

**Ames Public Library Board of Trustees  
Agenda – March 17, 2022  
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) Election of Officers
- 2) Resolution approving donations
- 3) Motion approving minutes of the regular meeting February 17, 2022
- 4) Motion approving payment of claims 2/1/22 – 2/28/22

**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**

- 5) Assistant City Manager - Schildroth
- 6) Administration – Schofer
- 7) APLFF – Kluesner/Myers

**Board Education**

- 8) Volunteer Services - Bohlke

**Policy Review**

- 9) Social Media Policy (Action)
- 10) Mission, Values, and Strategic Planning (Action)
- 11) Authority (Action)
- 12) Records Retention (Discussion)
- 13) Financial Limits Authority (Discussion)

**Unfinished Business**

- 14) Service Offerings (Discussion)

**New Business**

- 15) Recognition of Retiring Trustees (Barchman & Glatz)
- 16) APLFF FY23 Ask
- 17) Woodman Controls Company
- 18) Closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of the Director's evaluation.
- 19) Approval of the Director's salary (Action)

**Trustee Comments**

**Adjournment**

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

In February, the following slate of officer candidates for 2022/23 was presented by the Nominating Committee:

- Carolyn Myers, President
- Ruxandra (Sandra) Marcu, Vice President
- Jon Christy, Secretary

Further nominations may be made from the floor at this meeting or the Board may opt to elect the slate.

Some notes from *The Standard Code of Parliamentary Procedure*, Chapter 18:

- An election becomes effective immediately if the candidate is present and does not decline.
- Election of a candidate who is absent and has consented to nomination becomes effective as soon as the person is notified.
- Officers assume office when declared elected; no formal installation is necessary.

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 17, 2022**

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

- 1) Kirsten Barta in memory of Betty Tigges..... \$30.00

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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  
February 17, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 17, 2022, in the Rotary Room with Barchman, Glatz, Christy, Johnson, Kluesner, Marcu, Myers, Reynolds and Thorbs-Weber in attendance. Director Schofer was also in attendance.

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

**Consent Agenda:**

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

1. Resolution approving donations from:
  - a) Steven & Holyce Nissen in memory of Betty Tigges ..... \$100.00
2. Motion approving minutes of the regular meeting January 20, 2022
3. Motion approving payment of claims 1/1/22 – 1/31/22

**Vote on Motion: 8-0 (Marcu abstaining). Approved unanimously. Resolution No. 2022-L005 adopted.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Schildroth was not able to attend. Schofer stated that Schildroth has been busy with the budget process and helping in the City Assessor's office while they are in the hiring process.

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

- The Library's budget presentation to City Council on February 1<sup>st</sup> went well. The presentation is a chance to tell the Library's story and answer Council questions. Questions were asked about the teens, the partnership with the Ames Community School District, the bookmobile, and community engagement.
- The Library's annual report is completed. It is a new format from previous years. Trustees were given copies; copies are available for anyone interested at various service points in the library and on the website.
- Schofer highlighted some of the February programs including celebrating Black History Month with family storytimes and Sharing Our Own Stories: Ames' Black Voices, the Stormettes Dance Line, and the Memory Project.
- The library will be closed to the public on Monday, February 21 while staff attend an all-day training session. Dr Coleman will return for additional Diversity, Equity, and Inclusion training in the morning with budget updates, strategic plan updates, safety information, a Vega demo, and workgroup training completing the day.

- Schofer had Leadership Ames City of Ames Day today. The day included an introduction to City Administration by Assistant City Manager Phillips, a panel discussion with Mayor Haila and City Council members Corrieri, Gartin, Junck, and Rollins. A panel discussion on boards and commissions that Christy, Thorbs-Weber, and Reynolds took part of, and tours of the police department, library, resource recovery plant, water plant, and fire station.
- Schofer has been part of interviews at the power plant and for the City Assessor. It has been a good experience.
- Schofer reminded the Board that a county-wide Trustee training “Public Libraries & Economic Development: From Books to Building Blocks” will be held at the Huxley City Council Chambers with a virtual option on February 21 at 6:30 p.m.

APLFF Report: Myers gave a report to the Board.

- Sales are going well; a portion of the book sales are online.
- The beverage station is back in service in literary grounds.
- The holiday campaign was successful. Several members of the board will call those who donated \$500 or more.
- A spring book sale will be held March 10-13.
- The Fundraising Committee will have preliminary conversations with potential candidates for the Development Director position.

Nominating Committee Report: Barchman gave a report to the Board.

- Barchman and Johnson met virtually.
- The slate of candidates for 2022/2023 are:
  - President – Myers
  - Vice-President – Marcu
  - Secretary – Christy
- The floor was opened for additional nominations; no additional nominations were brought forward.

**Board Education:** Barchman, Christy, and Marcu reviewed the Director’s evaluation process. Marcu had emailed information to Board members prior to the meeting including the goals from the current strategic plan, information from the Iowa Library Trustee handbook on evaluating the Library Director, and the American Library Association short take on Evaluating the Library Director. The Board had the Director’s General Job Duties policy, and the Director Performance Evaluation Process policy to refer to. The Board discussed the current process, concerns with the process, and how the Director’s goals are established. After much discussion, direction was given to the committee to follow the existing Director Performance Evaluation Process policy to complete the Director’s evaluation.

Thorbs-Weber left the meeting at 8pm.

**Policy Review:**

Conduct in the Library: Schofer reviewed the policy. It was brought to the Board last month for discussion. Schofer worked with person in charge team. Changes include:

- Replacing “disorderly, loud, or boisterous manner” with “disruptive”
- Replacing “outside of a meeting room, unless authorized by the Program Policy or Director” to “except within permitted Meeting Room or Program use or as otherwise authorized by the Director”
- Replacing “given one warning” with “warned”
- Replacing “the designated person in charge” with “library staff”

**Moved by Christy, seconded by Barchman, to approve the Conduct in the Library policy as presented.**

**Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L006 adopted.**

Art Collection: Schofer reviewed the policy. It was brought to the Board last month for discussion. This was reviewed by managers; no changes are suggested.

**Moved by Glatz, seconded by Barchman, to approve the review of the Art Collection policy as presented with necessary formatting changes.**

**Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L007 adopted.**

Volunteer Services: Schofer reviewed the policy. It was brought to the Board last month for discussion. Schofer reviewed the policy with Volunteer Coordinator Bohlke and the managers. Suggested changes include changing “fees/fines” to “fees” and changing “his/her” to “their”.

**Moved by Myers, seconded by Reynolds, to approve the Volunteer Services policy as presented.**

**Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L008 adopted.**

Social Media Policy: Schofer introduced the policy. She will have the managers and Community Relations Specialist Ocken review the policy; Schofer may reach out to Iowa Urban Public Library Association colleagues to review their policies. The Board urged Schofer to review the process of which staff have access to post on social media, general guidelines, and tone. The policy will be brought back next month with any recommended changes.

Records Retention: Schofer introduced the policy. The policy has been sent to the City legal department for review. The policy will be brought back next month with any recommended changes.

Mission, Values, and Strategic Planning: Schofer introduced the policy.

The City added Diversity, Equity, and Inclusion as an Excellence Through People value; that change will be reflected. The policy will be reviewed by managers and brought back next month with any recommended changes.

Authority: Schofer introduced the policy. The policy has been sent to the City legal department for review. The policy will be brought back next month with any recommended changes.

### **Unfinished Business:**

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Briseno is reviewing bookmobile stops, teen space hours were expanded, and conversations with I.T. staff are taking place to improve the hybrid program process.

### **New Business:**

Accreditation Application: Schofer reviewed the application process with the Board. Duckett, Francis, Johannes, and Schofer completed an ADA audit as one of the accreditation standards. Accreditation applications are due every three years.

**Moved by Glatz, seconded by Myers, to approve the Accreditation Application as presented. Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused).**

### **Trustee Comments:**

- Myers - good job on the accreditation application.
- Glatz – on the Director’s General Job Duties last bullet he has seen news articles reflecting the Director completing this requirement.
- Kluesner – has been in contact with the Library Director for Augusta County Library in Virginia. They had reached out to discuss the process of combining their Friends and Foundation groups. Kluesner has been giving them information about the process Ames went through and may attend their meetings virtually to offer further assistance. Their library completely shut down and they are struggling to come back. He applauds everyone for efforts to keep the library and boards running.
- Christy - thank you Schofer and Johannes for the accreditation application.
- Johnson – noted that the door count reflected in the accreditation application does not reflect the amount of work or effort staff put in to get people library materials. He has learned so much about all the work that went in to the processes and is so impressed.
- Reynolds – the display in vestibule is breath-taking. The subject matter is very impactful.
- Barchman – seconds Reynolds remarks on the display. She requested an update on the public’s reaction to the library going fine free.
- Marcu - thank you to everyone for being so engaged. Thank you Schofer and Johannes for completing the accreditation application.

**Adjournment:**

**Moved by Barchman, seconded by Johnson, to adjourn at 8:48 p.m.  
Vote on Motion: 7-0 (Marcu abstaining; Thorbs-Weber excused). Approved  
unanimously.**

The next regular meeting will be on Thursday, March 17, 2022, at 7:00 p.m. in the Rotary Room.

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Melissa Johannes, Library Secretary

Jon Christy, Board Secretary



**Library Claims**  
**February 1 - February 28, 2022**

<b>Administration</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,093.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	109.00
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	\$	643.49
PAYROLL SUMMARY	FICA	\$	2,751.44
PAYROLL SUMMARY	IPERS	\$	4,256.80
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	143.72
JUL-JAN MESSENGER CHRGS	MESSENGER SERVICE	\$	3,958.49
JAN 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	193.20
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	1.02
JANUARY POSTAGE	POSTAGE/FREIGHT	\$	2.69
JANUARY 2022 PACKAGES	POSTAGE/FREIGHT	\$	3.37
BANK OF AMERICA	CONFERENCES	\$	457.20
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	180.00
JAN 2022 PRINTING CHRGS	RECRUITING COSTS	\$	8.25
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,352.10
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	273.45
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	187.21
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	361.98
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	191.22
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$	195.00
BANK OF AMERICA	STRUCTURAL REPAIRS	\$	1,100.00
CONVERGINT TECHNOLOGIES L	STRUCTURAL REPAIRS	\$	1,043.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	771.47
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	299.64
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
LAWNPRO	NON-CITY SERVICE	\$	2,087.75
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
CH ISSUES	OFFICE SUPPLIES	\$	202.56
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	3.87
BANK OF AMERICA	OFFICE SUPPLIES	\$	451.43
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	162.70
ULINE	OFFICE SUPPLIES	\$	45.79
COMPASS BUSINESS SOLUTION	OFFICE SUPPLIES	\$	206.05
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	568.97
BANK OF AMERICA	CLEANING SUPPLIES	\$	1,197.65
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	243.56

**Library Claims**  
**February 1 - February 28, 2022**

BANK OF AMERICA	FOOD	\$	14.48
<b>Total Administration</b>		<b>\$</b>	<b>83,768.53</b>
<b>Resource Services</b>			
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	\$	369.63
PAYROLL SUMMARY	FICA	\$	1,580.48
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	0.05
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	840.55
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	8.75
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	198.01
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	55.65
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	983.67
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,313.76
OVERDRIVE	ELECTRONIC COLLECTION	\$	3,100.17
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,386.00
INGRAM LIBRARY SERVICES	SPECIAL PJCT COLLECTIONS	\$	11.64
AMAZON	SPECIAL PJCT COLLECTIONS	\$	45.78
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$	164.47
USA TODAY	PERIODICALS	\$	113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	4,573.15
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	794.63
AMAZON	YOUTH COLLECTION	\$	1,251.65
MIDWEST TAPE	YOUTH COLLECTION	\$	992.38
BANK OF AMERICA	YOUTH COLLECTION	\$	24.45
AMAZON	AUDIO-VISUAL COLLECTION	\$	299.46
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,696.18
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	6,672.23
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	681.57
AMAZON	ADULT PRINT COLLECTION	\$	872.81
GREY HOUSE PUBLISHING INC	ADULT PRINT COLLECTION	\$	505.05
TACKETT, LINDSEY E	REFUNDS	\$	22.49
OLSEN, KELSIE	REFUNDS	\$	21.74
<b>Total Resource Services</b>		<b>\$</b>	<b>73,731.13</b>
<b>Youth Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	37,889.04
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	308.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	389.42

**Library Claims**  
**February 1 - February 28, 2022**

PAYROLL SUMMARY	IPERS DISABILITY	\$	144.20
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,882.78
PAYROLL SUMMARY	MEDICARE FICA	\$	526.16
PAYROLL SUMMARY	FICA	\$	2,249.86
PAYROLL SUMMARY	IPERS	\$	3,576.70
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	50.76
JAN 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	8.40
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	0.93
BANK OF AMERICA	CONFERENCES	\$	979.14
ONESOURCE	RECRUITING COSTS	\$	35.00
<b>Total Youth Services</b>		<b>\$</b>	<b>52,114.66</b>

**Adult Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	35,884.24
PAYROLL SUMMARY	DENTAL INSURANCE	\$	133.28
PAYROLL SUMMARY	IPERS DISABILITY	\$	109.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	59.41
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,348.48
PAYROLL SUMMARY	MEDICARE FICA	\$	515.44
PAYROLL SUMMARY	FICA	\$	2,204.01
PAYROLL SUMMARY	IPERS	\$	3,387.48
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	43.06
2022-1 MUNI CODE SUBSCRIP	PRINT SHOP SERVICES	\$	11.44
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	9.19
JANUARY POSTAGE	POSTAGE/FREIGHT	\$	2.29
BANK OF AMERICA	CONFERENCES	\$	218.58
ONESOURCE	RECRUITING COSTS	\$	42.95
<b>Total Adult Services</b>		<b>\$</b>	<b>44,969.09</b>

**Customer Account Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	46,761.16
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	12,434.17
PAYROLL SUMMARY	DENTAL INSURANCE	\$	312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	190.47
PAYROLL SUMMARY	LIFE INSURANCE	\$	86.65
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$	828.56
PAYROLL SUMMARY	FICA	\$	3,542.73
PAYROLL SUMMARY	IPERS	\$	5,558.57
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	144.18
JANUARY LONG DISTANCE	CITY LONG DISTANCE	\$	12.60
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	85.12
JANUARY POSTAGE	POSTAGE/FREIGHT	\$	784.06
PETERS, TERESE	TRAVEL/MEETINGS	\$	14.04

**Library Claims**  
**February 1 - February 28, 2022**

FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$	13.86
BANK OF AMERICA	CONFERENCES	\$	(391.00)
ONESOURCE	RECRUITING COSTS	\$	140.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	9.85

<b>Total Customer Account Services</b>		<b>\$</b>	<b>75,761.76</b>
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	<b>Total:</b>	<b>\$</b>	<b>330,345.17</b>
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<b>Carolyn Myers, President</b>	<b>Jon Christy, Secretary</b>	Date
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**CITY COUNCIL  
VALUES, GOALS, AND TASKS**

Approved February 15, 2022  
To Be Accomplished by December 31, 2023

**WE VALUE COMMUNICATION AND ENGAGEMENT WITH THE PUBLIC**

**GOAL 1: By the end of 2023, develop, test, and evaluate strategies to improve community engagement, particularly underrepresented groups.**

**Task 1**

**Completion Goal: Q3 2022**

Staff will approach the CRP 432/532 class regarding the possibility of hosting another Play Ames festival focused on educating the public regarding the City Council's values.

**Task 2**

**Completion Goal: Q1 2022**

Staff will review the December 2020 report from the Community and Regional Planning 432/532 class and present a report to the City Council recommending which strategy(ies) should be tested.

**Task 3**

**Completion Goal: Q3 2022**

City Council will choose a strategy and appropriate funds, if needed, to complete the test.

**Task 4**

**Completion Goal: Q4 2022**

The selected strategy will be tested and the results reviewed with the City Council once the test is complete.

**WE VALUE DIVERSE HOUSING OPTIONS FOR THE COMMUNITY**

**GOAL 1: Prioritize and complete the tasks outlined in Ames Plan 2040 that affect housing availability and affordability.**

**Task 1**

**Completion Goal: Feb 15, 2022**

Staff will present for Council's approval a proposed prioritization of tasks related to housing availability and affordability identified in Ames Plan 2040.

**Task 2**

**Starting Goal: April 2022**

Staff will begin work on the approved tasks, starting first with the highest priority.

**Task 3**

**Completion Goal: Q2 2023**

Staff will present to City Council a recommended low/moderate income housing strategy, to include: 1) what standardized incentives to offer, 2) addressing impediments in the code (if any), and 3) acquisition of land or existing housing

**Task 4**

**Completion Goal: Q3 2023**

City Council will consider whether to adopt the proposed low/moderate income housing strategy

**WE VALUE A FUN, VIBRANT, AND HEALTHY COMMUNITY THAT ATTRACTS AND RETAINS PEOPLE**

**GOAL 1: Implement City programs (parks and recreation, library, etc.) and initiatives (partnerships with others) that educate, train, and engage regarding mental and physical wellness.**

**Task 1**

**Completion Goal: Q2 2022**

City staff will define mental and physical wellness and develop criteria to measure if a program meets these definitions.

**Task 2**

**Completion Goal: Q2 2022**

Invite community partners, including ISU, the School Districts, human services agencies, and the medical community, to identify opportunities to improve mental and physical wellness in partnership with the City.

**Task 3**

**Completion Goal: Q4 2022**

City staff will inventory current City programs and initiatives, including partnerships with other entities, to determine how many current offerings meet the criteria and then identify if there are gaps in what is being offered regarding mental and physical wellness. This would include determining if the gaps are being met elsewhere in the community.

**Task 4**

**Completion Goal: Q2 2023**

Staff will develop a plan regarding what to continue offering and what new programs are needed to address the identified gaps.

**Task 5**

**Completion Goal: Q3 2023**

Staff will implement any new programs that are within its authority and bring to Council any new partnerships that require Council approval to proceed.

**GOAL 2: Consult with community partners to identify steps each partner can take to improve workforce recruitment/retention.**

**Task 1**

**Completion Goal: Q4 2022**

The Mayor will discuss with major employers and report back to the City Council with recommendations to improve workforce recruitment/retention.

**Task 2**

**Completion Goal: Q1 2023**

The City Council will consider the recommendations that are within the Council's ability to influence.

**WE VALUE A DIVERSE, EQUITABLE, AND INCLUSIVE COMMUNITY**

**GOAL 1: Develop a community-wide Diversity, Equity, and Inclusion Plan that identifies definitions and actionable strategies by the end of 2023.**

**Task 1**

**Completion Goal: Q2 2022**

Staff will identify a consultant who can provide training to the City Council regarding diversity, equity, and inclusion in the policy-making process.

**Task 2**

**Completion Goal: Q4 2022**

Staff will develop an RFP for a consultant to create a DEI plan.

**Task 3**

**Completion Goal: Q4 2022**

The City Council will appropriate funding to hire a consultant to develop a DEI plan.

**Task 4**

**Completion Goal: Q4 2022**

Staff will issue the RFP and the City Council will select a consultant to develop a DEI plan.

**Task 5**

**Completion Goal: Q1 2023**

The Mayor will appoint a supplemental input committee representing various segments of the community population to work with the DEI Coordinator and consultant to develop the DEI plan.

**Task 6**

**Completion Goal: Q4 2023**

The City Council will review the DEI plan and consider the recommendations offered in the plan.

**GOAL 2: Implement additional accessible and equitable transportation options for the community (transit, bike, pedestrian, micromobility, rideshare, and others).**

**Task 1**

**Completion Goal: Q2 2022**

CyRide staff will provide a preliminary analysis to the Transit Board and City Council regarding the concept of universal fare-free CyRide service

**Task 2**

**Completion Goal: Q4 2022**

If the Transit Board/City Council wish to further pursue universal fare-free CyRide service after reviewing this preliminary analysis, the Transit Board/City Council will hire a consultant for an in-depth study to be completed before the budgeting season begins.

**Task 3**

**Completion Goal: Q4 2022**

Once the in-depth study is received, the Transit Board/City Council will decide by January 2023 whether to include funding in the budget for universal fare-free service.

**Task 4**

**Completion Goal: Q1 2022**

City staff will develop an RFP for a consultant to complete a bike/ped master plan.

**Status: Complete. The RFP has been issued and responses have been received.**



**Task 5**

**Completion Goal: Q1 2022**

Issue the RFP, select a consultant, and develop the bike/ped master plan.

**Status:** In progress. As of February 10, 2022, the RFP has been issued and consultant selection is anticipated in March 2022.

**Task 6**

**Completion Goal: Q1 2023**

The City Council will review the bike/ped master plan and consider whether to adopt the recommendations of the plan.

**Task 7**

**Completion Goal: Q4 2022**

Staff will provide the City Council a report regarding micromobility, which will contain: 1) a summary of what other cities are doing, 2) existing City ordinances pertaining to micromobility, and 3) recommendations regarding ordinance changes to enhance micromobility.

**Task 8**

**Completion Goal: Q1 2023**

The City Council will review the micromobility report and consider whether to adopt any of the recommendations.

**Task 9**

**Completion Goal: Q3 2023**

Staff will provide the City Council a report regarding rideshare, vanpool, car-sharing, and other potential techniques that provide accessible and equitable transportation in the community.

**WE VALUE ENVIRONMENTAL SUSTAINABILITY**

**GOAL 1: Receive the Climate Action Plan and prioritize and implement Council-approved strategies from it to maintain progress towards the adopted climate goal, and continue pursuing targets of opportunity to achieve greenhouse gas reduction.**

**Task 1**

**Completion Goal: Q3 2022**

Staff will work with the consultant to complete the Climate Action Plan

**Task 2**

**Completion Goal: Q3 2022**

The City Council will receive from the consultant/staff: 1) the recommended package of strategies from the Climate Action Plan, 2) associated costs, and 3) an implementation plan.

**Task 3**

**Completion Goal: Q4 2022**

The City Council will approve a prioritized list of the strategies it wishes to pursue.

**Task 4**

**Starting Goal: Q1 2023**

Staff will begin to implement the strategies in the priority order approved by Council.

**Task 5**

**Completion Goal: Q1 2023**

Organize a task force to implement Climate Action Plan steps that pertain to individuals, the private sector, and non-city entities (e.g., ISU, DOT, etc.).

**Task 6**

**Completion Goal: Q2 2022**

The City Council will receive the Waste-to-Energy study and determine which option to consider.

**Task 7**

**Completion Goal: Q3 2022**

Staff will develop an implementation plan outlining the next steps based on the Waste-to-Energy Option selected by the City Council.

**Task 8**

**Completion Goal: Q3 2022**

Staff will provide a report to the City Council regarding residential organized solid waste collection options and determine next steps.

**Task 9**

**Completion Goal: Q3 2023**

Staff will review electric rebates and opportunities for beneficial electrification and propose changes to maximize greenhouse gas reduction.



# Social Media Policy

Section: Library Resources

Approved: 9/16/2010

Reviewed:

Revised: 5/16/2013, 9/17/2015, 3/28/2019, 3/17/2022

Ames Public Library uses online social networking sites to further its mission to connect library users and community residents to the world of ideas.

**Commented [SS1]:** American Library Association recommends defining audience

The Library participates in social media to facilitate sharing of news and information about Library services, programs, and resources to the widest possible audience. They also create welcoming online spaces where library users may interact amongst themselves and with Library staff, avail themselves of certain Library services, and exchange thoughts and opinions about library-related subjects and issues in a public forum.

**Commented [SS2]:** While interacting becomes a public forum with 1<sup>st</sup> Amendment protections “library related” gives intended scope

Ames Public Library participation in online social networks does not constitute endorsement of the content or views expressed by the participants, including staff. The Library is not liable or responsible for content posted by any participant or for any event or interaction that takes place through any online social network. The Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor’s use of these services.

## Terms of Use Guidelines

The Library reserves the right to remove inappropriate content, including, but not limited to content that:

**Commented [SS3]:** Past policy had language on banning but several legal discussions and ALA article suggest blurred lines and difficulty determining which speech is protected or not when it comes to banning.

- Is profane
- Is sexual in nature
- Threatens or defames any person or organization
- Incites violence
- Violates copyright or the legal ownership interest of another party
- Promotes or advocates illegal activity
- Is repetitive, duplicative, or unrelated to the topic of the post or thread
- Promotes commercial services or products, proselytizes, or is spam
- Promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability, sexual orientation, or veteran status
- Reveals personally identifying information including, but not limited to: email address, phone numbers, addresses, medical information, etc.
- Is considered political campaign activity

City of Ames policy does say “The City of Ames reserves the right to delete postings, or block users, that it deems to be slanderous, obscene, soliciting or threatening”

Also note it’s a good process to retain record of comments that are removed.

**Commented [SS4]:** Speech that is illegal and not protected by first amendment

**Commented [SS5]:** Seems like this is subjective and borders on protected speech

**Commented [SS6]:** Looked this up – there is a Genetic Information Non Discrimination Act (GINA)

Users who continue to post inappropriate content may be removed or blocked.

The Library disclaims any and all responsibility and liability for any content deemed inappropriate for posting. The Library is not responsible for the removal of content by online social media sites.

## 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

[City of Ames Social Media Policy](#)

~~[City of Ames Terms of Use Guidelines on Facebook](#)~~

[Conduct in the Library Policy \(updated link\)](#)

Field Code Changed

**Social Media Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 17, 2022**

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

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Carolyn Myers, President

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Jon Christy, Secretary



# Mission, Values, and Strategic Planning Policy

Section: History, Authority, Mission

Approved: 6/19/1997

Reviewed: 3/27/2003, 12/20/2007, 3/28/2019

Revised: 3/28/2002, 11/18/2010, 3/17/2016, 3/17/2022

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## Mission Statement

Ames Public Library: We connect you to the world of ideas.

## Values

As a department of the City, Ames Public Library embraces the Excellence Through People Values, which are:

- Continuous Improvement
- Creativity and Innovation
- Customer Driven
- Data Driven
- Diversity, Equity, and Inclusion
- Employee Involvement
- Excellence
- Fiscal Stewardship
- Honesty and Integrity
- Leadership
- Positive Attitude
- Respect One Another
- Safety and Wellness
- Teamwork

## Strategic Planning

The Ames Public Library Board of Trustees is committed to the process of strategic planning and will meet the standards established by the State Library of Iowa for Tier 3 Library accreditation.

**Mission, Values, and Strategic Planning Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 17, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Mission, Values, and Strategic Planning Policy as presented.

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Carolyn Myers, President

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Jon Christy, 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

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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.

**Authority**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 17, 2022**

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

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Carolyn Myers, President

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Jon Christy, Secretary



# Records Retention Policy

Section: Administration

Approved: 3/19/2009  
Reviewed: 3/17/2011  
Revised: 4/19/2012, 10/24/2013, 3/17/2016, 3/28/2019, 3/17/2022

Library records consist of information documented in performance of the Library’s official business. The Records Retention Policy exists in order to:

- provide appropriate records to staff and the public;
- comply with laws on privacy, confidentiality, and open records;
- conform to the City’s policy;
- address security and space concerns; and
- ensure that the library keeps necessary records.

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Library records must be routinely maintained for legally accountable periods of time and routinely destroyed under the scheduled record retention periods.

The records retention schedule is applicable without regard to the format of a record. Certain records may be maintained in one or more formats and, at certain times, library staff may be in the process of transferring records from one format to another.

Electronic records that are deleted in accordance with the appropriate record series retention schedule may be stored on library backup servers for a period before they are completely unrecoverable. Recoverable deleted electronic records may be accessed only with permission of the Library Director. However, electronic records cannot be destroyed if they have been requested under *Code of Iowa Chapter 22*, or if they are part of ongoing litigation, even if their retention period has expired.

## Responsibility

The Records Manager for the City of Ames is the City Clerk. Compliance with Library policy and implementation of public record law is the responsibility of the Library Director. Members of staff and volunteers may be appointed to assist in records management.

## Schedule

### A. ADMINISTRATIVE

Record Title	Retention Period	Reason
Agreements, Leases, and Contracts for Equipment or Services	Permanent	Continuing administrative value
Borrowers’ accounts and database files CONFIDENTIAL	Purge after 3 years of patron inactivity, unless debts are outstanding	Administrative value ends (per State Library)
Contract and Project Administration Files	5 years after project completion	Administrative and legal value ends
Key Log	Permanent, updated, as	Continuing administrative value

	necessary, for life of locks	
Log of Public Information Requests & Responses	5 years, unless required because of pending litigation	Administrative and legal value ends
Reports and Studies	Permanent	Continuing administrative and historical value, possible legal value
Statements of Concern	5 years after resolution of the concern	Administrative value ends

**B. BUILDING/EQUIPMENT**

Record Title	Retention Period	Reason
Capital Projects (building plans and specifications, construction documents, blueprints, and as-built or photographic documentation)	Permanent	Continuing administrative and historical value
Fixed equipment (operating manuals, inspection logs, maintenance records, operating permits)	Life of equipment plus 5 years	Administrative value ends

**C. FINANCIAL**

Record Title	Retention Period	Reason
Bequests and Endowments	Permanent	Continuing administrative, historical, and legal value
Grants	Permanent	Continuing administrative and historical value
Requests for bids or proposals, responses, and evaluation materials, if not handled by City of Ames Purchasing Division	5 years after date of award	Administrative and legal value ends

**D. HISTORICAL**

Record Title	Retention Period	Reason
Ames Library Association Minutes, Records & Correspondence	Permanent	Continuing historical value

**E. LIBRARY BOARD OF TRUSTEES**

Record Title	Retention Period	Reason
Audio recordings of open meetings	1 year from date of meeting	Administrative value ends
Audio recordings of closed sessions CONFIDENTIAL	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)
Board meeting packets (agenda, action forms, reports and	5 years; appraise for permanent retention	Administrative value ends

correspondence distributed for Board meetings)		
Correspondence	3 years	Administrative value ends
Library Policies	Permanent	Continuing administrative, historical and legal values
<u>Long Range Plans / Strategic Plans</u>	Permanent	Continuing historical value
Minutes of closed sessions CONFIDENTIAL	1 year from date of meeting, unless litigation is pending	Code of Iowa §21.5(4) (2009)
Minutes of open meetings	Permanent	Continuing administrative, historical, and legal values
Signed Resolutions	Permanent	Continuing administrative, historical, and legal values

#### F. PERSONNEL

Record Title	Retention Period	Reason
Applications for temporary positions	6 months	Administrative value ends
Employee Files (application, position description at time of hire, written reprimands, performance evaluations.) CONFIDENTIAL	5 years after end of employment (Service records of permanent employees retained permanently by Human Resources; payroll information kept permanently by Finance Dept.)	Administrative value ends
Recruitment Files (search committee and interview notes) CONFIDENTIAL	5 years after position filled (Note: all electronic applications are retained by Human Resources.)	Administrative value ends

#### References

[Code of Iowa Section 304.2\(6\)](#)

[Code of Iowa Section 22](#)

[Record Retention Manual for Iowa Cities](#), Iowa League of Cities, October 2012

Ames Public Library's [Confidentiality and Library User Records Policy](#).



# Financial Limits Authority Policy

Section: Administration

Approved: 8/21/1997

Reviewed: 4/17/1993, 5/19/2005, 3/9/2006, 1/17/2008, 5/19/2011

Revised: 10/23/1997, 4/17/2008, 6/20/2013, 6/16/2016, 5/16/2019

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Ultimate responsibility for maintenance and operation of the Library lies with the Board of Trustees. Among the powers and duties of the Board of Trustees described in [Section 15.7 of the Ames Municipal Code](#) are the following:

(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.”

Annual operating budgets and capital improvement plans are prepared by library staff and approved by the Board of Trustees and the City Council. It is the responsibility of the City of Ames to account for all revenue and expenditures as specified in Iowa Code 384.

## Director’s Authority

The Director is responsible for administering the day-to-day operation of the Library, including planning and managing the library’s expenditures and revenues. To carry out these responsibilities effectively, the Board delegates certain authorities to the Director.

The Director is authorized to:

- approve claims for expenditures that are consistent with approved annual budgets.
- offer starting salaries in accordance with “City of Ames Personnel Policies and Procedures.”
- expend funds annually out of trust accounts that are designated for a specific purpose (e.g. the Gilman, Feinberg, and Smith endowments).
- approve expenditure of funds up to a total of \$10,000 annually out of the General Donations account, in accordance with donor intent. Additional expenditures require Board authorization.
- expend grant funds in a manner consistent with the terms of the grant or as approved as part of the annual budget.

## Contracts

The Director is authorized to negotiate and sign agreements for services delivered by the Library that result in revenues of \$25,000 or less. The Director is authorized to negotiate and execute other revenue-producing agreements as approved by the Board.



Upon approval of the budget, award of contracts for services received by the Library for its operational or administrative needs and for purchases consistent with the purpose and terms of any grant received for library purposes with a total amount of less than \$25,000 may be made by the Director, in consultation with the City's Finance Purchasing Division, unless otherwise directed by the Board. The Director is authorized to execute contracts of less than \$25,000 in total contracted amount following approval by the Legal Department.

The Director is authorized to solicit contracts with a total cost of \$25,000 or more in consultation with the City's Finance Purchasing Division. Such contracts will be awarded and approved by the Library Board. Approval by the City Manager or City Council may also be warranted, in accordance with *City of Ames Purchasing Policies and Procedures* or as requested by the Board.

## **Disposal of Library Property**

The Director is authorized to dispose of surplus library property, including but not limited to materials, furniture, equipment, vehicles, supplies, etc. These may be disposed of through procedures set forth in the *City of Ames Purchasing Policies and Procedures*. The Board of Trustees will be notified of the Director's intent to sell any item having a potential value in excess of \$10,000.

## **Reporting**

Library revenues and expenditures from all funds shall be included in financial reports submitted to the Board.

## **References**

[Ames Municipal Code Chapter 15](#) – Libraries

City of Ames Finance Department Purchasing Division Purchasing Policies and Procedures

[Iowa Code Chapter 384](#).– City Finance

[Iowa Code Chapter 392](#) - City Administrative Agencies



The Ames Public Library trustees and staff express  
their deepest thanks and gratitude to  
**Sarah Barchman & Charles Glatz**  
for their years of dedication and service.

<b>APL Request for APLFF Funding</b>	<b>FY23 Ask</b>	
<b>Programming</b>		
Youth Programming		\$ 38,000.00
<i>Presenters &amp; Performers</i>	\$ 7,000	
<i>Food at programs</i>	\$ 1,000	
<i>Program supplies</i>	\$ 2,500	
<i>Youth Reading Incentives</i>	\$ 5,500	
<i>Book giveaways</i>	\$ 12,000	
<i>Activity Kits</i>	\$ 10,000	
Teen Programming		\$ 8,000.00
<i>Presenters &amp; Performers</i>	\$ 2,000	
<i>Food at programs</i>	\$ 500	
<i>Program supplies</i>	\$ 1,000	
<i>Teen Reading Incentives</i>	\$ 1,500	
<i>Teen Advisory Group</i>	\$ 3,000	
Adult Programming and Supplies		\$ 13,000.00
<i>Presenters &amp; Performers</i>	\$ 5,000	
<i>Food at programs</i>	\$ 500	
<i>Programming Supplies</i>	\$ 4,500	
<i>Adult reading incentives</i>	\$ 3,000	
Book Clubs		\$ 4,000.00
<i>All Iowa Reads – Teen &amp; Youth</i>	\$ 2,000	
<i>Adult Book Clubs</i>	\$ 2,000	
<b>Collections</b>		\$ 79,000.00
Youth Collection (formerly materials to bridge fiscal years)	\$ 5,000	
Adult Collection (formerly materials to bridge fiscal years)	\$ 5,000	
Large Print materials	\$ 10,000	
Electronic Collections (Digital Support)	\$ 25,000	
Adventure Passes	\$ 2,000	
Special Project Collections (Hotspots, Translators, RPG kits)	\$ 20,000	
STEM kits	\$ 3,000	
ReadAbout Bag Project	\$ 2,000	
Adult World Languages (Welcome Collection)	\$ 2,000	
Professional Development Collection	\$ 1,000	
Quick Picks	\$ 4,000	
<b>Marketing and Promotion</b>		\$ 11,500.00
Page One Production	\$ 5,000	
Promotional Items	\$ 1,500	
Marketing (includes translation services)	\$ 5,000	
<b>Professional Development</b>		\$ 12,250.00
Staff Development (webinars, trainings)	\$ 10,000	
BoardSource (APLFF \$500; APL \$1750)	\$ 2,250	
<b>Project Smyles</b>		\$ 31,000.00
<b>Community Engagement Position</b>		\$ 36,000.00
<b>Innovation Grants</b>		\$ 10,000.00
<b>Summer Food (cost estimated at \$4/meal * 75 meals * 12 weeks)</b>		\$ 18,000
	<b>TOTALS:</b>	<b>\$ 260,750</b>

**Library Request to APLFF for FY23 Funding**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 17, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, requests that Ames Public Library Friends Foundation provide funding in the amount of \$260,750 for fiscal year 2022/23 for the following purposes.

Programming.....	\$63,000.00
Collections.....	\$79,000.00
Marketing and Promotions .....	\$11,500.00
Project Smyles .....	\$31,000.00
Community Engagement Position .....	\$36,000.00
Innovations.....	\$10,000.00
Professional Development .....	\$12,250.00
Summer Food .....	\$18,000.00

**Background:**

The Ames Public Library has an existing agreement with Woodman Controls Company. The agreement provides temperature control system inspections, support, and preventative maintenance and repairs for the Woodman Building Automation System including those on the air handling units and majority of the heating and cooling components. Although the ability to monitor the system and adjust the operation of the equipment has resulted in various cost savings, the current software is Java based requiring Windows XP to operate and is no longer supported which creates security issues and errors. The upgraded HTML software will increase the data available for monitoring equipment trends and usage patterns; free up space on the library server; and provide remote access to the system allowing the Library Building Maintenance Supervisor to monitor issues without being in the building.

The current heat recovery chiller (HRC) is not presently part of the Woodman agreement and is controlled internally, which limits the library's ability to adjust the system and limits the amount of data stored to a one-week history. The frequent alarms must be reset manually. The limited data and control make detecting issues difficult. The Library anticipates that integrating the HRC into the existing Woodmen controls will help address these challenges to maximize efficiency and over time will save on utility costs.

**Action:** Administration recommends accepting the quote and authorizing the Director to execute the agreement with Woodman Controls Company for the installation of the new controller and HTML upgrade in the amount of \$34,734.

March 7, 2022

Page 1 of 3

TO: Ames Library (Bo Duckett)  
RE: Library HTML and HRC  
Ames, IA

## QUOTATION

### WOODMAN BUILDING AUTOMATION SYSTEM

#### BASE BID

**HTML \$24,481 (Twenty-Four Thousand Four Hundred Eighty-One Dollars)**

**HRC \$10,253 (Ten Thousand Two Hundred Fifty-Three Dollars)**

(Ten PRICING IS GOOD FOR 30-DAYS FROM DATE OF BID)

#### Included items:

##### HTML Upgrade:

- Control System HTML Graphics Rebuild Including:
  - Network Manager Replacement
    - Network manager Tridium/Niagara 4.x
    - Embedded software and licenses property of owner
    - 1-year software maintenance agreement
    - HTML graphics package
  - Network Manager Graphics:
    - [1] Distech System Controller Graphics
    - [77] Distech Controller Graphics
    - [1] Main Page Floor Plans
- Woodman Controls Labor Including:
  - Network manager set up
  - Database migration to new 4.x network manager
  - Graphics database creation
  - Technician onsite verification of system
  - Owner training

#### Included Items:

- Chilled Water System (HRC)
  - Distech controller in enclosure
  - Graphics for chiller and pumps
  - Wiring to new controller
  - Communiciaton
  - Start-up
  - Control accessories/sensors:
    - Reuse all existing sensors

#### Standard Control System Provided Items:

- Controller programming
- Communication wiring between controllers
- Full system graphics – latest version
- Remote login – on or off-site – with availability and required owner IT assistance
- Trending of all desired points
- Email and text alarms – with availability and required owner IT assistance
- Owner training
- Attend construction meetings as necessary
- Unlimited usernames and passwords
- A fully unlocked and open controls system

- Ongoing free future owner training in our office
  - Woodman Controls Labor Including:
    - Engineering hours for control drawings
    - Software programming of new controllers and sensors
    - Installation of new controllers and sensors including wiring
    - Commissioning assistance at current hourly rate (not figured in quote)
    - Technician start-up
- 

**Items Not Included (unless specifically noted above):**

- Sales tax is not included
  - Credit card fees - a 4% surcharge will be added to all credit card purchases
  - Integration/control of any other equipment
  - Lighting controls
  - Installation of pipe mounted sensors, meters and valves
  - VFD's or installation of VFD's
  - Dampers or damper actuators
  - DX safeties and control
  - Changes to existing system
  - Graphics changes
  - Rigid conduit
  - Replacement of controllers/sensors/valves/actuators in the building
  - IP address for outside access
  - Internal network troubleshooting
  - Computer
  - Overtime and/or after-hours work
- 

Thank you,



Dan Ponxs  
515-689-2540 (m)  
515-964-0904 (o)  
[dan@woodmaninc.com](mailto:dan@woodmaninc.com)

A selection and signature below by an authorized representative will authorize the work outlined above and itemized below.

Accepted:     Library HTML ..... \$24,481  
                    HRC (Chiller) ..... \$10,253

**PRICING IS GOOD FOR 30-DAYS FROM DATE OF BID**

**[Company/Customer]**

\_\_\_\_\_ (Company)

By: \_\_\_\_\_

Title: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

**Woodman Controls Company**

By:           Dan Ponxs          

Title:           Business Development          

Sign:                     

Date:           March 7, 2022



**Woodman Controls Company**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 17, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Director to execute the agreement with Woodman Controls Company for the software upgrade and purchase and installation of the controller for the heat recovery chiller in the amount of \$34,734.

Move to enter into closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of strategy in matters relating to employment.

**Director's Salary**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
MARCH 17, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, sets the Director's salary effective July 1, 2022 at \$\_\_\_\_\_.

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Carolyn Myers, President

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Jon Christy, Secretary