

**Ames Public Library Board of Trustees**  
**Agenda – August 19, 2021**  
**Rotary 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 July 15, 2021
- 3) Motion approving payment of claims 7/1/21 – 7/31/21

**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 - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Kluesner/Myers

**Board Education**

- 7) Ames Community School District Library Cards and Partnership - Briseno

**Policy Review**

- 8) Meeting Rooms and Study Rooms Policy (Action)
- 9) Unattended Child (Discussion)

**Unfinished Business**

- 10) Service Offerings (Discussion)

**New Business**

- 11) Capital Improvement Plan (Discussion)
- 12) Orning Glass bid (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, September 16, 2021**  
**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  
August 19, 2021**

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

1) M.D. Ashland ..... \$62.70

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Sandra Marcu, President

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Charles Glatz, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
July 15, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 15, 2021, in the Rotary Room with Christy, Glatz, Johnson, Kluesner, Myers, Reynolds, and Thorbs-Weber in attendance. Barchman and Marcu were excused. Assistant City Manager Schildroth and Director Schofer were also in attendance.

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

**Consent Agenda:**

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

1. Resolution approving donations
2. Motion approving minutes of the regular meeting June 17, 2021
3. Motion approving payment of claims 6/1/21 – 6/30/21

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously. Resolution No. 2021-L020 adopted.**

**Public Forum:** None

**Activity Reports:**

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

- The City applied for funding for a community reinvestment district through the State. The City is provisionally approved for a portion of their request. The area could include a downtown plaza, indoor aquatic center, apartments, office space, and a hotel in the downtown area. City Council will be discussing the project and potential funding options. The final application is due February 25, 2022.
- The City is re-painting the crosswalk at 5<sup>th</sup> and Douglas on August 24, 2021. The rain date is August 26, 2021. They are asking for approximately thirty volunteers to help with taping and painting.

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

- The bid for the entryway door replacement project has posted and closes on July 20, 2021.
- In partnership with United Way there will be a photographic display of hunger and poverty in November.
- Schofer and key staff are exploring grant opportunities including ARPA and FCC funding. Schofer discussed potential projects and requirements with the Board.
- The Leadership Team is taking stock of the strategic plan. An update will be included in the annual report.

- Schofer discussed some potential novel ideas including a memory lab and a project focused on inclusivity.

APLFF Report: Kluesner gave a report to the Board.

- The Development Director position is in the recruitment process.
- They discussed the structure of committees.
- The sales committee just had a book sale. Literary Grounds is open. Donations will be accepted starting July 12.
- The fundraising committee will hold Pub Fiction on August 12, 2021.

Budget and Finance Committee Report: Glatz, Reynolds, and Myers attended the meeting and reported together to the Board.

- The fiscal year ended June 30, 2021. Final numbers are not available until the accrual process is complete.
- The committee discussed funding structure during their meeting.
- Financial reports were reviewed. Expenses are tracking similar to past years

**Approval of the financial reports was brought by the Budget and Finance Committee, Moved by Johnson to approve, a second is not needed.**

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

**Board Education:** Schofer introduced the accreditation process to the Board along with a checklist of items the Library must complete. The Board reviewed and discussed various items on the list. The Library's accreditation application will be submitted in February of 2022.

**Policy Review:**

Library Security Cameras Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Mangers' Team. Schofer discussed the procedures with City of Ames Police Chief and researched Iowa Code. The recommended changes are minor wording changes to make it more inclusive.

**Moved by Glatz, seconded by Kluesner to approve the Library Security Cameras Policy as presented.**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously. Resolution No. 2021-L021 adopted.**

Meeting Rooms and Study Rooms Policy: Schofer introduced the policy. Two study rooms are available for reservation. The policy will need to be updated to reflect this change. The Board discussed this policy and suggested further changes. The policy will be brought back for approval at the August meeting.

**Unfinished Business:**

Service Offerings: Schofer reviewed and discussed the current service model with the Board.

**New Business:**

OCLC Renewal: Schofer introduced the OCLC renewal. This is an annual renewal for cataloging.

**Moved by Kluesner, seconded by Glatz, to approve the FY22 OCLC renewal as presented in the amount of \$33,024.75.**

**Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).  
Approved unanimously. Resolution No. 2021-L022 adopted.**

**Trustee Comments:**

- Myers –no comments
- Thorbs-Weber – thank you everyone for providing the great conversations; seeing the bookmobile at the farmer’s market is exciting
- Reynolds – appreciated the explanations at the budget and finance committee meeting.
- Glatz – no comments
- Kluesner – great job and thank you to Myers for chairing the meeting; he expresses his gratitude to all the staff over the last fifteen months.
- Christy – attended the mental health first aid training and very much enjoyed it.
- Johnson – enjoyed hearing about the big ideas, thanks for sharing
- Myers – thank you for letting me attempt chairing today; thank you to Schofer and Johannes for making things easy.

**Adjournment:**

**Moved by Glatz, seconded by Thorbs-Weber, to adjourn at 8:29 pm.  
Vote on Motion: 6-0 (Myers abstaining; Barchman and Marcu excused).**

The next regular meeting will be on Thursday, August 19, 2021, at 7:00 p.m. in the Rotary Room.

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Melissa Johannes, Library Secretary

Charles Glatz, Board Secretary

**Library Claims**  
**July 1 - July 31, 2021**

<b>Administration FY21</b>			
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$	533.00
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$	7.73
ACCRUE 6/16-6/30 WAGES	FICA	\$	33.05
JUNE 2021 LONG DISTANCE	CITY LONG DISTANCE	\$	1.48
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	2.14
MAY 2021 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	1,851.68
MAY 2021 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
HERNANDEZ, SADRAC ALEMAN	OUTSIDE PROFESSIONAL SVCS	\$	25.00
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$	7.22
BANK OF AMERICA	CONFERENCES	\$	205.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	100.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	7,117.65
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	188.42
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	389.36
IA DIVISION OF LABOR	MAINTENANCE CONTRACTS	\$	200.00
REFLECTIONS GLASS & MIRRO	STRUCTURAL REPAIRS	\$	8,431.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	413.16
TRANE US INC	EQUIPMENT REPAIRS	\$	3,216.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,110.00
UNIQUE MANAGEMENT SERVICE	TECHNOLOGY MAINT/SUPPORT	\$	50.00
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	1,485.90
XEROX CORPORATION	RENTALS/LEASES	\$	127.02
ABM JANITORIAL NORTH CENT - from FY22	NON-CITY SERVICE	\$	3,722.79
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	5,649.85
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	145.40
DOORS INC	OFFICE SUPPLIES	\$	162.00
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	20.64
QUILL CORP	OFFICE SUPPLIES	\$	39.98
BANK OF AMERICA	OFFICE SUPPLIES	\$	373.70
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	53.89
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	145.18
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	946.53
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	(12.72)
credit from 1000bulbs.com for broken bulbs			
<b>Total Administration</b>		<b>\$</b>	<b>39,939.05</b>

<b>Resource Services FY21</b>			
JUNE 2021 LONG DISTANCE	CITY LONG DISTANCE	\$	0.48
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	0.14
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	53.28
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	49.18

**Library Claims**  
**July 1 - July 31, 2021**

MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	94.54
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	4,793.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	20,553.87
KANOPIY LLC	ELECTRONIC COLLECTION	\$	803.00
THE NEW YORK TIMES	ELECTRONIC COLLECTION	\$	21.63
USA TODAY	PERIODICALS	\$	113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	647.29
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	97.69
AMAZON	YOUTH COLLECTION	\$	1,016.90
PENWORTHY COMPANY	YOUTH COLLECTION	\$	558.98
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	670.51
AMAZON	AUDIO-VISUAL COLLECTION	\$	616.19
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	308.17
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	1,258.63
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	828.32
AMAZON	ADULT PRINT COLLECTION	\$	916.97
INFOUSA MARKETING INC	ADULT PRINT COLLECTION	\$	550.00
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	2,254.20
GALE GROUP	ADULT PRINT COLLECTION	\$	338.13
<b>Total Resource Services</b>		<b>\$</b>	<b>36,544.50</b>

**Youth Services FY21**

ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$	928.00
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$	13.46
ACCRUE 6/16-6/30 WAGES	FICA	\$	57.54
JUNE 2021 LONG DISTANCE	CITY LONG DISTANCE	\$	2.03
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	2.19
BARAKAT, RADWA ABDELRAZEK	OUTSIDE PROFESSIONAL SVCS	\$	20.00
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$	0.51
ONESOURCE	RECRUITING COSTS	\$	70.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	697.15

**Total Youth Services**      **\$**      **1,790.88**

**Adult Services FY21**

JUNE 2021 LONG DISTANCE	CITY LONG DISTANCE	\$	5.88
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	7.64
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$	6.47
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	32.51
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	38.59

**Total Adult Services**      **\$**      **91.09**

**Customer Account Services FY21**

ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	\$	55.17
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$	6,781.61
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$	99.13

**Library Claims**  
**July 1 - July 31, 2021**

ACCRUE 6/16-6/30 WAGES	FICA	\$	423.88
JUNE 2021 LONG DISTANCE	CITY LONG DISTANCE	\$	10.64
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	12.40
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	89.88
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$	604.97
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	35.80
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	263.38
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	943.94

	<b>Total Customer Account Services</b>	<b>\$</b>	<b>9,320.80</b>
	<b>FY 21 Total:</b>	<b>\$</b>	<b>87,686.32</b>

<b>Administration FY22</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,914.28
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,156.00
REVERSE FY21 WAGE ACCRUAL	TEMPORARY SALARIES/WAGES	\$	(533.00)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$	185.59
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$	656.63
REVERSE FY21 WAGE ACCRUAL	MEDICARE FICA	\$	(7.73)
PAYROLL SUMMARY	FICA	\$	2,807.59
REVERSE FY21 WAGE ACCRUAL	FICA	\$	(33.05)
PAYROLL SUMMARY	IPERS	\$	4,274.00
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	161.50
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	450.00
BANK OF AMERICA	OUTSIDE PRINTING SERVICE	\$	21.40
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	277.80
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	191.22
ALLIANT ENERGY/IPL	NATURAL GAS	\$	94.44
MIDWEST ALARMS - Fire Inspection	MAINTENANCE CONTRACTS	\$	387.96
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	\$	4,224.96
IA DIVISION OF LABOR	MAINTENANCE CONTRACTS	\$	75.00
RAYS DOORS LLC	STRUCTURAL REPAIRS	\$	400.00
TRANE US INC	EQUIPMENT REPAIRS	\$	4,973.00
POLARIS	TECHNOLOGY MAINT/SUPPORT	\$	25,793.48
EBSCO	TECHNOLOGY MAINT/SUPPORT	\$	2,145.00
INNOVATIVE INTERFACE	TECHNOLOGY MAINT/SUPPORT	\$	278.10
BIBLIOTHECA	TECHNOLOGY MAINT/SUPPORT	\$	19,127.50
INNOVATIVE INTERFACE	TECHNOLOGY MAINT/SUPPORT	\$	5,392.12
WEB CLARITY	TECHNOLOGY MAINT/SUPPORT	\$	3,366.00
CONVERGINT	TECHNOLOGY MAINT/SUPPORT	\$	3,790.50



**Library Claims  
July 1 - July 31, 2021**

ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	\$	1,092.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	413.26
ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	\$	1,899.25
IA DIVISION OF LABOR	LICENSES/PERMITS	\$	75.00
ABM JANITORIAL NORTH CENT to FY21	NON-CITY SERVICE	\$	(3,722.79)
MIDWEST ALARMS	NON-CITY SERVICE	\$	358.32
MIDWEST ALARMS	NON-CITY SERVICE	\$	501.60
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	3,722.79
AMER MARKING INC	OFFICE SUPPLIES	\$	17.00
QUILL CORP	OFFICE SUPPLIES	\$	137.98
BANK OF AMERICA	OFFICE SUPPLIES	\$	16.02
STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	\$	379.44
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	156.94
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$	346.40
BANK OF AMERICA	CLEANING SUPPLIES	\$	63.00
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	186.78
BANK OF AMERICA	FOOD	\$	29.95

<b><i>Total Administration</i></b>	<b>\$</b>	<b>139,414.44</b>
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**Resource Services FY22**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	371.14
PAYROLL SUMMARY	FICA	\$	1,586.94
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
BAKER & TAYLOR INC	LICENSES/PERMITS	\$	2,705.00
OCLC INC	LICENSES/PERMITS	\$	33,024.75
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	59.63
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	8.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	551.34
BRAINFUSE	ELECTRONIC COLLECTION	\$	5,000.00
EBSCO	ELECTRONIC COLLECTION	\$	8,892.00
NEWSBANK	ELECTRONIC COLLECTION	\$	7,388.00
PROQUEST LLC	ELECTRONIC COLLECTION	\$	2,475.82
GALE GROUP	ELECTRONIC COLLECTION	\$	4,500.00
VALUE LINE PUBLISHING LLC	ELECTRONIC COLLECTION	\$	6,100.00
TUMBLEWEED PRESS INC	ELECTRONIC COLLECTION	\$	450.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	3,727.71
ENCYCLOPAEDIA BRITANNICA	ELECTRONIC COLLECTION	\$	2,400.00

**Library Claims**  
**July 1 - July 31, 2021**

BIBLIOTHECA LLC	ELECTRONIC COLLECTION	\$	2,250.00
MOMETRIX MEDIA LLC	ELECTRONIC COLLECTION	\$	1,949.50
BOOKPAGE	PERIODICALS	\$	882.00
VALUE LINE PUBLISHING LLC	PERIODICALS	\$	1,000.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	428.35
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	48.90
MIDWEST TAPE	YOUTH COLLECTION	\$	157.42
AMAZON	AUDIO-VISUAL COLLECTION	\$	98.36
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	429.21
BAKER & TAYLOR	ADULT PRINT COLLECTION	\$	1,573.15
INGRAM LIBRARY INC SERVICES	ADULT PRINT COLLECTION	\$	178.31
AMAZON	ADULT PRINT COLLECTION	\$	70.70
<b>Total Resource Services</b>		<b>\$</b>	<b>123,458.06</b>

**Youth Services FY22**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	41,586.48
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,377.49
REVERSE FY21 WAGE ACCRUAL	TEMPORARY SALARIES/WAGES	\$	(928.00)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	325.86
PAYROLL SUMMARY	IPERS DISABILITY	\$	171.74
PAYROLL SUMMARY	LIFE INSURANCE	\$	76.75
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,569.64
PAYROLL SUMMARY	MEDICARE FICA	\$	599.88
REVERSE FY21 WAGE ACCRUAL	MEDICARE FICA	\$	(13.46)
PAYROLL SUMMARY	FICA	\$	2,565.03
REVERSE FY21 WAGE ACCRUAL	FICA	\$	(57.54)
PAYROLL SUMMARY	IPERS	\$	3,996.02
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	72.50
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$	260.00
MOTION PICTURE LICENSING CORP	LICENSES/PERMITS	\$	130.23
BANK OF AMERICA	OFFICE SUPPLIES	\$	29.98
BANK OF AMERICA	FOOD	\$	7.48
<b>Total Youth Services</b>		<b>\$</b>	<b>55,770.08</b>

**Adult Services FY22**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	32,118.88
PAYROLL SUMMARY	DENTAL INSURANCE	\$	151.06
PAYROLL SUMMARY	IPERS DISABILITY	\$	124.75
PAYROLL SUMMARY	LIFE INSURANCE	\$	59.41
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,661.62
PAYROLL SUMMARY	MEDICARE FICA	\$	454.65
PAYROLL SUMMARY	FICA	\$	1,944.00
PAYROLL SUMMARY	IPERS	\$	3,032.04
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	38.56

**Library Claims**  
**July 1 - July 31, 2021**

MOTION PICTURE LICENSING CORP	LICENSES/PERMITS	\$ 130.23
<b>Total Adult Services</b>		<b>\$ 40,715.20</b>
<b>Customer Account Services FY22</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 46,798.79
REVERSE FY21 WAGE ACCRUAL	PERMANENT SALARIES/WAGES	\$ (55.17)
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 12,966.94
REVERSE FY21 WAGE ACCRUAL	TEMPORARY SALARIES/WAGES	\$ (6,781.61)
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$ 174.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 837.30
REVERSE FY21 WAGE ACCRUAL	MEDICARE FICA	\$ (99.13)
PAYROLL SUMMARY	FICA	\$ 3,580.02
REVERSE FY21 WAGE ACCRUAL	FICA	\$ (423.88)
PAYROLL SUMMARY	IPERS	\$ 5,641.91
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 151.85
<b>Total Customer Account Services</b>		<b>\$ 68,434.34</b>
<b>Total FY22:</b>		<b>\$ 427,792.12</b>
<b>Sandra Marcu, President</b>	<b>Charles Glatz, Secretary</b>	Date



# Meeting Rooms and Study Rooms Policy

Section: Library Resources

Approved: 8/21/1996

Reviewed: 2/20/2003

Revised: 3/25/2004, 8/18/2005, 7/20/2006, 10/15/2009, 4/19/2012, 5/15/2014, 8/21/2014, 1/19/2017, 8/15/2019

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Ames Public Library offers meeting rooms and study rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

## Scheduling and Use Priorities

The Ames Public Library provides multiple meeting rooms to meet community need and strives to provide broad access for use by the public. When necessary, use of meeting rooms for Elections, program and activities of the Ames Public Library and APL Friends Foundation, and programs and activities of the City of Ames, will have prioritized access to available spaces.

- ~~1. Elections (Ames Public Library is a designated polling place)~~
- ~~2. Library programs and activities~~
- ~~3. Ames Public Library Friends Foundation~~
- ~~4. City of Ames programs and activities~~
- ~~5. General public~~

Allocation of Library meeting rooms and study rooms may be adjusted at staff discretion.

## Guidelines for Meeting Room Use

- Library meeting rooms are available for educational, informational, or cultural meetings during the hours the Library is open.
- All gatherings must be free and open to the public except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups. Exceptions to this may be made at the discretion of the Library Director.
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
- One exterior facing sign (no larger than 11" x 17") indicating the meeting time, date, and location may be taped to a window or glass wall at the entry of a meeting room during the time the room is reserved.
- Nothing may be taped to non-glass walls.
- Items may be taped to windows or glass walls, but cannot obstruct staff's ability to monitor the room for security purposes and must be facing inward.
- Rooms may be rearranged, as needed, but are to be returned to their original configuration and condition and all signs and adhesives must be removed at the end of each meeting.

- ~~Groups are limited to two meeting room reservations per month.~~ Reservations are available for groups twice per month; additional use may be accommodated if rooms are available on a first come first served basis

## Guidelines for Study Room Use

- Library study rooms are available for use by individuals and by small groups.
- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.
- ~~Study rooms may not be scheduled in advance.~~
- Reservations are available for select study rooms up to four times per month; additional use may be accommodated if rooms are available on a first come first served basis

## Conduct and Liability

- The Library's policy on Conduct in the Library applies to use of the meeting rooms and study rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising from the use of these facilities.
- Failure to abide by Library policies and procedures may result in denial of future meeting room and study room requests.
- If the Library Director deems that, in the interest of public safety, additional security is required for an event, the cost of such security shall be borne by the group(s) or individual(s) reserving the room.

## Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously as detailed in the Expressions of Concern Policy.

## References

American Library Association:

["Library Bill of Rights"](#)

["Meeting Rooms: An Interpretation of the Library Bill of Rights"](#)

## **Meeting Rooms and Study Rooms Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 19, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Meeting Rooms and Study Rooms Policy as presented.

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Sandra Marcu, President

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Charles Glatz, Secretary



# Unattended Child Policy

Section: Library Operations

Approved: 10/29/1986

Reviewed: 3/25/2004

Revised: 9/21/2000, 9/20/2001, 9/19/2002, 2/16/2006, 11/19/2009, 9/20/2012, 10/18/2018

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## Definitions

For the purposes of this policy, the following definitions apply:

- Child – a person eight (8) years old or younger.
- Premises – inside and outside areas of Library property and the Bookmobile.
- Responsible caregiver – a parent, guardian, or other person who takes responsibility for a child, has emergency contact information, stays within visual contact of the child, and remains in the child's immediate vicinity.
- Unattended Child – a child who is out of visual contact or not in the direct vicinity of a responsible caregiver or who is left alone on Library premises.

## Statement of Philosophy

Ames Public Library welcomes children of all ages. Children age eight (8) or younger must be accompanied by a responsible caregiver. Responsible caregivers assume responsibility for the safety, comfort, and behavior of their child/children on Library premises and must not leave the child unattended on Library premises. Library employees cannot assume the role of responsible caregiver.

## Policy

Children must have a responsible caregiver within visual contact and in their immediate vicinity while on Library premises. Exceptions may be made by Library staff for children age three (3) and older who are attending select Library programs. When an exception is made, the responsible caregiver is expected to remain *in the library building and available* during the program and to immediately join the child at the end of the program.

When made aware of an unattended child, Library staff will make a reasonable attempt to locate the responsible caregiver. If the responsible caregiver is not located, the police will be notified.

The Library's [Conduct in the Library Policy](#) defines misconduct and states that some behaviors will result in a request for the person to leave the Library. Although young persons age nine (9) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers. A young person who is not able to leave the Library or Bookmobile without an adult should not be left alone on Library premises.

## COMMUNITY ENRICHMENT - LIBRARY

PROJECT/FUNDING SOURCE	TOTAL	2021/22	2022/23	2023/24	2024/25	2025/26	Page
<b>PROJECT:</b>							
Library Carpet Replacement	147,432	-	100,128	47,304	-	-	140
<b>TOTAL PROJECT EXPENDITURES</b>	<b>147,432</b>	<b>-</b>	<b>100,128</b>	<b>47,304</b>	<b>-</b>	<b>-</b>	
<b>FUNDING SOURCES:</b>							
<b>City:</b>							
Local Option Sales Tax	147,432	-	100,128	47,304	-	-	
<b>Other:</b>							
Private Contributions	-	-	-	-	-	-	
<b>TOTAL FUNDING SOURCES</b>	<b>147,432</b>	<b>-</b>	<b>100,128</b>	<b>47,304</b>	<b>-</b>	<b>-</b>	



**LIBRARY CARPET REPLACEMENT**

**PROJECT STATUS:** New

City of Ames, Iowa  
Capital Improvements Plan

**DESCRIPTION/JUSTIFICATION**

The Ames Public Library building was expanded and completely renovated between 2012 and 2014 and was re-opened to the public on September 14, 2014. The library sees an average of 1,300 people per day. By the time the renovated building has been in use for 10 years, the flooring will most likely have been traversed over 4 million times and show considerable wear.

The first-floor carpet replacement includes replacing approximately 9,450 square feet of flooring in the youth services area (\$62,087), 2,640 square feet of flooring in the auditorium (\$17,345), and approximately 610 square feet of flooring in the entryway (\$4,008). Carpet tile will need to be torn out and flooring laid. Estimated pricing includes 2,540 square feet of extra material for fitting and making minor future repairs (\$16,688).

The second-floor carpet replacement includes replacing approximately 6,000 square feet of flooring in the adult service area (\$39,420). Carpet tile will need to be torn out and flooring laid; estimated pricing includes 2,418 square feet of extra material for fitting and making minor future repairs (\$7,884).

**COMMENTS**

Pricing includes the estimated cost of materials, adhesive, and professional tear-out and installation.

**LOCATION**

515 Douglas Ave.

	<b>TOTAL</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>COST:</b>						
Materials/Labor	147,432		100,128	47,304		
<b>TOTAL</b>	<b>147,432</b>		<b>100,128</b>	<b>47,304</b>		
<b>FINANCING:</b>						
Local Option Sales Tax	147,432		100,128	47,304		
<b>TOTAL</b>	<b>147,432</b>		<b>100,128</b>	<b>47,304</b>		

**PROGRAM - ACTIVITY:**

Community Enrichment - Library

**DEPARTMENT:**

Library/Youth Services

**ACCOUNT NO.**

**Background:**

The Ames Public Library building was expanded and completely renovated between 2012 and 2014 and re-opened to the public on September 14, 2014. The current doors are 10' tall and tend to catch in the wind causing strain on the hinges. The Library has replaced the hinges and related parts several times in the years since the renovation. These oversized doors are heavy to open and while there is a mechanical door opener button for accessibility, its placement is not always intuitive for customers, leaving them to frequently struggle with the weight of the door or the timing of the opener.

The entryway door project will replace the both the exterior and interior entryway doors with lower, automatically sliding doors made of clear anodized aluminum to match the existing finishes. The project will include motion detection activation on one side to open door. North door to open when someone approaches from outside, South door opens when someone approaches from inside.

The current entry and exit doors are separated by a structural support, so the new doors will fit in the existing rough openings and consists of (3) 7 ft doors per opening, (1) fixed and (2) that slide and stack to provide a wider opening and meet ADA requirements. The space above the doorframes will be filled with a transom window.

This project is part of the City of Ames Capital Improvements funding and bid submissions followed City of Ames procurement requirements.

Orning Glass was the successful bidder for the project for \$43,592.

**Action:** Administration recommends accepting the bid and authorizing the Director to execute the agreement with Orning Glass for the removal of the existing doors and installation of new automatic telescoping doors in the main entrance of the Library in the amount of \$43,592.

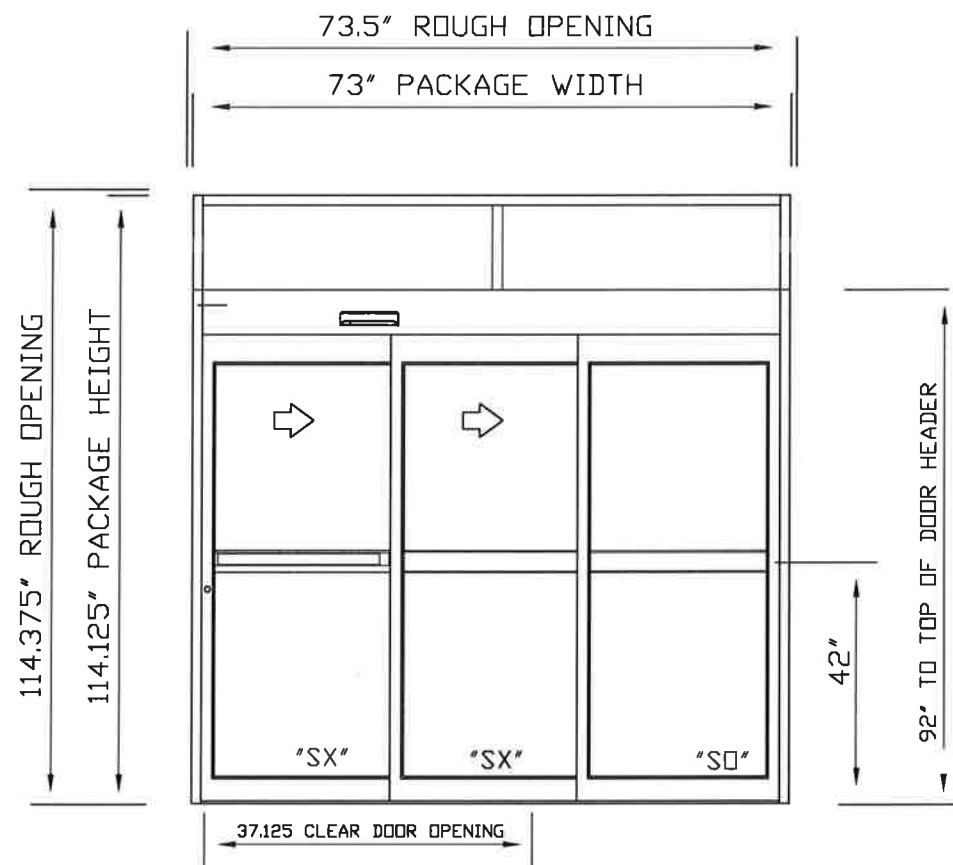
<b>CITY OF AMES, IOWA</b>				
mike.adair@cityofames.org				
<b>BID NO. 2021-163</b>	Remove existing doors (4 sets of doors) at main entry	Provide & install a new clear anodized aluminum automatic telescoping door at each opening	Performance & Payment Bond if cost exceeds \$25,000	<b>GRAND TOTAL</b>
Ames Public Library Entry Door Replacement				
<b>BIDDERS</b>				
Orning Glass	\$2,000.00	\$43,592.00	\$912.00	\$46,504.00
Reflections Glass & Mirror, Inc.	\$2,000.00	\$53,115.00	\$1,653.45	\$56,768.45

# STANLEY DURA-GLIDE TELESCOPING DOORS

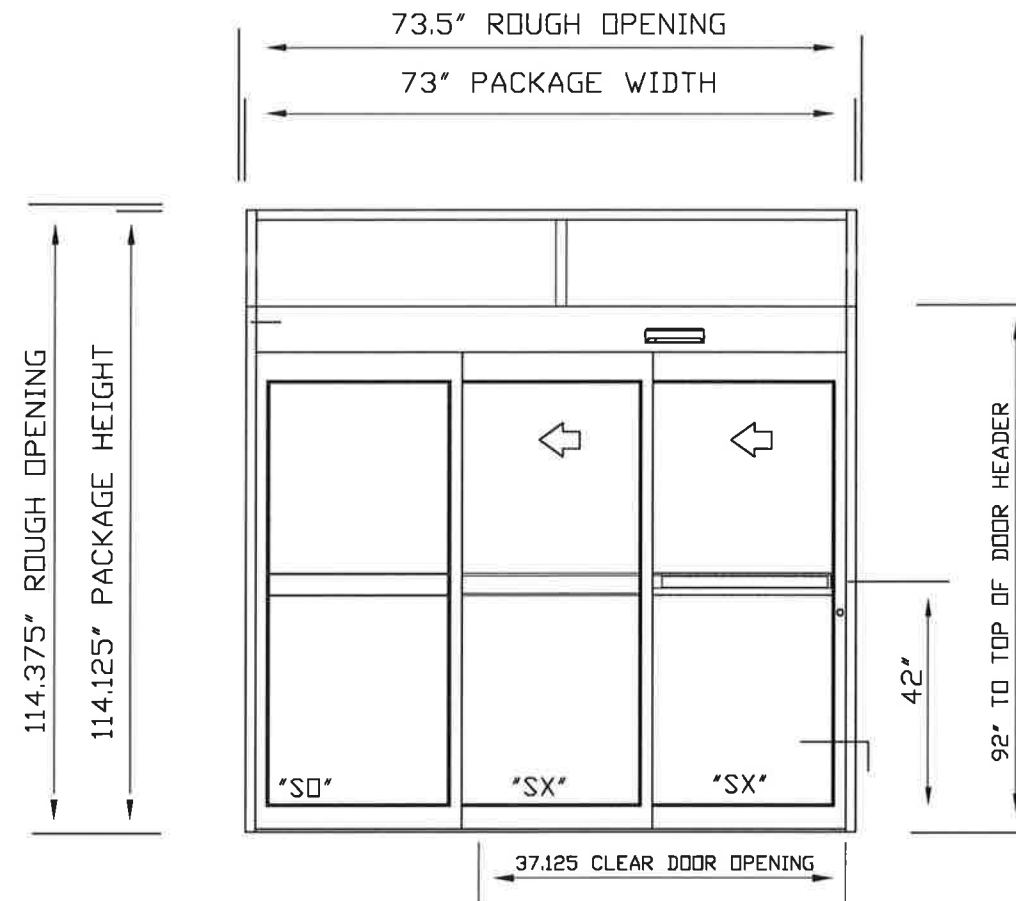
## 5300 SERIES FULL BREAK-OUT

- FOUR (4) STANLEY 3-PANEL TELESCOPING DOOR PACKAGES
- WITH 1/4" GLASS STOPS INTERIOR PACKAGES
- WITH 5/8" GLASS STOPS EXTERIOR PACKAGES
- WITH TWO (2) RECESSED PANIC DEVICES AND ELECTRIC LOCKING AT 2-EXTERIOR PACKAGES ONLY
- WITH TWO (2) MOTION DETECTORS FOR ACTIVATION PER SLIDER
- WITH TWO (2) PRESENCE SENSORS FOR SAFETY PER SLIDER
- WITH TWO (2) SETS OF SAFETY BEAMS PER SLIDER
- WITH TRANSOMS WITH CENTERED VERTICAL AT EACH PACKAGE
- WITH FOUR (4) ON/OFF/HOLD OPEN/ONE WAY KEY SWITCHES
- WITH FOUR (4) THRESHOLDS
- WITH 6" INTERMEDIATE HORIZONTAL EACH DOOR PANEL
- WITH NEEDED DECALS
- WITH CLEAR ANODIZED FINISH

BY OTHER: 120-VOLT POWER, REMOVAL OF EXISTING DOORS AND FRAMES,  
 ANY BREAK METAL NEEDED TO COVER HOLES, GLASS, GLAZING AND CAULKING,  
 ANY ACCESS CONTROL COMMUNICATION WIRING, REMOVAL OF BUTTONS AND COVERING HOLES LEFT.



RIGHT HAND SLIDE  
 MK: EXTERIOR OUT DOOR



LEFT HAND SLIDE  
 MK: EXTERIOR IN DOOR

VIEW FROM EXTERIOR OF BUILDING

# ADG

Automatic Door Group  
 6200 Thornton Ave. Suite 190  
 Des Moines, IA 50321  
 P-515-264-0782  
 F-515-299-9714

AMES PUBLIC LIBRARY

515 DOUGLAS AVE.  
 AMES, IA 50010

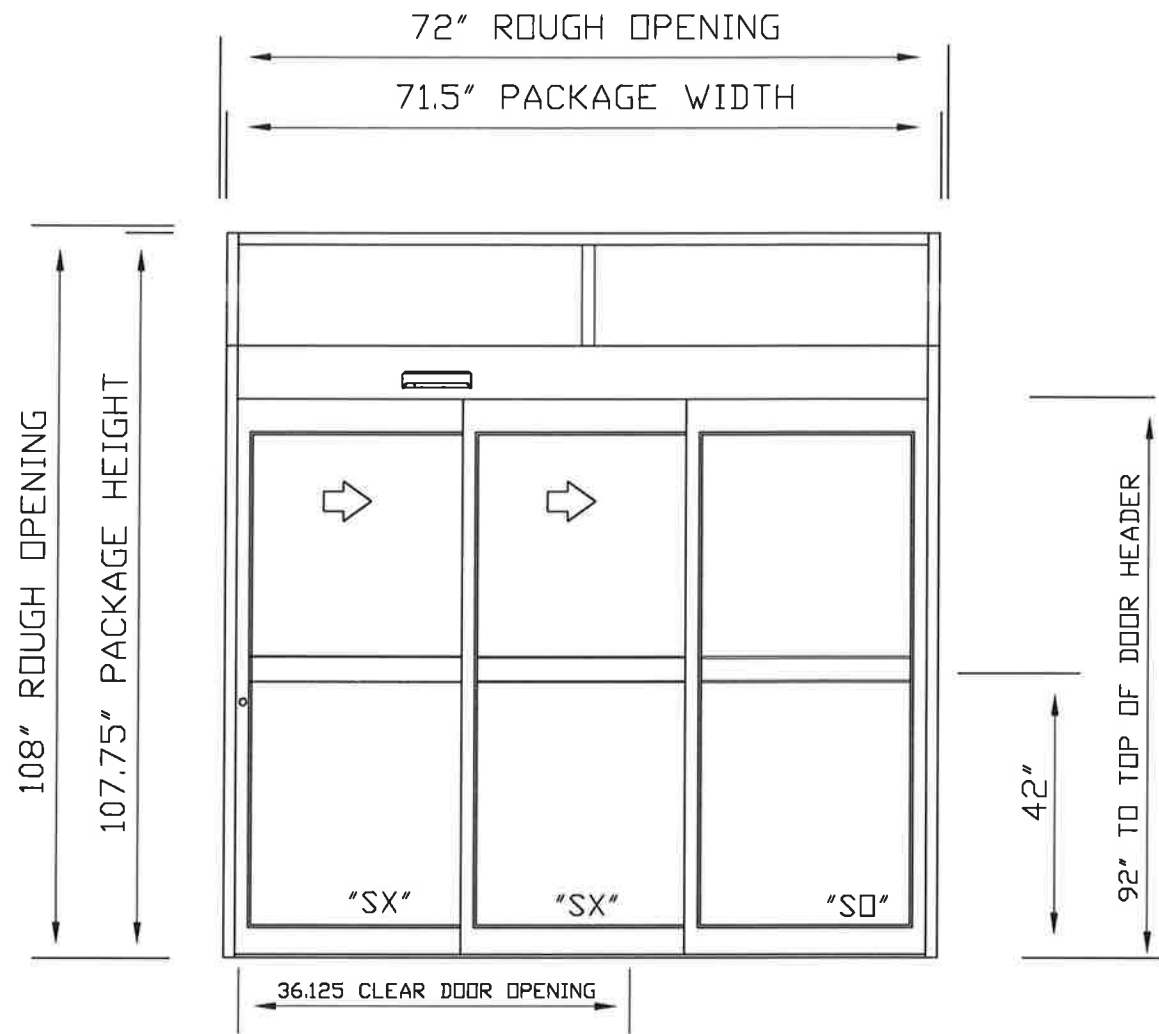
NOTE: THIS DRAWING IS FOR  
 SUGGESTION ONLY, CONTRACTOR  
 SHALL ABIDE BY ALL BUILDING  
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 THE DESIGN CONFORMING TO ANY  
 BUILDING CODE OR STANDARD.

DATE  
 8/2/2021

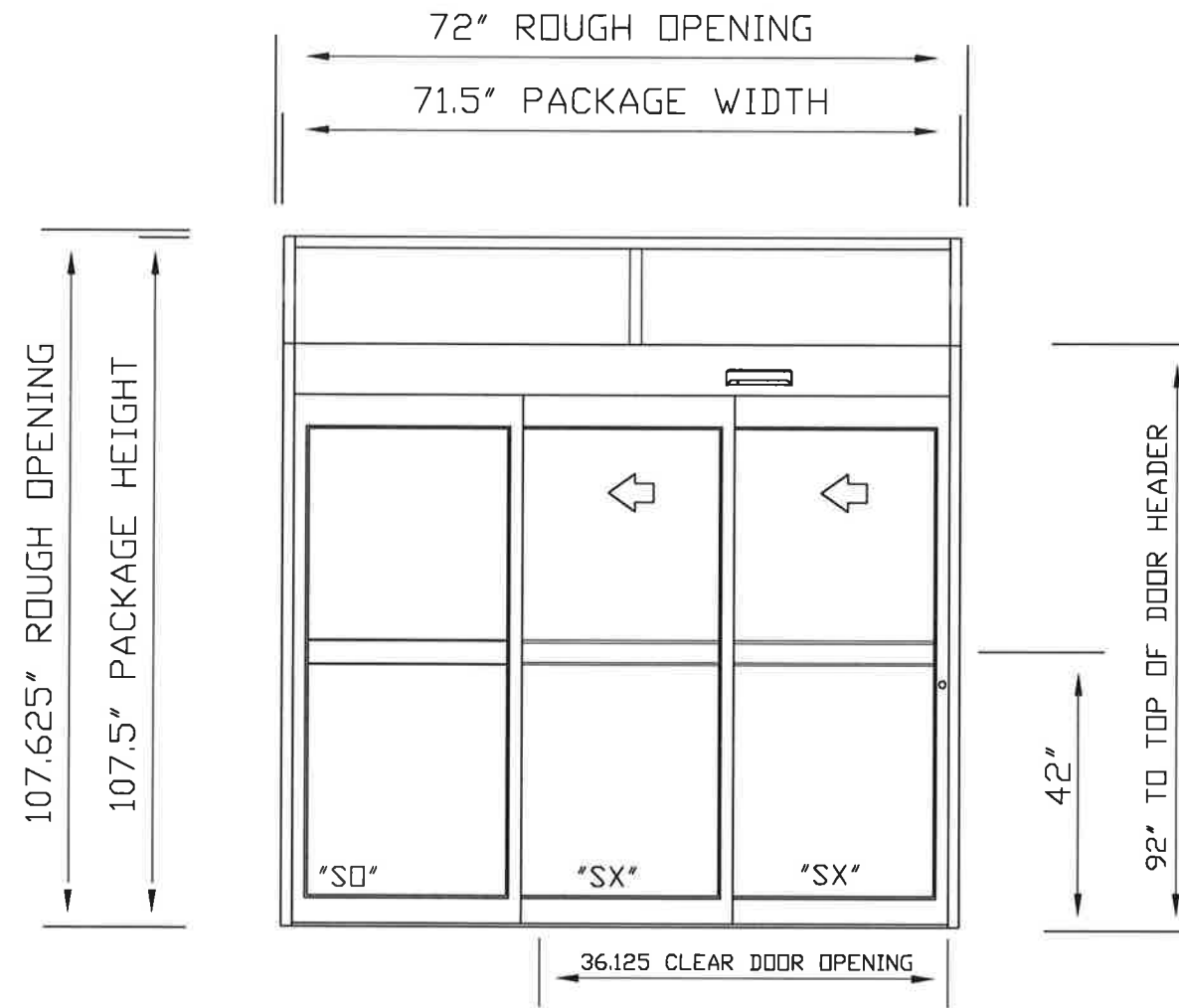
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DRAWN BY  
 DON FREEMAN

SHEET  
 1 of 4  
 Packet Page 20



RIGHT HAND SLIDE  
MK: INTERIOR OUT DOOR



LEFT HAND SLIDE  
MK: INTERIOR IN DOOR

VIEW FROM VESTIBULE OF BUILDING

AMES PUBLIC LIBRARY

515 DOUGLAS AVE.  
AMES, IA 50010

NOTE: THIS DRAWING IS FOR SUGGESTION ONLY, CONTRACTOR SHALL ABIDE BY ALL BUILDING CODES AND ETHICS. ADG IS NOT RESPONSIBLE FOR COMPLIANCE OR THE DESIGN CONFORMING TO ANY BUILDING CODE OR STANDARD.

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8/2/2021

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DON FREEMAN

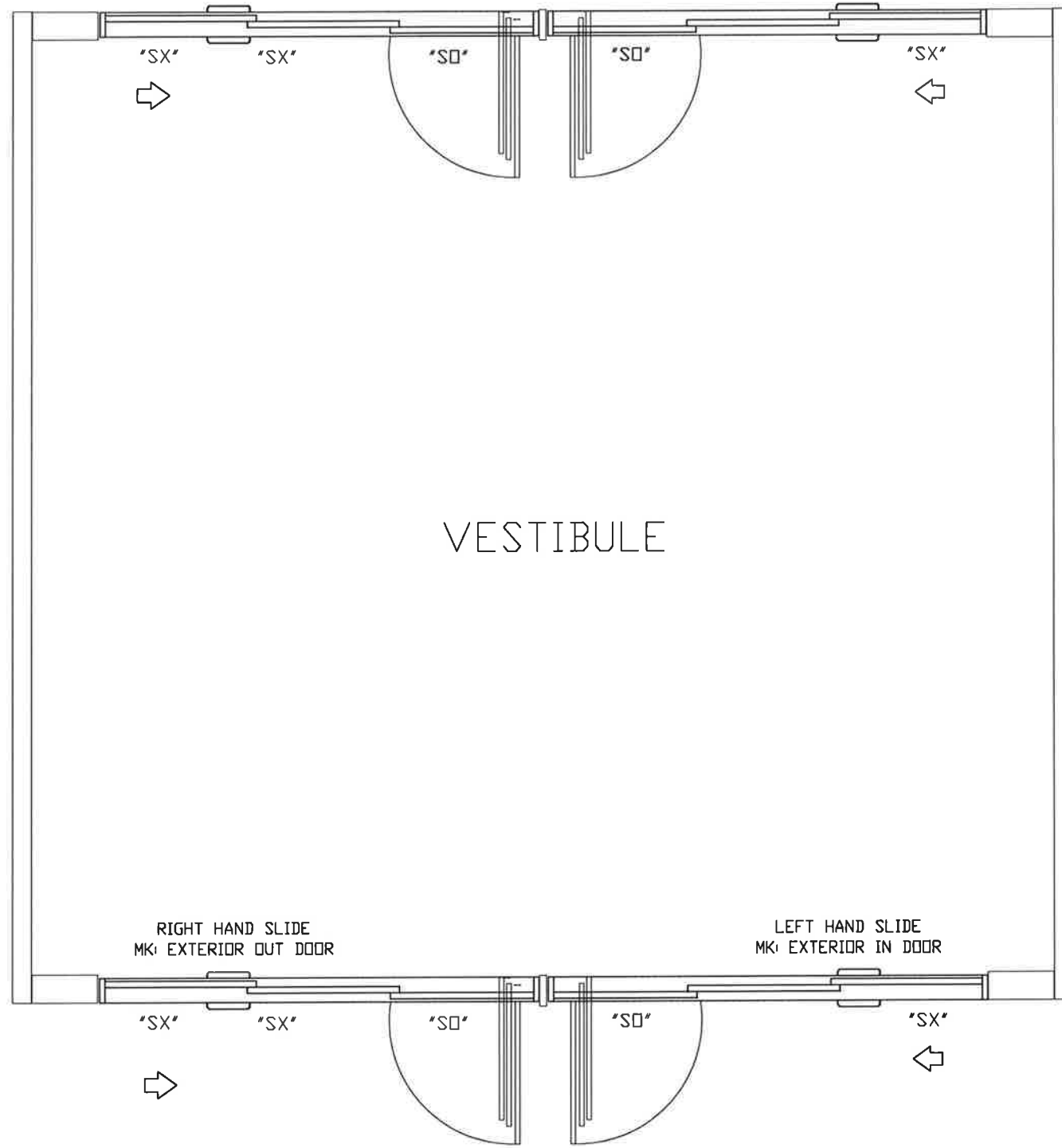
SHEET  
2 of 4

Packet Page 21

INTERIOR OF BUILDING

RIGHT HAND SLIDE  
MK: INTERIOR OUT DOOR

LEFT HAND SLIDE  
MK: INTERIOR IN DOOR



VESTIBULE

RIGHT HAND SLIDE  
MK: EXTERIOR OUT DOOR

LEFT HAND SLIDE  
MK: EXTERIOR IN DOOR

EXTERIOR OF BUILDING

**ADG**

Automatic Door Group  
6200 Thornton Ave. Suite 190  
Des Moines, IA 50321  
P-515-264-0782  
F-515-299-9714

AMES PUBLIC LIBRARY

515 DOUGLAS AVE.  
AMES, IA 50010

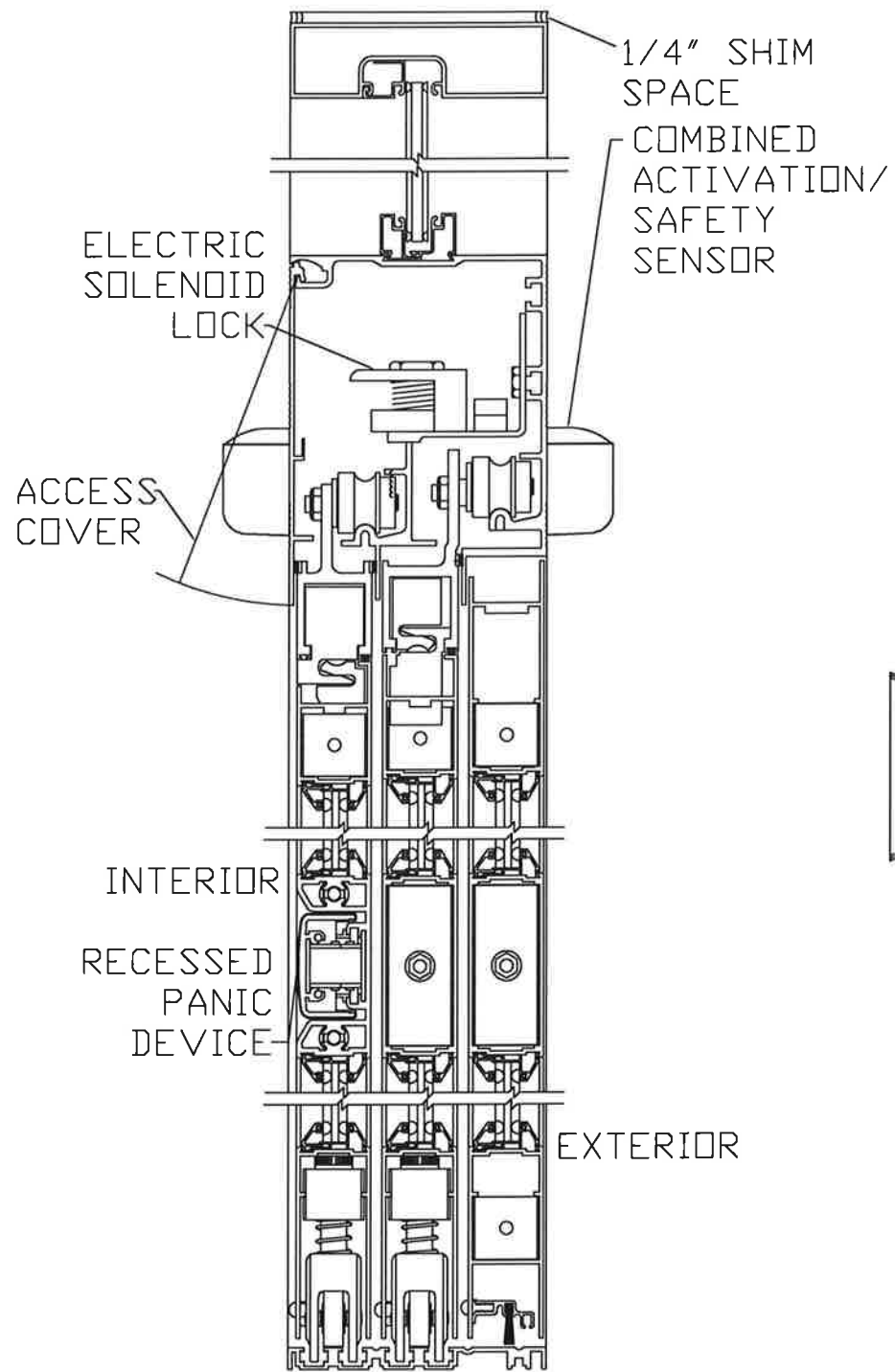
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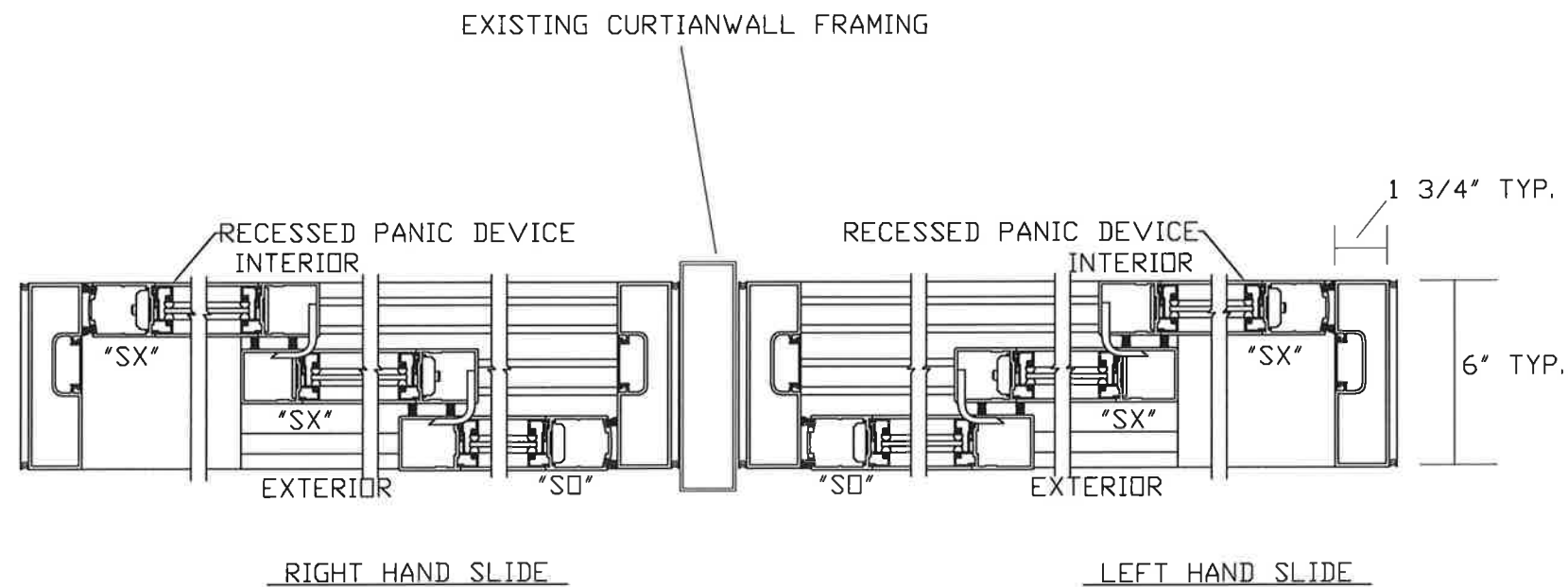
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DON FREEMAN

SHEET  
3 of 4



VERTICAL SECTION



HORIZONTAL SECTION

NOTE: THIS DRAWING IS FOR SUGGESTION ONLY. CONTRACTOR SHALL ABIDE BY ALL BUILDING CODES AND ETHICS. ADG IS NOT RESPONSIBLE FOR COMPLIANCE OR THE DESIGN CONFORMING TO ANY BUILDING CODE OR STANDARD.

DATE  
8/2/2021

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DON FREEMAN

SHEET  
4 of 4

## LARGE CLEAR DOOR OPENING



### DURA-GLIDE™ 5200/5300 TELESCOPING DOOR SERIES

#### Large clear door opening where space is limited

The Dura-Glide™ 5200/5300 Telescoping Door Series is designed in a single slide 3-panel or bi-parting 6-panel configuration to create a larger clear door opening than a standard single slide or bi-part slide door. The special drive system on the 5200 and 5300 Series synchronizes the moving panels so the panels reach the full-open position at the same time. It's ideal for retail, upscale professional and institutional locations where small wall openings limit what can be achieved with traditional sliding doors.

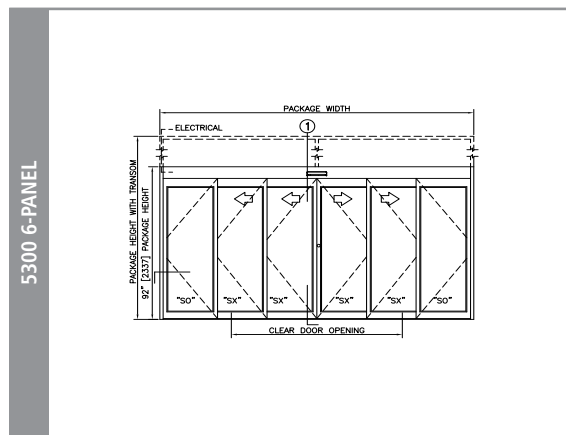
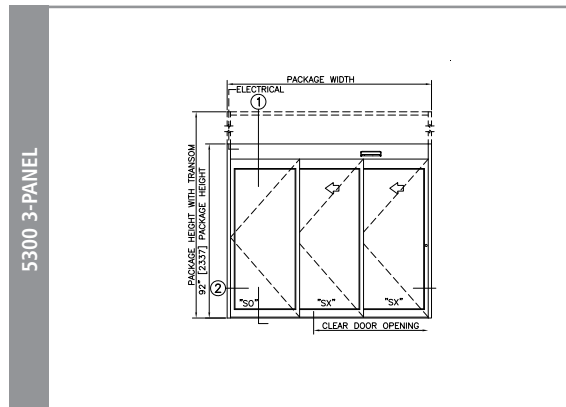
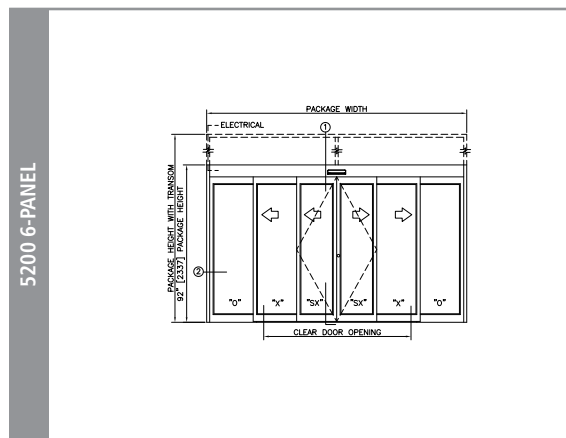
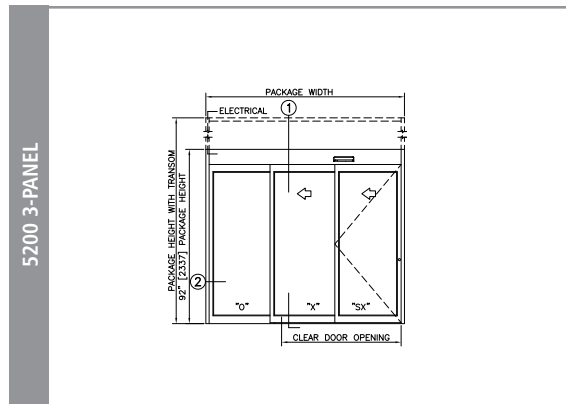
#### FEATURES AND BENEFITS

- Large clear door opening
- Safety sensor with sensor monitoring and advanced activation sensors
- Fiberglass reinforced synchronous “toothed” drive belt prevents slippage
- Multiple load bearing roller wheels carry a heavy load for long life
- A robust header made of strong and corrosion-resistant 6063-T6 aluminum
- Sub-components are tested and pre-assembled at the factory to reduce field installation time
- Cleanroom certified for Class 10
- 5200 emergency swing breakout only on lead panel (SX, X, O)
- 5300 emergency swing breakout on all panels (SX, SX, SO)



# DURA-GLIDE™ 5200/5300 TELESCOPING DOOR SERIES

## ELEVATION VIEWS



## OPTIONAL FEATURES

- Transom
  - Custom finishes
  - Class 10 cleanroom certification
  - Activation and safety options
  - Emergency back up power\*
- \*Not in header

## LOCKING OPTIONS

- 3-Point Lock
- Lock Guard
- Lock Position Indicator
- Armored Strike
- Electric Solenoid Lock (Fail Safe/Secure)
- Access Control Locking
  - with Surface or Recessed Panic Hardware (available in limited sizes)

## ADDITIONAL SECURITY OPTIONS

- Stan-Cam™ Security Camera
- Jamb Camera
- Security Strobes
- Alarm Contacts

## SPECIFICATIONS

Description	Standard Configuration	Optional
Design	Bi-Part or Single Slide	
Breakout	Lead Panel (SX, X, O) on the 5200 All Panels (SX, SX, SO) on the 5300	
Typical Height	7'-8" (2.3m), Clear Door Opening of 6'-11 7/8" (2.1m)	
Typical Width	3 Panel: 6' (1.8m) to 12' (3.6m) Clear Door Opening Width: 35-5/8" (914mm) to 84-5/8" (2159mm) 6 Panel: 9' (2.7m) to 14' (4.2m) Clear Door Opening Width: 35-9/16" (902mm) to 91-9/16" (2324mm)	
Header Size	8-1/8" (206mm) High x 6" (152mm) Deep	
Jamb Dimension	1-3/4" x 6"	
Stiles	Narrow 2.0"	Medium 3-1/2"
Typical Door Panel Weight	3-Panel: Up to 150 lbs (68 kg) each 6-Panel: Up to 105 lbs (48 kg) each	
Drive System	1/4 HP DC Motor, Gear Drive, Synchronous Toothed Drive Belt	
Controls	Rocker Switch	Rotary, Keyed Rotary Controls, Eco Pro
Controller	Microprocessor-based, with sensor monitoring	
Sensors	Optex X-Zone ST	
Knowing-Act Activation		Wallplates, Radio Controls
Power Required	120 VAC, 50/60 HZ, 5 Amps Minimum	
Temperature Rating	-30F to 130F	
Glass	1/4"	1/2", 5/8", 1" (1" glass for 5200 only)
Threshold	Configurable Options	
Transom	Optional	
Codes and Standards	UL/cUL 325, ANSI/BHMA A156.10, IBC, / NFPA 101	

## **Orning Glass**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 19, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, after review of bid number 2021-163, authorizes the Director to execute the agreement with Orning Glass for the removal of the existing doors and installation of new automatic telescoping doors in the main entrance of the Library in the amount of \$43,592.