

Ames Public Library Board of Trustees
Agenda – June 20, 2024
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Oath of Office

Consent Agenda (Action Item)

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

- 1) Motion approving minutes of the regular meeting May 16, 2024
- 2) Motion approving payment of claims 5/1/24 – 5/31/24

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

- 3) Assistant City Manager – Goldbeck
- 4) Administration – Schofer
- 5) APLFF – Gibson/Myers

Board Education

- 6) Material Recovery -Briseno

Policy Review

- 7) Volunteer Services (Action)
- 8) Authority (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, July 18, 2024
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.

**Ames Public Library Board of Trustees
Oath of Office**

STATE OF IOWA }
COUNTY OF STORY } ss.
CITY OF AMES }

I, the undersigned, Ben Rearick, duly appointed member of the Ames Public Library Board of Trustees of the City of Ames, Iowa, do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the office of library trustee in Ames, as now or hereafter required by law.

Name

Subscribed and sworn before me by Ben Rearick, Ames Public Library Board Trustee, on this 20th day of June, 2024.

Richard Johnson, Library Board President

(SEAL)

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
May 16, 2024**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 16, 2024, in the Dale H. Ross Board Room with Crain, Gibson, Johnson, Myers (7:09 p.m.), Reger, Thorbs-Weber, and Torres III in attendance. Mitchell-Conway and Reynolds were excused. Assistant City Manager Goldbeck and Director Schofer were also in attendance.

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

Consent Agenda:

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

1. Resolution approving donations
 - a. Story County Genealogical Society\$58.21
 - b. Jonathan Sedgwig (credit refund 7/1/23)\$11.19
 - c. Tiffany Schieffer (credit refund 8/3/23)\$13.52
 - d. Kirsten Martinek (credit refund 12/29/23).....\$11.99
 - e. Kristi Tillo (credit refund 1/26/24)\$7.99
 - f. Lindsey Dohrman (credit refund 1/26/24).....\$13.99
 - g. Ianka Mitchell-Conway (credit refund 1/26/24)\$10.77
 - h. Rachel Duncan (credit refund 1/26/24).....\$19.00
 - i. Blueberry Morningsnow (credit refund 1/26/24).....\$12.79
 - j. Rachel Claussen (credit refund 3/26/24) \$32.49
2. Motion approving minutes of the regular meeting April 18, 2024
3. Motion approving payment of claims 4/1/24 – 4/30/24

Vote on Motion: 5-0 (Johnson abstained; Meyers, Mitchell-Conway and Reynolds excused). Approved unanimously. Resolution No. 2024-L013 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Report: Goldbeck introduced herself and gave a report to the Board.

- The City of Ames officially broke ground on the Fitch Family Indoor Aquatic Center on April 24, 2024.
- The East 13th Street Infrastructure ribbon-cutting ceremony took place on May 9, 2024 to celebrate the completion of a utility connection along East 13th Street under I-35 to serve future commercial and industrial development as well as residential growth in the northeastern part of Ames.
- Saturday, May 18, 2024, is the Mayor’s Bike Ride Around Ames. Participants should meet at City Hall by 9 am. There is a twelve-mile loop planned for this free ride. Riders can complete all or any portion of the loop.

- The Furman Aquatic Center will be opening on May 25, 2024 for the season.
- The City of Ames will be working on website improvements to make it more user-friendly. They will be sending out links to gather input on how people find information. The full transition won't happen until the fall.
- City Council unanimously approved a "Payment In Lieu of Taxes" or "PILOT" agreement with Iowa State for CyTown.
 - Iowa State would charge tenants in the "CyTown Development Area" an amount in lieu of property tax that's generally equal to the amount tenants would pay for similar commercial development on private property;
 - The university would reinvest those collections back into the CyTown development to cover infrastructure costs;
 - A portion of the collections "related to the assessed value of buildings within the CyTown development area" would be dedicated to construction, rehabilitation, and maintenance of existing and new facilities supporting the performing arts;
 - The PILOT portion dedicated to performing arts would be equal to what the city collects in property tax from similar commercial buildings built on private property;
 - After 20 years, a percentage of this portion of the PILOT will be remitted to the city for its general use. The amount of PILOT revenue eligible to be remitted to the city will start at 25 percent in years 20 to 24 and increase to 50 percent in years 25 to 29 and then 75 percent in year 30 and after.

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

- Ames Public Library has been designated as the Library of Congress Center for the Book Iowa Affiliate.

The Center for the Book in the Library of Congress is a community of 56 Affiliated Centers, promoting reading, libraries and literacy through the Library of Congress and its Affiliated Centers across the country. These Centers also elevate and advocate for their state's unique literary heritage. There is an Affiliate Center for the Book in each of the fifty states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and Northern Marianas.

As the Iowa Center of the Book, Ames Public Library plans to host author and book events, promote other literacy-related programs happening around the state, highlight Iowa books and authors, and connect Iowans with great books and literacy resources.

- Great Reads from Great Places
Every year, a list of books representing the literary heritage of the fifty states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands is distributed by the Library of Congress's Center for the Book during the National Book Festival.

The Swine Republic: Struggles With the Truth About Agriculture and Water Quality, by Chris Jones was chosen as Iowa's 2024 Great Read for adults.

Ten Beautiful Things by Molly Griffin, illustrated by Maribel Lechuga was chosen as Iowa's 2024 Great Read for children.

Staff will be applying for a stipend for author visits and travel to the National Book Festival August 23-25, 2024.

- Strategic Plan Update:
 - The Community Engagement Team is working to complete their community input sessions. They have one focus group and two community input sessions to go. They have received a lot of good feedback and the team is looking forward to the data analysis portion.
 - The Staff/Board/Volunteer Engagement Team has collected their data and will soon work on data analysis. They've been pleased with the engagement received from both the boards as well as the volunteers they've connected with.
 - The Data Team has a few more data points they would like to collect and offered to assist the two engagement teams with analysis.
 - The public survey is being analyzed by Statcom. We should receive their final report sometime in June.
- Programmatically:
 - World Collage Day was Saturday, May 11, in the auditorium. There was a big crowd that came to interact with local college artists who presented examples of their work followed by participants making their own artwork to take home.
 - May 13-17 were Downtown Ames 515 Days. A Literary Grounds Promotion Spend \$15 and get a \$5 gift card was offered.
 - The current Macramé exhibit is receiving good feedback. Two program sessions are planned for Saturday, May 18.
 - The Bookmobile staff and Youth Services are planning for summer outreach.
 - There will be some big pushes for the Summer Reading Challenge in the schools throughout May.
 - Plans are shaping up for Juneteenth Saturday, June 15, at Bandshell Park including the bookmobile, book giveaways (thanks to a Rotary grant for diverse book giveaways) and a Library sponsored evening screening of The Lion King live action movie in the city auditorium.
 - Adult Services interacted with around 350 seniors at Thursday's Senior Expo-even stopping back at the library to get more goodies as they were going through them faster than anticipated.

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

- Luze is working with Mary Greeley on support for the summer lunch program. Board members are encouraged to join a summer lunch.
- Donor Perfect is up and running.
- The APL-APLFF MOU was approved.
- Boeck is leaving the APLFF Board creating an opening. Zbaracki will remain as President. Hoffman will be Secretary/Treasurer.

- The Fundraising Committee had a meeting Monday. They are working with Alluvial Brewery on the possibility of selling a special beer as a fundraiser with a portion of the proceeds going to APLFF. They are also working on a trivia night.
- The Pub Fiction Committee is getting things going so you can save the date, August 8th, for their costumed literary pub crawl starting at the library and continuing through downtown Ames. They are thinking about doing a specialty Raygun t-shirt to tie into the event. Schofer is exploring a programming idea to help folks brainstorm character and costume ideas.

Board Appointments: President Johnson made the following committee appointments:

Standing Committees

APLFF: Deb Gibson, Carolyn Myers

Art: Ianka Mitchell-Conway, Victor Torres III

Budget & Finance: Matt Crain, Rick Reger

Director Evaluation: Matt Crain, Richard Johnson, Carolyn Myers

Nominating: Kate Reynolds, Brenda Thorbs-Weber

Board education: Schofer introduced and reviewed the Iowa Urban Public Library statistics pointing highlighting things Ames Public Library does well, and potential areas to focus on improving.

Policy Review:

Volunteer Services Policy: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action.

New Business:

FY25 Ames Public Library Friends Foundation Ask: Schofer presented the current ASK. It is similar to previous years.

Moved by Myers, seconded by Torres III, to approve the FY25 Ames Public Library Friends Foundation Ask as presented.

Vote on Motion: 6-0 (Johnson abstained; Mitchell-Conway and Reynolds excused). Approved unanimously. Resolution No. 2024-L014 adopted.

FY25 OCLC Subscription Renewal: This is the annual renewal for the cooperative collection cataloging and certain interlibrary loan services. Ames Public Library's Financial Limits Authority Policy requires Board approval for expenditure of funds exceeding \$25,000.

Moved by Crain, seconded by Reger, to approve the FY25 OCLC Subscription Renewal as presented in the amount of \$37,546.40.

Vote on Motion: 6-0 (Johnson abstained; Mitchell-Conway and Reynolds excused). Approved unanimously. Resolution No. 2024-L015 adopted.

Trustee Comments:

- Johnson – presented a certificate of appreciation to Torres III for his time on the Board. He appreciates Torres III’s willingness to serve and wishes him the best.
- Gibson – wished Torres III the best of luck and thanked him for the contributions to the library. Thanked Schofer for her 5 years of service. The more she learns, the more amazed she is.
- Reger – congratulated Torres on his upcoming adventures. It is a big responsibility with a lot of joy. Congratulated Schofer on her anniversary. He is excited about all the things the library is doing for the community.
- Myers – Thanked everyone for all the hard work. Thanked Torres III for his service.
- Torres III – thanked everyone for the certificate and kind words. He had started his PhD during the pandemic. The library community was the first place he had and it has been a wonderful opportunity. He is very proud of all the work that has been done. It has meant a lot to him and he will miss it.
- Thorbs-Weber – echo what everyone else has said. She used the Repair Café and enjoyed food and hot chocolate while her jewelry was repaired; it was great!
- Crain – doesn’t have much else to add. Congratulations to Torres III and best wishes. Congratulations to Schofer. He appreciates all she does.

Adjournment:

Moved by Myers, seconded by Thorbs-Weber, to adjourn at 8:17 p.m.

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

The next regular meeting will be on Thursday, June 20, 2024, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Matt Crain, Board Secretary

Library Claims
May 1 - May 31, 2024

Administration FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,429.54
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	25.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	222.77
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,708.46
PAYROLL SUMMARY	MEDICARE FICA	\$	691.74
PAYROLL SUMMARY	FICA	\$	2,957.79
PAYROLL SUMMARY	IPERS	\$	4,571.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	154.58
MAR 2024 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	366.65
MAR 2024 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,174.20
OXEN TECHNOLOGY	OUTSIDE PROFESSIONAL SVCS	\$	839.99
APRIL POSTAGE	POSTAGE/FREIGHT	\$	188.48
BANK OF AMERICA	TRAVEL/MEETINGS	\$	5.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	285.00
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	6,208.94
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(313.11)
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.19
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,046.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	456.35
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	230.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	975.37
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	2,016.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	13,616.37
OTIS ELEVATOR COMPANY	EQUIPMENT REPAIRS	\$	1,650.00
EBSCO SUBSCRIPTION SERVIC	TECHNOLOGY MAINT/SUPPORT	\$	2,402.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	140.00
ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	\$	2,551.47
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/SUPPORT	\$	30,587.95
SPLASHTOP INC	TECHNOLOGY MAINT/SUPPORT	\$	184.80
PREMIER OFFICE EQUIPMENT	LEASES	\$	531.20
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	6,292.55
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	206.15
CH ISSUES	OFFICE SUPPLIES	\$	162.18
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	789.62
BANK OF AMERICA	AG/HORT SUPPLIES	\$	359.28
BANK OF AMERICA	CHEMICALS/LAB SUPPLIES	\$	64.81
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	426.80
BANK OF AMERICA	CLEANING SUPPLIES	\$	192.89

Library Claims
May 1 - May 31, 2024

ECHO GROUP INC	EQUIPMENT PARTS/SUPPLIES	\$	302.87
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	2,167.52
INGRAM LIBRARY SERVICES	SPECIAL PROJECT SUPPLIES	\$	58.86
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	461.19
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$	39.00
Total Administration		\$	145,495.51

Resource Services FY24

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	30,727.83
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	100.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	135.64
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,074.34
PAYROLL SUMMARY	MEDICARE FICA	\$	416.37
PAYROLL SUMMARY	FICA	\$	1,780.40
PAYROLL SUMMARY	IPERS	\$	2,900.71
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	36.89
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	583.12
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	9.49
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	284.00
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	79.60
AMAZON.COM	EQUIPMENT PARTS/SUPPLIES	\$	382.44
AMAZON CAPITAL SERVICES I	EQUIPMENT PARTS/SUPPLIES	\$	37.97
BANK OF AMERICA	FOOD	\$	61.04
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	14.21
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$	39.00
EBSCO SUBSCRIPTION SERVIC	ELECTRONIC COLLECTION	\$	9,865.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	19,096.53
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,086.00
AMAZON.COM	SPECIAL PJCT COLLECTIONS	\$	83.94
USA TODAY	PERIODICALS	\$	98.10
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,533.93
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	570.31
AMAZON.COM	YOUTH COLLECTION	\$	226.09
BOOK FARM INC	YOUTH COLLECTION	\$	114.24
PENWORTHY COMPANY	YOUTH COLLECTION	\$	764.25
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	72.43
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	869.28
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,142.27
AMAZON.COM	AUDIO-VISUAL COLLECTION	\$	189.89
LIBRARY IDEAS LLC	AUDIO-VISUAL COLLECTION	\$	791.28
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	8,324.83

Library Claims
May 1 - May 31, 2024

INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	621.15
SAGE PUBLICATIONS INC	ADULT PRINT COLLECTION	\$	416.17
INFOUSA MARKETING INC	ADULT PRINT COLLECTION	\$	435.00
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	202.20
AMAZON.COM	ADULT PRINT COLLECTION	\$	201.24
GALE GROUP	ADULT PRINT COLLECTION	\$	1,273.03
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	104.94
POTTER, STEVEN	REFUNDS	\$	26.95
BEATY, MICHAEL	REFUNDS	\$	14.97
CHUNG, KUEI-ER	REFUNDS	\$	26.99
REFUND DONATIONS	REFUNDS	\$	133.73
Total Resource Services		\$	95,279.27
Youth Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	39,679.85
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	344.50
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	25.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	436.98
PAYROLL SUMMARY	IPERS DISABILITY	\$	154.43
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.84
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,018.52
PAYROLL SUMMARY	MEDICARE FICA	\$	545.45
PAYROLL SUMMARY	FICA	\$	2,332.29
PAYROLL SUMMARY	IPERS	\$	3,775.26
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	48.57
BANK OF AMERICA	POSTAGE/FREIGHT	\$	20.60
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	37.98
Total Youth Services		\$	56,486.27
Adult Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	47,358.42
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	415.30
PAYROLL SUMMARY	IPERS DISABILITY	\$	193.49
PAYROLL SUMMARY	LIFE INSURANCE	\$	84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,817.14
PAYROLL SUMMARY	MEDICARE FICA	\$	676.19
PAYROLL SUMMARY	FICA	\$	2,891.30
PAYROLL SUMMARY	IPERS	\$	4,470.62
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	56.82
BANK OF AMERICA	TRAVEL/MEETINGS	\$	5.00
SWANK MOTION PICTURES INC	LICENSES/PERMITS	\$	325.00
BANK OF AMERICA	FOOD	\$	60.00
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$	78.00
Total Adult Services		\$	65,556.44

Library Claims
May 1 - May 31, 2024

Customer Account Services FY24		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 51,288.94
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 15,692.98
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 350.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$ 226.98
PAYROLL SUMMARY	LIFE INSURANCE	\$ 96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,229.76
PAYROLL SUMMARY	MEDICARE FICA	\$ 945.68
PAYROLL SUMMARY	FICA	\$ 4,043.63
PAYROLL SUMMARY	IPERS	\$ 6,232.51
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 80.42
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$ 64.05
APRIL POSTAGE	POSTAGE/FREIGHT	\$ 1,003.00
TRACY BRISENO PAID OVERAG	CONFERENCES	\$ (3.72)
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 59.10
VERNON CO	SPECIAL PROJECT SUPPLIES	\$ 484.36
EMPLOYEE SVC AWARD/GIFT/	SPECIAL PROJECT SUPPLIES	\$ 153.00
Total Customer Account Services		\$ 87,241.88
Total FY24:		\$ 450,059.37
Richard Johnson, President	Matt Crain, Secretary	Date



Volunteer Services Policy

Section: Administration

Approved: 2/21/2008

Reviewed: 6/20/2024

Revised: 2/17/2011, 3/20/2014, 2/18/2016, 1/17/2019, 2/17/2022

Ames Public Library (APL) will utilize volunteers in order to enhance library services, programming and resources.

The Library will not be dependent on volunteers for daily operations. Volunteers will not replace or displace employed staff.

Definitions

- **Adult Volunteers:** Individuals who are 18 years of age or older.
- **Youth Volunteers:** Students in 5th through 12th grades.
- **Regular Volunteers:** Individuals who are assigned long term, ongoing tasks in which shifts are scheduled on a regular weekly, biweekly, or monthly basis.
- **Ad Hoc Volunteers:** Individuals or groups who volunteer for a single event or short term basis without intention or consideration of long term placement.
- **Community Service Program:** Participants include people who have a court-ordered community service obligation, people involved in court diversion programs, and students under disciplinary action from a school or APL.
- **Fee Alternative Program:** This program is offered to library patrons who would like to volunteer in order to reduce their library fees.

Eligibility

Adults and students in 5th grade or older may participate in Volunteer Services programming, with the following exceptions:

- Groups of children younger than the 5th grade who are completing a service learning assignment through school or another organization. Adult supervision from the school or organization may be required.
- A child younger than the 5th grade accompanied by their parent, grandparent, or guardian.

Application Process

Volunteers will complete an application and agree to the terms stated in the guidelines. Applicants under the age of 16 are required to have a parent or guardian sign the application and agree to the terms stated in the guidelines

Volunteers will also complete an interview with the Volunteer Services Coordinator or designee.

Ad Hoc volunteers may not be required to complete an application or interview prior to the event or activity they are participating in.

Background Checks

Volunteer applicants 18 years of age and older will be subject to a background check. Background checks may be repeated during the volunteer's tenure at APL.

All volunteer applications indicating a criminal history (misdemeanor, felony, deferment) will be reviewed by the Volunteer Services Coordinator and leadership staff.

- Applicants with a criminal history will only be accepted if the designated staff determines that the placement of that applicant will not jeopardize the safety of APL patrons and staff or the integrity of APL resources.
- Any applicant with a history of crimes against a minor will automatically be denied volunteer placement.
- A volunteer or applicant under investigation for or charged with crimes against a minor will be suspended or disqualified from volunteering until the issue is resolved.

Ad Hoc Volunteers may not be subject to background checks.

Documentation

A record will be maintained for each volunteer. The volunteer record may include the following information: volunteer application; results of background checks; copy of driver's license, if required; copy of any other licensure, if required; results of probationary period; and progress notations. Additionally, APL staff will maintain records of each volunteer's hours of service and job performance.

Volunteer Placement

All new Regular Volunteers at Ames Public Library will be assigned a task or activity according to their interests, skills, and APL needs. Placement may be contingent on a valid driver's license and the results of a background check.

Ad Hoc Volunteer assignments will be limited to low-risk activities, as determined by the Volunteer Services Coordinator and leadership staff.

Probationary Period

Volunteers will be subject to a probationary period as determined by each workgroup and/or immediate supervisor. Continued volunteer service at APL is contingent on the successful completion of this probationary period.

Supervision

All volunteers are under the supervision of the Volunteer Services Coordinator. Volunteer workflow, training and performance evaluation may be conducted by other designated APL staff. The Volunteer Services Coordinator will be responsible for designating a trainer who will directly oversee the volunteer's performance.

Dismissal

Volunteers may be terminated for failure to perform assigned job duties, failure to meet minimum standards of performance, or for violation of library rules. The library staff reserves the right to dismiss a volunteer at any time.

Staff as Volunteers

Library staff, or former staff, may be eligible to volunteer under the following circumstances:

- The volunteer work is being performed under the umbrella of a separate Library organization (e.g. APL Friends Foundation).
- The volunteer is serving as a representative of an outside organization (e.g. ISU) which is participating in an event sponsored by the Library.
- Former staff members have not been employed by the Library for a period of at least three months and are not assigned to their previous job responsibilities.

Volunteer Services Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JUNE 20, 2024**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Volunteer Services Policy as presented without changes.

Richard Johnson, President

Matt Crain, Secretary



Approved: 6/19/1997

Reviewed: 6/18/1998, 10/22/1998, 6/24/1999, 3/28/2002, 3/27/2003, 8/21/2008, 4/21/2016, 3/28/2019, 3/17/2022

Revised: 10/21/2010, 6/21/2012

The following is [Chapter 15](#) of the Municipal Code of Ames, granting the Board of Trustees the authority to operate Ames Public Library.

LIBRARIES

15.1 COMPOSITION OF BOARD OF TRUSTEES.

The board of trustees of the Ames public library consists of nine (9) members.

(Ord. No. 784, Sec. 1; Code 1956, Sec. 17-1) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.3] (Ord. No. 4024, 3-2-10)

15.2 APPOINTMENT, TERM OF TRUSTEES.

Members of the board of trustees of the public library shall be appointed by the mayor, by and with the approval of the city council, and the term of office for each trustee shall be for a three (3) year period. Terms begin on April 1 of the year of appointment. No member shall serve more than two full consecutive terms.

(Ord. No. 784, Sec. 2; Code 1956, Sec. 17-2) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.3, 378.4] (Ord. No. 4024, 3-2-1) (Ord. No. 4109, 4-24-12)

15.3 QUALIFICATIONS OF TRUSTEES.

All members of the board of trustees shall be bona fide citizens and residents of the city and over the age of eighteen (18) years.

(Ord. No. 784, Sec. 3; Code 1956, Sec. 17-3; Ord No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.5, Ch. 140, Sec. 41-1st 65GA]

15.4 COMPENSATION OF TRUSTEES.

Members of the board of trustees shall receive no compensation for their services.

(Ord. No. 784, Sec. 6; Code 1956, Sec. 17-6) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.8]

15.5 GROUNDS FOR REMOVAL OF TRUSTEE.

The removal of any trustee permanently from the city, or absence from three (3) consecutive regular meetings of the board, except in case of sickness or temporary absence from the city, without due explanation of the absence shall render the office as trustee vacant.

(Ord. No. 784, Sec. 5; Code 1956, Sec. 17-5) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.7] (Ord. No. 3974, 11-25-08)

15.6 VACANCIES ON THE BOARD OF TRUSTEES.

Vacancies on the board shall be filled by appointment by the mayor, by and with the approval of the city council. Such appointees shall fill out the unexpired term for which the appointment is made.

(Ord. No. 784, Sec. 4; Code 1956, Sec. 17-4) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.6]

15.7 POWERS, DUTIES OF TRUSTEES.

The board of the library trustees has and exercises the following powers:

(1) To meet and organize by the election of one of their number as president of the board, and by the election of a secretary and such other officers as the board may deem necessary.

(2) To have charge, control and supervision of the public library, its appurtenances and fixtures, and rooms containing the same, directing and controlling all the affairs of such library.

(3) To employ a librarian and authorize the librarian to employ, such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided however, that prior to such employment, the compensation of such librarian shall be fixed for the term of employment by a majority of the members of the board voting in favor thereof.

(4) To remove such librarian by a vote of two-thirds (2/3) of such board for misdemeanor, incompetency, or inattention to the duties of such employment and to provide procedures for the librarian to remove assistants or employees for the same reasons.

(Ord. No. 4047, 9/28/10)

(5) To select or authorize the librarian to select and make purchases of library materials for the collection, furniture, fixtures, stationery, and supplies for such library.

(6) To authorize the use of such libraries by nonresidents of the city and to fix charges therefor.

(7) To make, adopt, amend, modify, or repeal bylaws, rules and regulations, not inconsistent with law, for the care, use, government, and management of the library and business of the board, and fixing and enforcing penalties for the violation thereof.

(8) To have exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the board of trustees.

(9) To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.

(Ord. No. 784, Sections 7--7.9; Code 1956, Sections 17-7--17-7.9) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.10] (Ord. No. 4024, 3-2-10)

15.8 TRUSTEES TO KEEP RECORDS OF PROCEEDINGS.

The board of trustees shall keep a record of its proceedings.

(Ord. No. 784, Sec. 8; Code 1956, Section 17-8) [State Law Ref. Iowa Code chapter 28A]

15.9 TRUSTEES TO PROPOSE BUDGET.

The board of trustees shall, in accord with such schedule and procedure as may be announced by the director of finance, file with the director of finance a proposed budget of its funds for the following year.

(Ord. No. 784, Sec. 10; Code 1956, Sec. 17-10; Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.1, 392.5; Code 1973, Sec. 378.10 (8)]

15.10 ANNUAL REPORT OF TRUSTEES.

The board of trustees shall, immediately after the close of each municipal fiscal year, make to the council a report containing a statement of the condition of the library, the number of books added thereto, the number circulated, the number not returned or lost, the amount of fines collected, and the amount of money expended in the maintenance thereof during such year, together with such information as required by the council.

(Ord. No. 784, Sec. 11; Code 1956, Sec. 17-11; Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.18]

15.11 LIBRARY FUNDS; EXPENDITURES.

All moneys allocated by the council for the maintenance of the library shall be deposited in the treasury of the city to the credit of the library fund, and shall be kept by the treasurer separate and apart from all other moneys, and shall be paid out upon the order of the board of trustees, signed by its president and secretary.

(Ord. No. 784, Sec. 9; Code 1956, Sec. 17-9; Ord. no. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1975, Sec. 378.17]

15.12 LIBRARY REGULATIONS; PENALTY.

It is unlawful for any person, to take from any public school, or library, within the city, any book, pamphlet, periodical, paper or other property, except in accordance with the rules of such library; or to take or borrow from such library any book, pamphlet, periodical, paper or other property and neglect or refuse to return the same within one week after receiving notice to do so; or to willfully cut, mutilate, mark, tear, write upon, deface, or otherwise destroy or injure any book, pamphlet, periodical, map, document, picture, or other property of such library; or who violates any other rule of the such library, or to violate any rule of the said library or to disturb the peace and quiet thereof by disorderly conduct.

(Ord. No. 812, Sec. 76; Code 1956, Sec. 76-76; Ord. No 3003, Sec 12, 2-23-88)

15.13 POWER TO CONTRACT: METHOD OF USE.

Contracts may be made between the board of trustees of the Ames library and other boards of trustees of free public libraries, and any city, town, school corporation, township or county or with the trustees of any county library district for its use by their respective residents.

Such use shall be accomplished by one or more of the following methods in whole or in part:

- (1) By lending the books and other library materials of the Ames Public Library to such residents on the same terms and conditions as to the residents of the City of Ames.
- (2) By the establishment of depositories of books and other library materials of the Ames Public Library to be loaned to such residents at stated times and places.
- (3) By the transportation of books and other library materials of the Ames Public Library by mobile or other conveyance for lending the same to such residents at stated times and places.
- (4) By the establishment of branch libraries for lending books and other library materials to such residents.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.11; Sec. 378.12] (Ord. No. 3975, 11-25-08)

15.14 RATE OF TAX.

Such contracts shall provide for the rate of tax to be levied during the period thereof. They may, by mutual consent of the contracting parties, be terminated at any time. They may also be terminated by a majority of electors, represented by either of the contracting parties, voting on a proposition to terminate which shall be submitted by the governing body upon a written petition of electors in a number not less than five (5) per cent of those who voted in the area for governor at the last general election.

The proposition may be submitted at any election provided by law which covers the area of that seeking to terminate the contract. The petition shall be presented to the governing body not less than forty days before the election at which the question is to be submitted.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.13] (Ord. No. 4024, 3-2-10)

15.15 UNITING WITH HISTORICAL ASSOCIATIONS.

Whenever a local county historical association shall be formed in Story County, the trustees of the Ames Public Library are hereby authorized to unite with such historical association and to set apart the necessary room and to care for such articles as may come into possession of said association; the library trustees are also authorized to purchase necessary receptacles and materials for the preservation and protection of such articles as are in their judgment of historical and educational nature and pay for the same out of the library fund.

(Ord. No. 2496, Sec. 2, 1-21-75) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.16] (Ord. No. 4024, 3-2-10)

Authority for Chapter 15 under Iowa law:

- *Article III, Section 38A of the [Constitution of the State of Iowa](#)* states that “municipal corporations are granted home rule power and authority, not inconsistent with the laws of the general assembly, to determine their local affairs and government.”
- *[Section 392.5 of the State Code of Iowa](#)* states: “A city library board of trustees functioning on the effective date of the city code shall continue to function in the same manner until altered or discontinued as provided in this section. In order for the board to function in the same manner, the council shall retain all applicable ordinances, and shall adopt as ordinances all applicable state statutes repealed by 64GA, Chapter 1088.”
- *[Section 392.5 of the State Code of Iowa](#)* states that “A proposal to alter the composition, manner of selection, or charge of a library board or to replace it with an alternate form of administrative agency, is subject to the approval of the voters of the city. . . If a majority of those voting approves the proposal, the city may proceed as proposed. If a majority of those voting does not approve the proposal, the same or similar proposal may not be submitted to the voters of the city for at least four years from the date of the election at which the proposal was defeated.