

Ames Public Library Board of Trustees
Agenda – December 16, 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 November 18, 2021
- 3) Motion approving payment of claims 11/1/21 – 11/30/21

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) Board recruitment – Schofer

Policy Review

- 8) Donations Policy (Action)
- 9) Bylaws, Board of Trustees (Discussion)
- 10) Personnel Policy – Variations for City of Ames Policy (Discussion)

Unfinished Business

- 11) Service Offerings (Discussion)

New Business

- 12) Dell computer quote (Action)
- 13) Conference Technologies proposal (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, January 20, 2022
Ames Public Library: We Connect You to the World of Ideas

Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

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

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
December 16, 2021**

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

- 1) Mary Louise Wheeler in memory of Phyllis Harris..... \$10.00
- 2) Percival Scientific Inc in memory of Steven Hayes 50.00
- 3) Carol Wright..... 100.00

Sandra Marcu, President

Charles Glatz, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
November 18, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, November 18, 2021, in the PEO Room with Barchman, Glatz, Johnson (7:05 p.m.), Kluesner, Myers, Reynolds, and Thorbs-Weber in attendance. Christy was present via Zoom; Marcu was excused. Director Schofer, and Mori from State Library were also in attendance.

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

Consent Agenda:

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

1. Motion approving minutes of the regular meeting October 21, 2021
2. Motion approving payment of claims 10/1/21 – 10/31/21

Vote on Motion: 7-0 (Myers abstaining; Marcu excused). Approved unanimously.

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth was not able to attend but gave Schofer updates to report on her behalf.

- The Human Relations Commission is soliciting applications for the annual Humanitarian award. The award recognizes work done by an individual or group to promote diversity, equity, and inclusion in the Ames community. Individual must be an Ames resident or group must be based in Ames and serving Ames residents. Application is found on the HRC webpage and due 12/10/21.
- A survey for the City's Climate Action Plan target setting is now available on the City's Sustainability webpage. There will be a table on the main floor in the Library to promote the survey and have paper copies available for people preferring to participate that way. The survey is open until 12/10/21.
- Next week's City Council meeting will include an update on the Indoor Aquatic Center.

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

- The Library had approximately 950 voters.
- Staff Development is a Strategic Plan Priority as are Diversity, Equity and Inclusion (DEI). APLFF approved funding in the area of staff development; with this funding the library was able to have Dr. Coleman present DEI training at the all staff training day on November 11. Staff completed a global DEI benchmark assessment and a small group Strength Finders activity. These small groups will

meet between December and January for facilitated small group discussions. Managers and the DEI team attended the facilitator's training yesterday in preparation for the small group discussions. We will receive the results from the global benchmark assessment in February along with additional training.

- Schofer and six staff attended the Chamber Symposium on building inclusive organizations. There were good sessions on what it means to be an ally.
- Schofer and Johannes attended budget probes yesterday. Overall the budget ask is closer to a 4% increase rather than the preferred 3% increase. This includes staff/ benefit increases, hourly worker and intern rate increases, conference funding returning to closer to a previous level, and a small increase to collections. All reasonable and building back from cuts made last year. Schofer reported the possible need for window repairs and the desire to add an Assistant Director position. The Library had an Assistant Director until 2013.
- Annual reporting information was submitted to Story County, the State Library, and the Iowa Urban Public Library Association (IUPLA). Once the IUPLA comparison is available it will be shared with the Board.
- Work on the annual report is in progress.
- Door installation is planned for the week of November 29. Resent events caused staff to re-route traffic; they will be able to do so if needed during installation.
- Recruitments for two clerk positions close today. Recruitment for two librarian positions (1 youth, 1 adult) close on December 6; two youth intern positions (one to start in January, one in May) and library aide positions are also coming up.

APLFF Report: Myers gave a report to the Board.

- Doing well financially but cash flow is low due to recent payment to the library.
- The successful candidate turned down the Development Director position; the position posting has been reworded and reposted.
- Literary Ground sales have been doing well.
- The TAG group is working on recruitment.
- The holiday campaign mailing went out as planned.

Board Education: Mori from the State Library introduced herself. She gave a presentation to the Board about the accreditation process and the Board's role and answered questions. The Ames Public Library's accreditation renewal is due in February 2022.

Policy Review:

Exam Proctoring Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Managers' Team. Changes included rewording the first bullet to state proctoring services are not limited to cardholders and changing the wording in the third bullet from Principal Clerk to administration staff.

Moved by Glatz, seconded by Barchman, to approve the Exam Proctoring Policy with revisions changing the wording on the first bullet from "Proctoring services are available to customers and are not limited to Library cardholders" to "Proctoring services are not limited to Library cardholders".

Vote on Motion: 7-0 (Myers abstaining; Marcu excused). Approved unanimously. Resolution No. 2021-L029 adopted.

Donations Policy: Schofer introduced the policy. The Board reviewed and discussed the policy. The policy will be reviewed by the City legal department and brought back next month with any recommended changes.

Unfinished Business:

Service Offerings: Schofer reviewed and discussed the current service model with the Board. The teen space is open and engaging more, story times are shifting back to story time room, plexiglass barriers are still in place. Staff is discussing additional bookmobile stops starting back up in January and bringing the coffee back as weather turns cooler.

New Business:

FY22 Budget Amendments and FY23 Proposed Budget: Schofer reviewed the current budget amendments and recommended ask for FY23 with the Board. The initial budget meeting with Finance Budget Manager Masteller and Assistant City Manager Schildroth went well. As noted earlier the overall budget ask for FY23 is closer to a 4% increase rather than the preferred 3% increase. This includes staff/ benefit increases, hourly worker and intern rate increases, food and conference funding returning closer to previous levels, and a small increase to collections. Schofer discussed the possible need for window repairs and the desire to add an Assistant Director position. The next meeting with Finance Director Pitcher and City Manager Schainker is January 7, 2022.

Moved by Glatz, seconded by Johnson, to approve the adjustments to the operating budget for fiscal year 2021/22 and requests for fiscal year 2022/23 as presented.

Vote on Motion: 7-0 (Myers abstaining; Marcu excused). Approved unanimously. Resolution No. 2021-L030 adopted.

Strategic Plan Discussion: Schofer reviewed the strategic plan with the Board and highlighted some items that have been completed such as going fine free, increasing hot spots available for circulation, offering bus passes, having translation devices at service desks, adding closed captioning on some videos, and lowering the customer account services desk. A diversity, equity, and inclusion team was formed with diversity audits and staff training underway. Programming with intent has been successful including Social Injustice, More Than Monoliths, Pridefest, and Gender Affirming Healthcare to name a few. A Civics Center area was added to the website offering links for voting information, assistance resources, tax information and more. Niche Academy, Bookflick, personalized picks, Cypress Resume Builder, and other online resources were added. The Library has partnered with Bridge Home to offer some in library hours, as well as other organizations to offer things like Mental Health First Aid training, COVID

vaccine clinics, and Eco Chats. Schofer reviewed several more options and the Board discussed the plan.

Trustee Comments:

- Reynolds – goes through accreditation at her job and is pleased with how prepared we are.
- Christy – thanks to Johannes for accommodating him to join remotely. He joined the training last night from the State Library and thought it was great.
- Johnson – good to be here after not being here last month, great to hear about accreditation and strategic plan.
- Barchman – no comment
- Kluesner – appreciates the strategic plan update and all that staff do.
- Thorbs-Weber – attended the DEI training at staff day and asked if the library was planning to do anything with identities that were discussed in the beginning. Also suggested preparing staff for requests to ban books.
- Glatz – impressed, it was an ambitious strategic plan and a lot of great work has been completed.
- Myers – strategic plan is impressive even without COVID, to have so much done is terrific, and she is glad to see Schofer advocating for another position.

Adjournment:

**Moved by Barchman, seconded by Glatz, to adjourn at 8:41 p.m.
Vote on Motion: 7-0 (Myers abstaining; Marcu excused). Approved
unanimously.**

The next regular meeting will be on Thursday, December 16, 2021, at 7:00 p.m. in the Rotary Room.

Melissa Johannes, Library Secretary

Charles Glatz, Board Secretary

Library Claims
November 1 - November 30, 2021

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,093.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	584.00
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	\$	650.92
PAYROLL SUMMARY	FICA	\$	2,783.22
PAYROLL SUMMARY	IPERS	\$	4,285.59
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	151.89
OCT 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	126.00
OCTOBER LONG DISTANCE	CITY LONG DISTANCE	\$	4.08
SEP 2021 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	311.71
SEP 2021 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
ALEMON, SADRAC	OUTSIDE PROFESSIONAL	\$	62.50
BARAKAT, RADWA ABDELRAZEK	OUTSIDE PROFESSIONAL	\$	30.00
LEE, SUNMI	OUTSIDE PROFESSIONAL	\$	75.00
OCTOBER POSTAGE	POSTAGE/FREIGHT	\$	2.62
BANK OF AMERICA	TRAINING	\$	150.00
JOURNAL COMMUNICATIONS IN	ADVERTISING	\$	850.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,675.85
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	275.45
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	187.62
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	376.30
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	191.22
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
MIDWEST ALARM SERVICES	EQUIPMENT REPAIRS	\$	679.75
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	710.38
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	387.35
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
CH ISSUES	OFFICE SUPPLIES	\$	67.60
BANK OF AMERICA	OFFICE SUPPLIES	\$	216.91
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	561.69
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	129.90
CARRIER ACCESS IT LC	MINOR COMPUTER EQUIPMENT	\$	917.37
CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	\$	403.05
BANK OF AMERICA	CLEANING SUPPLIES	\$	144.36
INTERSTATE ALL BATTERY CE	EQUIPMENT PARTS/SUPPLIES	\$	805.99
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	451.85
BANK OF AMERICA	FOOD	\$	1,239.93
WINGERT, TIFFANY	FOOD	\$	94.83
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	43.32
Total Administration		\$	81,947.23

Library Claims
November 1 - November 30, 2021

Resource Services			
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
OCTOBER LONG DISTANCE	CITY LONG DISTANCE	\$	0.24
BANK OF AMERICA	TRAINING	\$	75.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	192.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	936.43
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	26.25
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	568.00
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$	56.37
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	447.73
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	6,469.97
OVERDRIVE	ELECTRONIC COLLECTION	\$	3,216.52
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,190.00
ADVANTAGE ARCHIVES LLC	ELECTRONIC COLLECTION	\$	1,955.00
AMAZON	SPECIAL PJCT COLLECTIONS	\$	89.02
USA TODAY	PERIODICALS	\$	141.75
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	4,050.22
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,765.15
AMAZON	YOUTH COLLECTION	\$	2,333.59
MIDWEST TAPE	YOUTH COLLECTION	\$	937.08
BANK OF AMERICA	YOUTH COLLECTION	\$	12.99
BOOK FARM INC	YOUTH COLLECTION	\$	601.27
AMAZON	AUDIO-VISUAL COLLECTION	\$	230.42
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	12,318.77
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	15.85
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	11,859.88
IA POETRY ASSOC	ADULT PRINT COLLECTION	\$	9.00
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,729.90
AMAZON	ADULT PRINT COLLECTION	\$	1,227.95
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	109.27
GALE GROUP	ADULT PRINT COLLECTION	\$	48.73
SUKUMARAN, PRADEEPA	REFUNDS	\$	19.00
I<ARPEH, PRINCE GODGIFT	REFUNDS	\$	79.00
Total Resource Services		\$	89,821.76

Youth Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	36,519.55
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	616.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	371.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	137.07

Library Claims
November 1 - November 30, 2021

PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,569.64
PAYROLL SUMMARY	MEDICARE FICA	\$	516.07
PAYROLL SUMMARY	FICA	\$	2,206.73
PAYROLL SUMMARY	IPERS	\$	3,447.43
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	54.42
OCT 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	42.80
OCTOBER LONG DISTANCE	CITY LONG DISTANCE	\$	0.41
BANK OF AMERICA	TRAINING	\$	75.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	11.76
BANK OF AMERICA	FOOD	\$	32.97
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	111.83
Total Youth Services		\$	49,785.12

Adult Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,951.00
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	356.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	133.28
PAYROLL SUMMARY	IPERS DISABILITY	\$	88.66
PAYROLL SUMMARY	LIFE INSURANCE	\$	54.46
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,348.48
PAYROLL SUMMARY	MEDICARE FICA	\$	449.06
PAYROLL SUMMARY	FICA	\$	1,920.22
PAYROLL SUMMARY	IPERS	\$	2,921.78
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	43.28
OCT 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	84.00
2021-4 MUNIC CODE SUPP	PRINT SHOP SERVICES	\$	15.86
OCTOBER LONG DISTANCE	CITY LONG DISTANCE	\$	8.50
OCTOBER POSTAGE	POSTAGE/FREIGHT	\$	4.98
BANK OF AMERICA	TRAINING	\$	150.00
ONESOURCE	RECRUITING COSTS	\$	49.25
BANK OF AMERICA	OFFICE SUPPLIES	\$	18.98
Total Adult Services		\$	39,597.79

Customer Account Services

SUMMARY PAYROLL	PERMANENT SALARIES/WAGES	\$	43,210.40
SUMMARY PAYROLL	TEMPORARY SALARIES/WAGES	\$	13,886.18
SUMMARY PAYROLL	VACATION	\$	648.66
SUMMARY PAYROLL	DENTAL INSURANCE	\$	312.44
SUMMARY PAYROLL	IPERS DISABILITY	\$	181.77
SUMMARY PAYROLL	LIFE INSURANCE	\$	86.65
SUMMARY PAYROLL	HEALTH INSURANCE	\$	5,234.30
SUMMARY PAYROLL	MEDICARE FICA	\$	807.26
SUMMARY PAYROLL	FICA	\$	3,451.62
SUMMARY PAYROLL	IPERS	\$	5,389.94
SUMMARY PAYROLL	WORKERS COMPENSATION	\$	162.41
OCTOBER LONG DISTANCE	CITY LONG DISTANCE	\$	12.01
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	85.83
OCLC INC	OUTSIDE PROFESSIONAL SVCS	\$	15.25

Library Claims
November 1 - November 30, 2021

OCTOBER POSTAGE	POSTAGE/FREIGHT	\$	866.47
PETERS, TERESE	TRAVEL/MEETINGS	\$	4.48
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$	17.56
FLAMING, BILLIE	TRAVEL/MEETINGS	\$	13.44
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	17.90

Total Customer Account Services		\$	74,404.57
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Total:		\$	335,556.47
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Sandra Marcu, President	Charles Glatz, Secretary	Date
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Donations Policy

Section: Administration

Approved: 12/18/1996

Reviewed: 4/17/2003

Revised: 8/24/2000, 8/18/2005, 10/23/2008, 11/17/2011, 3/21/2013, 11/21/2013, 1/21/2016, 12/20/2018,

12/15/2021

Ames Public Library welcomes donations to further the Library's mission, "Ames Public Library – We connect you to the world of ideas."

Acceptance of Donations

Acceptance of any donation, including cash, securities, real or personal property, will be determined by the Library Board, based on its suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the donation, and the Library's ability to meet the requirements, if any, associated with the donation. Donations must be legally owned by the donor(s) and free of liens or claims.

Donations to Ames Public Library are accepted only on the condition that they may be retained, sold, given away, or disposed of. The Library will not accept donations which would require or cause the Library to act in violation of established policies forbidding discrimination, particularly on the grounds of age, color, creed, gender identity, mental disability, national origin, physical disability, race religion, sex or sexual orientation. The Library Board reserves the right to refuse or reject any donation.

Donations may also be directed to the Ames Public Library Friends Foundation (APLFF), which operates exclusively for the benefit of Ames Public Library.

Monetary Donations

All donations will be used for the public benefit of the Library as approved by the Library Board of Trustees.

Donations made to APLFF are managed in keeping with its Investment Policy and transferred to the Library in accordance with donor intent and the Library Board's requests for funding. APLFF consults with and includes the Library Board of Trustees in all decisions that involve potential donor restrictions which would affect Library operations.

Ames Public Library, in cooperation with APLFF, will make an effort to inform potential donors of the options for donations and the possible tax credits for endowment donations under the Endow Iowa Tax Credit Program.

Books and Other Media

Donated books and media items become the property of APLFF. They may be added to the Library collection in accordance with Ames Public Library Collections Policy, sold for the benefit of the Library, donated to other libraries or non-profit agencies, or discarded. Items will not be returned to the

donor and may be withdrawn according to the Collections Policy. Upon request, the APLFF will provide a receipt for the donated items but will not set a fair market or appraised value to any item.

Works of Art and Other Personal Property of Value

Acceptance of donations of personal property, art objects, portraits, antiques, collectibles, and museum objects is at the sole discretion of the Library Board of Trustees. The Library's Art Collection Policy details the acceptance of donations of works of art. Other property of value will be considered according to the following criteria:

- Relevance to the Library or Ames history
- Availability of adequate and appropriate space to display or house the item(s)
- Expenses involved in the maintenance, care, security, or display of the item(s).

Works of art and other personal property of value may either be retained as property of the Library or liquidated for cash funds, at the sole discretion of the Library Board of Trustees. Donations are tax deductible within the limits prescribed by the Federal Internal Revenue Code. Appraisal of value will be the responsibility of the donor(s). Donors are expected to inform the Library, prior to acceptance of the donations, of any associated costs, such as delivery or maintenance. Donors will be expected to pay any expenses not disclosed prior to acceptance.

Upon acceptance of a donation, an appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to Ames Public Library ~~will~~ must be executed, with a copy provided to the donor.

Placement and display of a work of art or real item is at the sole discretion of the Library.

Real Property

Donations and bequests of real property are accepted at the sole discretion of the Library Board of Trustees. The Board may require appraisal, title opinion, boundary survey, environmental assessment, or other professional evaluations at the expense of the donor prior to acceptance of real estate.

Confidentiality

The Library will require all staff, volunteers, and third parties with access to information about donations made to the Library or APLFF to attest and agree to uphold confidentiality, as specified by Library policy, APLFF policy, and applicable law.

Donor Recognition

Donors to Ames Public Library or APLFF may be recognized for financial contributions that benefit the programs, projects, and services of Ames Public Library. The purpose of such recognition is to thank donors, to encourage others to give, and to build long-term relationships with donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Recognition efforts are coordinated by APLFF.

During specific campaigns, APLFF may recommend guidelines for donor recognition, including naming or inclusion on a donor board, to the Library Board of Trustees for consideration and approval.

References

This policy has been developed in accordance with:

- City of Ames [Municipal Code Section 15.7\(9\)](#) Powers, Duties of Trustees.
- Iowa Code
 - [Section 392.5](#) Library Board
 - [Section 22.7\(14\) and \(52\)](#) Confidential Records
- Relationship Agreement Between Ames Public Library Board of Trustees and Ames Public Library Friends Foundation *and*
- Ames Public Library [Art Collection Policy](#)

Donations Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
DECEMBER 16, 2021**

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

Sandra Marcu, President

Charles Glatz, Secretary



Approved: 5/18/1903

Reviewed:

Revised: 4/20/2006, 4/15/2010, 6/17/2010, 4/19/2012, 3/7/2013, 3/21/2013, 8/21/2014, 6/16/2016, 8/15/2019, 12/15/2021

Following are the bylaws of the Ames Public Library Board of Trustees:

Article I: Composition of the Board

In accordance with Chapter 15 of the Municipal Code of the City of Ames, the Ames Public Library Board of Trustees will have nine (9) members who are residents of the City of Ames and over the age of eighteen (18). The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be a three-year term commencing on April 1. Trustees are eligible to be reappointed to a second consecutive full term.

Article II: Powers and Duties

1. The Ames Public Library Board of Trustees shall have the powers and duties specified in [Chapter 15](#) of the *Municipal Code of the City of Ames* and [Chapter 392](#), Section 5 of the *Iowa Code*.
2. The Board will exercise its powers and duties as follows:
 - a. Employ a competent and qualified librarian to serve as Director.
 - b. Evaluate the performance and effectiveness of the Director in fulfilling ~~his/her~~ their duties and responsibilities as prescribed in the Director Performance Evaluation Policy.
 - c. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
 - d. Report to and cooperate with other public officials, boards, and the Ames community in support of a good public relations program within the community.
 - e. Approve the annual budget and seek adequate support for library operations and special projects.
 - f. Participate in the development of long-range goals for the Library and work toward the achievement of these goals.
 - g. Accept gifts and approve all library expenditures.
 - h. Authorize the use of the library by nonresidents of the city.
3. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale, or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library, unless an exception listed in *Iowa Code* [Section 362.5](#) applies.
4. Trustees shall receive no compensation, but will be reimbursed for necessary expenses related to their service as trustees.

Article III: Officers

1. Positions: The officers of the Board will be President, Vice President, and Secretary. Together they will serve as the Executive Committee.
2. Election and Term of Office: At the March meeting of the Board, officers will be elected from a slate of candidates presented by the Nominating Committee (see Article V, Section 2, subsection b) in February or other nominations offered from the floor. They will be installed at the end of the March meeting for a term that expires at the end of the next March meeting... Officers may succeed themselves in office, but may serve no more than a total of three terms in the same office. An officer must be a Trustee during ~~his/her~~ their term in office.
3. Officers' Duties:
 - a. The President shall:
 - i. preside at all meetings of the Board
 - ii. appoint all standing and ad hoc committees
 - iii. approve the agenda for Board meetings
 - iv. serve as Chair of the Executive Committee
 - v. sign monthly library claims lists and resolutions, following approval by the Board
 - vi. execute all documents authorized by the Board
 - b. The Vice President shall:
 - i. perform all the functions of the President in ~~his/her~~ their absence or incapacity
 - ii. serve as a member of the Executive Committee
 - c. The Secretary shall:
 - i. sign monthly library claims lists, resolutions, and minutes, following approval by the Board
 - ii. serve as a member of the Executive Committee
 - iii. record proceedings and prepare minutes of any closed session, as needed
 - iv. perform all the functions of the President in the simultaneous absence or incapacity of the President and Vice President
4. Vacancies: In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

Article IV: Meetings

1. Regular meetings. Regular meetings of the Board will be held on the third Thursday of each month at 7:00 PM Central Time at the Library, unless otherwise changed by a vote of the Board or Executive Committee.
2. Special Meetings. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees. The provisions of *Iowa Code* [Chapter 21.4](#) also apply.
3. Quorum. A quorum at any regular or special meeting will consist of five (5) or more Trustees. In the event that all members of the Executive Committee are incapacitated, the remaining Trustees shall select a President pro tem.

4. Public Notice. Notice of the time, date, and place of each regular or special meeting and its tentative agenda shall be given to the news media who have requested such notice and posted on a bulletin board in places reasonably accessible to the public at least twenty-four (24) hours prior to the commencement of the meeting, under the terms of the [Iowa Open Meetings Law](#) (*Iowa Code*, § 21.4). A good-faith effort will be made to notify the press and advise the public in the event of a cancellation.
5. Agenda. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. Order of Business. The order of business for regular meetings may include but is not limited to the following items:
 - a. Call to Order
 - b. Consent Agenda
 - i. Donations
 - ii. Approval of Minutes
 - iii. Library Claims
 - c. Public Forum
 - d. Financial Reports
 - e. Ames Public Library Friends Foundation Report
 - f. Administrative Staff Reports
 - g. Board Education
 - h. Policy Review
 - i. Unfinished Business
 - j. New Business
 - k. Trustee Comments
 - l. Adjournment

At the President's discretion, routine matters that are expected to be non-controversial and on which there are likely to be no questions may be listed on a consent agenda. Financial Reports shall be reviewed and approved by the Board apart from the consent agenda at least quarterly. Hearings must be held when required by state law.

7. Participation. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, *Iowa Code Chapter 21*, and the Ames Public Library Policy on Public Participation. Anyone who is not a member of the Board who wishes to address the Board will be given the opportunity to do so during the Public Forum.
8. Procedural Rules. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board.
9. Voting. A vote will be decided by a simple majority of the Trustees voting, except in the case where other criteria are required by ordinance or statute. The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome. Votes may be received via electronic means or telephone when the Trustee has been involved in deliberation or conversation leading up to the vote. Trustees may not vote by proxy.
10. Telephone and Electronic Meetings. A regular meeting, a special meeting, or a continued meeting may be held by telephone or electronic means only in circumstances where such a meeting in person

is impossible or impractical, and must be conducted in accordance with *Iowa Code Chapter 21.8*. Minor variations in meeting procedures shall be employed, as follows:

- a. Any electronic connection must permit simultaneous participation by all Trustees involved.
- b. A quorum must be established through a roll call.
- c. Members must state their names before speaking.
- d. At the chair's discretion, discussion will take place on a rotating basis.
- e. Votes will be taken by roll call or general consent.
- f. Trustees must be present telephonically, electronically, or in person in order to participate in any vote or decision-making procedure.

11. Minutes. Minutes of all regular and special meetings of the Board of Trustees must include the requirements of *Iowa Code Chapter 21.3* and be distributed to all Trustees.

Article V: Committees/Board Liaison Appointments

Each committee shall act in an advisory capacity only, unless granted specific power to act by the Board, and shall report its progress or recommendations to the full board.

1. Executive Committee. The Executive Committee will consist of the President, Vice President, and Secretary. The full Executive Committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee must be approved by a majority vote and shall be reported to the full Board at its next regularly scheduled meeting. The Executive Committee may serve as liaison to the library staff.
2. Standing Committees.
 - a. Art Committee: At the May meeting of the Board, the President shall appoint an Art Committee to review gifts of art donated for the Library's art collection; make recommendations on purchase, selection, or deacquisition of artwork; and advise Library staff on placement and duration of displays of artwork from the Library collection. Appointees shall include at least two (2) Trustees and may include additional members selected from the community or Library staff.
 - b. Budget and Finance Committee (BFC): At the May meeting of the Board, the President shall appoint a committee of at least two (2) Trustees to the BFC. With the assistance of the Director, the BFC shall prepare annual budget requests for Board approval in November, monitor revenues and expenditures throughout the year, recommend any necessary spring budget amendments, and review capital improvement plan projects.
 - c. Director Evaluation Committee (DEC): ~~No later than the June~~ At the May meeting of the Board, the President shall appoint a three-person committee to conduct the director's annual performance evaluation, in accordance with the process described in the Director Performance Evaluation Policy. Appointees shall include at least one member of the Executive Committee, at least one non-member of the Executive Committee, and at least one individual who has previously participated in a DEC. (The qualifications of one trustee may satisfy two of the conditions.)
 - d. Nominating Committee: At the May meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Trustees to prepare a slate of candidates for office. The slate, chosen from the Board members, will be presented to the Board at the February meeting.
 - e. Additional standing committees may be established or dissolved by a vote of the Board.

3. Ad Hoc Committees. The President may appoint ad hoc committees as needed.
4. Board Representatives.
 - a. In May of each year, the President shall appoint two (2) Trustees to serve as representatives to the Ames Public Library Friends Foundation Board of Directors.
 - b. If liaisons are requested by City boards, commissions, or other entities, the President may make appointments or solicit volunteers.

Article VI: The Director

The Director's duties and responsibilities are detailed in the Director's General Job Duties Policy in the Ames Public Library Policy Manual.

Article VII: Amendments to Bylaws

Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been made available to the Trustees at least seven (7) days prior to the meeting.

References

This policy has been developed in concert with:

- [*Iowa Library Trustee's Handbook 2014*](#), published by the State Library of Iowa
- *The Standard Code of Parliamentary Procedure, 4th Edition*, by Alice Sturgis
- *Iowa Code*, especially:
 - [Chapter 21](#), Open Meetings Law
 - [Chapter 362](#), Definitions and Miscellaneous Provisions
 - Definitions, §362.2
 - Publication of Notices, §362.3
 - Interest in Public Contract Prohibited – Exceptions, §362.5
 - Conflict of Interest, §362.6
 - [Chapter 392](#), City Administrative Agencies
 - Library Board, §392.5
- *Municipal Code of the City of Ames*:
 - [Chapter 2](#), Administration
 - Appointments to Administrative Agencies, Boards, and Commissions, §2.10
 - [Chapter 15](#), Libraries



Personnel Policy

Section: Personnel

Approved: 8/1/1988
Reviewed: 4/19/2001
Revised: 10/16/2009, 5/17/2012, 6/21/2015, 2/18/2016, 12/20/2018, 01/20/2022

The Library Personnel Policy functions with the [City of Ames \(COA\) Personnel Policy Employee Handbook](#) to provide guidance to supervisors and administrators for the purpose of achieving fair and consistent personnel actions and decisions. An unbiased and equitable system of personnel administration contributes to a workplace of harmony, efficiency, and effective public service.

Commented [M1]: Updated in 2020

Variations from COA Policy

According to the Municipal Code of Ames, The Board of Trustees is responsible for decisions regarding Library personnel policies. The Library Director acts as an agent of the Board. The Human Resources Department functions as a consultant to the Library Director and Board of Trustees in personnel matters. Because final authority lies with the Library Director and Board of Trustees, this language replaces wording such as “City Manager” as appropriate.

References to Civil Service, collective bargaining agreements, unions, utility/police/fire retirement, and other specialized City of Ames designations are not applicable to Library employees.

The following numbered Sections and Subsections each replace the corresponding numbered Section or Subsection of the City of Ames Personnel Policy. New Sections and Subsections are indicated as such.

Commented [TB2]: COA employee handbook & policies no longer have numbered sections.

~~1.4~~ Adoption and Policy Amendment

Library policy amendments will become effective upon consideration and adoption by the Board of Trustees, Ames Public Library. Changes in “City of Ames Personnel Policies and Procedures” will apply to Library employees unless an exception or substitution is adopted by the Library Board of Trustees.

~~2.3~~ Definition of Terms

Commented [TB3]: Now in Glossary of COA policy

Immediate Family – See Section 10.6 [Family Sick Leave](#) and Section 10.9 [Funeral Leave](#) for specific definitions.

~~8.2~~ (Performance Evaluation) Procedure

6. Employee Receipt and Response

This line replaces the last sentence:

The employee’s written response and the employee’s performance evaluation form is retained in the employee’s personnel file at the Library.

Commented [TB4]: No longer the last sentence and is in the Performance Evaluation and Improvement policy separate from the Employee Handbook.

Commented [M5R4]: May need to remove this section since this is specifically exceptions to COA Employee Handbook

Commented [TB6]: Probably still beneficial to call out if this is true.

10.3 Holidays

1. The following shall be holidays for regular employees of Ames Public Library:

- New Year's Day
- President's Day (floating)
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day (floating)
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Commented [TB7]: COA now says "The day preceeding or following the observed Christmas Holiday"

When the library remains open or holds staff training on a date that City Hall observes a holiday, regular library employees will be granted an equal number of "floating" hours off within the same fiscal year as agreed upon with their supervisor.

Commented [M8]: COA states if a regular, non-exempt employee is required to work on an observed City holiday, the hours worked for that holiday will either be paid in cash at one-and-one-half times the employee's regular hourly rate, or will accrue as one-and-one-half hours of compensatory time for all time worked. In addition, the employee will receive straight tie for the paid holiday.

The Library is closed on Easter Sunday and closes at 5:00 p.m. on New Year's Eve; however, employees do not receive paid holiday time for these hours.

10.4 Annual Vacation Leave

1. Amount

All regular Library employees classified as exempt from the provisions of the Fair Labor Standards Act shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.

- Ten days during the first year of service (months 1 through 12).
- Fifteen days per year through the fourteenth year of service (months 13 through 168).
- Twenty days per year after completing fourteen years (months 169 through 276).
- Twenty-five days per year after completing twenty-three years (months 277 and on).

Commented [TB9]: I don't see this anywhere in the COA handbook. This is only for the library

~~All regular Library employees classified as non-exempt shall earn vacation on a monthly basis at the following rates which reflect longevity in City service.~~

- ~~Ten days per year for the first seven years of service (months 1 through 84).~~
- ~~Fifteen days per year through the fourteenth year of service (months 85 through 168).~~
- ~~Twenty days per year after completing fourteen years (months 169 through 276).~~
- ~~Twenty five days per year after completing twenty three years (months 277 and on).~~

Commented [TB10]: This is identical to the COA handbook

3. Accrual

~~These charts replace Charts 10.4(1) and (2):~~

Chart 10.4 (1) - (Exempt Employees)

Commented [M11]: Charts are no longer numbers in COA handbook. Non-exempt employee chart is the same in COA handbook, exception needed for exempt employees only.

MONTHS OF FULL-TIME SERVICE	MONTHLY ACCRUAL	MAXIMUM ACCUAL	
		(Days)	(Hours)
through 12	6 hours & 40 minutes	15 days	120
13 through 168	10 hours	23 days	184
169 through 276	13 hours & 20 minutes	30 days	240
277 or more	16 hours & 40 minutes	38 days	304

Chart 10.4 (2) - (Non-exempt Employees)

MONTHS OF FULL-TIME SERVICE	MONTHLY ACCRUAL	MAXIMUM ACCUAL	
		(Days)	(Hours)
1 through 84	6 hours & 40 minutes	15 days	120
85 through 168	10 hours	23 days	184
169 through 276	13 hours & 20 minutes	30 days	240
277 or more	16 hours & 40 minutes	38 days	304

4. When Taken

This line replaces the last sentence:

Vacation leave shall be granted in units of one-tenth (1/10) hour.

Commented [TB12]: COA says 15 min increments

8. Sickness Occurring During Vacation Period

Once the vacation period has commenced, approved vacation leave cannot be converted to sick leave.

Commented [M13R12]: I have not seen anyone using 1/10 of an hour. Most take 30 min increments already, could probably do away with

Commented [TB14]: Not referenced in COA handbook – but we’ve had repeated questions about this by staff – and I believe this is HR’s stance, even if it is not stated.

10.5 Employee Sick Leave

This line replaces the last sentence:

Sick leave may be accumulated from year to year with no maximum limit and may be granted in minimum units of one-tenth (1/10) hour.

Commented [TB15]: Same as COA

Commented [TB16]: COA grants in 30 minute increments

10.6 Family Sick Leave

Library employees may use accrued sick leave for occasions which require the employee to provide primary care for a member of his/her their immediate family who is incapacitated due to illness or injury, or who has examinations and consultations with physicians and other licensed health care providers. Family sick leave shall be subject to the same eligibility qualifications, documentation, and other terms and conditions as employee sick leave.

Commented [M17R16]: I have not seen anyone using 1/10 of an hour. Most take 30 min increments already, could probably do away with

Commented [TB18]: COA limits to 40 hrs per year. Lib does not limit – this is something we have not seen abuse of. Particularly important in COVID times.

For the purpose of Family Sick Leave, immediate family is defined as spouse or domestic partner of the employee; child, step-child, or foster child; parent, step parent, parent-in-law, or grandparent; sibling; others whose permanent home is that of the employee; and any other person who, by unique relationship, maintains a family role similar to a relative as stated above.

Commented [TB19]: These seem to be only not allowed on COA glossary of “close family members” Ours is broader.

Formatted: Highlight

Commented [TB20]: This is only for those who “had a close role in raising the employee as a child”

It is the responsibility of the employee to provide documentation to support why paid sick leave should be granted for these unique relationships.

~~10.9~~ Emergency Leave shall be replaced with a Section entitled “10.9 Funeral Leave.”

Leave of up to three (3) days with pay shall be granted in the event of death in the family. Two (2) additional days (charged to sick leave) may also be approved by the Director. The definition of “family” in the event of death includes those listed for Family Sick Leave and these additional relatives: aunt, uncle, niece, nephew, son-in-law, daughter-in-law, sibling-in-law, step sibling, and grandchild.

Commented [TB21]: COA says 24 hrs. (pro-rated for part time)

Commented [TB22]: COA includes serious illness

Commented [TB23]: COA says Serious illness is limited to 24 hrs per employee per fiscal year and must be taken in 1 day increments

Commented [TB24]: COA says Close or extended family Extended: A relative of an employee, whether by blood, marriage, or adoption, who is not considered a close family member.

~~11.1~~ Hours of Service

The Library’s work week begins Sunday at 12:01 a.m. and concludes each Saturday at 12:00 midnight. Hours of work are scheduled to meet the requirements of the Library.

Commented [TB25]: Similar to COA – just more precise in time.

Commented [TB26]: Clarifies the 5 – 8hr day part of COA handbook pg 5

~~11.6~~ Work Breaks

Employees may take a paid rest break of up to 20 minutes for each four hours worked. Breaks cannot be taken to shorten a shift or to extend a lunch period. Employees shall take an unpaid lunch period of at least one-half hour but not more than one hour during an eight-hour work day. A lunch period may be required during a six-hour shift. Lunch periods and breaks shall be taken at times and for such periods as determined by the supervisor or Library Director.

Commented [TB27]: COA is 15 minutes and states morning and afternoon. Ours makes more sense with so many part time folks – pg 5

Commented [TB28]: COA just says lunch periods unpaid pg 5

Commented [TB29]: I think this was to give that option to lib staff who needed it.

~~11.7~~ Days Off

Whenever possible, employees will not be scheduled for more than seven consecutive days.

Commented [TB30]: Relates to COA handbook referencing 5 – 8hr days

11.9 Overtime/Compensatory Time

1. Non-exempt Personnel

Part-time employees who are asked to work more than their scheduled hours will be paid at their regular rate for all time worked up to 40 hours per work week. With permission from the Director in advance, compensatory time may be granted in lieu of pay.

Commented [TB31]: COA doesn’t state the same preference/expectation of pay over comp time. We changed this when we had a comp time issue. – pg 7

~~In the event any non-exempt employee is required to work more than 40 hours in a work week, hours in excess of 40 shall be compensated in either cash overtime or compensatory overtime at one and one half times the regular hourly rate as required by the Fair Labor Standards Act. Paid leaves such as vacation, holiday, or sick leave are not considered hours worked under FLSA.~~

Commented [TB32]: I believe this matches with COA handbook

~~If a full-time employee is released from duty and is thereafter called back to work, the employee will be compensated at the overtime rate as provided herein. A minimum of one hour at the overtime rate shall be paid for such time worked.~~

Commented [TB33]: Matches COA

~~With the exception of emergencies, extra hours worked must be approved in advance by a supervisor.~~

Commented [TB34]: Matches COA

3. Work on Scheduled Days Off

Non-exempt employees who are required to work on scheduled days off or on holidays shall receive regular compensation for all time worked under the 40-hour/week limit.

Commented [TB35]: Lib only – COA breaks holidays out – pg 8, and allows for supervisors to modify the schedule to provide a different day off.

4. Accrual and Use of Compensatory Time

Non-exempt employees who have accrued compensatory time off are strongly encouraged to utilize this time as quickly as possible. The Director may at any time elect to pay accrued compensatory time in cash.

Commented [TB36]: Lib only

~~11.10~~ Inclement Weather

1. Closed or Curtailed Operations

If the Library must close due to inclement weather, regular staff scheduled to work during those hours will not have a reduction in salary. Temporary staff members will be paid for the hours they were scheduled.

Commented [TB37]: Lib pays – COA doesn't pay – requires staff to take vacation/leave

~~12.4~~ Employee Personnel Files

5. Certain elements of Library employee personnel files (including application, position description at time of hire, written reprimands, and performance evaluations) are maintained by Ames Public Library administration. The Library Director has authority over the contents of and access to these files.

Commented [TB38]: Clarification re: custodian of records

Commented [M39R38]: This should be updated – H.R. should have the applications and job descriptions. They also would like written reprimands, and have the original performance evaluation. I believe they frown on the library keeping copies – need to clarify

~~17.8~~ Employee Service Awards

~~In addition to the City of Ames program, Ames Public Library recognizes hourly employees based on their years of service at the Library. Each employee who has completed five years (or an increment of five years) of service at the Library by March 31 is recognized. The Award will be equal in value to the City Service Award for salaried employees. Funds for these awards shall be paid through payroll from the budgeted funds of the Library.~~

Commented [TB40]: This changed in COA handbook and now matches what APL had been doing.

~~20.19~~ Confidentiality of Library Records

Failure to uphold the principles of Ames Public Library's [Confidentiality and Library User Records Policy](#) may be considered just cause for dismissal.

Commented [TB41]: Lib only

Employee Handbook

City of Ames

2020

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Welcome to the City of Ames!

We are glad you're here! This handbook provides general information on what all employees need to know about the policies, practices, responsibilities and benefits that are part of working for the City of Ames. This handbook is not the full and complete statement of the City of Ames policy. There are also more detailed policies and procedures, as well as specific departmental rules and regulations with which you will be expected to comply.

This handbook and other City of Ames employment policies do not apply to elected officials, members of citizens' boards and commissions and, anyone providing services on a contract basis.

If at any time there should be conflict between a policy in this handbook and state or federal statute, the terms of the statute will govern. Some City employees are subject to a collective bargaining agreement. Policies in a collective bargaining agreement supersede the policies in this handbook and any other City policies. However, where the collective bargaining agreement is silent, this handbook and other City policies apply.

The policies within this handbook are at the discretion of the City of Ames and may be withdrawn, applied, or amended at any time by the City Council.

Standard operating procedures may vary somewhat between departments. This is necessary because of various duties and hours required of some departments, and various state and federal regulations that must be followed. Each department head may establish separate policies for the purpose of handling matters applicable to their specific department. Those policies may not however, conflict with the policies, procedures, or directives established by the City. Any policies that apply to a department or to all employees of the City must be approved by the City Manager or designee.

This handbook is not an employment contract. Any representations made by a City official that are contrary to this handbook have no force or effect. The City of Ames is an employment-at-will employer.

Introduction to the City

Excellence Through People

The City’s organizational culture is called “Excellence Through People,” or ETP. ETP is supported by 13 workplace values, five leadership practices, and the concept of a Total City Perspective.

By keeping ETP at the forefront of our actions, City employees help achieve our two highest goals: to provide exceptional service to our citizens and customers at the best price, and to create an enjoyable and stimulating work environment where personal and professional growth can occur.

<p><u>Bring Our Values to Life</u></p> <ul style="list-style-type: none">• Continuous Improvement• Creativity and Innovation• Customer Driven• Data-Driven• Employee Involvement• Excellence• Fiscal Stewardship• Honesty and Integrity• Leadership• Positive Attitude• Respect One Another• Safety and Wellness• Teamwork• Diversity, Equity, and Inclusion	<p><u>Create the Culture</u></p> <ul style="list-style-type: none">• Model the Way• Inspire a Shared Vision• Challenge the Process• Enable Others to Act• Encourage the Heart
	<p><u>Total City Perspective</u></p> <p>We routinely use all resources throughout the organization to provide exceptional customer service</p>

Your City Government as an Organization

Because of your appointment as a city government employee, it is beneficial to understand something about the City’s organizational structure. The City of Ames is a municipality governed by a mayor and six council members, who are elected by the citizens of Ames to serve regular terms on a non-partisan basis. Elections are held every two years with Council members and the Mayor elected to hold staggered four-year terms. The City Council holds all legislative and policy-making authority. In Ames, the City Council appoints a City Manager to carry out the policies formulated by the Council and to administer the day-to-day operations of the City according to the municipal code and other regulations.

As a municipal employee, you are a representative of the City of Ames. You should uphold this obligation in a manner that will promote respect for city government. City employees are expected to represent their employer as responsible, courteous, and efficient members of public service. In addition, prompt and dependable work attendance is required. Because of the obligation to provide public service to the community, a consistent and positive commitment is necessary from each employee.

The City of Ames consists of many departments, divisions, and boards and commissions, which serve to provide a variety of municipal services. More information about department responsibilities and the City Budget is available on the City’s website at www.cityofames.org

Getting Started and Employment Practices

Employment Practices – Non-Discrimination

The City of Ames is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or disability that does not interfere with the performance of essential functions of the position, with or without accommodation. This commitment also extends to those participating in the recruitment and hiring process.

The City is committed to administering all personnel actions in compliance with federal and state regulations. The City will not discriminate in such matters as employment, promotion, demotion, transfer, compensation, benefits, training and education. The City's policies also prohibit sexual harassment and harassment of any kind. If any employee feels discriminated against or harassed, they should direct their concern either to their immediate supervisor or to Human Resources. See the **Complaint Procedure** for more information.

Immigration Reform and Control Act of 1986

All employees must provide original documents that establish their identity and eligibility to work in the United States. The Human Resources Department shall collect this employment information for all new employees, including temporary and seasonal employees.

Supervisors will arrange for new employees to meet with representatives of the Human Resources Department on the first day of employment to provide the required documentation. **New employees who do not provide the required documentation on the first day of employment will not be allowed to work until the documentation is provided.** Documents will be retained for three years after the individual's employment ends. Seasonal and temporary employees must complete a new INS Form I-9 upon each rehire.

Unlawful Discrimination

Title VII of the Civil Rights Act of 1964 prohibits illegal discrimination against any individual on the basis of national origin in hiring, discharge, recruitment, assignment, compensation, and other terms and conditions of employment. The Immigration Reform and Control Act of 1986 prohibits illegal discrimination. The City will not discriminate against any individual in hiring, discharging, or recruiting because of that individual's national origin or citizenship status.

Americans with Disabilities Act (ADA) Policy

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA)—as well as relevant state law—require employers to provide reasonable accommodations to allow qualified individuals with disabilities to perform the essential functions of their jobs. It is the policy of the City to comply with all Federal and state laws concerning the employment of persons with disabilities.

Medical Examinations Prior to Appointment

If you are hired into a safety-sensitive position, your offer of employment may be conditioned on a medical examination to determine whether you are able to perform the essential functions of the position, with or without accommodation. No person will be disqualified for appointment on the basis of such examination unless it is determined that no reasonable accommodation can be made in order for the applicant to perform the essential functions of that position. A list of the safety-sensitive positions can be obtained from the Human Resources Department.

Additionally, employment in certain positions is contingent upon successful completion of a pre-employment drug and alcohol screening.

Probationary Period

The first several months of employment with the City are your probationary period. For most employees, this period will be six months in length. Certain public safety positions have longer probationary periods. This is a working trial period to ensure your workplace performance is in alignment with the City's expectations. It is also a time for you to get settled into your role and the City organization. During this time, you or the City may terminate the working relationship without cause and without notice. Before the end of your probationary period, your progress will be monitored, documented, and discussed in the form of a written performance appraisal. See the **Probationary Period Policy** for further details.

Outside Employment

You may not hold outside employment unless it is approved by your department head. The intent of this rule is to ensure you give your full commitment, effort, and energy to the City; and that any outside employment not be incompatible with the City's interests.

Civil Service

Many jobs in the City of Ames are considered to be "Civil Service" positions. Civil Service is a system of laws and regulations designed to ensure that City jobs are filled based on merit. Civil Service covers many regular full-time employees. The duties and powers of the Civil Service Commission are set forth in Chapter 400 of the Iowa Code and in the **Civil Service Commission Policies and Procedures**.

Civil Service examinations are administered to determine basic qualifications of applicants for each Civil Service position, and examinations are developed in line with the knowledge, skills and abilities required for the particular position. Appointments to Civil Service position vacancies are contingent upon an applicant's successful qualification and certification by the Civil Service Commission. In addition, the Civil Service code provisions set forth the procedures for employee appeals in cases of suspension, demotion, removal, and discharge.

Certain positions within Civil Service are considered "promotional," where the Human Resources Director has determined that a logical progression from one position to a higher position exists. This progression is referred to as a "promotional track." If a vacancy meets the conditions required to be filled through a promotional recruitment, the City will first attempt to fill the vacancy with a qualified internal candidate. More information about the promotional process can be found in the **Civil Service Policies** or by contacting the Human Resources Department.

Hours of Work, Salary, and Payroll

The City offers a competitive total compensation package and a work environment where you can feel good about your contribution to improving the community where you live.

Generally, merit pay and union pay increases occur annually on July 1. Some positions may also provide for step increases that depend on the amount of time an employee has held the position. Pay rates and salary ranges can be found in the City's Pay Plan.

Payday for all employees occurs twice a month—on the 15th and the last day of the month. If payday falls on a weekend or holiday, you will be paid on the prior business day.

In addition to deductions required by law (e.g., FICA, Social Security, etc.), automatic payroll deductions may occur for such items as health insurance, dental insurance, supplemental life insurance, and optional deferred compensation. All amounts taken from your checks through payroll deductions will be indicated on your paycheck stub.

Hours of Work and Schedule

Employees are expected to be at their work place pursuant to their approved hours of work, holidays, and leaves. All non-exempt employees must record their working time in the appropriate time keeping system. Employees may not record hours for another employee. Employees are expected to be engaged in carrying out their duties during scheduled work time and should be ready to begin work at their scheduled starting time.

Except for part-time, seasonal, or shift employees, a regular work day consists of eight hours and the work period is from Sunday to Saturday. Five days of eight hours (or forty hours) or a shift schedule corresponding to a forty-hour week constitutes a work week. Any deviation from this pattern requires approval from the department head with agreement from the City Manager or designee.

To meet the needs of the community, schedules may need to be modified on short notice. Supervisors should strive to provide notice of schedule changes at least one week in advance whenever possible.

Breaks

Employees generally may take a 15-minute rest break in the morning and in the afternoon, which shall be considered paid time. Lunch periods shall be unpaid. Lunch periods and breaks will be taken at times as the schedule allows as determined by the department head. Non-exempt employees must accurately record their lunch break times.

Regular, Part Time <20, and Temporary Positions

Regardless of employment classification, all employees are considered at-will. However, the City of Ames adheres to the principle of just cause in taking employment actions.

Regular Positions

The City Council authorizes the number of full-time equivalent (FTE) positions that exist for each department in the City. These **regular** positions include full time, ¾ time, and ½ time roles. Each of these positions has a written job description. Pay for these positions is established either 1) by a collective bargaining agreement, or 2) for merit positions, through the **Compensation Policy**. In either case, the pay rate is recorded in the City's **Pay Plan**. Employees in regular positions are eligible for paid leaves and insurance benefits as described in this handbook. Except those positions specifically excluded by law, full-time regular employees are the only employees subject to Civil Service regulations.

Part Time Less than 20 Hours (PT <20) Positions

Departments are permitted to hire employees to work **part time less than 20 hours per week** without authorization from the City Council, subject to available funding. These employees consistently work below 20 hours per week on average for the year (e.g., community safety officers), but unlike temporary employees, part time <20 employees do not have an established end date for their service. In some instances, these positions will mirror established regular positions. In those cases, pay should be commensurate with the regular position. Employees in part time <20 hours positions are not eligible for paid leaves or insurance benefits, except where required by law.

Temporary Positions

Additionally, to provide flexibility in serving the public, departments are permitted to hire employees into **temporary** roles without authorization from the City Council, subject to available funding. Temporary positions have a clear start and end date to employment established at the time of hire, not to exceed one year. Pay is established at market rates within an authorized range. Employees in temporary positions are not eligible for paid leaves or insurance benefits, except where required by law. Because the needs of the City vary, the number of employees hired for temporary roles and the choice of whether to retain them may fluctuate more than for regular positions. Temporary employment may be full- or part-time (e.g., interns, lifeguards, summer help, etc.), and is subject to varying work schedules.

Fair Labor Standards Act (FLSA) Status

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is to help employees understand eligibility for overtime pay or compensatory time:

Non-exempt—employees whose work is covered by the Fair Labor Standards Act (FLSA). They are eligible to earn overtime pay or compensatory time.

Exempt—generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of FLSA. They are not eligible to earn overtime pay or compensatory time, but may be granted administrative time off with the approval of the department head.

Overtime, Compensatory Time, and Holiday Pay

This section only applies to personnel assigned to a 40-hour per week work schedule. Departmental policies for overtime for employees working a different schedule must be approved by the City Manager.

Work periods for non-exempt employees are established by the department head and approved by the City Manager or designee. The work period is seven consecutive days.

Department heads or their designees may require employees to work outside of their regular work hours. Except for emergencies, such overtime will be scheduled in advance and approved by the supervisor. Employees will be subject to discipline for working overtime hours that are not authorized. Paid leaves such as vacation, holiday or sick leave are not considered hours worked under FLSA for the purpose of calculating overtime.

Employees will be compensated in accordance with the following:

1. Non-Exempt Employees - Accrual and Use of Compensatory Time

Where a non-exempt employee is eligible to receive overtime compensation, the employee may request to receive compensatory time in lieu of cash. The department head may grant the request for compensatory time or may choose to pay the overtime in cash. In cases of emergency with potential for state or federal reimbursement, any compensatory time accrued in addressing the needs of the emergency will be paid in cash. Management may elect at any time to pay accrued compensatory time in cash. The maximum allowable accumulation of compensatory time for full-time employees is 80 hours (this limit is prorated for part-time employees). With prior approval of the City Manager, compensatory time may be accumulated to a maximum of 240 hours.

2. Non-Exempt Employees – Overtime

Hours Over 40 in a Week

In accordance with the FLSA, for any non-exempt employee who works more than 40 hours in a one week work period, each overtime hour worked in excess of 40 will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one-and-one-half hours of compensatory time.

Hours Over 8 in a Day

If a non-exempt, regular full-time employee works more than 8 hours in a single day, but does not exceed 40 hours worked over the course of the work week, each overtime hour worked in excess of 8 for that day will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one hour of compensatory time.

Overtime compensation for hours worked in excess of 8 in a day only applies to employees who are scheduled to work five eight-hour days. In unusual circumstances, such as major events or emergencies, the City Manager may authorize employees who are not regular full-time employees to receive overtime compensation after 8 hours worked in a day.

3. Non-Exempt Employees – Unscheduled Callback Pay

If an employee is released from duty and is thereafter called back to work, the employee will be paid at the overtime rate as provided herein. A minimum of one hour at the overtime rate will be paid for such time worked.

4. Regular, Non-Exempt Employees - Work on Scheduled Days Off

If a regular, non-exempt employee is required to work on a scheduled day off, the hours worked for that day will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one-and-one-half hours of compensatory time for all time worked. However, if a supervisor anticipates the need for an employee to work on a day that would otherwise be a scheduled day off, the supervisor may modify the schedule to provide an alternative day off. Supervisors should strive to provide notice of schedule changes at least one week in advance whenever possible.

5. Regular, Non-Exempt Employees - Work on City Holidays

If a regular, non-exempt employee is required to work on an observed City holiday, the hours worked for that holiday will either: 1) be paid in cash at one-and-one-half times the employee's regular hourly rate, or 2) will accrue as one-and-one-half hours of compensatory time for all time worked. In addition, the employee will receive straight time for the paid holiday.

6. Exempt Employees - Administrative Time Off

Exempt employees are not eligible for overtime compensation in cash or compensatory time. However, in recognition of the fact that their duties often require more time than the normal 40-hour work week, exempt employees may be allowed to take administrative time off consistent with effective performance of their duties and with the operating requirements and responsibilities of their department. Administrative time off is not an entitlement, but may be taken with approval of the department head or designee, or of the City Manager in the case of department heads.

Serving in More than One Capacity

Simultaneous employment of an individual in more than one job classification is strongly discouraged. Any such appointments are subject to approval by the City Manager after review by the Human Resources Director. It is the responsibility of the director(s) of the employing department(s) to ensure that the requirements of the Fair Labor Standards Act and the Patient Protection and Affordable Care Act are complied with.

Working Out of Class

On rare occasions, employees may be asked to perform work duties outside their typical scope of activities, such as to fill in for an absent employee in a higher pay grade for an extended period of time. In instances where an employee is assigned to assume duties normally held by another on a temporary or emergency basis, the **Working Out of Class Policy** applies. This policy outlines the circumstances in which an employee can be assigned to a different role and the implications for the employee's compensation.

Closed or Curtailed Operations Due to Safety Hazards

In the event of severe weather conditions or other declared safety hazards that could create undue risk to be at or travel to work, employees may be excused from their scheduled shifts in one of two ways:

- The City Manager or designee may declare all or part of City operations to be closed or curtailed. If such a declaration occurs, the affected departments are responsible for informing employees of the work closings as early as possible. Employees who have not received notifications of closures are expected to check with their supervisors if they are uncertain whether to report to work.
- An employee may request an excused absence from their immediate supervisor prior to the start of the regular work day. The supervisor shall determine whether to grant the request. If the supervisor does not grant the request, the employee must report to work as scheduled.

In either instance, the employee will not be paid for hours not worked, but may elect to use accrued vacation or compensatory time.

Performance Evaluations

The goal of the performance evaluation process is to develop and maintain productivity through joint planning, coaching, counseling, providing feedback and identifying employee development needs; and for non-union employees to receive appropriate reinforcement through the merit pay program.

It is the City's goal that all regular employees will have their job performance formally evaluated at the end of their probationary period and annually thereafter, prior to the beginning of the fiscal year or as may otherwise be established by the Human Resources Director. Pay increases for merit employees are based upon job performance, although pay increases are not guaranteed. Merit increases will normally take effect on July 1 of each year pending a qualifying performance evaluation. Pay will not fall under the minimum nor exceed the maximum of the pay range for the position.

Annual performance evaluations are also conducted for non-merit employees. These evaluations do not affect pay, but will be used in making promotional and other employment decisions.

See the **Performance Evaluation and Improvement Policy** for details.

Longevity Pay

In addition to their regular compensation, non-union full-time regular employees are paid longevity pay on a yearly basis for continuous service of five years or more. Longevity payments are \$20 annually for each year worked, beginning with five years of service. Except temporary employees, part-time employees are eligible for prorated ($1/4$, $1/2$, or $3/4$) longevity benefits. An employee is entitled to a pro-rata share of the biennial longevity payment upon termination, except in instances where the employee is terminated for cause or, for voluntary separations, where the employee fails to provide a minimum of two weeks' written notice of intent to resign or retire.

Longevity payments are made twice per year. Effective beginning in 2021, employees will receive one-half ($1/2$) of their yearly longevity payment on March 31 for their years of service as of the last day of the preceding February, and will receive one-half ($1/2$) of their yearly longevity payment on September 30 for their years of service as of the last day of the preceding August.

Longevity payments for employees covered by a collective bargaining agreement are structured similarly, and can be found in the respective agreement.

Time Off/Leaves of Absence

Part-Time Leave Accruals

Accrual of holiday, vacation, sick leave, maternity/parental leave, family sick leave, and emergency leave benefits are pro-rated for regular part-time employees. Regular part-time employees working 20 hours or more, but less than 30 hours, will receive these benefits at 1/2 the rate of full-time employees. Regular part-time employees working 30 hours or more, but less than 40 hours, will earn these benefits at 3/4 of the rate of full-time employees.

Holidays

The City observes the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- The Friday following Thanksgiving Day
- Christmas Day
- The day preceding or following the observed Christmas Holiday

When a holiday falls on a Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the preceding Friday will be observed. When Christmas falls on Tuesday, Wednesday, Friday or Saturday, in addition to the holiday observance, the preceding work day will also be observed as a holiday. When Christmas falls on Sunday, Monday, or Thursday, in addition to the legal holiday, the following work day will also be observed as a holiday.

Regular, non-exempt employees are entitled to compensatory time off if a holiday occurs during regularly scheduled time off. Regular, non-exempt employees who are required to work on holidays are entitled to compensation as outlined in the Overtime, Compensatory Time, and Holiday Pay section of this handbook.

Vacation Leave

All regular full-time employees earn vacation leave at the following rates:

Years of Continuous Service	Annual Accrual	Monthly Accrual	Maximum Accrual (Days)	(Hours)
0-7 years (months 1-84)	10 days	6 hours & 40 minutes	15	120
8-14 years (months 85-168)	15 days	10 hours	23	184
15-23 years (months 169-276)	20 days	13 hours & 20 minutes	30	240
24 years or more (277+ months)	25 days	16 hours & 40 minutes	38	304

Vacation leave accrual rates and maximum accrual limits are pro-rated for regular part-time employees. Employees who start employment on or prior to the 15th of the month, or leave employment after the 15th of the month earn vacation leave for that month. With the approval of the City Manager, new employees

may use a vacation bank of up to forty hours before that vacation leave has been accrued. If granted, vacation leave accrued will first be used to compensate for this advance, after which it will then accrue under the normal accrual schedule.

Employees are normally hired with 10 days of vacation accrual per year. Upon approval of the City Manager, employees may be granted 15 days of annual vacation accrual at the time of hire if one of the following applies:

1. The employee has at least seven years of directly related outside experience, in which case the employee may receive seven years of credit towards their years of continuous service for the purpose of vacation accrual.
2. The position is determined by the City Manager to be hard to fill, in which case no credit for continuous service will be provided for the purpose of vacation accrual.

Vacation leave is granted in units of at least 15 minutes. In the event one or more observed City holidays occur during an employee's scheduled vacation, the holiday will not be charged as vacation leave. Department heads schedule vacation leaves with regard to their departments' operating requirements and responsibilities, and, insofar as possible, with the requests of employees.

In the event a long-term emergency prevents a department from granting vacation leave, the City Manager may temporarily increase the maximum vacation accrual of an employee who reaches the vacation accrual limit during the emergency and establish a timeframe in which excess vacation leave may be used. Any excess vacation leave remaining after that timeframe will be forfeited.

Any regular employee leaving the employ of the City will be compensated for vacation leave credited and unused to the date of termination. Terminal vacation will be added to the employee's final payroll check which may reflect prior days worked. Employees will not receive a cash payment in lieu of vacation except upon termination as provided above.

Sick Leave

Paid sick leave is intended to protect against loss of pay when needed for legitimate illness or injury, and is not guaranteed "time off." All regular full-time employees accrue sick leave with pay at the rate of eight hours for each calendar month of service. Employees who are on paid leave will continue to accrue sick leave during the absence. Sick leave accrual is pro-rated for regular part-time employees. Employees who begin employment with the City on or prior to the 15th of the month or leave employment after the 15th of the month earn sick leave for that month. Sick leave may be accumulated from year to year with no maximum limit. Sick leave is granted in minimum units of one-half hour.

Valid uses of sick leave include:

1. Actual personal illness, pregnancy, childbirth, or related medical conditions
2. Personal injury, either job or non-job-related. An employee receiving temporary disability payments under the workers' compensation laws may use accumulated sick leave in order to maintain a regular income
3. Examinations and consultations with physicians and other health care providers, including the **City's Employee Assistance Program**
4. Emergency Leave as provided for in this section

To be eligible for paid sick leave, employees must notify the department head or designee prior to the scheduled work time or in accordance with departmental policies. All sick leave must be approved in accordance with procedures established by the department head. Certain medical conditions may be covered by the Family and Medical Leave Act (FMLA), which provides leave rights to employees under qualifying circumstances. Refer to the City's **FMLA Policy** for information regarding these rights.

Because sick leave is conditional upon the qualifying circumstances listed above, employees may be required to present proof of eligibility in the form of a doctor's note or other documentation for absences longer than three days.

Certain patterns of sick leave use may be indicative of abuse. Such patterns include but are not limited to frequent absences of short duration, failure to maintain a sick leave accrual balance, and absences before or after a holiday or weekend. If management determines that an employee's sick leave usage fits such a pattern, the employee will be asked to explain the reasons for the absences, and may be required to present proof of eligibility in the form of a doctor's note and/or submit a written plan, including a time frame, to improve attendance. If attendance does not improve as agreed, or if the employee refuses to cooperate, discipline may be imposed.

Payment for Unused Sick Leave Upon Retirement

Employees are entitled to payment for unused sick leave in the event of regular or disability retirement provided for under one of the City's established retirement plans, provided they give at least two weeks' notice of intent to retire. In the event of the death of an employee prior to regular retirement, the employee's beneficiary is entitled to payment for unused sick leave. In either situation, sick leave payout will be calculated as follows:

Status	25% of employee's last hourly rate of pay for all hours in excess of:
Full-Time	720
¾ Time	540
½ Time	360

Employees whose status has changed during employment with the City will have sick leave hours computed on a percentage basis (e.g., 12 years of full-time employment and 8 years of half-time employment: 720 hours x 60% = 432 and 360 hours x 40% = 144, for a total of 565 hours to be deducted from the total unused sick leave before paying the balance at 25% rate).

Family Sick Leave

Regular full-time employees may use up to 40 hours of accrued sick leave per fiscal year for occasions which require the employee to care for a close family member (as that term is defined in the Glossary) who is incapacitated due to illness or injury, or who has examinations and consultations with physicians and other licensed health care providers. Family sick leave is pro-rated for regular part-time employees. Family sick leave is subject to the same eligibility qualifications, documentation, and other terms and conditions as employee sick leave.

Family and Medical Leave (FMLA)

Eligible employees may access unpaid medical and family leave of up to twelve weeks per rolling twelve-month period, pursuant to the terms and conditions of the federal law. Employees are required to use all paid leave concurrently with FMLA leave. Please consult the City's full [FMLA Policy](#) or contact Human Resources for further information.

Maternity/Parental Leave

Maternity and parental leave is available to qualifying employees. Please see the [Maternity/Parental Leave Policy](#) or contact Human Resources for details.

Medical Leave Without Pay

If available paid leave has been exhausted, an employee may be eligible for medical leave without pay. Such leave may be subject to the Family and Medical Leave Act (FMLA) for employees with a qualifying medical condition under this law.

Except as required by the FMLA, medical leave without pay is not an employee's right, but may be granted subject to the department's operational and staffing needs. Extensions of such leave will be conditioned upon periodic reports from the employee's physician. In determining whether to grant an extension of an employee's medical leave without pay, consideration will be given to the prognosis for a timely recovery to the point that the employee is able to properly perform the essential functions of the job.

Emergency Leave

Emergency leave of up to 24 hours with pay may be granted to full-time regular employees in the event of death or serious illness of a close family member or extended family member (as those terms are defined in the Glossary), or for inpatient treatment for a pregnant employee's unborn child. Sixteen hours of additional emergency leave may be granted and charged to sick leave. Emergency leave must be approved by the department head.

Emergency Leave use for the purpose of serious illness of a close family member is limited to 24 hours per employee per fiscal year and must be taken in a minimum of one work day increments. Serious illness is generally considered to be an illness, injury, impairment, or physical or mental condition that involves inpatient care (i.e. overnight stay) in a hospital, hospice, or medical care facility; or continuing treatment by a health care provider of at least three consecutive calendar days.

Emergency leave is pro-rated for regular part-time employees.

Injury Leave

Injury leave is granted to employees who are incapacitated as a result of injury or occupational disease incurred while in the actual performance of their assigned duties in accordance with Chapters 85 and 411 of the Code of Iowa and any other applicable state or federal regulations. Employees may be required to furnish a statement from a physician designated by the City certifying their disability.

During injury leave, the City will pay full base pay to the employee, either from salary funds or as workers' compensation benefits. FMLA leave will run concurrently with injury leave. Injury leave may extend for as long as six months provided the employee remains eligible under the workers' compensation statutes of Iowa Code. An employee, if still disabled beyond six months, will be entitled to leave with pay as follows:

- a. Three months with workers' compensation benefits plus two-thirds of the difference between the employee's full base pay and workers' compensation benefits.
- b. Another three months with workers' compensation benefits plus one-third the difference between the employee's full base pay and workers' compensation benefits.
- c. At the end of one year from the date of injury, the employee shall be entitled to workers' compensation benefits for the duration of the disability.
- d. The employee, if unable to return to work after one year from the date of the injury, shall be eligible to use vacation and sick leave as provided for in this Handbook.

Military Leave

Employees who are a members of the reserve force of the United States or of the State of Iowa will be granted a leave of absence when ordered to attend a training program or to perform other duties under the supervision of the United States or the State. Employees who enter into active service in the Armed Forces of the United States while employed will be granted a leave of absence for the period of military service. See the City's complete **Military Leave Policy** for important additional information.

Funerals of City Employees

Regular employees may be allowed up to four hours off with pay to attend the funeral of a City employee or a retired City employee. The need for continuing essential services and emergencies may limit the number of employees who may attend a funeral. The department head may decide on the amount of time actually required for funeral attendance and the number of employees who may attend the funeral. The department head may adjust schedules to accommodate absences due to funeral leave.

Jury and Witness Leave

Employees who are required to serve as a trial juror or as a witness for the Federal Government or a political subdivision thereof are entitled to be absent from work duties during the period of such service or while necessarily being present in court as a result of such call, and shall receive pay for such absence. Since this occurs on paid City time, employees must turn in any compensation received for such duty. This does not, however, include compensation for travel, food, or lodging. Employees may retain any compensation received from the court for days or hours when they are not scheduled to work.

If the employee is released from court obligations prior to the end of their scheduled work day, they must report back to work unless otherwise excused by their supervisor. Department heads may adjust work schedules to accommodate absences due to jury or witness leave.

Voting Leave

If an employee's work schedule is such that three consecutive non-working hours are not available during the period between the opening and closing of the polls, that employee will be given paid time off that will, together with their non-working time, provide up to three consecutive hours during the time the polls are open.

Such absences must be requested in writing to the employee's supervisor prior to the date of the election, and the supervisor will designate the period of time to be taken.

Time Off for City-Sponsored Events

From time to time, the City will sponsor certain events during working hours such as health fairs, employee retirements and recognition events, ribbon-cutting ceremonies, and Employee Care Fund and Employee Council events.

The need for continuing essential services and emergencies may limit the number of employees who may attend a City-sponsored event. Employees who attend these events during their regular working hours are entitled to do so on work time, with prior approval from their immediate supervisor or the department head. Employees who choose to attend such events during their non-working hours are not entitled to compensation. Employees who are assigned or asked to work at these events are entitled to compensation.

Leave of Absence Without Pay

In the event that paid leave has been exhausted, a leave of absence without pay may be granted to a regular employee to address an extraordinary personal circumstance. Leave without pay is not a routine benefit. It is intended to be a safeguard for employees who have exhausted all other available options. To reduce the reliance on leave without pay, employees are encouraged to build and maintain adequate vacation leave balances.

A request for a leave of absence must be presented to the department head in writing, stating the duration and reason for the leave. Department heads may grant leave(s) of absence without pay not to exceed a total of two weeks per fiscal year, per employee. The City Manager may grant leaves of absence in excess of that limit based upon the recommendation of the department head. A department head may request an exception from the City Manager to authorize a leave if the employee has not exhausted all available paid leave.

Seniority status will be adjusted to reflect the period of leave in excess of 60 days, except for long term disability. Sick leave, vacation and holiday benefits do not accrue at any time during a leave without pay status. Extension of insurance coverage is available at the employee's expense for leaves of absence of two weeks or longer; however, the City will continue to pay its portion of the health insurance premium where required by the FMLA.

Upon expiration of the approved leave without pay, employees will be eligible to return to their position or to a similar position. If an employee does not return following the agreed-upon date of return, that employee will be considered to have resigned.

Unexcused Absences

Employees must communicate with their supervisor if they are unable to report to work. An employee who will be absent should provide as much notice as possible prior to the start of the work day, but no less than one hour of notice in any case. Progressive discipline may be imposed for failure to communicate an absence in advance.

Failure to report to duty or to communicate with management following an absence without leave of three consecutive working days will be considered a voluntary resignation. An employee who is absent without available leave following a notice to return to duty, who fails to report to work as directed, may be subject to discipline, up to and including termination.

Insurance and Retirement

Health Insurance

The City's health insurance programs are self-funded, meaning that member-employees, their families, and the City all have a stake in managing health care costs responsibly. Regular employees who work at least 20 hours per week are eligible for health insurance benefits. Health insurance coverage includes medical, dental, prescription drug coverage, vision, and flex spending account benefits as outlined in each designated plan booklet.

The City shares the cost of the premium for single and family coverage with full-time regular employees and pays a pro-rated portion of the premium for single and family coverage of regular half-time and three-quarter-time employees. (For further information, please see the City's Benefit Summary booklet.)

Health insurance coverage is effective on the first of the month following 30 days of employment.

Life Insurance

The City provides life insurance coverage, including accidental death and dismemberment, for all regular full and part-time employees, except as may be provided in collective bargaining agreements. The City pays the full premium. Coverage is effective on the first of the month following 30 days of employment. Coverage amounts are indicated in the table below.

Employee Status	Coverage
Full time	\$50,000
$\frac{3}{4}$ time	\$37,500
$\frac{1}{2}$ time	\$25,000

The City also offers eligible employees supplemental life insurance for themselves, spouses, and children. Supplemental life insurance is a voluntary benefit and the cost is payroll deducted for each enrolled employee and any of their dependents.

For further information, please see the City's Benefit Summary booklet and the Group Term Life Insurance Certificate.

Disability Insurance

1. Employees under the Iowa Public Employees' Retirement System (IPERS)

The City provides and pays the premium for long term disability coverage for all regular merit employees and for all full-time employees covered by a collective bargaining agreement who are in the IPERS retirement system. Coverage is effective on the first day of the month following one year of eligible employment.

2. Employees under the City's Utility Retirement System

The City provides long term disability insurance coverage for members of the Utility Retirement System. Employees participating in this system pay the full premium cost through payroll deduction. Coverage is effective on the first day of the month following one year of eligible employment.

3. Employees under the State's Municipal Fire and Police Retirement System (MFPRSI)

The Municipal Fire and Police Retirement System provides disability benefits for its members when they become incapacitated for further performance of their duties. Coverage is effective upon membership with MFPRSI. Benefits vary according to the nature of the disability. Consult Chapter 411 of the Code of Iowa for specific details regarding eligibility and limitations.

Insurance for Part-Time <20 and Temporary Employees

Part-time less than 20 hours and temporary employees are not eligible for insurance coverage except as may otherwise be required by law. Employees who work in more than one capacity for the City may not receive a higher level of benefits (i.e., insurance, sick leave, vacation leave and the like) than that to which the employee is entitled for any one of the positions, unless state or federal law requires the extension of any such benefits.

The City designates a 12-month measurement period under the Patient Protection and Affordable Care Act (PPACA) for purposes of determining health insurance eligibility. Part-time less than 20 hours employees and temporary employees with more than 1,560 hours of service over a 12-month measurement period are considered as full-time employees under the PPACA and will become eligible for health insurance benefits during a subsequent 12-month stability period.

COBRA Health Insurance Benefits

As provided by the Consolidated Omnibus Budget Reconciliation Act of 1986, the City offers employees and covered dependents the opportunity to continue group health insurance benefits beyond the normal coverage termination dates. When an event occurs that might otherwise disqualify an employee or dependent for group health insurance coverage and health care flex spending accounts (such as separation from employment, divorce, etc.), that individual may continue the present level of benefits by contributing an amount equal to the total premium plus a 2% administrative fee. The period during which an individual may continue benefits varies depending on the reason for the loss of eligibility.

The Human Resources Department will notify employees of continuation rights at the time that an employment-related event occurs which may affect their eligibility for insurance coverage. However, employees who qualify for COBRA benefits due to divorce, legal separation, or ceasing to be a dependent child must notify the Human Resources Department. This notice should be given before the qualifying event, or as soon as possible thereafter, but no more than 30 days after the qualifying event.

For newly hired department heads, professional positions, and positions that are difficult to fill in the current employment market, the City Manager may authorize reimbursement of COBRA premium expenses for up to 90 days, when needed for the new employee to maintain continuous health insurance coverage with a previous insurer until the City health coverage takes effect. Reimbursement of COBRA premium expenses does not count towards any relocation reimbursement expenses which may be separately authorized.

Health Promotion Programs

The City provides a variety of programs, activities, and incentives to encourage leading a healthy lifestyle. Employees, their families, and the City all benefit when employees take good care of their health.

Eligibility for health promotion programs varies depending on employee status and health insurance status. Some programs are also available to dependents on City insurance. Check with the Health Promotion Coordinator in Human Resources for details regarding specific programs.

Healthy4Life

All employees covered by City health insurance are eligible for the Healthy4Life program. This program provides an annual financial reward linked to benefits upon successful completion of the program. Payment of the reward is made by the Health Promotion program and is equivalent to the 5% employee share of the health insurance premium payment for a single person on the Blue Advantage plan.

Retirement Systems

City employees are eligible for at least one of three retirement systems. Eligibility differs depending on the position held with the City. The three systems are:

1. Iowa Public Employees' Retirement System (IPERS): A defined-benefit plan administered by the state of Iowa. www.ipers.org
2. Utility Retirement System: A defined-contribution plan offered to employees whose salaries are funded at least 10% by a City utility. Contact the Finance Department for more information.
3. Municipal Fire and Police Retirement System of Iowa (MFPRSI or "411"): A defined-benefit retirement and disability plan administered by a statewide board that is offered to sworn police officers and uniformed fire personnel. See www.mfprsi.org

Changes in Beneficiaries/Dependents

Employees are required to have up-to-date records regarding their benefit plans. Any changes in beneficiaries, dependents, qualifying life events, or eligibility status must be reported within thirty days to the Human Resources Department. Contact the Human Resources Department with any questions regarding benefits changes or eligibility.

Employee Development and Support

Personal Action Plans

Since continuous improvement is one of our core values, employee development is an integral component of City work. As a part of their annual performance reviews, individual development goals and plans will be established jointly between employees and their supervisors. Those personal action plans are also considered in preparing departmental training budgets.

Continuing Education and Development

Employees are encouraged to improve their job-related knowledge, skills, and abilities throughout their careers. The City provides support for employee development in a variety of ways:

- Employee Development Center programs sponsored by Human Resources
- Department-specific training and development
- Professional development (conferences, outside training opportunities)
- Educational assistance for college coursework (either reimbursement for tuition and fees or limited time off with pay during regular working hours)

Employees interested in pursuing continuing education opportunities should consult with their supervisors and/or Human Resources to discuss eligibility and other details. Additional details may be found in the [Employee Development Policy](#).

Employee Assistance Program

Regular employees and their household members are encouraged to participate in the Employee Assistance Program. This program provides confidential assessment and referral services through providers in the Ames and Des Moines area. Employees and their household members can receive assistance with problems that affect their work or family. These include such issues as substance abuse, stress, marital, or family problems, mental health concerns, legal issues, and financial difficulties. Further information can be found at www.efr.org or by calling 1-800-EAP-IOWA (327-4692).

Miscellaneous Employee Policies

Job Posting

In an effort to develop a competitive pool of potential candidates for vacant positions, the City will announce recruitments for job vacancies in a variety of ways. Employees are encouraged to review job announcements and apply for positions that interest them.

Veteran's Preference

In accordance with Iowa Code Chapters 35C and 400, honorably discharged veterans are entitled to certain preference in their selection for positions. These may include preference in appointment, employment, and promotion over other applicants of no greater qualifications.

Fitness for Duty Testing

For existing employees, when, in the judgment of the department head and Human Resources, an employee is not safely performing their job duties, the employee may be required to submit to fitness for duty testing. This testing will be conducted by a provider selected by the City and will be conducted at the City's expense. See the Workplace Accommodations and Fitness For Duty Policy for more information.

Breastfeeding/Expressing

Employees who need to express breast milk will be provided break times as needed for up to one year after the birth of a child. Departments will designate a private location within each facility where employees regularly work for this purpose. The designated location will be a private room with a locking door and a chair. Restrooms may not be used as the designated room. The employee and the employee's supervisor will agree on the times for these breaks.

Reasonable Accommodation

The City will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job, unless doing so creates an undue hardship to the City.

Employees who have a disability and are requesting an accommodation for that disability should contact their supervisor and the Human Resources Department, and provide a description of their work restrictions from their treating physician. The Human Resources Department will evaluate the request and may engage in further conversations with the employee to discuss ways to help them accomplish the essential functions of their job.

Personnel Records

The City keeps a separate, confidential file for each employee that includes the employment application, experience records, and other pertinent information. These files are used to provide information for

payroll deductions, to determine eligibility for benefit programs and pay increases, and for other personnel related matters.

Personnel records are kept through the duration of employment. Once employment ends, the records are kept for a period of time and are then destroyed in accordance with the City's Records Retention Policy.

Only authorized personnel have access to these files. However, Iowa law may require certain basic employment information to be made available to the public upon request (such as dates of employment, salary, and any documented reasons for an employee's resignation in lieu of termination, demotion, or termination). Please consult with Human Resources if there are questions about what information may be public. If an employee has filed a grievance under a collective bargaining agreement, with their approval, the employee's file may be accessed by a representative of the union for the purpose of investigating the grievance. An employee will be notified if a union representative requests access to their personnel file.

Employees may review their personnel file by submitting a request to the Human Resources Department. The City will attempt to schedule a time to view the contents within ten (10) days of the request. Employees may not remove any item from the file, and must view all the file in the presence of the Human Resources staff in order to preserve the security of the information.

It is important to keep your records up to date. Contact Human Resources promptly if you have any change in the following:

- Name
- Address / phone number / e-mail address
- Emergency contacts

Maintenance of Credentials

Employees whose jobs require a license or certification to perform their work (e.g., a driver's license for a Transit Driver, a law license for an Attorney, a state certification, etc.) must maintain that credential. Employees who lose a required credential must notify their department head immediately, and may be subject to discipline, up to and including termination. More details can be found in the **Maintenance of Credentials Policy**.

Communications and Open Records

As a government organization, the City of Ames is subject to the Iowa Open Records law. Most City documents and records are public records that may be obtained by members of the public. Employees should be aware that phone records, videos, voicemails, written correspondence (including emails), information about expenditures of City funds, and other information may be obtained by the public upon request. Employees should take care to ensure their correspondence and use of City resources is done in a professional and responsible manner. At no time may employees transmit any communications that are derogatory, defamatory, or obscene.

Acceptable Use of Information Technology

Employees may be provided access to City computers, telephones, networks, websites, and electronic devices as needed to conduct their work. The use of these resources must be done in accordance with the “Use of City Resources” section within this Handbook. Additionally, employees should not expect that their activities using City information technology resources are private. Certain data may be monitored, recorded, and preserved to ensure compliance, create backups, and to protect City resources, in addition to the requirements of the Iowa Open Records law. Employees who use City information technology resources must review and adhere to the **Acceptable Use Policy**.

Use of City Resources

Personal use of City tools, facilities, or machinery is not permitted. Personal use of City vehicles is only permitted in very limited circumstances as stated in the **Driving Policy**. Equipment must not be abused by employees. Equipment may not be removed from its authorized City location or altered without permission of the supervisor.

Personal use of City office equipment or supplies is not permitted without the approval of the department head, except for de minimis personal use of assigned equipment during the workday for tasks that are clearly incidental to normal workday activities. However, employees are only permitted to use City resources to the same extent members of the public are able to (for example, a member of the public might be able to use a City phone to make a brief personal call, but would not be permitted to use a City computer for personal online shopping).

Communications/Media Policy

Efficient and effective communication with the public and the media is critical to the City’s ability to present information in a manner consistent with the City’s policies and philosophy of open government. Coordination, uniformity, accuracy and timeliness are cornerstones of strong and productive public relations. You must comply with the procedures and standards of the **City’s Communications Policies** as it applies to media relations, internal and external communications, and social media within the City of Ames.

Employment of Relatives / Romantic Involvement

No individual will be hired or transferred into a position in which the employee would be supervised by a close family member or extended family member (as those terms are defined in the Glossary) or in which the family member would have administrative discretion over the individual's terms and conditions of employment; or in which the individual would supervise a member of the close or immediate family or have administrative discretion over the family member's terms and conditions of employment.

Romantic relationships (including sexual, dating, engagement, or other intimate relationships) between supervisors and subordinate employees may raise issues of conflict of interest, abuse of authority, or favoritism. These relationships also have the potential to adversely impact other employees. People in romantic relationships are considered close family members for purposes of this Employment of Relatives section and are subject to the limitations described in the paragraph above.

Gifts and In-Kind Contributions

The receipt of any gift is subject to the regulations of Iowa Code §68B.22. Additionally, employees are expressly prohibited from accepting directly or indirectly from any person, company or corporation any gift, money, discount, rebate, or anything of value if:

1. The giver is seeking to be a party to a contract with the City or provides services that may be sought by the City in the future; or
2. The giver is regulated by the City; or
3. The giver will be affected financially by the performance or non-performance of the donee's official duty.

Excluded are:

1. Informational materials pertaining to official functions
2. Things received from relatives
3. An inheritance
4. Things distributed to the general public, including special discounts or offers available to the general public unrelated to City employment.
5. Travel and accommodations for participating as a speaker or panelist at a meeting
6. Items of negligible resale value given as recognition for public service

Exception is also made in the case of a non-monetary gift or series of non-monetary gifts if the employee who receives it turns over the gift to the City or to a bona fide educational or charitable organization within thirty days of receipt.

Residence Requirement

City employees whose positions are designated as critical in nature must reside within a reasonable distance of their work place with the City, such distance to be determined by the department head. Department heads who report to the City Manager are required to live within the city limits of Ames. Collective bargaining agreements also contain residency provisions.

Mileage Reimbursement

The City rate for reimbursement to employees who use their personal auto for City business is the currently published IRS mileage rate. Employees in a professional or managerial capacity with the City do not receive mileage reimbursement for use of their personal auto for City business within the City limits. Contact the Finance Department to learn the current mileage reimbursement rate.

City Vehicles

Employees may be authorized by their supervisor to drive a City vehicle to perform their job duties. Any employee who operates a City vehicle or a vehicle leased for City business must comply with the City's **Driving Policy**.

Cell Phone Policy

Respectful and responsible use of cell phones at work is permitted so long as employees give their full attention to their work. If use of a personal cell phone disrupts work or causes a loss in productivity, it may result in disciplinary action. The City may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

Employee Conduct, Health, & Safety

Employee Conduct

Our reputation as a City is based on employees' ability to conduct themselves professionally, responsibly, and ethically. As a representative of the City, you must act in a manner that preserves and enhances public trust.

At all times you must uphold the City's Excellence Through People values: Continuous Improvement, Creativity and Innovation, Customer Driven, Data-Driven, Employee Involvement, Excellence, Fiscal Stewardship, Honesty and Integrity, Leadership, Positive Attitude, Respect One Another, Safety and Wellness, Teamwork and Diversity, Equity, and Inclusion.

Where there is a question about the proper approach to take in a situation, consult your supervisor about the proper action. You should also consider the "Front Page Test": How would you feel and how would the City look if your actions appeared on the front page of the paper or on social media?

Workplace Harassment

The City is committed to providing all employees with a workplace free from harassment. The City maintains a strict policy prohibiting sexual harassment and harassment on the basis of sexual orientation, gender identity, race, color, national origin, religion, sex, physical or mental disability, age, marital status, veteran status or any other characteristic protected by law. This prohibition applies to all employees, volunteers, vendors, residents, or citizens of the City. No employee of the City is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in City business.

The City does not consider conduct that violates this policy to be within the proper course and scope of employment and does not sanction such conduct on the part of any employee, including management employees. Employees violating this policy are subject to discipline up to and including termination.

If you believe you have been subjected to harassment prohibited by this policy, or are aware of harassing conduct involving another employee, you should immediately report that behavior to your supervisor, department head, or to Human Resources. Any employee utilizing this complaint procedure will be treated courteously and as privately as feasible. Any employee who files a good-faith complaint or who testifies, assists, or participates in any investigation will not be subject to retaliation. See the **Complaint Procedure** for more information.

See the complete **Harassment Policy** for further details.

Hostile Work Environment

Positive working relationships are essential to the teamwork necessary to ensure effective delivery of City services and the well-being of all employees. Employees are expected to conduct themselves in a professional, civil, and courteous manner whether interacting with the public or with fellow employees. Behaviors which tend to create a hostile work environment are prohibited. These include but are not limited to: malicious gossip, false allegations or providing false information about an employee, bullying, refusal to communicate (including deliberate failure to share necessary job-related information, avoidance or "shunning"), and any overtly hostile actions, such as yelling, threatening, or physical violence.

The primary focus of this policy is on patterns of behavior. Isolated or occasional incidents of conflict between employees will not ordinarily be subject to sanction unless the violation is considered severe. This policy will not be used to undermine supervisory authority. Good-faith exercise of supervisory authority, including directives, evaluation, counseling, or imposition of discipline, is expressly excluded from this policy.

If you believe you have been subjected to a hostile work environment, you should immediately report that behavior to your supervisor, to your department head or to Human Resources. More information can be found in the **Complaint Procedure**. Violation of this policy, including refusal to cooperate in corrective efforts by management such as investigation, mediation or counseling, may result in disciplinary action.

Workplace Violence

Violence in any form, or threat of violence, will not be tolerated! The prevention of violence, and the reporting and management of critical incidents are shared obligations of all employees and managers. In accordance with this goal, violence, or the threat of violence, by or against any employee of the City or any other person is strictly prohibited and will subject the perpetrator to serious disciplinary action up to and including termination of employment, as well as possible criminal prosecution.

For the purpose of this policy, violence is defined as:

- The use of physical force with the intent to cause harm.
- Acts or threats in any form or manner which are intended to intimidate or cause fear of harm, or which could be construed by a reasonable person as doing so.
- Sabotage, which is the intentional damage of City-owned or personal property, or acts intended to cause such property to fail to operate, or to operate improperly; or, the movement or concealment of such property with the intent of interfering with the ability of the owner or authorized user to locate it.

Legitimate use of force by authorized personnel in the performance of their duties (e.g., police officers) is excluded from this policy.

Weapons Prohibited

Possession, use, or threat of use of dangerous weapons, including firearms, by any person, is not permitted at City work sites, including in a City vehicle, or in parking areas designated for employee parking. Exception is made when the possession or use of a weapon is a necessary and approved requirement of the employee's City job.

Dangerous weapons are defined in Iowa Code Section 702.7. They include, but are not limited to, any offensive weapon, pistol, revolver, or other firearm, stun gun, dagger, razor, stiletto, switchblade knife, or knife having a blade exceeding five inches in length.

Employee Safety

Employees are expected to comply with all safety and health requirements, whether established by management or by federal, state, or local law. As a condition of employment, employees are required to exercise due care in the course of their work to prevent injuries to themselves, to their fellow workers and

to the public. Employees have a responsibility to report any unsafe working conditions or practices to a supervisor or to the City's Risk Manager in Human Resources.

Violations of recognized safety rules, procedures, or standards, or acting in such a manner as to endanger one's own or another's personal safety, may result in discipline, up to and including termination.

Accident/Injury Reports

When an employee suffers an injury in the line of duty, the first priority should be to obtain emergency medical care, if such care is required. The employee must immediately report injuries to the Risk Manager and to the employee's supervisor. The report must include the nature and circumstances pertaining to the injury, specifics such as the date, time, and location the injury occurred, and contact information regarding any witnesses involved.

Drug and Alcohol-Free Workplace

The use of, and/or being under the influence of controlled substances on the job is inconsistent with the behavior expected of City employees, subjects all employees and the public to unacceptable safety risks, and undermines the City's ability to operate effectively and efficiently. Therefore, it is the policy of the City to maintain a drug-free workplace, where alcohol or controlled substances are not allowed. An exception exists for Police Department employees whose duties require possession of drugs and/or possession or consumption of alcohol in the course and scope of job duties (i.e., undercover assignments). Alcohol may only be consumed in the course and scope of a Police Department employee's job duties with prior specific approval by the Chief of Police or designee.

Controlled substances are drugs in any unauthorized form as defined in Sections I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 81 and as further defined in regulation 21 C.F.R. 1308.11-1308.15), as well as any applicable Iowa statutes regulating alcohol and controlled substances. The unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance in the workplace, or any premise where City business is carried out, is strictly prohibited.

The Drug-Free Workplace Act of 1988 requires employees to report any conviction under a criminal drug statute for violations occurring on the Employer's premises, or off the Employer's premises while conducting official City business. Employees must report a conviction to their department head within five (5) work days after conviction. Failure to do so may result in discipline, up to and including termination.

Drug and Alcohol Testing Policy

The City's Drug and Alcohol Testing Policy was adopted in accordance with the Omnibus Transportation Employee Testing Act of 1991 and the regulations issued by the U.S. Department of Transportation, which requires drug and alcohol testing of employees who are required to perform safety-sensitive functions in connection with the operation of a commercial vehicle and who must possess a Commercial Driver's License in order to do so.

In addition, the City may test non-CDL employees in the event of reasonable suspicion or post-accident in accordance with the **Drug and Alcohol Testing Policy for non-CDL Employees and Volunteers.**

Incompatible Activities

Employees may not engage in any activity or enterprise which is incompatible with their job duties and responsibilities; with the responsibilities, functions and mission of their department; or with other interests of the City. Any employment, activity, or enterprise will be considered incompatible with City employment if it:

1. Involves the personal use, whether for financial gain or not, of the City's time, facilities, equipment, or supplies, or the badge, uniform, prestige, or influence of a City office or employment; or
2. Involves the receipt or acceptance by the employee of any money or other consideration from anyone other than the City for performance of an act which the employee would be required or expected to render in the regular course of City employment or as part of the duties as a City employee; or
3. Involves the performance of a non-work-related act by a City employee which may later be subject, directly or indirectly, to control, inspection, review, audit, or enforcement by such employee or the employing agency. If an employee has responsibility for inspection, enforcement, or other official City actions, and the employee has close or extended family members whose personal or business activities are subject to inspection, enforcement, or action by that employee, the employee must: 1) disclose such relationship to their supervisor, and 2) recuse themselves from participating in inspections, enforcement, or other actions related to that close or extended family member.

No Smoking, Smokeless Tobacco, or e-Cigarettes

The use of smoking and smokeless tobacco and electronic cigarettes is prohibited in all buildings, facilities, vehicles, and equipment owned or operated by the City, as well as on all public grounds and parking lots. City employees who visit private property to conduct their work activities may not smoke or use smokeless tobacco or electronic cigarettes while working.

Smoking and the use of smokeless tobacco or electronic cigarettes may only take place while the employee is on a break and in areas where such use is permitted. Violations of smoking, smokeless tobacco, and e-cigarette regulations may result in discipline, up to and including termination.

Discipline and Grievances

Disciplinary Action

Discipline will be administered for infractions of City policies, regulations, management goals, and other guidelines as set forth by the City. Disciplinary action may be in the form of a verbal warning, written reprimand, demotion, suspension, or discharge.

Discipline is generally administered in a progressive manner and is cumulative in nature. The basic purpose of progressive discipline is to provide an employee the opportunity to modify behavior to conform to the City's standards of performance or conduct. However, the City is not required to follow all the steps of progressively serious discipline in every case. The seriousness of the offense and the record of the employee will be judged on their own merits, and discipline applied accordingly.

Disciplinary action, up to and including termination, may result from factual information gathered from either an internal investigation or a criminal investigation and conviction. In addition, employees may be dismissed for unsatisfactory work performance whenever work habits, attitude, production, or ability to handle the duties of the position fall below the desired standards for continued employment. See the complete **Discipline Policy** for further details.

Grievance Procedure Overview

The purpose of grievance procedures is to fairly and efficiently resolve disputes regarding the interpretation or application of employee policies. Matters covered by a collective bargaining agreement are subject to the grievance procedures contained in that agreement. Employees are assured freedom from retaliation for using the grievance procedure.

Grievances may be initiated only by the affected employee. However, the employee may request the assistance of another person to prepare and/or present the employee's case. There are important time limits for pursuing a grievance throughout the process.

If you have a problem or complaint, first try to settle it through discussion with your immediate supervisor as soon as possible. If you do not believe the problem has been satisfactorily resolved after this discussion, you may discuss it with your supervisor's immediate supervisor or department head.

If you are not satisfied with the result of the departmental discussion, you may proceed with a written grievance, which has four potential steps:

- Step 1 Review by your immediate supervisor
- Step 2 Review by your supervisor's supervisor
- Step 3 Review by the department head
- Step 4 Review and final decision by the City Manager or designee.

Written grievances can be submitted by using the **Employee Complaint Procedure and Form**.

Separation

Voluntary Separation

For any voluntary separation, employees are expected to give as much notice as possible. A two-week written notice is the minimum, but employees in certain critical roles are asked to give at least one month notice.

Retiring employees may apply for retirement benefits through the appropriate retirement system. Employees retiring under the IPERS or MFPRSI systems must meet the retirement criteria through their respective system. An employee covered by the utility retirement plan must be at least 55 years of age and have 8 years of service with the City to be eligible to receive a retirement sick leave payout and continue under the City's health insurance plan as a retiree.

Exit Questionnaire. Employees leaving the City will have the opportunity to complete a voluntary exit questionnaire and/or meet with a representative of the Human Resources Department prior to separation. Information provided will help the City in creating an enjoyable and stimulating work environment and ensuring the City's competitiveness in the job market.

Involuntary Separation

Discharge during the employee's probationary period is without right to appeal as provided in the **Grievance Policy** and, in the case of Civil Service employees, as provided by Iowa Code Chapter 400. Disciplinary discharges shall be in accordance with the **Discipline Policy**. When employment separation is due to appropriate disciplinary action, no advanced notice is required. Temporary employees, including seasonal, may be discharged for any lawful reason without right to appeal. In instances where a reduction in force occurs, the **Reduction in Force Policy** applies.

Glossary

The following terms are defined as follows for purposes of this Handbook as well as any separate City policies, except where a policy includes a different definition:

Applicant—a person who has completed an application and/or other processes required to be considered for employment.

At-Will Employment—a legal term meaning that either the employee or the employer may terminate the employment relationship at any time for any reason or for no reason.

Callback—when an employee is called back to work after having been released from the regular day's work, or called in for unscheduled work before their regular starting time of any day.

Civil Service—all regular full-time positions of employment in the service of the City except those exempted by Section 400.6 of the Code of Iowa.

Class—all positions sufficiently similar in duties, authority and responsibility to permit grouping under a common title and application of common standards of selection, transfer, promotion, and salary.

Close Family Member—a member of the employee's household, current or former dependents, or an individual who had a close role in raising the employee as a child. An employee who claims that an individual is a close family member for the purposes of accessing leave benefits may be required to support their claim with evidence.

Compensation—total salary, wages and benefits earned by or paid to any employee by reason of City employment.

Compensatory Time-Off—time off from work in lieu of monetary payment for overtime worked.

Employee—a person who is employed by the City and is compensated by salary or hourly wages. Not included are elected officials, appointed members of boards and commissions, volunteers, contractors, and employees of contractors.

Extended Family Member—a relative of an employee, whether by blood, marriage, or adoption, who is not considered a close family member.

Leave—an approved absence from work as provided for by this Handbook.

Overtime—authorized time worked by an employee in excess of regular work schedule as provided for in the Fair Labor Standards Act, in a collective bargaining agreement, or elsewhere in these Policies and Procedures.

Reduction in Force—the involuntary, non-disciplinary separation of an employee from a position because of a reduction in the number of positions. Layoff.

Regular Employee—an employee whose position has been authorized by the City Council, and whose normal work schedule is at least 20 hours per week. Regular employees are entitled to benefits such as leaves and insurance.

Statement of Receipt

Please read and sign the Statement of Receipt and return it to the Human Resources Department for your official personnel record.

I have received my copy of the Employee Handbook which outlines employee policies and procedures for the City of Ames. I understand additional policies exist, many of which are referenced in this Handbook. I understand I am responsible to familiarize myself with this Handbook and with all other applicable policies and procedures that govern my employment.

These policies and procedures affect all City employees. If I work under a collective bargaining agreement, I understand that policies and procedures may be different and, where the collective bargaining agreement and this manual have different provisions, the collective bargaining agreement will apply.

I understand that nothing in the Employee Handbook is considered as either an explicit or implicit employment contract between the City and me. In the absence of law or legal contract, employment with the City of Ames is terminable at the will of the employer. In addition, I may terminate my employment with the City at any time.

I also understand that the City may change, rescind, or add to any policies and procedures described in the Employee Handbook or the Policy Library at its discretion. The most current version of this Employee Handbook and other applicable policies and procedures can be obtained from <https://extranet.cityofames.org/myhr/>

Printed Name

Signature

Date

By signing underneath, I acknowledge that the City's policies and procedures may be changed at any time, and I agree to be bound by any such changes.

Signature

Date

By signing underneath, I specifically acknowledge receipt, review, and understanding of the City's Drug and Alcohol Policy.

Signature

Date

By signing underneath, I acknowledge receipt, review, and understanding of the City's Harassment Policy.

Signature

Date



A quote for your consideration

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your **Premier page**, or, if you do not have Premier, use this **Quote to Order**.

Quote No.	3000103498034.4	Sales Rep	Nicole Boone
Total	\$38,716.65	Phone	(800) 456-3355, 6179205
Customer #	1927400	Email	Nicole_Boone@Dell.com
Quoted On	Dec. 06, 2021	Billing To	ACCOUNTS PAYABLE
Expires by	Jan. 05, 2022		AMES PUBLIC LIBRARY
Contract Name	Dell Midwestern Higher Education Compact (MHEC) Master Agreement		PO BOX 811
Contract Code	C000000181093		AMES, IA 50010-0811
Customer Agreement #	MHEC-07012015		
Deal ID	22209299		

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Nicole Boone

Shipping Group

Shipping To	Shipping Method
MARK HARRIS AMES PUBLIC LIBRARY 515 DOUGLAS AVE AMES, IA 50010 (515) 239-5869	Standard Delivery

Product	Unit Price	Quantity	Subtotal
OptiPlex 7490 AIO	\$860.37	45	\$38,716.65

Subtotal:	\$38,716.65
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$38,716.65
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$38,716.65

Shipping Group Details

Shipping To

MARK HARRIS
 AMES PUBLIC LIBRARY
 515 DOUGLAS AVE
 AMES, IA 50010
 (515) 239-5869

Shipping Method

Standard Delivery

	Quantity	Subtotal
OptiPlex 7490 AIO	45	\$38,716.65
Estimated delivery if purchased today: Feb. 04, 2022 Contract # C000000181093 Customer Agreement # MHEC-07012015		

Description	SKU	Unit Price	Quantity	Subtotal
NO RAID	817-BBBN	-	45	-
OptiPlex 7490 All-in-One BTX	210-AYVT	-	45	-
Intel Core i5-10505 (6 Cores/12MB/12T/3.2GHz to 4.6GHz/65W); supports Windows 10/Linux	338-BZOV	-	45	-
Windows 10 Pro English, French, Spanish	619-AHKN	-	45	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	45	-
16GB (1x16GB) DDR4 non ECC memory	370-AFWB	-	45	-
M.2 256GB PCIe NVMe Class 35 Solid State Drive	400-BEUW	-	45	-
Thermal Pad	412-AALV	-	45	-
Screw for M.2 SATA SSD	773-BBBJ	-	45	-
No Additional Hard Drive	401-AADF	-	45	-
Intel Integrated Graphics, Dell OptiPlex	490-BBFG	-	45	-
7490 AIO 23.8" FHD 1920x1080 WVA Non-Touch Anti-Glare, Camera, Integrated Graphics, Bronze 160w Power Supply	329-BFNP	-	45	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	45	-
Intel Wi-Fi 6 AX201, Dual-band 2x2 802.11ax with MU-MIMO + Bluetooth 5.1	555-BFQU	-	45	-
SCR, WIFI CARD	555-BGOI	-	45	-
Wireless Driver, Intel AX201	555-BGOV	-	45	-
OptiPlex All-in-One Height Adjustable Stand, All-in-One	575-BBRF	-	45	-
No Additional Cable Requested	379-BBCY	-	45	-
Dell KB216 Wired Keyboard English	580-ADJC	-	45	-
Dell Optical Mouse - MS116 (Black)	570-ABIE	-	45	-
No Cable Cover	325-BCZQ	-	45	-
Not selected in this configuration	817-BBBC	-	45	-
SupportAssist	525-BBCL	-	45	-
Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	45	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	45	-
Waves Maxx Audio	658-BBRB	-	45	-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	45	-

Dell Optimizer	658-BEQP	-	45	-
Windows PKID Label	658-BFDQ	-	45	-
Non-Touch LCD, Dell OptiPlex AIO	391-BBDM	-	45	-
OS-Windows Media Not Included	620-AALW	-	45	-
ENERGY STAR Qualified	387-BBLW	-	45	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	45	-
Dell Watchdog Timer	379-BEKU	-	45	-
Quick Setup Guide 7490	340-CVFN	-	45	-
US Order	332-1286	-	45	-
Print on Demand Label	389-BDQH	-	45	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	45	-
Shipping Material for Fixed Stand / Height Adjustable Stand OptiPlex AIO	340-CRJB	-	45	-
Shipping Label	389-BBUU	-	45	-
FCC statement label AIO	389-DVDQ	-	45	-
Regulatory Label for OptiPlex 7490 AiO integrated graphics config (FSJ)	389-DZDM	-	45	-
Intel Core i5 vPro Processor Label	340-CPOY	-	45	-
Desktop BTS/BTP Shipment	800-BBIP	-	45	-
No Anti-Virus Software	650-AAAM	-	45	-
Fixed Hardware Configuration	998-EWUZ	-	45	-
Intel vPro Technology Enabled	631-ACWB	-	45	-
No AutoPilot	340-CKSZ	-	45	-
No External ODD	429-ABGY	-	45	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	45	-
Dell Limited Hardware Warranty Plus Service	997-6870	-	45	-
Onsite/In-Home Service After Remote Diagnosis 3 Years	997-6872	-	45	-

Subtotal:	\$38,716.65
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00
Total:	\$38,716.65

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

Dell Technologies

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
DECEMBER 16, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves the purchase of staff replacement computers from Dell Technologies in the amount of \$38,716.65.

Sandra Marcu, President

Charles Glatz, Secretary



PROPOSAL

Ames Public Library

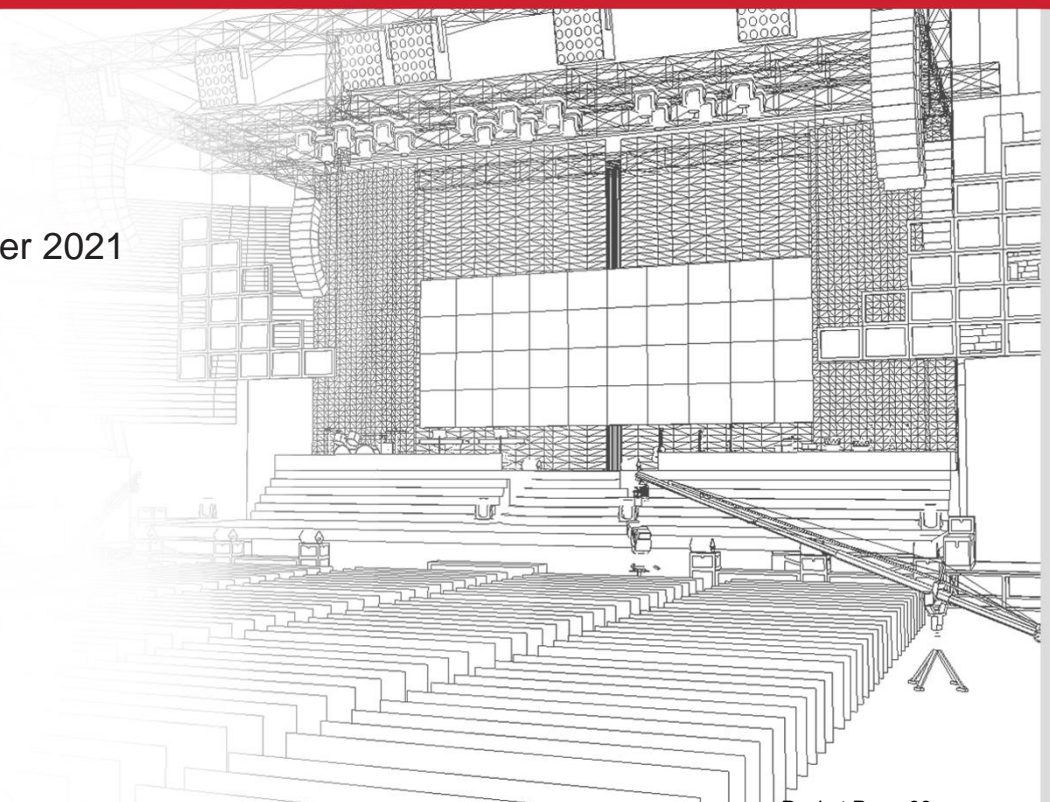
Training Update Dec 2021

DATE

Friday, 03 December 2021

PREPARED BY

Kenny Rumbaugh
Design Consultant



Overview and Goals

At Conference Technologies, Inc., we ensure our technology, processes, and people are the most knowledgeable and efficient resource to serve you as your solutions partner.

Dear Mark Harris,

It was a pleasure to speak with you regarding your upcoming project. Thank you for the time to review your needs and identify your requirements. Based on our needs analysis we have developed a recommended solution for you. Conference Technologies, Inc. has the industry experience to create customized solutions to meet today's technology challenges. These solutions include consulting, design, implementation, and service.

Enclosed is a project proposal for your review and consideration that outlines scope, timelines, deliverables, and our support plan to care for your investment. After review I will contact you to discuss any questions you or your team may have about this solution. Our team is excited about the opportunity to provide you with a fantastic experience and making your project a success.

Sincerely,

Kenny Rumbaugh
Design Consultant
Conference Technologies, Inc.
515-297-8677
Kenny.Rumbaugh@cti.com

Scope of Work

Proposal Number: J21100218

Proposal Date: 12/3/2021

Prepared for: Ames Public Library

Attn: Mark Harris

Phone: 515-239-5669

Email: mharris@amespubliclibrary.org

Prepared by: Kenny Rumbaugh

Phone: 515-297-8677

Email: Kenny.Rumbaugh@cti.com

Bill to: Ames Public Library

515 Douglas Ave

Renovation and Expansion

Ames, IA

50010

Ship to: Ames Public Library

515 Douglas Ave

Renovation and Expansion

Ames, IA

50010

Remove existing Auditorium projectors/mounts and replace with new heavy-duty mounts and 9000 lumen laser WUXGA LCD projectors. We will reprogram the Crestron control to provide zoom and focus so you can make the image size as needed.

Your screen viewing image is approx. 117.5" high and this projector/lens comb will zoom down to provide an approx. 94" high image.

Larger heavyduty mounts and structure is needed for these new projectors so the existing will be removed.

Equipment being removed will be returned to the Library staff.

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

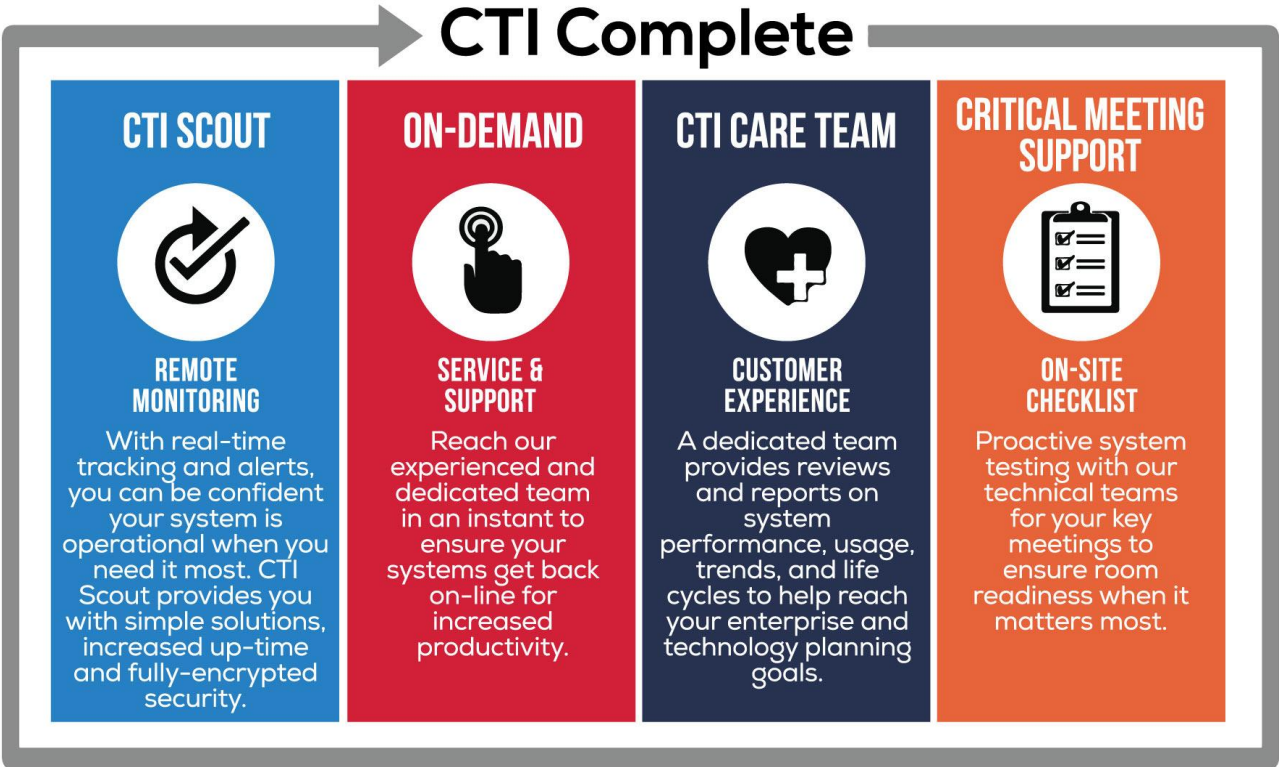
Description	Price
Equipment	\$19,615.04
Implementation Services	\$9,546.90
Subtotal	\$29,161.94
Tax	\$0.00
Grand Total	\$29,161.94

Recommended

Description	Price
2 Additional Years CTI Complete Service Agreement	\$2,427.79
4 Additional Years CTI Complete Service Agreement	\$4,855.59

Why Us?

Our CTI Complete Warranty service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Bill of Materials

Training Update - Epson

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
Display Systems Equipment: \$19,615.04					
Epson	V11HA16920	Pro L1490UNL, 9000 lumen WUXGA Projector White	2	\$7,603.61	\$15,207.22
Epson	V12H004M0F	Middle Long Lens for Pro L Series (222")	1	\$1,103.66	\$1,103.66
Epson	V12H004W06	Wide Long Lens for Pro L1490U, (189")	1	\$2,287.80	\$2,287.80
CHIEF	CMA110	CMA-110 FLAT CEILING PLATE	2	\$56.29	\$112.58
CHIEF	VCMUW	HEAVY DUTY PROJECTOR MOUNT	2	\$392.05	\$784.10
CHIEF	CMS048W	FIXED PIPE 48" WHITE	2	\$59.84	\$119.68

Standard Disclaimer

Conference Technologies, Inc. provides for twelve (12) months of **CTI Complete Warranty** on all system purchases. Conference Technologies, Inc. warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Terms are NET 30 with approved credit. Payments made by credit card are subject to a 3.0% fee.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restocking fees may apply. This proposal is valid for fourteen (14) days.

Installation Description and Requirements

Provided by Conference Technologies, Inc.: If installation is purchased, Conference Technologies, Inc. will install all A/V components. Conference Technologies, Inc. will also perform all programming, alignments, and end-user training. Conference Technologies, Inc. will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in Conference Technologies, Inc. Scope of Work.

Statement

This system proposal is the property of Conference Technologies, Inc. and is delivered with the sole intent of being viewed by management of Ames Public Library for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor or Conference Technologies, Inc. competitor without the written consent of Conference Technologies, Inc. Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, Conference Technologies, Inc. will begin executing the project plan with an internal handoff of the project to our operations team.
2. If you have questions about the process as we move forward, please contact me at Kenny.Rumbaugh@cti.com or 515-297-8677.
3. You will be contacted by a Conference Technologies, Inc. Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J21100218 - \$29,161.94

Customer Signature

CTI Signature

Printed Name

Printed Name

Title

Title

Date

Date

Conference Technologies, Inc.

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
DECEMBER 16, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves the purchase and installation of auditorium projector upgrades from Conference Technologies, Inc in the amount of \$29,161.94 and the additional four-year service agreement in the amount of \$4,855.59 for a total of \$34,017.53.

Sandra Marcu, President

Charles Glatz, Secretary