

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

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

**Consent Agenda (Action Item)**

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting June 19, 2025
- 3) Motion approving payment of claims 6/1/25 – 6/30/25

**Public Forum**

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

**Activity Reports**

- 4) Assistant City Manager – Goldbeck
- 5) Administration – Schofer
- 6) APLFF – Gibson/Myers
- 7) Budget and Finance Committee – Gordillo/Johnson/Reynolds

**Board Education**

- 8) Teen Services - Coffey

**Policy Review**

- 9) Expression of Concern (Action)
- 10) Director's General Job Duties (Discussion)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, August 21, 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.

## **Donations**

### **BOARD OF TRUSTEES AMES PUBLIC LIBRARY JULY 17, 2025**

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

- |    |  |           |
|----|--|-----------|
| 1) | Susan North (credit refund 2/27/25) .....        | \$32.99   |
| 2) | Rachel Eash (credit refund 4/9/25).....          | \$12.99   |
| 3) | Susan Dow (credit refund 5/11/25).....           | \$16.99   |
| 4) | Erica Dalluge (credit refund 5/22/25) .....      | \$22.49   |
| 5) | Louis Ratsimbazafy (credit refund 6/13/25).....  | \$4.99    |
| 6) | Hannah Manyara (credit refund 6/19/25).....      | \$8.99    |
| 7) | Rachel De Bruin (credit refund 6/22/25).....     | \$4.99    |
| 8) | Golden Kiwanis Club of Ames Public Library ..... | \$1000.00 |

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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  
June 19, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 19, 2025, in the Dale H. Ross Board Room with Gibson, Johnson, Reger, Reynolds, and Thorbs-Weber in attendance. Arora, Gordillo, and Myers were excused. One seat is open. Director Schofer was also in attendance.

**Call to Order:** President Gibson called the meeting to order at 7:02 p.m.

**Consent Agenda:**

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

1. Resolution approving donations:
  - a. Fern Kupfer ..... \$300.00
  - b. Ames Garden Club..... \$44.92
2. Motion approving minutes of the regular meeting May 15, 2025
3. Motion approving payment of claims 5/1/25 – 5/31/25

**Vote on Motion: 5-0 (Arora, Gordillo, and Myers excused; one seat open).  
Approved unanimously. Resolution No. 2025-L018 adopted.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Goldbeck was unable to attend but sent updates to Schofer to share in her absence.

- The Homeless Outreach Services Team (HOST) will be providing an update to the City Council at the June 24, 2025 meeting. Board members are encouraged to watch if they are interested in learning more about what HOST has been doing over the last six months as they conduct outreach to individuals experiencing homelessness. They were given a \$11,250 pilot flex fund to meet needs and they will be reporting on how that fund has been spent.
- The City, County and United Way continue to meet on how to set up the homelessness task force per the homelessness action plan report from Dr. Flowers. While we agree it's needed, the challenge right now is staffing that task force appropriately. It is likely that work toward setting up a task force won't commence until this fall.
- Thorbs-Weber asked for an update on Schainker Plaza.

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

- We are seeing an average of 100-125 people daily for our summer meals program. This is higher than last year. These meals are made possible because of donations from Chevron Renewable Energy Group, Mary Greeley Medical Center, and the Ames Public Library Friends Foundation.

- Terrific Tuesdays, special paid performers every Tuesday at 10 am with encore presentations at 1:00pm at Sawyer Elementary for the Summer Enrichment program, are also well attended.
- The summer reading program is off to a strong start. It's open to everyone and offers age-appropriate prizes for babies and toddlers, kids, teens and adults. There is even a free book for all ages! We can offer the engaging summer programming and offer the special free books and other prizes because of the support of the APLFF.
- The summer reading program is gaming themed this year so staff are pulling in some related programming including Jigsaw puzzle competitions, bingo, and even an adult board game night. We have a bit of a celebrity in Ames (Christina Iverson) who writes puzzles for the New York Times and Las Angeles Times. Staff are working on a program with her scheduled in August and are hoping to do another one in the fall.
- Teen programs for Life Skills amidst other fun activities have been scheduled.
- Juneteenth was last Saturday with the Bookmobile there. Library support was acknowledged.
- The vestibule display is part of exhibits and a scavenger hunt with panels here at the library and at various businesses and locations downtown.
- Discovering the Civil War Era Ancestors Among US Colored Troops program is tonight with Rep Ross Wilburn.
- An upcoming film series in partnership with NAACP and some local churches called Echoes of Resilience African American Experiences in the US is starting June 24th.
- The next booksale starts June 30 and runs through July 3, 2025.
- We are in the process of getting new telephones city-wide.
- We are moving along in our recruitment process and hope to have a new Volunteer Coordinator on board soon. We'll plan some sort of casual meet and greet for them to meet all of our wonderful volunteers and as they get acclimated, Schofer will schedule them to come to a board meeting.
- Schofer has a colleague from the Library of Congress coming to visit on Monday. She is the one who recruited us to be the Iowa Center for the Book. They are meeting along with someone else she knows from Iowa State University for coffee and then coming to the library for a tour.
- Schofer also wanted to keep you informed about legislation that may impact the library and board. The City Attorney is aware of both and will follow up on compliance recommendations. House File 706 signed into law- relating to open meetings open records, increasing penalties and adding specific language about open meeting training. Also House File 856 an act prohibiting public entities from engaging on certain activities relating to diversity, equity and inclusion, and creating a private cause of action.

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Ames Public Library Friends Foundation (APLFF) Report: Gibson resigned from the APLFF Board. Gordillo and Myers are both excused tonight. Schofer gave a report to the Board.

- The APLFF Board is planning their FY26 budget.
- They recognized two of their members that are leaving their board.
- Todd Clint is the new President.
- Cassie Luze is leaving. They will be posting for a new Development Coordinator.
- The booksale is coming up June 30 – July 3.

Committee Appointments (Amended): Gibson gave a report to the Board. She has updated the appointments resigning from the APLFF Board and appointing Carolyn Myers in her place. All previous appointments stand.

- APLFF: Monica Gordillo, Carolyn Myers
- Art: Rick Reger, Brenda Thorbs-Weber
- Budget & Finance: Monica Gordillo, Richard Johnson, Kate Reynolds
- Director Evaluation: Zoya Arora, Deb Gibson, Carolyn Myers
- Nominating: Kate Reynolds, Brenda Thorbs-Weber
- Ad Hoc Advocacy: Zoya Arora, Deb Gibson, Richard Johnson, Carolyn Myers

**Policy Review:**

Petition: This policy was brought to the Board last month for discussion and reviewed by staff. There are no recommended changes at this time.

**Moved by Reger, seconded by Johnson, to approve the review of the Petition Policy as presented.**

**Vote on Motion: 5-0 (Arora, Gordillo, and Myers excused; one seat open).  
Approved unanimously. Resolution No. 2025-L019 adopted.**

Expression of Concern: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action. One recommendation would be the addition that the board will not reconsider any items less than three years from the date it was last discussed. Possibly adding the person bringing an item forward must be a resident. Review the wording around it is made public, perhaps included as part of public record. Should a timeline for process be included?

**New Business:**

Enrich Iowa Agreement: The Enrich Iowa program offers public libraries state funding through the Direct State Aid, Open Access, and Interlibrary Loan (ILL) Reimbursement programs. Funding for Enrich Iowa is appropriated by the Iowa Legislature and approved by the Governor. In the current fiscal year, APL has received \$57,475.82 in revenue from the State—\$16,705.68 in Direct State Aid, \$36,822.22 from Open Access, and \$3,947.92 from Interlibrary Loan (ILL). APL received \$59,002.41 in FY24 and \$63,761.02 in FY23 from these funds.

**Moved by Johnson, seconded by Reynolds, to authorize the Director to execute the FY26 Enrich Iowa Agreement as presented.**

**Vote on Motion: 5-0 (Arora, Gordillo, and Myers excused; one seat open).  
Approved unanimously. Resolution No. 2025-L020 adopted.**

Advocacy: Schofer and the Board discussed advocacy. The ad hoc Advocacy Committee will meet with library managers to discuss advocacy goals so they are working together instead of doing redundant work.

**Trustee Comments:**

- Thorbs-Weber – wondering if the mission statement should be added to the agenda. Thank you to the staff for attending and participating at Juneteenth.
- Reynolds – sorry for missing last month; she's happy to be here.
- Johnson – this comment will be made public - good meeting everyone.
- Reger – good meeting, they always are. There is always so much going on at the library.
- Gibson – thank you everyone.

**Adjournment:**

**Moved by Johnson, seconded by Reger, to adjourn at 8:18 p.m.**

**Vote on Motion: 5-0 (Arora, Gordillo, and Myers excused; one seat open).  
Approved unanimously.**

The next regular meeting will be on Thursday, July 17, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

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Richard Johnson, Board Secretary

**Library Claims**  
**June 1 - June 30, 2025**

<b>Administration FY25</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 44,751.26
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 454.84
PAYROLL SUMMARY	IPERS DISABILITY	\$ 205.86
PAYROLL SUMMARY	LIFE INSURANCE	\$ 59.40
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 9,957.06
PAYROLL SUMMARY	MEDICARE FICA	\$ 639.89
PAYROLL SUMMARY	FICA	\$ 2,736.09
PAYROLL SUMMARY	IPERS	\$ 4,224.52
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 153.54
APR 25 EQUIPMENT CHARGES	FLEET MAINTENANCE	\$ 346.97
APR 25 EQUIPMENT CHARGES	FLEET REPLACEMENT	\$ 2,265.00
TRANSFER TO IT	TECHNOLOGY REPLACEMENT	\$ 25,000.00
GIS PLOTTER	INTERDEPARTMENTAL SVCS	\$ 29.38
BANK OF AMERICA	CONFERENCES	\$ (412.18)
SCLS-SUSTAINABLE LIBRARIE	DUES/MEMBERSHIPS	\$ 1,280.00
BANK OF AMERICA	RECRUITING COSTS	\$ 7.60
ONESOURCE	RECRUITING COSTS	\$ 398.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$ (1.20)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$ 6,808.02
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$ (135.86)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$ 349.55
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$ 1,196.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$ 132.20
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$ 441.54
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$ 242.44
WOODMAN CONTROLS COMPANY	STRUCTURAL REPAIRS	\$ 17,412.00
BASEPOINT BUILDING AUTOMA	STRUCTURAL REPAIRS	\$ 2,975.85
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$ 4,835.68
BELL BROTHERS HEATING & A	EQUIPMENT REPAIRS	\$ 24,004.34
EBSCO SUBSCRIPTION SERVIC	TECHNOLOGY MAINT/SUPPORT	\$ 2,522.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 544.97
WEBCLARITY SOFTWARE INC	TECHNOLOGY MAINT/SUPPORT	\$ 3,977.00
THE QUIPU GROUP LLC	TECHNOLOGY MAINT/SUPPORT	\$ 2,500.00
PREMIER OFFICE EQUIPMENT	LEASES	\$ 511.38
XEROX GOVERNMENT SYSTEMS	LEASES	\$ 516.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 12,448.94
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$ 86.40
CH ISSUES	OFFICE SUPPLIES	\$ 327.25
QUILL CORP	OFFICE SUPPLIES	\$ 1,848.54
VERNON CO	OFFICE SUPPLIES	\$ 333.74
BANK OF AMERICA	OFFICE SUPPLIES	\$ 245.97
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,699.96
LIBRARY CLOROX REBATE CHE	CLEANING SUPPLIES	\$ (133.24)
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$ 563.23
BANK OF AMERICA	FOOD	\$ 101.09
<b>Total Administration</b>		<b>\$ 178,451.65</b>

**Library Claims**  
**June 1 - June 30, 2025**

<b>Resource Services FY25</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 30,908.04
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 142.18
PAYROLL SUMMARY	LIFE INSURANCE	\$ 51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,085.14
PAYROLL SUMMARY	MEDICARE FICA	\$ 417.99
PAYROLL SUMMARY	FICA	\$ 1,787.33
PAYROLL SUMMARY	IPERS	\$ 2,917.72
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 37.08
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 308.01
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,244.50
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 51.74
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 560.35
EBSCO SUBSCRIPTION SERVIC	ELECTRONIC COLLECTION	\$ 10,359.00
OCLC INC	ELECTRONIC COLLECTION	\$ 2,691.00
OVERDRIVE	ELECTRONIC COLLECTION	\$ 18,918.05
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$ 65.90
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$ 6.57
USA TODAY	PERIODICALS	\$ 118.80
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 1,449.84
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 3,091.21
BANK OF AMERICA	YOUTH COLLECTION	\$ 337.42
PENWORTHY COMPANY	YOUTH COLLECTION	\$ 495.82
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$ 1,870.05
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$ 156.48
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$ 471.27
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 1,360.62
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$ 93.63
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 4,574.16
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 2,898.87
INFOUSA MARKETING INC	ADULT PRINT COLLECTION	\$ 435.00
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 106.24
GALE GROUP	ADULT PRINT COLLECTION	\$ 1,358.53
TSAI FONG BOOKS INC	ADULT PRINT COLLECTION	\$ 181.36
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$ 447.81
ERBES, BEN	REFUNDS	\$ 17.96
SOREM, TANYA	REFUNDS	\$ 5.99
REFUNDS DONATED	REFUNDS	\$ 104.43
<b>Total Resource Services</b>		<b>\$ 97,417.06</b>
<b>Youth Services FY25</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 38,434.79
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 61.54
PAYROLL SUMMARY	IPERS DISABILITY	\$ 124.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,772.00
PAYROLL SUMMARY	MEDICARE FICA	\$ 543.97



**Library Claims**  
**June 1 - June 30, 2025**

PAYROLL SUMMARY	FICA	\$ 2,325.83
PAYROLL SUMMARY	IPERS	\$ 3,628.25
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 46.13
<b>Total Youth Services</b>		<b>\$ 47,008.72</b>
<b>Adult Services FY25</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 50,026.94
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$ 206.20
PAYROLL SUMMARY	LIFE INSURANCE	\$ 84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 8,499.08
PAYROLL SUMMARY	MEDICARE FICA	\$ 716.60
PAYROLL SUMMARY	FICA	\$ 3,064.15
PAYROLL SUMMARY	IPERS	\$ 4,722.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 60.06
<b>Total Adult Services</b>		<b>\$ 67,751.15</b>
<b>Customer Account Services FY25</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 51,963.42
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 13,147.05
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 368.92
PAYROLL SUMMARY	IPERS DISABILITY	\$ 230.09
PAYROLL SUMMARY	LIFE INSURANCE	\$ 94.08
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 8,355.18
PAYROLL SUMMARY	MEDICARE FICA	\$ 898.08
PAYROLL SUMMARY	FICA	\$ 3,839.95
PAYROLL SUMMARY	IPERS	\$ 6,146.44
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 78.10
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$ 61.44
POSTAGE DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$ 978.48
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 49.25
<b>Total Customer Account Services</b>		<b>\$ 86,210.48</b>
<b>Total FY25:</b>		<b>\$ 476,839.06</b>
<b>Deb Gibson, President</b>	<b>Richard Johnson, Secretary</b>	<b>Date</b>

	Administration	Resource Services	Youth Services	Adult Services	Customer Account Services	Capital Projects	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		\$ 93,340.85		\$ 5,986,542.85	97.11%	2.89%
Expenses	\$ 598,030.34	\$ 372,363.98	\$ 518,473.08	\$ 587,238.57	\$ 814,154.04		\$ 2,890,260.01		\$ 32,824.18		\$ 5,813,344.20		
Remaining Funds	\$ 11,529.66	\$ 50.02	\$ 39,449.92	\$ (1,930.57)	\$ 7,241.96		\$ 56,340.99		\$ 60,516.67		\$ 173,198.65		
<b>20 ** EMPLOYEE BENEFITS</b>													
BUDGET	\$ 238,537.00	\$ 146,481.00	\$ 210,326.00	\$ 212,782.00	\$ 229,189.00		\$ 1,037,315.00		\$ 16,828.60		\$ 2,091,458.60	96.15%	3.85%
Expenses	\$ 235,186.84	\$ 147,081.51	\$ 187,905.37	\$ 200,077.22	\$ 232,568.76		\$ 1,002,819.70		\$ 5,356.07		\$ 2,010,995.47		
Remaining Funds	\$ 3,350.16	\$ (600.51)	\$ 22,420.63	\$ 12,704.78	\$ (3,379.76)		\$ 34,495.30		\$ 11,472.53		\$ 80,463.13		
<b>30 ** INTERNAL SERVICES</b>													
BUDGET	\$ 131,274.00	\$ 2,450.00	\$ 3,670.00	\$ 3,670.00	\$ 4,282.00		\$ 145,346.00	\$ -	\$ -		\$ 290,692.00	95.71%	4.29%
Expenses	\$ 124,941.00	\$ 2,450.00	\$ 3,670.00	\$ 3,714.07	\$ 4,282.00		\$ 139,057.07	\$ -	\$ 117.51		\$ 278,231.65		
Remaining Funds	\$ 6,333.00	\$ -	\$ -	\$ (44.07)	\$ -		\$ 6,288.93	\$ -	\$ (117.51)		\$ 12,460.35		
<b>40 ** CONTRACTUAL</b>													
BUDGET	\$ 523,913.00	\$ 48,410.00	\$ 10,689.00	\$ 6,874.00	\$ 21,409.00		\$ 611,295.00		\$ 64,516.73	\$ 3,520.00	\$ 1,290,626.73	95.40%	4.56%
Expenses	\$ 513,944.66	\$ 50,140.63	\$ 4,508.37	\$ 2,115.80	\$ 15,481.20		\$ 586,190.66		\$ 55,850.59	\$ 2,969.52	\$ 1,231,201.43		
Remaining Funds	\$ 9,968.34	\$ (1,730.63)	\$ 6,180.63	\$ 4,758.20	\$ 5,927.80		\$ 25,104.34		\$ 8,666.14	\$ 0.48	\$ 58,875.30		
<b>60 ** COMMODITIES</b>													
BUDGET	\$ 57,818.00	\$ 30,050.00	\$ 1,835.00	\$ 670.00	\$ 3,700.00		\$ 94,073.00	\$ 16,705.68	\$ 151,078.03	\$ 2,130.00	\$ 358,059.71	87.77%	12.23%
Expenses	\$ 58,653.96	\$ 30,155.14	\$ 1,384.14	\$ 660.04	\$ 3,707.12		\$ 94,560.40	\$ 16,705.68	\$ 106,309.40	\$ 2,129.03	\$ 314,264.91		
Remaining Funds	\$ (835.96)	\$ (105.14)	\$ 450.86	\$ 9.96	\$ (7.12)		\$ (487.40)	\$ -	\$ 44,768.63	\$ 0.97	\$ 43,794.80		
<b>61 ** LIBRARY COLLECTION</b>													
BUDGET		\$ 576,495.00					\$ 576,495.00	\$ -	\$ 140,636.79	\$ 1,000.00	\$ 1,294,626.79	96.10%	3.90%
Expenses		\$ 562,988.97					\$ 562,988.97	\$ -	\$ 117,332.64	\$ 843.51	\$ 1,244,154.09		
Remaining Funds		\$ 13,506.03					\$ 13,506.03	\$ -	\$ 23,304.15	\$ 156.49	\$ 50,472.70		
<b>75 ** CAPITAL</b>													
BUDGET						\$ 303,000.00	\$ 303,000.00		\$ 7,741.00		\$ 613,741.00	100.00%	0.00%
Expenses						\$ 303,000.00	\$ 303,000.00		\$ 7,741.00		\$ 613,741.00		
Remaining Funds						\$ -	\$ -		\$ -		\$ -		
<b>80 ** OTHER</b>													
BUDGET		\$ 1,500.00					\$ 1,500.00		\$ 41,461.20		\$ 44,461.20	6.42%	93.58%
Expenses		\$ 973.86					\$ 973.86		\$ 905.50		\$ 2,853.22		
Remaining Funds		\$ 526.14					\$ 526.14		\$ 40,555.70		\$ 41,607.98		
<b>TOTAL BUDGET</b>	\$ 1,561,102.00	\$ 1,177,800.00	\$ 784,443.00	\$ 809,304.00	\$ 1,079,976.00	\$ 303,000.00	\$ 5,715,625.00	\$ 16,705.68	\$ 515,603.20	\$ 6,650.00	\$ 6,254,583.88	94.79%	5.20%
<b>TOTAL EXPENSES</b>	\$ 1,530,756.80	\$ 1,166,154.09	\$ 715,940.96	\$ 793,805.70	\$ 1,070,193.12	\$ 303,000.00	\$ 5,579,850.67	\$ 16,705.68	\$ 326,436.89	\$ 5,942.06	\$ 5,928,935.30		
<b>TOTAL REMAINING</b>	\$ 30,345.20	\$ 11,645.91	\$ 68,502.04	\$ 15,498.30	\$ 9,782.88	\$ -	\$ 135,774.33	\$ -	\$ 189,166.31	\$ 157.94	\$ 325,098.58		
<b>% Spent</b>	98.06%	99.01%	91.27%	98.08%	99.09%	100.00%	97.62%	100.00%	63.31%	89.35%	94.79%		
<b>% Remaining</b>	1.94%	0.99%	8.73%	1.92%	0.91%	0.00%	2.38%	0.00%	36.69%	10.65%	5.21%		

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%

Outstanding expenses to be paid from General Fund

ABM Janitorial Serv	\$ 7,500.00
Ames Community Sch	\$ 8,000.00
Bell Brothers	\$ 10,063.00
7/15/25 payroll (hours	\$ 20,000.00
p-card transactions	\$ 5,000.00
utilities	\$ 10,000.00



\$ 60,563.00

\$ 135,774.33  
\$ 60,563.00  
\$ 75,211.33

remaining balance after these payments  
\$ 5,640,413.67 adjusted total spent  
98.68% adjust percentage spent



# Expressions of Concern Policy

Section: Administration

Approved: 3/19/2009

Reviewed: 8/18/2011, 3/19/2015

Revised: 10/23/2017, 1/21/2021, 12/15/2022, 7/17/25

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Ames Public Library strives to further the Library's mission, "Ames Public Library: We connect you to the world of ideas." The Library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. While customers are free to reject for themselves what they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The Ames Public Library Director and the Board of Trustees are aware that customers may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by customers. Customer concerns will be dealt with promptly and courteously as detailed in the following process.

## Expressions of Concern

- Ames Public Library staff will listen to the concern and provide contact information for the appropriate Library staff member.
- The Library staff member will discuss the concern with the individual or group. After discussion with the Library staff member, a customer who requests further action will complete a "Statement of Concern about Library Resources" form, which will be submitted to the Director.
- The Director will contact the customer and may schedule an appointment to discuss the completed "Statement of Concern about Library Resources" form.
- After discussion with the Director, an individual or group seeking further action will have its "Statement of Concern about Library Resources" form considered by the Board of Trustees at a regular meeting. **The Board will limit its consideration of requests to City of Ames residents only. Once an item has been formally considered by the Board of Trustees, it will not be reconsidered until at least 3 years since the date of its last discussion.** Please note: the Board Meeting will be conducted in open session, as required by Iowa law, and the Statement of Concern Form will be ~~made public~~ **part of the public record.**
- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy. The Director may present a response.
- The Board of Trustees will make a final ruling on the concern and may respond to the individual or group.

## References

This policy has been developed in concert with the American Library Association's [Library Bill of Rights](#) and its [interpretations](#), as well as [The Freedom to Read Statement](#), [Freedom to View Statement](#), and ALA resources on [Intellectual Freedom](#) and [Challenged Resources](#).

Ames Public Library [Collections Policy](#)

Ames Public Library [Programs Policy](#)

Ames Public Library [Display and Exhibits Policy](#)

Ames Public Library [Public Participation Policy](#)

Ames Public Library [Statement of Concern about Library Resources](#)

## **Expressions of Concern Policy**

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

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

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Deb Gibson, President

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Richard Johnson, Secretary



# Director's General Job Duties Policy

Section: Administration

Approved: 1/16/1997

Reviewed: 4/17/1997, 1/21/1999, 4/20/2000, 3/15/2001, 3/27/2003, 5/13/2004, 1/17/2008, 3/15/2018, 1/19/2023

Revised: 3/26/1998, 1/20/2005, 12/16/2010, 3/19/2015, 2/18/2021

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## **The Director's general job duties are to:**

Promote the mission and vision of the Library while fostering inclusivity.

Manage the Library's buildings, grounds and equipment in order to maintain a clean, safe, attractive and functional public institution.

- Provide for custodial care of the library building and grounds on a regular basis.
- Provide for the regular maintenance and licensing of the building's mechanical systems.
- Establish emergency procedures and provide staff training for the safety of the public, staff, and capital assets.
- Investigate and resolve problems with the library facility in a timely manner.

Manage the Library's collections so that the public may benefit from a developed body of materials that exhibits the depth, timeliness, diversity and means of access necessary to meet user interests.

- Assist and supervise the various collection managers in the development and maintenance of their collections
- Provide for the accurate, timely, economical, and useful acquisition, cataloging and classification of the collection.
- Provide guides to the collections and instruction in use of the library as appropriate.

Plan and manage the Library's expenditures and revenues.

- Submit an annual budget requisition for Trustee consideration in preparation for submission to the City.
- Supervise expenditures and revenues on an ongoing basis, recommend budget amendments as necessary and provide a summary annual report of the year's financial transactions.
- Work with the Trustees in obtaining gifts, grants, and other non-tax revenues for the furtherance of library activities.

Provide public programs and services to enhance community use of the Library's resources.

- Identify, report, and suggest solutions for any problems and successes in currently offered library services.
- Identify, report, and suggest means of implementation for services not currently offered that would benefit the community.

Favorably represent the Library and its interests in interactions with the community, other governmental entities and the library community.

- Provide an ongoing public relations program for the community to show how the Library's services and collections may be utilized.
- Work with community organizations whenever practical and possible, to achieve mutually beneficial ends.



- Know and maintain working relations with representatives of county, regional, and state governments.
- Work cooperatively with the City of Ames organization to ensure that the Library functions successfully as a City department and promotes the City's Excellence Through People values.
- Maintain a working relationship with regional and state library agencies.
- Submit the State annual report and maintain the Library's state accreditation
- Maintain membership in, actively participate in, and attend meetings of county, state, and national professional organizations.
- Meet and work with the Ames Public Library Friends Foundation to advise and assist the Friends Foundation in the attainment of its goals.

Manage the Library's human resources, providing for efficient, courteous public service as well as the professional growth and effective supervision of library personnel.

- Plan and implement training and/or continuing education for staff of all classifications and Trustees as the budget allows.
- Oversee the recruitment, selection, evaluation and setting of salary levels for all staff on an ongoing as well as annual basis.
- Utilize community volunteers on an ongoing basis.
- Monitor staffing levels, scheduling, employee morale, and classification allocations on an ongoing basis.

Provide for the general administration of the library as Chief Agent of the Board of Trustees.

- Act as technical advisor to the Board, recommending needed policies for Trustee consideration and appropriate use of innovative methods of service delivery.
- Report the use of library services, collections, and facilities on both a monthly and an annual basis.
- Carry out the policies of the Board of Trustees.
- Present Board policies for Trustee review and consideration on a pre-determined review cycle.
- Report significant problems and successes encountered in the course of general library operations.
- Lead the development of the Library's long-range plan goals and objectives.
- Carry out the elements of the Library's long-range plan.

Implement the requirements of the Iowa Public Record Law, *Code of Iowa*, [Chapter 22](#).