

**Ames Public Library Board of Trustees**  
**Agenda – April 17, 2025**  
**Dale H. Ross Board Room, 515 Douglas Avenue**

**Call to Order** 7:00 p.m.

**Oath of Office**

**Consent Agenda (Action Item)**

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting March 20, 2025
- 3) Motion approving payment of claims 3/1/25 – 3/31/25

**Public Forum**

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

**Activity Reports**

- 4) Assistant City Manager – Goldbeck
- 5) Administration – Schofer
- 6) Budget & Finance Committee - Reger

**Board Education**

- 7) A.I. - Schofer

**Policy Review**

- 8) Public Participation (Action)
- 9) Investments (COA Policy Adopted by Reference) (Discussion)

**New Business**

- 10) Approval of the Director's Goals (Action)
- 11) FY26 APLFF MOU (Action)
- 12) FY26 APLFF Ask (Action)
- 13) Custodial Contract Renewal (Action)
- 14) FY26 Innovative Interfaces Renewal (Action)
- 15) FY26 OCLC Renewal (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, May 15, 2025**  
**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, Zoya Arora, 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 Zoya Arora, Ames Public Library Board Trustee, on this 17th day of April, 2025.

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

(SEAL)

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 17, 2025**

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

1) Story Co Genealogical Society .....\$105.85

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Deb Gibson, President

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Richard Johnson, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
March 20, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, March 20, 2025, in the Dale H. Ross Board Room with Gibson, Gordillo, Johnson, Myers, Rearick, Reynolds, and Thorbs-Weber in attendance. Reger and Mitchell-Conway were excused. Assistant City Manager Goldbeck, Director Schofer, and Youth Services Manager Anderson were also in attendance.

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

**Consent Agenda:**

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

1. Election of Officers
  - a. Deb Gibson, President
  - b. Carolyn Myers, Vice President
  - c. Richard Johnson, Secretary
2. Resolution approving donations:
  - a. Ames Playmakers .....\$61.87
3. Motion approving minutes of the regular meeting February 13, 2025
4. Motion approving payment of claims 2/1/25 – 2/28/25

**Vote on Motion: 6-0 (Johnson abstained; Reger and Mitchell-Conway excused).  
Approved unanimously. Resolution No. 2025-L007 adopted.**

**Public Forum:** None

**Activity Reports:**

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

- Goldbeck distributed “Get the Scoop” newsletters to the Board.
- An open house is scheduled at the water plant on Saturday, April 19<sup>th</sup> from 9:30 a.m. to 1 p.m.
- Stash the Trash stream cleanup will take place on Saturday, April 26<sup>th</sup> with a rain date of Saturday, May 3<sup>rd</sup>.
- The Mayor and City Council Bike Ride will be on Saturday, May 10<sup>th</sup> beginning at 9:00 a.m. Bikers should gather in the west parking lot at 515 Clark Avenue.
- On Monday, April 28<sup>th</sup> at 6:30 p.m. Analytic Insight, hired to help develop a county-wide homelessness action plan, will be presenting the final plan to the community.
- The City Council property tax hearing is at 5:15 pm on Tuesday, April 8<sup>th</sup>.
- The City purchased the property at 2715 Dayton Avenue, the former Eagle’s Loft Early Learning Center, to repurpose into a new animal shelter.
- Community Climate Grants are available. Grants of up to \$10,000 are available to organizations in Ames for projects or activities that meaningfully advance the

Climate Action Plan by reducing energy use, encouraging low-emissions transportation, reducing waste, conserving water, etc. All organizations in Ames are eligible, including non-profits and businesses. A partial cost share is required.

- Youth mini-grants up to \$500 are available year-round for youth-led projects or initiatives related to the Climate Action Plan. Students in grades 12 and under are eligible to apply. Eligible projects could include, but are not limited to projects to encourage fellow students to walk or bike to school, plant trees or other native vegetation, waste reduction, recycling, composting initiatives, shared vegetable garden, reducing energy usage, etc. Projects must include an education and engagement component.
- The City has a podcast called “Ames in Focus” bringing you the inside scoop on City government programs, initiatives, and people from front line workers to the Mayor of Ames, each episode holds an informative conversation aimed to help you get in touch with the activities of Ames. These short episodes drop every Tuesday. They can be found by searching Ames in Focus.
- Lastly, Parks and Rec are going to be updating their rules and regulations. They will have opportunities for the public to weigh in on park rules, hours, micromobility use, usage of trails, etc. before the changes are made.

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

- Staff are busy with spring programs. Battle of the Books is coming up. There was a Summer Camp Fair last weekend that had to be held at the City gym because it was too large for our space. The Baby Fair is this weekend.
- We are applying for the John Cotton Dana Award for the 12 to Try Reading Challenge.
- We applied for the Ames Art Council Art in the Workplace award for the Vestibule.
- In staff news we have hired a new Customer Account Services Clerk who will start on April 3, 2025, to fill an opening in August of 2024. We are hiring two Youth Services Assistants. Next, we will recruit for the Volunteer Coordinator position. Volunteer Coordinator Bohlke is retiring April 1 after 20 years and Youth Services Assistant Philby is retiring April 4 after 9 years. Staff celebrated Philby’s retirement early due to Battle of the Books. Celebrations with volunteers for Bohlke will take place March 31 and with staff on April 1.
- Mayor Haila will issue a proclamation for National Library Week at the beginning of the April 8<sup>th</sup> City Council meeting. Everyone is welcome to attend.
- On Wednesday, April 9, at 4:00 p.m. we will have a ribbon cutting with Ames Regional Economic Alliance in the Adult Services area to celebrate the new carpet.
- On Thursday, April 10, county-wide library trustee training will begin at 6 p.m. The topic this year is artificial intelligence. Trustees can come to the PEO Room or may attend via Zoom.

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

- Luze has began conversations with REG and Mary Greeley regarding funding for the summer meals.
- The Holiday Campaign went well; the Spring Campaign will start in April.
- The Book Sales remain popular.

- Literary Grounds remains steady.
- There were some losses on investments.
- There are two new APLFF Board members.
- There will not be a meeting in April.

### **Board Education:**

Youth Services Manager Anderson introduced herself to the Board and gave a presentation about the annual Battle of the Books program. This year is the fifteenth year. 678 teams from 29 different central Iowa schools have competed since the start of the program. At the beginning of summer a list of 18 books is available for all fifth and sixth grade students. They can read throughout the summer up until the competition. The fifth grade battle is held the last week in March; the sixth grade battle is the first week in April. The kids compete in teams of four students in a trivia contest. The traveling trophy goes to the winning school for the year.

### **Policy Review:**

Display and Exhibit Spaces: This policy was brought to the Board last month for discussion and reviewed by staff. Recommended changes include adding the link to the Expression of Concerns Policy under References. The Board discussed the policy.

**Moved by Reynolds, seconded by Gordillo, to approve the revisions to the Display and Exhibit Spaces Policy as presented.**

**Vote on Motion: 6-0 (Johnson abstained; Reger and Mitchell-Conway excused).  
Approved unanimously. Resolution No. 2025-L008 adopted.**

Public Participation: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. The Board recommends using “disrespectful” instead of impertinent and maybe define or remove “loud.”

### **New Business:**

Recognition of Retiring Trustees: Johnson presented a plaque to Rearick and thanked him for his thoughtful input, comments, and time. Rearick has been an engaged member who will be missed. Mitchell-Conway was not present to receive her plaque.

Discussion of the Director’s evaluation:

**Moved by Reynolds, seconded by Myers, 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 (Johnson abstained; Reger and Mitchell-Conway excused).  
Approved unanimously.**

The meeting was closed at 7:56 p.m. and reconvened in open session at 8:32 p.m.

Approval of the Director's Salary:

The Board completed the Director's evaluation in closed session. The Board appreciates all of Schofer's work and the feedback they received during the evaluation process.

**Moved by Reynolds, seconded by Gordillo, to set the Director's salary effective July 1, 2025, at \$168,954 which is a 4.5% increase.**

**Vote on Motion: 6-0 (Johnson abstained; Reger and Mitchell-Conway excused). Approved unanimously. Resolution No. 2025-L009 adopted.**

**Trustee Comments:**

- Thorbs-Weber – in addition to doing a good job, she appreciates the listing of opportunities and events to go to.
- Myers – thinks Schofer is a wonderful advocate for Ames Public Library and intellectual freedom. We are dealing with a lot of adversity and stress. Schofer is doing an amazing job with it.
- Gordillo – appreciates the energy Schofer brings. They will affect the way we do things. Schofer tries not to focus on the ugly things but on all the wonderful things we still do. The Library gives so much life to the city.
- Rearick – thanked Schofer for all the work she does. He has been proud to be on the Board. Thank you to Johannes for always being prepared. The Mayor interviewed him and decided not to reappoint him. He would love to have stayed on the Board.
- Reynolds – thank you Schofer, and thank you Rearick
- Gibson – is thrilled Schofer is who she is and to see the evaluations, praise, and excitement; that feels validating. She received an email about a free Empowering Advocates webinar on April 10 from 1-2 p.m. that she will share with anyone interested. Thank you to Johnson for serving as President.
- Johnson - Thanks everyone, appreciate you coming.

**Adjournment:**

**Moved by Rearick, seconded by Myers, to adjourn at 8:46 p.m.**

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

The next regular meeting will be on Thursday, April 17, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

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Brenda Thorbs-Weber, Board Secretary

**Library Claims**  
**March 1 - March 31, 2025**

<b>Administration FY25</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,717.98
PAYROLL SUMMARY	LONGEVITY	\$	452.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	233.31
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	10,485.10
PAYROLL SUMMARY	MEDICARE FICA	\$	732.11
PAYROLL SUMMARY	FICA	\$	3,130.33
PAYROLL SUMMARY	IPERS	\$	4,830.50
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	160.70
DEPARTMENTAL TRANSFERS	COMPUTER SERVICES	\$	11,592.00
PRINTING ALLOCATION	PRINT SHOP SERVICES	\$	1,239.13
DEPARTMENTAL CHARGES	RISK INSURANCE	\$	37,895.00
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$	5,505.00
JAN 2025 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	166.61
JAN 2025 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,265.00
PACKAGE POSTAGE	POSTAGE/FREIGHT	\$	5.38
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	3.97
BANK OF AMERICA	TRAINING	\$	47.40
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	30.00
CRABAR GBF INC	OUTSIDE PRINTING SERVICE	\$	324.25
ONESOURCE	RECRUITING COSTS	\$	167.70
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(0.76)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	6,587.20
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(93.62)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.55
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
BANK OF AMERICA	OUTSIDE PHONE/DATA SVCS	\$	146.47
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	412.46
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	282.44
ALLIANT ENERGY/IPL	NATURAL GAS	\$	4,210.78
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
SUMMIT FIRE PROTECTION	MAINTENANCE CONTRACTS	\$	3,450.00
VEND 41983 PO 63748	TECHNOLOGY MAINT/SUPPORT	\$	(1,300.69)
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,299.97
PREMIER OFFICE EQUIPMENT	LEASES	\$	718.50
LAWNPRO	NON-CITY SERVICE	\$	4,300.00
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	108.00
CH ISSUES	OFFICE SUPPLIES	\$	204.26
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	61.57
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	777.44



**Library Claims**  
**March 1 - March 31, 2025**

BANK OF AMERICA	CHEMICALS/LAB SUPPLIES	\$	605.24
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	426.80
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	192.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	26.56
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	272.57
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	230.61
BANK OF AMERICA	FOOD	\$	1,243.15
<b>Total Administration</b>		<b>\$</b>	<b>157,415.87</b>

<b>Resource Services FY25</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,908.04
PAYROLL SUMMARY	LONGEVITY	\$	705.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	142.18
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,560.28
PAYROLL SUMMARY	MEDICARE FICA	\$	429.42
PAYROLL SUMMARY	FICA	\$	1,836.08
PAYROLL SUMMARY	IPERS	\$	2,984.26
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	37.08
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$	2,450.00
BANK OF AMERICA	CONFERENCES	\$	149.37
DORNINK, ALISSA	CONFERENCES	\$	56.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	388.09
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.49
INGRAM LIBRARY SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	11.10
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	31.84
AMAZON CAPITAL SERVICES	EQUIPMENT PARTS/SUPPLIES	\$	25.69
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,005.14
OVERDRIVE	ELECTRONIC COLLECTION	\$	314.29
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,334.00
BOOK FARM INC	SPECIAL PJCT COLLECTIONS	\$	4.80
USA TODAY	PERIODICALS	\$	98.10
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,470.33
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,929.87
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	503.54
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	146.49
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	374.17
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	1,646.37
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	282.85
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	4,746.53
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	2,101.13
MANUFACTURERS NEWS INC	ADULT PRINT COLLECTION	\$	198.90
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	282.65

**Library Claims**  
**March 1 - March 31, 2025**

GALE GROUP	ADULT PRINT COLLECTION	\$	1,404.25
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	576.12
<b>Total Resource Services</b>		<b>\$</b>	<b>72,474.93</b>

**Youth Services FY25**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	42,225.44
PAYROLL SUMMARY	LONGEVITY	\$	470.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	498.60
PAYROLL SUMMARY	IPERS DISABILITY	\$	137.22
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	10,094.30
PAYROLL SUMMARY	MEDICARE FICA	\$	587.36
PAYROLL SUMMARY	FICA	\$	2,511.43
PAYROLL SUMMARY	IPERS	\$	4,030.45
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	50.68
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$	3,670.00
<b>Total Youth Services</b>		<b>\$</b>	<b>64,349.75</b>

**Adult Services FY25**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	50,026.94
PAYROLL SUMMARY	LONGEVITY	\$	297.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$	371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$	206.20
PAYROLL SUMMARY	LIFE INSURANCE	\$	84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,869.44
PAYROLL SUMMARY	MEDICARE FICA	\$	720.68
PAYROLL SUMMARY	FICA	\$	3,081.46
PAYROLL SUMMARY	IPERS	\$	4,750.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	60.06
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$	3,670.00
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	1.38
BANK OF AMERICA	TRAVEL/MEETINGS	\$	7.25
QUILL CORP	OFFICE SUPPLIES	\$	24.42
BANK OF AMERICA	OFFICE SUPPLIES	\$	40.57
BANK OF AMERICA	FOOD	\$	23.86
<b>Total Adult Services</b>		<b>\$</b>	<b>71,235.96</b>

**Customer Account Services FY25**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	52,189.86
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	15,000.77
PAYROLL SUMMARY	LONGEVITY	\$	1,192.50
PAYROLL SUMMARY	DENTAL INSURANCE	\$	336.56
PAYROLL SUMMARY	IPERS DISABILITY	\$	239.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,571.88
PAYROLL SUMMARY	MEDICARE FICA	\$	951.12

**Library Claims**  
**March 1 - March 31, 2025**

PAYROLL SUMMARY	FICA	\$	4,066.66
PAYROLL SUMMARY	IPERS	\$	6,455.41
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	80.65
DEPARTMENTAL CHARGES	CITY PHONE SERVICE	\$	4,282.00
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	60.89
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	1,480.05
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	68.98
<b>Total Customer Account Services</b>		<b>\$</b>	<b>94,068.17</b>
	<b>Total FY25:</b>	<b>\$</b>	<b>459,544.68</b>
<b>Deb Gibson, President</b>	<b>Richard Johnson, Secretary</b>	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
<b>10 ** PERSONAL SERVICES</b>												
BUDGET	\$ 609,560.00	\$ 372,414.00	\$ 557,923.00	\$ 585,308.00	\$ 821,396.00	\$ 2,946,601.00		\$ 67,379.55		\$ 3,013,980.55	73.20%	26.80%
Expenses	\$ 457,639.82	\$ 279,614.86	\$ 398,195.98	\$ 437,107.75	\$ 611,181.30	\$ 2,183,739.71		\$ 22,616.27		\$ 2,206,355.98		
Remaining Funds	\$ 151,920.18	\$ 92,799.14	\$ 159,727.02	\$ 148,200.25	\$ 210,214.70	\$ 762,861.29		\$ 44,763.28		\$ 807,624.57		
<b>20 ** EMPLOYEE BENEFITS</b>												
BUDGET	\$ 238,537.00	\$ 146,481.00	\$ 210,326.00	\$ 211,235.00	\$ 229,189.00	\$ 1,035,768.00		\$ 23,887.60		\$ 1,059,655.60	72.50%	27.50%
Expenses	\$ 180,866.79	\$ 109,944.52	\$ 151,753.44	\$ 148,162.81	\$ 173,848.53	\$ 764,576.09		\$ 3,623.66		\$ 768,199.75		
Remaining Funds	\$ 57,670.21	\$ 36,536.48	\$ 58,572.56	\$ 63,072.19	\$ 55,340.47	\$ 271,191.91		\$ 20,263.94		\$ 291,455.85		
<b>30 ** INTERNAL SERVICES</b>												
BUDGET	\$ 141,274.00	\$ 2,450.00	\$ 3,670.00	\$ 3,670.00	\$ 4,282.00	\$ 155,346.00	\$ -	\$ -		\$ 155,346.00	68.34%	31.66%
Expenses	\$ 92,096.40	\$ 2,450.00	\$ 3,670.00	\$ 3,670.00	\$ 4,282.00	\$ 106,168.40	\$ -	\$ -		\$ 106,168.40		
Remaining Funds	\$ 49,177.60	\$ -	\$ -	\$ -	\$ -	\$ 49,177.60	\$ -	\$ -		\$ 49,177.60		
<b>40 ** CONTRACTUAL</b>												
BUDGET	\$ 459,313.00	\$ 43,698.00	\$ 12,189.00	\$ 6,874.00	\$ 21,409.00	\$ 543,483.00		\$ 73,766.73	\$ -	\$ 617,249.73	89.16%	10.84%
Expenses	\$ 428,157.89	\$ 48,034.22	\$ 4,508.37	\$ 2,093.31	\$ 12,007.42	\$ 494,801.21		\$ 52,555.44	\$ 2,969.52	\$ 550,326.17		
Remaining Funds	\$ 31,155.11	\$ (4,336.22)	\$ 7,680.63	\$ 4,780.69	\$ 9,401.58	\$ 48,681.79		\$ 21,211.29	\$ (2,969.52)	\$ 66,923.56		
<b>60 ** COMMODITIES</b>												
BUDGET	\$ 58,918.00	\$ 30,175.00	\$ 1,835.00	\$ 1,170.00	\$ 3,700.00	\$ 95,798.00	\$ 16,706.00	\$ 175,010.57	\$ 500.00	\$ 288,014.57	54.78%	45.22%
Expenses	\$ 43,766.32	\$ 24,584.70	\$ 598.69	\$ 407.80	\$ 3,572.50	\$ 72,930.01	\$ 12,075.10	\$ 70,648.17	\$ 2,129.03	\$ 157,782.31		
Remaining Funds	\$ 15,151.68	\$ 5,590.30	\$ 1,236.31	\$ 762.20	\$ 127.50	\$ 22,867.99	\$ 4,630.90	\$ 104,362.40	\$ (1,629.03)	\$ 130,232.26		
<b>61 ** LIBRARY COLLECTION</b>												
BUDGET		\$ 576,495.00				\$ 576,495.00	\$ -	\$ 45,000.00	\$ 3,500.00	\$ 624,995.00	82.01%	26.62%
Expenses		\$ 439,185.43				\$ 439,185.43	\$ -	\$ 72,895.55	\$ 496.89	\$ 512,577.87		
Remaining Funds		\$ 137,309.57				\$ 137,309.57	\$ -	\$ 26,068.20	\$ 3,003.11	\$ 166,380.88		
<b>75 ** CAPITAL</b>												
BUDGET							\$ -		\$ -	\$ -	0.00%	0.00%
Expenses							\$ -		\$ -	\$ -		
Remaining Funds							\$ -		\$ -	\$ -		
<b>80 ** OTHER</b>												
BUDGET		\$ 1,500.00				\$ 1,500.00		\$ 24,387.94		\$ 25,887.94	2.38%	97.62%
Expenses		\$ 616.74				\$ 616.74		\$ -		\$ 616.74		
Remaining Funds		\$ 883.26				\$ 883.26		\$ 24,387.94		\$ 25,271.20		
<b>TOTAL BUDGET</b>	\$ 1,507,602.00	\$ 1,173,213.00	\$ 785,943.00	\$ 808,257.00	\$ 1,079,976.00	\$ 5,354,991.00	\$ 16,706.00	\$ 590,089.48	\$ 4,000.00	\$ 5,965,786.48	72.21%	27.38%
<b>TOTAL EXPENSES</b>	\$ 1,202,527.22	\$ 904,430.47	\$ 558,726.48	\$ 591,441.67	\$ 804,891.75	\$ 4,062,017.59	\$ 12,075.10	\$ 228,211.00	\$ 5,595.44	\$ 4,307,899.13		
<b>TOTAL REMAINING</b>	\$ 305,074.78	\$ 268,782.53	\$ 227,216.52	\$ 216,815.33	\$ 275,084.25	\$ 1,292,973.41	\$ 4,630.90	\$ 337,490.54	\$ (1,595.44)	\$ 1,633,499.41		
<b>% Spent</b>	79.76%	77.09%	71.09%	73.17%	74.53%	75.85%	72.28%	38.67%	139.89%	72.21%		
<b>% Remaining</b>	20.24%	22.91%	28.91%	26.83%	25.47%	24.15%	27.72%	61.33%	-39.89%	27.79%		

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%



# Public Participation Policy

Section: Administration

Approved: 12/18/2003

Reviewed: 8/20/2009, 3/19/2015, 9/17/2017, 9/15/2022

Revised: 12/21/2006, 10/20/2011, 10/15/2020, 4/17/2025

The Ames Public Library Board of Trustees encourages community members to share their views. The Board agenda includes time at each meeting for comments. In order for the Board to fulfill its obligation to complete the scheduled agenda and conduct library business in an effective and efficient manner, a maximum of 30 minutes of public participation will be permitted. Comments from community members will not change the scheduled meeting agenda.

## Visitors

All visitors are required to sign in. Community members wishing to speak must complete a card with their full name and address. The card shall be given to the recording secretary prior to the call to order. Community members wishing to speak at an electronic meeting shall ~~use the chat feature to~~ submit their full name and address prior to the start of the meeting. ~~Those who have indicated a desire to speak will be recognized in the order in which they signed in.~~

Each speaker is given a maximum of three (3) minutes to share their views with the Board. If several community members wish to speak, the presiding officer will determine how much time each will be allotted until the total public participation time of 30 minutes is used. The rules may be suspended at the presiding officer's discretion.

No person may speak more than once per meeting. All remarks shall be addressed to the Board of Trustees as a body and not to any Trustee specifically. Public comments must be relevant to the operation of the Library. The presiding officer shall rule on the relevancy of public comments. Behavior that is abusive, personal, impertinent disrespectful, irrelevant, ~~loud~~, threatening, slanderous or profane shall not be allowed. Persons not following this policy may be asked to leave the meeting.

If a community member wishes to share additional comments, or did not have the opportunity to speak due to time constraints, they may put their comments in writing. All communication with the Library Director or Board of Trustees is public information.

## Trustees

The presiding officer recognizes each registered speaker. The presiding officer introduces each speaker and keeps track of time. The trustees listen and may ask questions.

## References

[Iowa Code Section 21](#), Open Meetings Law

## **Public Participation Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
April 17, 2025**

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

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Deb Gibson, President

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Richard Johnson, Secretary



# Investments Policy

Section: Administration

Approved: 12/16/1999

Reviewed: 5/19/2005, 3/9/2006, 7/16/2009, 11/17/2011, 2/19/2015, 10/23/2017, 10/15/2020, 10/20/2022

Revised: 4/20/2006

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The Ames Public Library Board of Trustees has authority over and controls the expenditure of private funds given to the City of Ames for the use of the Ames Public Library. In accordance with [Section 12B.10 \(1\)](#) of the Code of Iowa, the responsibility for conducting investment transactions resides with the City Treasurer. The City Treasurer, under the general direction of the City Council, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate activities. The Ames Public Library Board of Trustees hereby adopts the City of Ames Investment Policy as its investment policy.



**12B.10 Public funds investment standards.**

1. *a.* In addition to investment standards and requirements otherwise provided by law, the investment of public funds by the treasurer of state, state agencies authorized to invest funds, and political subdivisions of this state, shall comply with [this section](#), except where otherwise provided by another statute specifically referring to [this section](#).

*b.* The treasurer of state and the treasurer of each political subdivision shall at all times keep funds coming into their possession as public money in a vault or safe to be provided for that purpose or in one or more depositories approved pursuant to [chapter 12C](#). However, the treasurer of state, state agencies authorized to invest public funds, and political subdivisions shall invest, unless otherwise provided, any public funds not currently needed in investments authorized by [this section](#).

2. The treasurer of state, state agencies authorized to invest funds, and political subdivisions of this state, when investing or depositing public funds, shall exercise the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to attain the goals of [this subsection](#). This standard requires that when making investment decisions, a public entity shall consider the role that the investment or deposit plays within the portfolio of assets of the public entity and the goals of [this subsection](#). The primary goals of investment prudence shall be based in the following order of priority:

*a.* Safety of principal is the first priority.

*b.* Maintaining the necessary liquidity to match expected liabilities is the second priority.

*c.* Obtaining a reasonable return is the third priority.

3. *a.* Investments of public funds shall be made in accordance with written policies. A written investment policy shall address the goals set out in [subsection 2](#) and shall also address, but is not limited to, compliance with state law, diversification, maturity, quality, and capability of investment management.

*b.* The trading of securities in which any public funds are invested for the purpose of speculation and the realization of short-term trading profits is prohibited.

*c.* Investments by a political subdivision must have maturities that are consistent with the needs and use of that political subdivision or agency.

4. *a.* The treasurer of state and all other state agencies authorized to invest funds shall only purchase and invest in the following:

(1) Obligations of the United States government, its agencies, and instrumentalities.

(2) Certificates of deposit and other evidences of deposit at federally insured depository institutions approved pursuant to [chapter 12C](#).

(3) Prime bankers' acceptances that mature within two hundred seventy days and that are eligible for purchase by a federal reserve bank, provided that at the time of purchase no more than thirty percent of the investment portfolio of the treasurer of state or any other state agency shall be in investments authorized by this subparagraph and that at the time of purchase no more than five percent of the investment portfolio shall be invested in the securities of a single issuer.

(4) Commercial paper or other short-term corporate debt that matures within two hundred seventy days and that is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to [chapter 17A](#), provided that at the time of purchase no more than five percent of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification, and provided further that at the time of purchase no more than thirty percent of the investment portfolio of the treasurer of state or any other state agency shall be in investments authorized by this subparagraph and that at the time of purchase no more than five percent of the investment portfolio shall be invested in the securities of a single issuer.

(5) Repurchase agreements whose underlying collateral consists of the investments set out in subparagraphs (1) through (4) if the treasurer of state or state agency takes delivery of the collateral either directly or through an authorized custodian. Repurchase agreements do not include reverse repurchase agreements.



(6) Investments authorized for the Iowa public employees' retirement system in [section 97B.7A](#), except that investment in common stocks is not permitted.

(7) An open-end management investment company organized in trust form registered with the federal securities and exchange commission under the federal Investment Company Act of 1940, 15 U.S.C. §80a-1 et seq., and operated in accordance with [17 C.F.R. §270.2a-7](#).

(8) Investments authorized under [subsection 7](#).

(9) Obligations of the Iowa finance authority issued pursuant to [chapter 16](#), bearing interest at market rates, provided that at the time of purchase the Iowa finance authority has an issuer credit rating within the two highest classifications or the obligations to be purchased are rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to [chapter 17A](#).

b. Futures and options contracts are not permissible investments.

5. a. Political subdivisions of this state, including entities organized pursuant to [chapter 28E](#) whose primary function is other than to jointly invest public funds, shall purchase and invest only in the following:

(1) Obligations of the United States government, its agencies, and instrumentalities.

(2) Certificates of deposit and other evidences of deposit at federally insured depository institutions approved pursuant to [chapter 12C](#).

(3) Prime bankers' acceptances that mature within two hundred seventy days and that are eligible for purchase by a federal reserve bank, provided that at the time of purchase no more than ten percent of the investment portfolio shall be in investments authorized by this subparagraph and that at the time of purchase no more than five percent of the investment portfolio shall be invested in the securities of a single issuer.

(4) Commercial paper or other short-term corporate debt that matures within two hundred seventy days and that is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to [chapter 17A](#), provided that at the time of purchase no more than five percent of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification, and provided further that at the time of purchase no more than ten percent of the investment portfolio shall be in investments authorized by this subparagraph and that at the time of purchase no more than five percent of the investment portfolio shall be invested in the securities of a single issuer.

(5) Repurchase agreements whose underlying collateral consists of the investments set out in subparagraph (1) if the political subdivision takes delivery of the collateral either directly or through an authorized custodian. Repurchase agreements do not include reverse repurchase agreements.

(6) An open-end management investment company registered with the federal securities and exchange commission under the federal Investment Company Act of 1940, 15 U.S.C. §80a-1, and operated in accordance with [17 C.F.R. §270.2a-7](#).

(7) (a) A joint investment trust organized pursuant to [chapter 28E](#), provided that the joint investment trust shall be one of the following:

(i) Rated within the two highest classifications by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to [chapter 17A](#) and operated in accordance with either [17 C.F.R. §270.2a-7](#), or with the requirements of the governmental accounting standards board for external investment pools.

(ii) Registered with the federal securities and exchange commission under the federal Investment Company Act of 1940, 15 U.S.C. §80a-1, and operated in accordance with [17 C.F.R. §270.2a-7](#).

(b) The manager or investment advisor of the joint investment trust shall be registered with the federal securities and exchange commission under the Investment Advisor Act of 1940, 15 U.S.C. §80b-1.

(8) Warrants or improvement certificates of a levee or drainage district.

(9) Investments authorized under [subsection 7](#).

b. Futures and options contracts are not permissible investments.

6. The following investments are not subject to [this section](#):
  - a. Investments by the public safety peace officers' retirement system governed by [chapter 97A](#).
  - b. Investments by the Iowa public employees' retirement system governed by [chapter 97B](#).
  - c. Investments by the Iowa finance authority governed by [chapter 16](#).
  - d. Investments by the state board of regents. However, investments by the state board of regents or institutions governed by the state board of regents are limited to the following:
    - (1) Those investments set out in [subsection 4](#).
    - (2) The common fund for nonprofit organizations.
    - (3) Common stocks.
    - (4) For investments of short-term operating funds, the funds shall not be invested in investments having effective maturities exceeding sixty-three months.
  - e. A pension and annuity retirement system governed by [chapter 294](#).
  - f. Investments by the statewide fire and police retirement system governed by [chapter 411](#).
  - g. Investments by the judicial retirement system governed by [chapter 602, article 9](#).
  - h. Investments under the deferred compensation plan established by the executive council pursuant to [section 509A.12](#).
  - i. Investments made by city hospitals as provided in [section 392.6](#). However, investments by city hospitals are limited to the following:
    - (1) The same types of investments as the treasurer of state and other state agencies may make under [this section](#).
    - (2) Investment in common stocks.
  - j. Investments by the tobacco settlement authority governed by [chapter 12E](#).
  - k. Investments by municipal utility retirement systems governed under [chapter 412](#).
  - l. Investments in a qualified trust established pursuant to governmental accounting standards board statement number forty-three that is governed by a board of trustees of a joint investment trust organized pursuant to [chapter 28E](#) and that is registered with the federal securities and exchange commission under the federal Investment Company Act of 1940, 15 U.S.C. §80a-1.
  - m. Investments by a student organization or club of moneys from an entrepreneurial education fund governed by [section 298A.15](#).
  - n. Investments by the veterans trust fund established in [section 35A.13](#).
7. Notwithstanding [sections 12C.2, 12C.4, 12C.6, 12C.6A](#), and any other provision of law relating to the deposits of public funds, if public funds are deposited in a depository, as defined in [section 12C.1](#), any uninsured portion of the public funds invested through the depository may be invested in insured deposits or certificates of deposit arranged by the depository that are placed in or issued by one or more federally insured banks or savings associations regardless of location for the account of the public funds depositor if all of the following requirements are satisfied:
  - a. The full amount of the principal and any accrued interest on such public funds or each such certificate of deposit issued shall be covered by federal deposit insurance.
  - b. The depository, either directly or through an agent or subcustodian, shall act as custodian of the insured deposits or certificates of deposit.
  - c. On the same day that the public funds deposits are placed or the certificates of deposit are issued, the depository shall have received deposits in an amount eligible for federal deposit insurance from, and, with regard to certificates of deposit, shall have issued certificates of deposit to, customers of other financial institutions wherever located that are equal to or greater than the amount of public funds invested under [this subsection](#) by the public funds depositor through the depository.
8. As used in [this section](#), "public funds" means the same as defined in [section 12C.1, subsection 2](#).

[R60, §804; C73, §918; C97, §1462; S13, §1462; C24, 27, 31, 35, 39, §7412; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, 79, 81, §452.10]

84 Acts, ch 1194, §1; 84 Acts, ch 1230, §4; 85 Acts, ch 194, §1; 87 Acts, ch 105, §3; 88 Acts, ch 1027, §1; 88 Acts, ch 1187, §1; 90 Acts, ch 1233, §30; 91 Acts, ch 249, §1; 92 Acts, ch 1156, §16

C93, §12B.10

94 Acts, ch 1012, §1; 96 Acts, ch 1187, §75; 97 Acts, ch 185, §1; 2000 Acts, ch 1156, §1; 2000 Acts, ch 1208, §20, 25; 2001 Acts, ch 68, §2, 24; 2001 Acts, ch 102, §1; 2003 Acts, ch 179, §91; 2006 Acts, ch 1023, §1 – 4; 2008 Acts, ch 1075, §1; 2011 Acts, ch 55, §1; 2012 Acts, ch 1051, §1; 2013 Acts, ch 71, §2, 4; 2014 Acts, ch 1092, §163; 2015 Acts, ch 30, §3, 4; 2016 Acts, ch 1032, §1; 2017 Acts, ch 29, §13; 2022 Acts, ch 1034, §1

Referred to in §12B.10A, 12B.10B, 12B.14, 12C.1, 12C.7, 12C.9, 12C.10, 12C.22, 12C.23A, 28E.5, 161A.80A, 279.29, 331.555, 347.13, 357A.11, 384.21, 523I.507

## Director Goals for FY 26

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

Annual goals will be reviewed by the Director's Evaluation Committee and brought to the Ames Public Library Board of Trustees meeting for approval.

**Briefing Paper:**

**Memorandum of Understanding with the APL Friends Foundation**

**April 17, 2025**

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**Background:** A Memorandum of Understanding (MOU) between the Library Board and the Ames Public Library Friends Foundation (APLFF) is needed for the current fiscal year. The purpose of the MOU is to provide the library with compensation for the time dedicated by library staff toward APLFF activities and for APLFF's use of library facilities. The calculations appear in Appendix A.

The proposed MOU for fiscal year 2025/26 will be presented to the APLFF Board of Directors on May 8, 2025.

**Recommendation:** Administration recommends approval of the MOU for FY26.

# **MEMORANDUM OF UNDERSTANDING (MOU)**

## **For the Fiscal Year 7/1/2025-6/30/2026 between The Ames Public Library Friends Foundation and The Ames Public Library Board of Trustees**

This is an agreement between the Ames Public Library Friends Foundation, hereinafter called "APLFF" and the Ames Public Library Board of Trustees, hereinafter called "the Library."

### **I. Purpose and Scope**

The purpose of this MOU is to clarify the roles and responsibilities of the Library, an administrative agency of the City of Ames, and APLFF, a non-profit corporation dedicated to fundraising solely for the support of the Library.

Both parties agree that activities are conducted in compliance with all applicable Federal, State, and City laws and ordinances.

### **II. Background**

The Ames Public Library Foundation was incorporated in 1995 as a 501(c)(3) nonprofit corporation "to operate exclusively for charitable, scientific, and educational purposes." Foundation bylaws state that the Foundation is "to be organized and operated exclusively for the benefit of and to carry out the development, maintenance, and operation of the Ames Public Library to the extent not normally met by public funding."

On January 1, 2011, the Friends of the Ames Public Library officially dissolved and was merged into the Foundation, creating an entity renamed Ames Public Library Friends Foundation.

### **II. Library Responsibilities Under the MOU**

- The Library will be a mail and delivery address for APLFF correspondence and deliverable items.
- The Library will provide support for the daily management of APLFF affairs to include:
  - Correspondence
  - Communications to and from donors and potential donors
  - Collection and deposit of APLFF funds
  - Office, storage, and activity space
  - Use of office furniture and equipment, including telephone, copier, etc.
  - Use of library website, social media, and other communication outlets.
  - Management of APLFF electronic and physical records according to the APLFF Document Retention and Destruction Policy.
  - Staff liaison to APLFF for attendance at board meetings and committee meetings.
  - Facility for APLFF meetings.
  - Acceptance of public book donations on behalf of APLFF. The Library will have first access to donated materials for library use.

- Staffing to include:
  - Sales & Volunteer Coordination for:
    - Book sale organizing and book donation acceptance.
    - Coordination of Literary Grounds sales and services.
  - Marketing & Design for campaign and promotional materials.
  - Clerical Support for meeting packets and minutes, financial records, and donor records.
  - Customer Account Services for sales transactions completed at the Welcome Desk.

#### **IV. APLFF Responsibilities under the MOU**

- APLFF will conduct at least one (1) annual campaign that will raise and surrender to the Library a sum necessary to fulfill the cost obligations as specified in Appendix A. Further expenditure of the funds may go toward administrative expenses of APLFF. All expenditures for library programs, projects, and collection development shall be at the discretion of the Library.
- APLFF will purchase collection materials withdrawn from Ames Public Library and will operate at least two (2) book sales to raise funds for library projects, programs, and collection development. Expenditure of these funds will be at the discretion of the Library upon recommendation by APLFF.
- APLFF will manage Endowment Accounts with the Story County Community Foundation.
- APLFF will assume responsibility for the following administrative expenditures:
  - Cost of printing and mailing of fundraising and promotional materials and correspondence.
  - Costs for audits, payroll services, tax preparation, and other such administrative matters.
  - Maintenance fees for computer software
- APLFF will maintain Directors and Officers Insurance to indemnify the APLFF Directors against liability for APLFF administrative and staff actions.
- APLFF will maintain Liability Insurance to indemnify against any claims against APLFF due to activities or operations under the responsibility and control of APLFF.

#### **VI. EFFECTIVE DATE AND SIGNATURE**

The MOU shall be effective upon July 1, 2025, and shall remain in force until June 30, 2026.

\_\_\_\_\_  
*Deb Gibson, President of the Ames Public Library Board of Trustees*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Andrew Zbaracki, President of the Ames Public Library Friends Foundation*

\_\_\_\_\_  
*Date*

**APL/APLFF Memorandum of Understanding - Appendix A**

<b>Total Projected Expense for APLFF for Fiscal Year 2026, payable to Ames Public Library:</b>	<b>\$</b>	<b>43,820.03</b>
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**Fiscal Year 2026 (7/1/2025-6/30/2026)**

<b>Library Staff Use</b>	<b>Dedicated Hours</b>	<b>Wages &amp; Benefits (FY24)</b>	<b>Wages &amp; Benefits (FY25)</b>
Sales & Volunteer Coordination	236	\$ 12,497.62	\$ 12,998.88
Marketing & Design	45	\$ 2,074.00	\$ 2,169.72
Clerical Support	450	\$ 16,130.00	\$ 16,837.20
Customer Account Services Staffing	232	\$ 6,592.51	\$ 6,946.08
<b>Total Staff Cost</b>		<b>\$ 37,294.13</b>	<b>\$ 38,951.88</b>
<b>Communications</b>			<b>Communications Total</b>
Telephone (single line)		\$ 571.16	\$ 571.16
Photocopying		\$ 200.00	\$ 200.00
<b>Total Communications Cost</b>		<b>\$ 771.16</b>	<b>\$ 771.16</b>
<b>Facilities</b>			<b>Use of Facilities Total</b>
<b>Use of Facilities Cost</b>		<b>\$ 2,300.00</b>	<b>\$ 2,300.00</b>

<b>Withdrawn Collection Items</b>			<b>Items Total</b>
<b>90% of withdrawn @ \$0.05 each</b>		<b>\$ 1,095.98</b>	<b>\$ 1,796.99</b>



**Memorandum of Understanding with Ames Public Library Friends  
Foundation for Fiscal Year 2025/26**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 17, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves the Memorandum of Understanding with Ames Public Library Friends Foundation for Fiscal Year 2025/26 as presented.

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Deb Gibson, President

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Richard Johnson, Secretary

## **Library Request to APLFF for FY26 Funding**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 17, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, requests that Ames Public Library Friends Foundation provide funding in the amount of \$380,430 for fiscal year 2025/26 for the following purposes.

Programming.....	\$56,000.00
Collections.....	\$102,000.00
Marketing and Promotions .....	\$11,500.00
Project Smyles .....	\$30,000.00
Furniture .....	\$50,000.00
Innovations.....	\$10,000.00
Professional Development .....	\$5,000.00
Summer Food .....	\$27,000.00
Interns & Benefits.....	\$53,730.00
Bus Tickets for Welcome Kits .....	\$10,200.00
Landscaping/outdoor improvements.....	\$25,000.00

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Deb Gibson, President

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Richard Johnson, Secretary

**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. On April 18, 2024 the below bids were received. Based on the bids, the contract was awarded to ABM with the option to renew for four additional terms.

Responding Supplier	Hourly Rate Year 1	Year 1 Extended FY 2024/2025 4992 Hrs.	Year 2 Extended FY 20205/2026 4992 Hrs.	Year 3 Extended FY 20206/2027 4992 Hrs.	Year 4 Extended FY 20205/2026 4992 Hrs.	Year 5 Extended FY 20205/2026 4992 Hrs.	5 Year Total
ABM Industry Groups, LLC.	\$18.93	\$ 94,498.56	\$ 98,184.00	\$ 101,620.44	\$ 105,075.54	\$ 108,543.03	\$ 507,921.58
Reliable Maintenance Company	\$21.00	\$ 104,832.00	\$ 106,928.64	\$ 109,067.21	\$ 111,248.56	\$ 113,473.53	\$ 545,549.94
Nationwide Office Care	\$21.40	\$ 106,828.80	\$ 130,373.87	\$ 159,968.74	\$ 197,369.43	\$ 244,738.09	\$ 839,278.92
Cleaning Connection	**28.43	\$ 141,900.00	\$ 156,090.00	\$ 171,699.00	\$ 188,868.90	\$ 207,755.79	\$ 866,313.69
Servpro of Ames (Mac Rizzo LLC)	\$30.50	\$ 152,256.00	\$ 152,256.00	\$ 152,256.00	\$ 155,301.12	\$ 155,301.12	\$ 767,370.24
MetroClean Solutions, LLC	\$31.65	\$ 157,996.80	\$ 158,786.78	\$ 159,580.72	\$ 160,538.20	\$ 162,143.58	\$ 799,046.09
phClean (Professional Home Ames Inc)	\$52.00	\$ 259,584.00	\$ 269,967.36	\$ 280,766.05	\$ 291,996.70	\$ 303,676.56	\$ 1,405,990.68
Peacefully Clean LLC	\$60.00	\$ 299,520.00	\$ 308,505.60	\$ 317,760.77	\$ 327,293.59	\$ 337,112.40	\$ 1,590,192.36
** Confirming Hourly Rate Which May Affect							

For the last 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 accommodate the timing of library activities and public events.

The hourly rate for the FY26 renewal is \$19.67.

**Action:** Administration recommends awarding the contract for FY2025/26 Custodial Services for the Ames Public Library to ABM Industry Groups, LLC in the amount of \$98,184.

## **FY25 Custodial Contract**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 17, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal and recommends that the City Council renews the contract with ABM Industry Groups, LLC, Des Moines, Iowa for library custodial services in FY26 in the amount of \$98,184.

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Deb Gibson, President

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Richard Johnson, Secretary

**Background:** In January 2014, after evaluating competitive proposals, the Library purchased the Polaris Integrated Library System (ILS). The system's modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider.

The cost for fiscal year 2025/26 (FY26) will be \$32,915.36 including \$30,912.15 for Polaris core bundle licenses and maintenance and \$2,003.21 for eContent. Vega is billed later in the year at an additional cost. The cost in (FY25) was cost \$31,956.66 and (FY24) was \$30,764.06. Board approval is needed because the annual cost exceeds \$25,000. Services include licenses, software maintenance, and technical support for the hardware and operating systems.

The Library is pleased with the performance and functionality of Polaris and the responsiveness of III representatives. Funding for renewal of the agreement is included in the approved FY25 budget.

**Requested Action:** Staff requests that the Library Board approve renewal of the Annual Maintenance Agreement and renewals for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2025/26 for a total cost of \$32,915.36.

# Innovative Interfaces Incorporated

## Renewal Details



System ID: Q-00796590 SO-INC39706

### It's Time to Renew Your Innovative Contract

We hope your users are enjoying the Innovative products you have carefully selected for them. We'd like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access and/or support to the products and services they rely on.

Ready to renew? [Confirm Your Renewal](#) now.

Product Name	Code	Start Date	End Date	Price
Staff User Licenses Maintenance	PLSADDSTAFFLICMAINT	7/1/2025	6/30/2026	20,365.25 USD
Polaris Additional Self Check Station Maintenance	PLSADDSELFCHCKMAINT	7/1/2025	6/30/2026	753.70 USD
Polaris API (PAPI) Maintenance	PLSADDPOLAPIMAIN	7/1/2025	6/30/2026	2,094.81 USD
Polaris Outreach Services	PLSMAINTOUTREACH	7/1/2025	6/30/2026	697.85 USD
RFID Integration Maintenance	PLSADDRFIDITEMSTATUSMAINT	7/1/2025	6/30/2026	1,117.07 USD
Polaris Core Bundle Maintenance – Public	PLSBUNPUBCORMAINT	7/1/2025	6/30/2026	5,883.47 USD
				<b>Total Price: 30,912.15USD</b>

<b>Billing Information:</b> Please review your billing address to ensure its accuracy.	<b>Shipping Information:</b> Please confirm the shipping address is accurate.
Alissa Dornink adornink@amespubliclibrary.org <b>Ames Public Library</b> (uib) 515 Douglas Ave Ames IA United States 50010-6215	<b>Ames Public Library</b> (uib) 515 Douglas Ave Ames IA United States 50010-6215
<u>Electronic Invoice Recipient(s):</u> Alissa Dornink adornink@amespubliclibrary.org	<u>Electronic Renewal Recipient(s):</u> Alissa Dornink adornink@amespubliclibrary.org
<i>If your subscribing institution requires the use of Purchase Orders, please indicate below.</i> <b>Purchase Order #</b>	

<b>Billing Information Notes</b>	
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<b><i>Renewals Notes:</i></b>

All prices quoted are exclusive of applicable taxes.

We will assess, collect from you and remit to the relevant tax office VAT, GST and other similar sales tax such as provincial sales taxes, as applicable, unless you provide valid evidence in advance of invoicing that you are exempt from such taxes. When applicable, these tax amounts will be reflected on invoices to you.

If you are required by law to deduct or withhold any amount you must ensure that we are paid the price quoted (i.e. the price quoted is the amount, we are entitled to receive in the absence of a requirement to make a deduction or withholding).

# Innovative Interfaces Incorporated

## Renewal Details



System ID: Q-00796540 SO-INC39726

### It's Time to Renew Your Innovative Contract

We hope your users are enjoying the Innovative products you have carefully selected for them. We'd like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access and/or support to the products and services they rely on.

Ready to renew? [Confirm Your Renewal](#) now.

Product Name	Code	Start Date	End Date	Price
Polaris Database Synch Service Subscription	PLSSUBDBSYNCHSER	7/1/2025	6/30/2026	277.77 USD
eContent Integration Subscription	PLSADDECONT	7/1/2025	6/30/2026	1,725.44 USD
				<b>Total Price: 2,003.21USD</b>

<b>Billing Information:</b> Please review your billing address to ensure its accuracy.	<b>Shipping Information:</b> Please confirm the shipping address is accurate.
Alissa Dornink adornink@amespubliclibrary.org <b>Ames Public Library</b> (uib) 515 Douglas Ave Ames IA United States 50010-6215	<b>Ames Public Library</b> (uib) 515 Douglas Ave Ames IA United States 50010-6215
<u>Electronic Invoice Recipient(s):</u> Alissa Dornink adornink@amespubliclibrary.org	<u>Electronic Renewal Recipient(s):</u> Alissa Dornink adornink@amespubliclibrary.org
<i>If your subscribing institution requires the use of Purchase Orders, please indicate below.</i> <b>Purchase Order #</b>  <b>Billing Information Notes</b>	

<b>Renewals Notes:</b>

All prices quoted are exclusive of applicable taxes.

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4/14/2025 7:48 AM



If you are required by law to deduct or withhold any amount you must ensure that we are paid the price quoted (i.e. the price quoted is the amount, we are entitled to receive in the absence of a requirement to make a deduction or withholding).

**FY26 Annual Maintenance Agreement Renewal with Innovative Interfaces, Inc.**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
APRIL 17, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of the Polaris Integrated Library System Annual Maintenance Agreement and eContent Subscription with Innovative Interfaces, Inc for fiscal year 2025/26 at the cost of \$32,915.36.

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Deb Johnson, President

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Richard Johnson, Secretary

**Background:** The library contracts annually with OCLC for cooperative collection cataloging and certain interlibrary loan services. The Subscription Renewal Notice for the coming fiscal year appears on the following page and Board approval is needed because the annual cost exceeds \$25,000.

The net cost of OCLC services was \$37,546.40 in FY25 and \$36,054.93 in FY24. As shown on OCLC's renewal notice, FY26 charges will be \$39,100.43.

**Requested Action:** Staff requests approval to renew OCLC Cataloging and Metadata and WorldShare Inter-library Loan Subscriptions for FY26 at a cost not to exceed \$39,100.43.



OCLC Symbol  
UIB  
Customer ID  
38733

Currency  
USD  
Renewal Period  
7/01/2025 to 6/30/2026

**Renewal**  
Renewal Order  
# 1000213400  
**4/01/2025**

**Ames Public Library**  
Alissa LEE DORNINK  
515 Douglas Ave  
Ames IA 50010  
United States

**Participant Library**

**Ames Public Library (UIB)**

515 Douglas Ave  
Ames IA 50010  
United States

Item Code	Item	Amount
3000030	Cataloging and Metadata Subscription	\$37,210.81
3000065	WorldShare ILL	\$1,889.62
<b>Total USD</b>		<b>\$39,100.43</b>

*THIS IS NOT AN INVOICE. An invoice will follow at the start of your subscription period.*

We appreciate your subscription to OCLC services and hope you are pleased with the service and the support you have received during the past year. Your subscription(s) will automatically renew on 7/1/2025.

If you wish to continue your subscription as is, with no changes, no action is required by you at this time. If you wish to change or cancel your subscription(s) please contact OCLC Order Services at [orders@oclc.org](mailto:orders@oclc.org). Your renewal order number is 1000213400. If your institution requires a PO, please provide the new details to OCLC prior to your renewal date.

**PLEASE NOTE:** If your contract permits cancellation during this subscription period, we require written confirmation at least **30 days** before your renewal date of 7/1/2025.

If you have any questions about this service or need help using it, please contact OCLC support in your region at <http://oclc.org/support>.

Thank you  
OCLC Order Services

\* Please note prices are current as of the date of this notice and are subject to change.

This transaction is subject to the relevant OCLC Framework Agreement ("FA") and the Schedules related to each product listed on this notice, found at: <http://oclc.org/service-agreements>, unless a signed agreement governing the transaction has been entered into by the parties.

## **Renewal of OCLC Subscriptions for Fiscal Year 2025/26**

**BOARD OF TRUSTEES  
AMES PUBLIC  
LIBRARY APRIL 17, 2025**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of OCLC Subscription Services for fiscal year 2025/26 in the amount of \$39,100.43.

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Deb Gibson, President

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Richard Johnson, Secretary