575.49
AMER MARKING INC	OFFICE SUPPLIES	\$	19.40
BANK OF AMERICA	OFFICE SUPPLIES	\$	201.76
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	1,043.62
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	157.97
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	282.58

Library Claims
June 1 - June 30, 2024

BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	2,368.09
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	153.49
BANK OF AMERICA	FOOD	\$	75.59
Total Administration		\$	137,401.49

Resource Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	29,487.64
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	135.64
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,560.28
PAYROLL SUMMARY	MEDICARE FICA	\$	395.67
PAYROLL SUMMARY	FICA	\$	1,691.88
PAYROLL SUMMARY	IPERS	\$	2,783.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	35.40
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	314.77
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	739.48
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	61.69
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	71.95
AMAZON CAPITAL SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	25.73
BANK OF AMERICA	FOOD	\$	18.97
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	54.47
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	11,176.22
OVERDRIVE	ELECTRONIC COLLECTION	\$	3,645.57
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,087.00
BAKER & TAYLOR INC	SPECIAL PJCT COLLECTIONS	\$	8.52
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$	169.26
USA TODAY	PERIODICALS	\$	118.80
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,037.08
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	979.40
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	362.02
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	520.22
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	2,408.63
LIBRARY IDEAS LLC	AUDIO-VISUAL COLLECTION	\$	834.76
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	945.78
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	1,090.36
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	4,173.71
BLACKSTONE PUBLISHING	ADULT PRINT COLLECTION	\$	194.36
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,655.87
SAGE PUBLICATIONS INC	ADULT PRINT COLLECTION	\$	336.17
GALE GROUP	ADULT PRINT COLLECTION	\$	431.86
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	566.29
Total Resource Services		\$	75,450.57

Library Claims
June 1 - June 30, 2024

Youth Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	39,570.66
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,192.80
PAYROLL SUMMARY	DENTAL INSURANCE	\$	441.40
PAYROLL SUMMARY	IPERS DISABILITY	\$	154.43
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,992.96
PAYROLL SUMMARY	MEDICARE FICA	\$	556.96
PAYROLL SUMMARY	FICA	\$	2,381.40
PAYROLL SUMMARY	IPERS	\$	3,818.65
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	53.93
CODE ACCT CORRECTION	CONFERENCES	\$	(204.00)
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	399.98
SCHOOL SPECIALITY LLC	SPECIAL PROJECT SUPPLIES	\$	634.45
Total Youth Services		\$	58,067.89
Adult Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	47,358.42
PAYROLL SUMMARY	DENTAL INSURANCE	\$	415.30
PAYROLL SUMMARY	IPERS DISABILITY	\$	193.49
PAYROLL SUMMARY	LIFE INSURANCE	\$	84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,522.42
PAYROLL SUMMARY	MEDICARE FICA	\$	674.17
PAYROLL SUMMARY	FICA	\$	2,882.59
PAYROLL SUMMARY	IPERS	\$	4,470.62
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	56.82
MAY POSTAGE	POSTAGE/FREIGHT	\$	1.28
SWEENEY, CLELIA	TRAVEL/MEETINGS	\$	8.53
Total Adult Services		\$	65,667.80
Customer Account Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	51,203.44
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	15,610.06
PAYROLL SUMMARY	DENTAL INSURANCE	\$	294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	226.98
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,728.10
PAYROLL SUMMARY	MEDICARE FICA	\$	936.86
PAYROLL SUMMARY	FICA	\$	4,005.89
PAYROLL SUMMARY	IPERS	\$	6,175.66
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	80.19
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	64.06
MAY POSTAGE	POSTAGE/FREIGHT	\$	1,063.06
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	9.85

Library Claims
June 1 - June 30, 2024

<i>Total Customer Account Services</i>		\$ 86,495.34
	Total FY24:	\$ 423,083.09
Richard Johnson, President	Matt Crain, Secretary	Date

	Administration	Resource Services	Youth Services	Adult Services	Customer Account Services	Total General Fund Budget	Direct State Aid 238	APLFF 239	Donations 241	Total Budget	% Spent	% Remaining
10 ** PERSONAL SERVICES												
BUDGET	\$ 593,153.00	\$ 362,420.00	\$ 526,999.00	\$ 550,062.00	\$ 784,884.00	\$ 2,817,518.00		\$ 101,893.28		\$ 2,919,411.28	96.15%	3.85%
Expenses	\$ 581,859.48	\$ 356,414.37	\$ 498,232.74	\$ 540,703.63	\$ 792,225.75	\$ 2,769,435.97		\$ 37,684.91		\$ 2,807,120.88		
Remaining Funds	\$ 11,293.52	\$ 6,005.63	\$ 28,766.26	\$ 9,358.37	\$ (7,341.75)	\$ 48,082.03		\$ 64,208.37		\$ 112,290.40		
20 ** EMPLOYEE BENEFITS												
BUDGET	\$ 224,700.00	\$ 138,004.00	\$ 210,888.00	\$ 182,450.00	\$ 214,233.00	\$ 970,275.00		\$ 20,301.62		\$ 990,576.62	98.39%	1.61%
Expenses	\$ 227,415.14	\$ 138,521.88	\$ 196,511.94	\$ 190,439.43	\$ 215,301.04	\$ 968,189.43		\$ 6,484.40		\$ 974,673.83		
Remaining Funds	\$ (2,715.14)	\$ (517.88)	\$ 14,376.06	\$ (7,989.43)	\$ (1,068.04)	\$ 2,085.57		\$ 13,817.22		\$ 15,902.79		
30 ** INTERNAL SERVICES												
BUDGET	\$ 138,593.00	\$ 2,450.00	\$ 3,670.00	\$ 3,670.00	\$ 4,282.00	\$ 152,665.00	\$ 250.00	\$ -		\$ 152,915.00	93.30%	6.70%
Expenses	\$ 128,600.38	\$ 2,450.00	\$ 3,670.00	\$ 3,670.00	\$ 4,282.00	\$ 142,672.38	\$ -	\$ -		\$ 142,672.38		
Remaining Funds	\$ 9,992.62	\$ -	\$ -	\$ -	\$ -	\$ 9,992.62	\$ 250.00	\$ -		\$ 10,242.62		
40 ** CONTRACTUAL												
BUDGET	\$ 445,840.00	\$ 44,747.00	\$ 11,010.00	\$ 6,560.00	\$ 15,361.00	\$ 523,518.00		\$ 68,714.42	\$ -	\$ 592,232.42	100.57%	-0.57%
Expenses	\$ 462,137.98	\$ 41,839.64	\$ 9,502.13	\$ 8,321.12	\$ 16,329.51	\$ 538,130.38		\$ 57,485.29	\$ -	\$ 595,615.67		
Remaining Funds	\$ (16,297.98)	\$ 2,907.36	\$ 1,507.87	\$ (1,761.12)	\$ (968.51)	\$ (14,612.38)		\$ 11,229.13	\$ -	\$ (3,383.25)		
60 ** COMMODITIES												
BUDGET	\$ 58,483.00	\$ 30,530.00	\$ 1,800.00	\$ 1,185.00	\$ 4,625.00	\$ 96,623.00	\$ 12,250.00	\$ 135,338.05	\$ 2,000.00	\$ 246,211.05	77.48%	22.52%
Expenses	\$ 49,405.91	\$ 20,804.33	\$ 1,941.04	\$ 209.11	\$ 2,654.50	\$ 75,014.89	\$ 10,564.85	\$ 105,184.00	\$ -	\$ 190,763.74		
Remaining Funds	\$ 9,077.09	\$ 9,725.67	\$ (141.04)	\$ 975.89	\$ 1,970.50	\$ 21,608.11	\$ 1,685.15	\$ 30,154.05	\$ 2,000.00	\$ 55,447.31		
61 ** LIBRARY COLLECTION												
BUDGET		\$ 587,518.00				\$ 587,518.00	\$ 5,000.00	\$ 82,000.00	\$ 3,500.00	\$ 678,018.00	92.19%	14.55%
Expenses		\$ 572,674.55				\$ 572,674.55	\$ -	\$ 51,884.43	\$ 482.82	\$ 625,041.80		
Remaining Funds		\$ 14,843.45				\$ 14,843.45	\$ 5,000.00	\$ 75,765.57	\$ 3,017.18	\$ 98,626.20		
75 ** CAPITAL												
BUDGET							\$ -		\$ -	\$ -	0.00%	0.00%
Expenses							\$ -		\$ -	\$ -		
Remaining Funds							\$ -		\$ -	\$ -		
80 ** OTHER												
BUDGET		\$ 1,250.00				\$ 1,250.00		\$ 39,387.94		\$ 40,637.94	2.54%	97.46%
Expenses		\$ 1,032.95				\$ 1,032.95		\$ -		\$ 1,032.95		
Remaining Funds		\$ 217.05				\$ 217.05		\$ 39,387.94		\$ 39,604.99		
TOTAL BUDGET	\$ 1,460,769.00	\$ 1,166,919.00	\$ 754,367.00	\$ 743,927.00	\$ 1,023,385.00	\$ 5,149,367.00	\$ 17,500.00	\$ 584,285.31	\$ 5,500.00	\$ 5,756,652.31	93.92%	5.40%
TOTAL EXPENSES	\$ 1,449,418.89	\$ 1,133,737.72	\$ 709,857.85	\$ 743,343.29	\$ 1,030,792.80	\$ 5,067,150.55	\$ 10,564.85	\$ 328,421.03	\$ 482.82	\$ 5,406,619.25		
TOTAL REMAINING	\$ 11,350.11	\$ 33,181.28	\$ 44,509.15	\$ 583.71	\$ (7,407.80)	\$ 82,216.45	\$ 6,935.15	\$ 216,476.34	\$ 5,017.18	\$ 310,645.12		
% Spent	99.22%	97.16%	94.10%	99.92%	100.72%	98.40%	60.37%	56.21%	8.78%	93.92%		
% Remaining	0.78%	2.84%	5.90%	0.08%	-0.72%	1.60%	39.63%	43.79%	91.22%	6.08%		

July	1/12	8.33%
August	2/12	16.67%
September	3/12	25.00%
October	4/12	33.33%
November	5/12	41.67%
December	6/12	50.00%
January	7/12	58.33%
February	8/12	66.67%
March	9/12	75.00%
April	10/12	83.33%
May	11/12	91.67%
June	12/12	100.00%

Approved: 6/19/1997

Reviewed: 6/18/1998, 10/22/1998, 6/24/1999, 3/28/2002, 3/27/2003, 8/21/2008, 4/21/2016, 3/28/2019,
3/17/2022, 7/18/2024

Revised: 10/21/2010, 6/21/2012

The following is [Chapter 15](#) of the Municipal Code of Ames, granting the Board of Trustees the authority to operate Ames Public Library.

LIBRARIES

15.1 COMPOSITION OF BOARD OF TRUSTEES.

The board of trustees of the Ames public library consists of nine (9) members.

(Ord. No. 784, Sec. 1; Code 1956, Sec. 17-1) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.3] (Ord. No. 4024, 3-2-10)

15.2 APPOINTMENT, TERM OF TRUSTEES.

Members of the board of trustees of the public library shall be appointed by the mayor, by and with the approval of the city council, and the term of office for each trustee shall be for a three (3) year period. Terms begin on April 1 of the year of appointment. No member shall serve more than two full consecutive terms.

(Ord. No. 784, Sec. 2; Code 1956, Sec. 17-2) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.3, 378.4] (Ord. No. 4024, 3-2-1) (Ord. No. 4109, 4-24-12)

15.3 QUALIFICATIONS OF TRUSTEES.

All members of the board of trustees shall be bona fide citizens and residents of the city and over the age of eighteen (18) years.

(Ord. No. 784, Sec. 3; Code 1956, Sec. 17-3; Ord No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.5, Ch. 140, Sec. 41-1st 65GA]

15.4 COMPENSATION OF TRUSTEES.

Members of the board of trustees shall receive no compensation for their services.

(Ord. No. 784, Sec. 6; Code 1956, Sec. 17-6) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.8]

15.5 GROUNDS FOR REMOVAL OF TRUSTEE.

The removal of any trustee permanently from the city, or absence from three (3) consecutive regular meetings of the board, except in case of sickness or temporary absence from the city, without due explanation of the absence shall render the office as trustee vacant.

(Ord. No. 784, Sec. 5; Code 1956, Sec. 17-5) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.7] (Ord. No. 3974, 11-25-08)

15.6 VACANCIES ON THE BOARD OF TRUSTEES.

Vacancies on the board shall be filled by appointment by the mayor, by and with the approval of the city council. Such appointees shall fill out the unexpired term for which the appointment is made.

(Ord. No. 784, Sec. 4; Code 1956, Sec. 17-4) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.6]

15.7 POWERS, DUTIES OF TRUSTEES.

The board of the library trustees has and exercises the following powers:

(1) To meet and organize by the election of one of their number as president of the board, and by the election of a secretary and such other officers as the board may deem necessary.

(2) To have charge, control and supervision of the public library, its appurtenances and fixtures, and rooms containing the same, directing and controlling all the affairs of such library.

(3) To employ a librarian and authorize the librarian to employ, such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided however, that prior to such employment, the compensation of such librarian shall be fixed for the term of employment by a majority of the members of the board voting in favor thereof.

(4) To remove such librarian by a vote of two-thirds (2/3) of such board for misdemeanor, incompetency, or inattention to the duties of such employment and to provide procedures for the librarian to remove assistants or employees for the same reasons.

(Ord. No. 4047, 9/28/10)

(5) To select or authorize the librarian to select and make purchases of library materials for the collection, furniture, fixtures, stationery, and supplies for such library.

(6) To authorize the use of such libraries by nonresidents of the city and to fix charges therefor.

(7) To make, adopt, amend, modify, or repeal bylaws, rules and regulations, not inconsistent with law, for the care, use, government, and management of the library and business of the board, and fixing and enforcing penalties for the violation thereof.

(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.

(Ord. No. 784, Sections 7--7.9; Code 1956, Sections 17-7--17-7.9) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.10] (Ord. No. 4024, 3-2-10)

15.8 TRUSTEES TO KEEP RECORDS OF PROCEEDINGS.

The board of trustees shall keep a record of its proceedings.

(Ord. No. 784, Sec. 8; Code 1956, Section 17-8) [State Law Ref. Iowa Code chapter 28A]

15.9 TRUSTEES TO PROPOSE BUDGET.

The board of trustees shall, in accord with such schedule and procedure as may be announced by the director of finance, file with the director of finance a proposed budget of its funds for the following year.

(Ord. No. 784, Sec. 10; Code 1956, Sec. 17-10; Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.1, 392.5; Code 1973, Sec. 378.10 (8)]

15.10 ANNUAL REPORT OF TRUSTEES.

The board of trustees shall, immediately after the close of each municipal fiscal year, make to the council a report containing a statement of the condition of the library, the number of books added thereto, the number circulated, the number not returned or lost, the amount of fines collected, and the amount of money expended in the maintenance thereof during such year, together with such information as required by the council.

(Ord. No. 784, Sec. 11; Code 1956, Sec. 17-11; Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.18]

15.11 LIBRARY FUNDS; EXPENDITURES.

All moneys allocated by the council for the maintenance of the library shall be deposited in the treasury of the city to the credit of the library fund, and shall be kept by the treasurer separate and apart from all other moneys, and shall be paid out upon the order of the board of trustees, signed by its president and secretary.

(Ord. No. 784, Sec. 9; Code 1956, Sec. 17-9; Ord. no. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1975, Sec. 378.17]

15.12 LIBRARY REGULATIONS; PENALTY.

It is unlawful for any person, to take from any public school, or library, within the city, any book, pamphlet, periodical, paper or other property, except in accordance with the rules of such library; or to take or borrow from such library any book, pamphlet, periodical, paper or other property and neglect or refuse to return the same within one week after receiving notice to do so; or to willfully cut, mutilate, mark, tear, write upon, deface, or otherwise destroy or injure any book, pamphlet, periodical, map, document, picture, or other property of such library; or who violates any other rule of the such library, or to violate any rule of the said library or to disturb the peace and quiet thereof by disorderly conduct.

(Ord. No. 812, Sec. 76; Code 1956, Sec. 76-76; Ord. No 3003, Sec 12, 2-23-88)

15.13 POWER TO CONTRACT: METHOD OF USE.

Contracts may be made between the board of trustees of the Ames library and other boards of trustees of free public libraries, and any city, town, school corporation, township or county or with the trustees of any county library district for its use by their respective residents.

Such use shall be accomplished by one or more of the following methods in whole or in part:

- (1) By lending the books and other library materials of the Ames Public Library to such residents on the same terms and conditions as to the residents of the City of Ames.
- (2) By the establishment of depositories of books and other library materials of the Ames Public Library to be loaned to such residents at stated times and places.
- (3) By the transportation of books and other library materials of the Ames Public Library by mobile or other conveyance for lending the same to such residents at stated times and places.
- (4) By the establishment of branch libraries for lending books and other library materials to such residents.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.11; Sec. 378.12] (Ord. No. 3975, 11-25-08)

15.14 RATE OF TAX.

Such contracts shall provide for the rate of tax to be levied during the period thereof. They may, by mutual consent of the contracting parties, be terminated at any time. They may also be terminated by a majority of electors, represented by either of the contracting parties, voting on a proposition to terminate which shall be submitted by the governing body upon a written petition of electors in a number not less than five (5) per cent of those who voted in the area for governor at the last general election.

The proposition may be submitted at any election provided by law which covers the area of that seeking to terminate the contract. The petition shall be presented to the governing body not less than forty days before the election at which the question is to be submitted.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.13] (Ord. No. 4024, 3-2-10)

15.15 UNITING WITH HISTORICAL ASSOCIATIONS.

Whenever a local county historical association shall be formed in Story County, the trustees of the Ames Public Library are hereby authorized to unite with such historical association and to set apart the necessary room and to care for such articles as may come into possession of said association; the library trustees are also authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of historical and educational nature and pay for the same out of the library fund.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.16] (Ord. No. 4024, 3-2-10)

Authority for Chapter 15 under Iowa law:

- *Article III, Section 38A of the [Constitution of the State of Iowa](#)* states that “municipal corporations are granted home rule power and authority, not inconsistent with the laws of the general assembly, to determine their local affairs and government.”
- *[Section 392.5 of the State Code of Iowa](#)* states: “A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in this section. In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by 64GA, Chapter 1088.”
- *[Section 392.5 of the State Code of Iowa](#)* states that “A proposal to alter the composition, manner of selection, or charge of a library board or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city. . . If a majority of those voting approves the proposal, the city may proceed as proposed. If a majority of those voting does not approve the proposal, the same or similar proposal may not be submitted to the voters of the city for at least four years from the date of the election at which the proposal was defeated.

Authority Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JULY 18, 2024**

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

Richard Johnson, President

Matt Crain, Secretary



Mission, Values, and Strategic Planning Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/27/2003, 12/20/2007, 3/28/2019

Revised: 3/28/2002, 11/18/2010, 3/17/2016, 3/17/2022

Mission Statement

Ames Public Library: We connect you to the world of ideas.

Values

As a department of the City, Ames Public Library embraces the Excellence Through People Values, which are:

- Continuous Improvement
- Creativity and Innovation
- Customer Driven
- Data Driven
- Diversity, Equity, and Inclusion
- Employee Involvement
- Excellence
- Fiscal Stewardship
- Honesty and Integrity
- Leadership
- Positive Attitude
- Respect One Another
- Safety and Wellness
- Teamwork

Strategic Planning

The Ames Public Library Board of Trustees is committed to the process of strategic planning and will meet the standards established by the State Library of Iowa for Tier 3 Library accreditation.