

**Ames Public Library Board of Trustees**  
**Agenda – July 21, 2022**  
**Dale H. Ross Board Room, 515 Douglas Avenue**

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

**Consent Agenda (Action Item)**

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting June 16, 2022
- 3) Motion approving payment of claims 6/1/22 – 6/30/22

**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 – Thorbs-Weber/Torres III
- 7) Budget & Finance Committee – Johnson/Myers/Reynolds

**Board Education**

- 8) Diversity, Equity, and Inclusion Team update

**Policy Review**

- 9) Conduct in the Library (Action)
- 10) Display and Exhibit (Discussion)
- 11) Public Participation (Discussion)

**Unfinished Business**

- 12) Professional Name Tag Proposal (Action Item)

**New Business**

- 13) OCLC Subscription Renewal (Action Item)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, August 18, 2022**  
**Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)**

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

## Donations

### **BOARD OF TRUSTEES AMES PUBLIC LIBRARY JULY 21, 2022**

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

- 1) Ames Optimist Club (summer meals)..... \$500.00
- 2) Lindsay Wede (donated credit return) ..... \$9.51
- 3) Ian McKilligan (donated credit return) ..... \$20.98
- 4) Ian McKilligan (donated credit return) ..... \$13.99
- 5) Ying Zheng (donated credit return) ..... \$12.99
- 6) Sara Sherman (donated credit return)..... \$10.95
- 7) Jeremy Fields (donated credit return)..... \$35.98
- 8) Mel Schmeling (donated credit return) ..... \$10.97
- 9) Scott Zarecor (donated credit return) ..... \$7.98
- 10) Louisa Tabatabai (donated credit return) ..... \$15.95
- 11) Ginny Mitchell (donated credit return) ..... \$14.45
- 12) Beth Stanton (donated credit return) ..... \$31.98
- 13) Mary Daley (donated credit return)..... \$24.93
- 14) Dan Nutini (donated credit return) ..... \$17.99
- 15) Megan Donner (donated credit return) ..... \$150.00
- 16) Greyson Rehbein (donated credit return)..... \$22.38
- 17) Eileen Mericle in memory of Dorothy Kizer ..... \$100.00

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Carolyn Myers, President

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Jon Christy, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
June 16, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 16, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Kluesner, Marcu, Myers, Reynolds, and Thorbs-Weber in attendance. Mitchell-Conway and Torres III were excused. Director Schofer was also in attendance.

**Call to Order:** President Myers called the meeting to order at 7:03 p.m.

**Consent Agenda:**

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

1. Motion approving minutes of the regular meeting May 19, 2022
2. Motion approving payment of claims 5/1/22 – 5/31/22

**Vote on Motion: 6-0 (Myers abstaining; Mitchell-Conway and Torres III excused). Approved unanimously.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Schildroth was not able to attend but sent updates for Schofer to share.

- National Night Out (NNO) will be held on Tuesday, August 2<sup>nd</sup> beginning at 6pm at Friendship Baptist Church (2400 Mortensen). The event is being hosted by the Ames Police Department and Hope in Christ Back to School. NNO encourages residents to strengthen community connections, build neighborhood spirit and police-community partnerships, and learn about community crime prevention efforts. There will be activities for people of all ages; school supplies giveaway, food/treats, etc. Information can be found on cityofames.org website as well as the City of Ames and Ames Police Facebook and Twitter pages.
- Rummage RAMPage will be held July 29 – August 6 at the Ames Intermodal Facility located at 129 Hayward Ave. Rummage RAMPage is a community garage sale designed to keep reusable items out of our waste stream. Proceeds go to local non-profit organizations. This link contains the Rummage RAMPage schedule, lists of acceptable and unacceptable items to donate, the history of the event, etc.: <https://www.cityofames.org/living/rummage-rampage>. If you or someone you know is interested in volunteering, sign-up begins next Monday, June 20<sup>th</sup> on the Rummage RAMPage website.
- Indoor Aquatic Center update: The proposed location is on property located on Lincoln Way across from the DOT. The purchase has not been finalized as City

Staff continue working with a consultant on the environmental assessment of the property.

- Climate Action Plan update: The City's internal technical team is analyzing each of the proposed low carbon tasks associated with the six big moves to determine; cost, funding, feasibility of achieving task, amount of administrative effort needed to carry out the task, legal feasibility, impact on residents and inclusion, and cost comparison to the tonnage of carbon reduced. Once this analysis is completed, a staff report will be provided to City Council to further develop the Climate Action Plan.

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

- Staffing:
  - Harris retired June 1, staff had a small gathering in the breakroom. The I.T. Systems Administrator position is posted
  - Interviews are underway for a Customer Account Services Clerk position.
  - Fifteen phone interviews were conducted for the Adult Services Assistant position. Six of these candidates will have in-person interviews.
  - A Youth Intern and an APL-Y Intern both just started. A Public Relations Intern is starting next week. An Adult Services Intern is cued up for the summer.
  - The Library is making efforts to improve the recruitment process:
    - including more diverse posting opportunities
    - encouraging sharing in networks
    - creating a more accessible process (no longer requiring a cover letter, asking fewer supplemental questions, adding a word count for guidance to make expectations more clear, and reviewing education equivalence)
    - Adding a more prominent DEI statement
    - Conducting phone interviews prior to in-person interviews
  - Annual performance evaluations were submitted, managers will be scheduling reviews and goal setting including DEI goals.
- Spaces,
  - The cushions that were reupholstered for the teen space have arrived. The other teen furniture is on order and expected to arrive in August.
  - The teen space is open regular hours.
  - The solar charging bench has arrived. Several people have already taken advantage of the wireless charging ability.
  - The plexiglass has been removed from the Youth Services desk.
  - Did you see the monster reading a book in the alley? The Public Arts Commission sponsored a contest for artists to create designs for vinyl wraps to cover select transformer boxes like the one near our alley entrance. If it looks familiar it's because it's by Tim Read who did the mural in the youth area.
  - Duckett has been working on a glycol leak.
  - The new remote control for the heat recovery chiller was installed.
  - A Request For Proposal (RFP) for the 2<sup>nd</sup> floor window repairs is posted.

- City Electric called to talk about EV charging in the parking lot and the potential for solar
- The Bookmobile is on a summer schedule to allow for more community involvement. It is still stopping at Sawyer Elementary, Fareway, and ISU but will not be going to the after-school stops (Edwards, Kate Mitchell, and St. Cecilia) during the summer. Watch for the bookmobile at these locations:
  - park storytimes June 20-August 8
  - All Aboard for Kids camp June 22-July 20
  - Parks and Rec summer program June 21 and again in July
  - Juneteenth June 18th from 3-5 pm.
  - Farmers Market June 25, July 23, and August 20
  - 4th of July parade
  - Boys and Girls Club July 12
  - National Night Out August 2
- Programming
  - Summer Reading is going well. 562 adults, 161 teens, 928 kids, and 122 babies and toddlers are signed up online for the Summer Reading Challenge. Together, they have already logged about 7,000 hours of reading since June 1! The prize books, stickers, and book lights are huge hits.
  - Schofer highlighted past programs including a scavenger hunt, Mikayla OZ's program, and a Pop Art Collage program.
  - Step Into Storybooks in partnership with Raising Readers in Story County, ACPC, Ames Moring Rotary and United Way was last Saturday at North Grand Mall with approximately 1,100 people attending.
  - Juneteenth Celebration at Bandshell Park is this Saturday from 3-10 pm. Staff have made a joint effort to identify, pull and stock materials in the bookmobile including over 700 items that are already pulled and over 5,300 identified for the record set.

APLFF Report: Myers gave a report to the Board.

- Sales are continuing to go well.
- The Development Director position remains open.
- Pub Fiction is scheduled for August 11. The committee is working on sponsorship letters.

**Board Education:** Gent holds a unique position with both the Ames Public Library and Iowa State University as the Community Engagement Specialist. This is a shared position paid for by the Iowa State University Foundation and the Ames Public Library Friends Foundation. Gent works 20 hours at each location each week sharing her talents to plan events, programs, and displays at both locations. Gent provided information about her position and the work she does. Gent has worked on many program including Black Lives Matter, climate action programming, Removing the Frontier, the George Jackson Culture Center exhibit, MLK programming, Archives programming, and the upcoming Juneteenth Celebration to name a few. Gent attends training and team meetings for both organizations, and uses both strategic plans as a

guideline for program planning as well as being part of the Ames public Library's Programming Team. The Board thanked Gent for the presentation.

**Policy Review:**

Programs Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion. Recommended changes include shorting the list of program examples, adding fostering diversity and equitability to the purpose, adding diversity of ideas, cultures, and experiences to partnership criteria, and updating the reference links.

**Moved by Johnson, seconded by Reynolds, to approve the policy as presented with the addition of a reference to the APL website program proposal form.**

**Vote on Motion: 6-0 (Myers abstaining; Mitchell-Conway and Torres III excused). Approved unanimously. Resolution No. 2022-L024 adopted.**

Display and Exhibit Policy: Schofer introduced the policy and the Board reviewed and discussed it. The Board provided guidance to create a form similar to that used for Program Proposals for displays and exhibits including a question on how the proposed exhibit or display relates to the library's mission or strategic plan. Another suggestion to use the Art Committee as a resource if needed. The policy will be reviewed by the Programming and Managers Teams and brought back to the Board next month for action.

**New Business:**

Professional Name Tag Proposal: Thorbs-Weber recommended Trustees have a professional name tags after attending previous events without identification. Johannes will research options and bring them back to the Board next month.

Staffing Analysis: Managers have been working on a staff analysis, documenting the number of hours available, the hours needed to complete the work as stated in job descriptions, and the difference between the two. Process improvements and discussions about ways to maximize the time available have taken place. Schofer will be taking the information to the City Manager for an initial discussion about a phased approach to adding staff to offset the shortage.

The Board fully supports Schofer and appreciated the information.

**Trustee Comments:**

- Christy - no comments
- Johnson - no comments
- Reynolds – came to the library to meet with Schofer for a one-on-one meeting and really enjoyed it.
- Thorbs-Weber – had come in May and hit different departments. One of her take-a-ways was the desire of staff to have funding available for those interested in pursuing graduate school. Thorbs-Weber was told this funding was previously

available and asked if it was still available. It is currently not available but something that could possibly be taken to APLFF for consideration.

- Kluesner -thank you for having Gent come.
- Marcu – it was a great meeting, always great to be here with everyone.
- Myers – seconds everything Marcu said.

**Adjournment:**

**Moved by Reynolds, seconded by Marcu, to adjourn at 9:01 p.m.**

**Vote on Motion: 6-0 (Myers abstaining; Mitchell-Conway and Torres III excused). Approved unanimously.**

The next regular meeting will be on Thursday, July 21, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

Jon Christy, Board Secretary

**Library Claims**  
**June 1, 2022 to June 30, 2022**

<b>Administration</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	37,567.22
PAYROLL SUMMARY	LONGEVITY	\$	95.00
PAYROLL SUMMARY	SICK LEAVE	\$	4,696.44
PAYROLL SUMMARY	VACATION	\$	4,550.57
PAYROLL SUMMARY	DENTAL INSURANCE	\$	433.88
PAYROLL SUMMARY	IPERS DISABILITY	\$	171.16
PAYROLL SUMMARY	LIFE INSURANCE	\$	56.93
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,542.52
PAYROLL SUMMARY	MEDICARE FICA	\$	668.32
PAYROLL SUMMARY	FICA	\$	2,857.68
PAYROLL SUMMARY	IPERS	\$	3,555.32
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	132.81
MAY MESSENGER CHGS	MESSENGER SERVICE	\$	548.37
JUNE 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	166.45
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	5.57
APR 2022 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	331.60
APR 2022 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
FITZ ELECTRIC	OUTSIDE PROFESSIONAL SVCS	\$	246.34
MAY 2022 DEPT POSTAGE	POSTAGE/FREIGHT	\$	4.46
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$	123.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	500.00
BANK OF AMERICA	OUTSIDE PRINTING SERVICE	\$	284.18
MIDWEST PANO LLC	ADVERTISING	\$	655.10
BANK OF AMERICA	RECRUITING COSTS	\$	1,039.00
JUNE 2022 PRINTING CHRGS	RECRUITING COSTS	\$	5.25
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	6,464.94
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	282.75
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	225.79
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	1,038.30
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	395.37
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	191.22
ALLIANT ENERGY/IPL	NATURAL GAS	\$	80.48
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
IA DIVISION OF LABOR SERV	MAINTENANCE CONTRACTS	\$	80.00
IA DIVISION OF LABOR	MAINTENANCE CONTRACTS	\$	200.00
WOODMAN CONTROLS COMPANY	EQUIPMENT REPAIRS	\$	1,698.80
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	465.00
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/SUPPORT	\$	5,000.00
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	1,411.16
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
IA DIVISION OF LABOR	LICENSES/PERMITS	\$	150.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	11,032.56



**Library Claims**  
**June 1, 2022 to June 30, 2022**

CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	195.10
CH ISSUES	OFFICE SUPPLIES	\$	212.68
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	264.64
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	92.41
DELL MARKETING LP	MINOR COMPUTER EQUIPMENT	\$	1,576.12
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	33.64
BANK OF AMERICA	AG/HORT SUPPLIES	\$	44.91
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	43.20
BANK OF AMERICA	CLEANING SUPPLIES	\$	43.40
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	1,620.70
CENT IA DISTRIBUTING INC	MINOR EQUIPMENT/TOOLS	\$	1,020.00
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	596.87
BANK OF AMERICA	FOOD	\$	184.18
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	403.99
<b>Total Administration</b>		<b>\$</b>	<b>105,028.38</b>

**Resource Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,624.38
PAYROLL SUMMARY	MEDICARE FICA	\$	368.55
PAYROLL SUMMARY	FICA	\$	1,575.80
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
JUNE 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	0.40
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	0.04
BANK OF AMERICA	OFFICE SUPPLIES	\$	63.09
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	15.25
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	870.84
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	44.47
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	327.56
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	1,010.63
GALE GROUP	EQUIPMENT PARTS/SUPPLIES	\$	56.22
OVERDRIVE	ELECTRONIC COLLECTION	\$	34,005.13
AMAZON	SPECIAL PJCT COLLECTIONS	\$	106.41
WEST MUSIC COMPANY INC	SPECIAL PJCT COLLECTIONS	\$	3,532.24
USA TODAY	PERIODICALS	\$	139.20
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	7,752.27
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,866.39
AMAZON	YOUTH COLLECTION	\$	2,222.39
MIDWEST TAPE	YOUTH COLLECTION	\$	726.97
BANK OF AMERICA	YOUTH COLLECTION	\$	104.08

**Library Claims**  
**June 1, 2022 to June 30, 2022**

BOOK FARM INC	YOUTH COLLECTION	\$	693.10
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	895.38
INDIA FOR EVERYONE	YOUTH COLLECTION	\$	224.10
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	379.72
AMAZON	AUDIO-VISUAL COLLECTION	\$	367.92
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,716.45
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	8,632.87
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	2,631.37
AMAZON	ADULT PRINT COLLECTION	\$	994.81
INFOUSA MARKETING INC	ADULT PRINT COLLECTION	\$	600.00
GALE GROUP	ADULT PRINT COLLECTION	\$	1,500.69
HORTON, CHLOE	REFUNDS	\$	23.89
JUNIOR, KARISSA	REFUNDS	\$	37.14
<b>Total Resource Services</b>		<b>\$</b>	<b>113,004.66</b>

**Youth Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	40,101.24
PAYROLL SUMMARY	DENTAL INSURANCE	\$	326.46
PAYROLL SUMMARY	IPERS DISABILITY	\$	123.58
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.84
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,628.36
PAYROLL SUMMARY	MEDICARE FICA	\$	543.68
PAYROLL SUMMARY	FICA	\$	2,324.72
PAYROLL SUMMARY	IPERS	\$	3,785.52
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	48.12
TASC	FLEX SHORTAGES-EMP TERMS	\$	(145.78)
JUNE 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	105.80
MAY 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	21.60
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	0.45
MAY 2022 DEPT POSTAGE	POSTAGE/FREIGHT	\$	1.06
BANK OF AMERICA	CONFERENCES	\$	400.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	135.00
ONESOURCE	RECRUITING COSTS	\$	70.00
BANK OF AMERICA	FOOD	\$	17.01
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	75.56
<b>Total Youth Services</b>		<b>\$</b>	<b>56,629.22</b>

**Adult Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	29,019.20
PAYROLL SUMMARY	DENTAL INSURANCE	\$	168.82
PAYROLL SUMMARY	IPERS DISABILITY	\$	112.66
PAYROLL SUMMARY	LIFE INSURANCE	\$	54.46
PAYROLL SUMMARY	HEALTH INSURANCE	\$	3,183.06
PAYROLL SUMMARY	MEDICARE FICA	\$	414.99
PAYROLL SUMMARY	FICA	\$	1,774.36

**Library Claims**  
**June 1, 2022 to June 30, 2022**

PAYROLL SUMMARY	IPERS	\$	2,739.42
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	34.83
TASC	FLEX SHORTAGES-EMP TERMS	\$	137.50
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	8.49
MAY 2022 DEPT POSTAGE	POSTAGE/FREIGHT	\$	0.53
GATEWAY HOTEL & CONFERENC	RECRUITING COSTS	\$	88.48
BANK OF AMERICA	RECRUITING COSTS	\$	345.00
STAHR, ALLISON	RECRUITING COSTS	\$	31.70
MAY 2022 PRINTING CHRGS	RECRUITING COSTS	\$	5.25
BANK OF AMERICA	LICENSES/PERMITS	\$	465.00
WORKSPACE INC	MINOR OFFICE EQUIPMENT	\$	913.22
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	292.70
<b>Total Adult Services</b>		<b>\$</b>	<b>39,789.67</b>

**Customer Account Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,651.96
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	12,149.09
PAYROLL SUMMARY	HOLIDAY PAY	\$	403.89
PAYROLL SUMMARY	VACATION	\$	343.48
PAYROLL SUMMARY	DENTAL INSURANCE	\$	294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	182.42
PAYROLL SUMMARY	LIFE INSURANCE	\$	91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,265.66
PAYROLL SUMMARY	MEDICARE FICA	\$	823.57
PAYROLL SUMMARY	FICA	\$	3,521.33
PAYROLL SUMMARY	IPERS	\$	5,424.03
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	160.61
MAY LONG DISTANCE	CITY LONG DISTANCE	\$	11.12
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	86.08
MAY 2022 DEPT POSTAGE	POSTAGE/FREIGHT	\$	846.08
PETERS, TERESE	TRAVEL/MEETINGS	\$	9.36
NEAL, JESSIE	TRAVEL/MEETINGS	\$	4.68
WINGERT, LAUREN	TRAVEL/MEETINGS	\$	9.95
BANK OF AMERICA	RECRUITING COSTS	\$	345.00
MAY 2022 PRINTING CHRGS	RECRUITING COSTS	\$	10.50
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	49.25
DEMCO INC	MINOR OFFICE EQUIPMENT	\$	527.40

**Total Customer Account Services**      **\$**      **76,211.70**

**Total:**      **\$**      **390,663.63**

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<b>Carolyn Myers, President</b>	<b>Jon Christy, Secretary</b>	Date
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# Conduct in the Library Policy

Section: Library Operations

Approved: 11//20/1996

Reviewed: 9/19/2002

Revised: 12/16/2004, 9/15/2005, 9/21/2006, 11/15/2007, 3/18/2010, 11/15/2012, 10/15/2015, 10/18/2018, 2/17/22

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Ames Public Library provides a safe, comfortable environment conducive to the use of Library materials and facilities. The Library is intended for the use of all members of the public. Customers are expected to observe the rights of other customers and staff members and to use the Library for its intended purposes. Misconduct will not be allowed in the Library and may be subject to follow-up by law enforcement, if necessary.

Library staff members are responsible for identifying incidents of misconduct and for policy enforcement. Customers who observe misconduct should avoid confrontation and immediately notify Library staff.

## Definition

Misconduct is behavior that is illegal or that:

- Interferes with the rights of individuals to use Library materials, services and premises.  
*[The term “premises” includes: inside and outside areas of Library property and the Bookmobile.]*
- Interferes with the ability of Library staff to conduct Library business, or
- Threatens the safe and comfortable environment of the Library or the safety of any person on Library premises.

Misconduct may include, but is not limited to the following:

- Violation of any Library policy or any municipal, state, or federal law or code.
- ~~Possession, Use~~, or threat of use of dangerous weapons, including all firearms.
- Refusing to comply with the directive of a Library staff member.
- Willfully annoying, harassing, or threatening any person on Library premises.  
*[According to the Iowa Code, a person commits harassment when the person purposefully and without legitimate purpose has personal contact with another person with the intent to threaten, intimidate, or alarm that other person. Personal contact means an encounter in which two or more people are in visual or physical proximity to each other. Personal contact does not require a physical touching or oral communication, although it may include these types of contacts.]*
- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disruptive manner.
- Using electronic devices at a volume that is disruptive to others.
- Using abusive or profane language.
- Violating indecent exposure laws.
- Inappropriately touching oneself or others.
- Using tobacco products, vaping products, or e-cigarettes on the premises.
- Using alcohol or possessing an open or unsealed bottle, can, jar, or other receptacle containing an alcoholic beverage on the premises.
- Using false identification or using a fictitious name or address.

- Misusing, misappropriating, damaging, vandalizing, stealing, deliberately misplacing or obstructing use of Library equipment, premises, or the personal property of customers or Library staff.
- Maliciously accessing, damaging, or destroying computers or peripheral equipment, or altering, deleting, damaging, or destroying the computer system, computer network, computer programs or data.
- Using sports equipment such as skateboards or in-line skates on the premises.
- Parking bicycles anywhere other than in the provided bicycle racks.
- Leaving bicycles in bicycle racks overnight.
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling except within permitted Meeting Room or Program use or as otherwise authorized by the Director.
- Panhandling on Library premises.
- Busking without registering and receiving an identification badge from the City Clerk's Office.
- Impeding access to Library resources, premises, or an area of the premises, or blocking access to Library materials for extended periods of time.
- Entering non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving a child 8 years old or younger unattended in the Library. Leaving an individual who requires a caregiver unattended in the Library.
- Intentionally leaving personal items on the premises. The Library assumes no responsibility for any personal belongings left unattended.
- Photographing or video recording in a manner that disturbs other Library users (setting up tripods or using flash, for example) or is disrespectful of others' privacy.
- Consuming food or beverages in a manner that creates an unclean environment, disrupts others, or is harmful to Library resources or premises.
- Not wearing shoes.
- Entering the Library with infestations of bed bugs, fleas, or other pests.
- Bringing animals into the Library, except trained service animals or as authorized for Library-sponsored events.

*[Ames Public Library welcomes trained service animals. The Americans with Disabilities Act (ADA) defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities." It also states that "the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition." In addition, ADA regulations state if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, the animal may be excluded. Service animals are working animals, not pets. Under ADA regulations, staff may ask if an animal is required because of a disability; they may also ask what work or tasks the animal has been trained to perform.]*

- Leaving an animal unattended anywhere on Library premises.
- Using public restroom facilities for bathing, shaving, or laundering clothes.

## Consequences

Enforcement of these rules may take the form of any of the following actions, depending upon the severity of the misconduct as determined by the staff on duty or Director.

- Customers who engage in misconduct will be warned and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning may be asked to leave the Library.

- Customers who engage in misconduct, that in the judgment of a staff member is extreme, will be ordered to leave the building immediately.
- If necessary, library staff may call the police.

Customers who engage in repeated or egregious misconduct may receive a written notice or be subject to additional action, including being banned from the Library or served with a Trespass Notice.

## References

American Library Association: [Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage.](#)

U.S. Department of Justice:

[Americans with Disabilities Act, Title II, State and Local Governments](#) Section 35.136

[ADA Requirements: Service Animals](#)

[Frequently Asked Questions about Service Animals and the ADA](#)

Code of Iowa:

Rights of Persons with Disabilities, [Chapter 216C](#)

Dangerous Weapons, [§702.7](#)

Disorderly Conduct, [§723.4](#)

Assault, [§708.1](#)

Harassment, [§708.7](#)

Harassment of Public Officers, Employees, [§718.4](#)

Willful Disturbance, [§718.3](#)

Iowa Smokefree Air Act, [§142D.3](#)

Intoxication, [§123.46](#)

Theft, [§714.1](#)

Trespass, [§716.7](#)

Criminal Mischief, [§716.1](#)

Indecent Exposure, [§709.9](#)

Unlawful Assembly, [§723.2](#)

Use of Computers, [§622.51A](#), [§714.1](#), and [§716.6B](#).

City of Ames Municipal Code:

[Miscellaneous Offenses](#), Skateboards Prohibited in Certain Locations, Waiver, §17.28

Library Policies:

[Internet Use](#)

[Meeting Rooms and Study Rooms](#)

[Petition](#)

[Programs](#)

[Unattended Child](#)

**Conduct in the Library Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JULY 21, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Conduct in the Library Policy.

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Carolyn Myers, President

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Jon Christy, Secretary



# Display and Exhibit Spaces Policy

Section: Library Resources

Approved: 5/21/2009

Reviewed:

Revised: 10/21/2010, 03/21/2013, 08/21/2014, 09/17/2015, 03/23/2017, 09/17/2020

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Ames Public Library offers display and exhibit spaces to connect Library visitors to the world of ideas. Display space will be made available regardless of the beliefs or affiliations of the individual or group requesting its use.

## Content

Materials displayed or distributed in the Library do not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The Library reserves the right to accept, reject, or request modifications to any materials displayed or exhibited.

Political campaign signs cannot be displayed, per [Iowa Code](#).

## Fees and Liability

There is no charge for the use of display space and no fees may be charged to view displays in the Library.

Ames Public Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.

Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsor.

## Scheduling

The scheduling of displays and exhibit spaces for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over scheduling for others.

## Displays

Spaces within the Library may be provided for items of an informational, educational, cultural, civic, or recreational nature.

### General Guidelines:

- Items must be submitted to the Welcome Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Ames Public Library personnel.
- Preference will be given to items no larger than 8½”x 11.” Larger items will be considered as space allows.
- Preference will be given to items with the broadest community interest.



- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.
- Materials NOT accepted for posting include:
  - items that omit essential information such as date, place and time
  - items so large in size that they exclude posting of other items
  - petitions

**Wall-Mounted Display Cases:**

Specific display cases have been designated for flyers and posters that provide information about community events such as programs, meetings, performances, leisure activities, and educational opportunities. All items must be identified with the name of sponsoring person or organization, time, and date of event.

**Literary Grounds Bulletin Board:**

Some materials will not be posted in the display cases, but may be submitted for posting on a bulletin board in Literary Grounds, including:

- items promoting a continuing service
- miscellaneous postings that include, but are not limited to:
  - items for sale
  - roommate wanted
  - advertisements for lessons (music, martial arts, tutoring, etc.) or services (babysitting, painting, lawn care, etc.)

**Brochure Racks:**

Library-provided display racks hold multi-copy informational handouts.

**Free-Standing Display Cases/ Electronic Display Monitors:**

Library-provided free-standing display cases/ electronic display monitors may be utilized exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

**Floor Space:**

Floor spaces may be utilized for temporary free-standing displays exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation.

**Exhibits**

Exhibits in designated spaces provide an opportunity for artists and designers to display their work within the limits of the space, with an understanding that the space is used regularly by people of all ages.

**General Guidelines:**

- Applications for exhibits may be submitted to Ames Public Library’s Administration Office.
- Applications will be approved by the Library Director, based on availability of space and suitability of the exhibit for the space and audience.
- Preference may be given to exhibits with:

- overall community interest
- local artists and designers
- a connection to libraries, items in the Library’s collection, Ames Public Library programs or strategic initiatives
- Ames, Iowa, or current events
- The Library will not engage in selling or negotiating for the sale of work on behalf of an artist or designer. However, the artist’s or designer’s name and contact information may be displayed with the artwork.
- Exceptions to the above may be made at the discretion of the Library Director.

## Expressions of Concern

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

## References

American Library Association guidance documents:

[\*Library Bill of Rights\*](#)

[\*“Exhibit Spaces and Bulletin Boards, An Interpretation of the Library Bill of Rights”\*](#)

[Iowa Code §68A.406 Campaign Signs – Yard Signs](#)

2. a. Campaign signs shall not be placed on any of the following:

- (1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state, including all property considered the public right-of-way. (...)
- (3) On any property without the permission of the property owner or lessee.



# Public Participation Policy

Section: Administration

Approved: 12/18/2003  
Reviewed: 8/20/2009, 3/19/2015, 9/17/2017  
Revised: 12/21/2006, 10/20/2011, 10/15/2020

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

## Visitors

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

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

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

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

## Trustees

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

## References

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

**Background:** The library contracts annually with OCLC (formerly known as Online Computer Library Center) for cooperative collection cataloging and certain interlibrary loan services. The Subscription Renewal Notice for the coming fiscal year appears on the following pages and Board approval is needed because the annual cost exceeds \$25,000.

The net cost of OCLC services was \$33,024.75 in fiscal year 2021/22 (FY22). As shown on OCLC's renewal notice, FY23 charges will be \$34,585.06.

**Requested Action:** Staff requests approval to renew OCLC Cataloging and Metadata and WorldShare Inter-library Loan Subscriptions for FY23 at a cost not to exceed \$34,585.06.



# Invoice 1000227975

Invoice Date: 7/01/2022  
 Total Amount Due  
**\$34,585.06**  
 Due Date: 8/15/2022

6565 Kilgour Pl  
 Dublin OH 43017-3315  
 United States  
 P: +1-833-491-1304 • Int: +1-614-764-6011  
 Federal Tax ID: 31-0734115  
 DUNS: 06-358-7745  
 UEI: F2CMCKN6DAD7

**OCLC Symbol**  
 UIB

**Terms:**  
 Net 45

**Customer Account ID**  
 38733

**PO #**  
 55505

**Bill To**

Melissa Johannes  
 Ames Public Library  
 515 Douglas Ave  
 Ames IA 50010  
 United States

**Ship To**

Ames Public Library  
 515 Douglas Ave  
 Ames IA 50010  
 United States  
**OCLC (ship to) symbol: UIB**

Item Code	Item	Amount
3000030	<b>Cataloging and Metadata Subscription</b> Service dates: 7/01/2022 - 6/30/2023	\$32,842.86
3000065	<b>WorldShare ILL</b> Service dates: 7/01/2022 - 6/30/2023	\$1,742.20

**Subtotal USD** \$34,585.06  
**Tax Total USD** \$0.00  
**Total USD** \$34,585.06

Remit Address:  
 OCLC Inc  
 PO Box 5405  
 Denver, CO 80217-5405

For Electronic Payment:  
 Account Name: OCLC Inc  
 Bank Name and Address: KeyBank National Association  
 127 Public Sq. Cleveland OH 44114  
 FOR ACH (US Only):  
 Routing No: 021052053  
 Account No: 61654527  
 Type: Checking  
 FOR WIRE/EFT:  
 Routing No: 041001039  
 Account No: 359681487344

We also accept payment by major credit card. For a credit card payment, we may impose a surcharge of up to 2.75%. The actual surcharge will not be greater than our cost of acceptance.

For questions regarding your invoice or payment please contact: [acctsrec@oclc.org](mailto:acctsrec@oclc.org)

See Next Page for Terms and Conditions governing this transaction.



# Invoice 1000227975

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**Terms:**  
Net 45  
  
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55505

This transaction is subject to the relevant OCLC Framework Agreement ("FA") and the Schedules related to each product listed on this notice, found at: <http://oclc.org/service-agreements>, unless a signed agreement governing the transaction has been entered into by the parties. OCLC's acceptance of Customer's order is expressly conditional on Customer's assent to such terms and conditions, which Customer will manifest through its acceptance of OCLC Products and/or Services.

**Renewal of OCLC Subscriptions for Fiscal Year 2022/23**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JULY 21, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of OCLC Subscription Services for fiscal year 2022/23 in the amount of \$34,585.06.

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Carolyn Myers, President

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Jon Christy, Secretary