Ames Public Library Board of Trustees
Agenda – January 17, 2018
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)
(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)
1)   Resolution approving donations
2)   Motion approving minutes of the regular meeting of December 20, 2018
3)   Motion approving payment of claims 12/1/18 – 12/31/18

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 presiding officer.)

Financial Reports
4)   Fiscal Year 2018/19 Second Quarter Reports (Action Item - motion)
    a) Expenditure Summary – All Funds
    b) General Fund Comparisons
    c) APLFF, Future Needs Fund, and Donations Accounts

Activity Reports
5)   Administration – Carey
6)   Director Search Committee – Glatz

Board Education
7)   New Library Website – Dornink Hawes

Policies
8)   Art Collection Policy (Action Item)
9)   Volunteer Services (Action Item)
10)   Circulation and Customer Accounts Policy (Action Item)
11)   Authority Policy (Discussion)
12)   Mission, Values, and Strategic Planning (Discussion)
13)   Records Retention (Discussion)

New Business
14)   Approval of ADA Checklist Priority 3 (Action Item)
15)   Appointment of Nominating Committee – Glatz

Trustee Comments

Adjournment

Next regular meeting: Monday, February 21, 2019
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Donations

BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 17, 2019

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

1) From Rosemary and Steven Wilson $25.00
2) From Worldly Goods fundraiser for Project Smyles $204.15
3) From Bob and Rosemary Bulman for the INSPIRE Program...........one used iPad

_____   _____
Charles Glatz, President   Sarah Barchman, Secretary

Ames Public Library Board of Trustees
Minutes of the Regular Meeting
December 20, 2018

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 20, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Butler, Glatz, Kluesner, Marshall, Raman, and Wang in attendance. Briese and Lynch were excused. Library Director Carey, Librarians Briseño and Logsdon, and Assistant City Manager Phillips were also present.

Call to Order: Board President Glatz called the meeting to order at 7:00 p.m.

Consent Agenda:
   Moved by Butler, seconded by Kluesner, to approve the following items on the consent agenda:
   1) Resolution accepting donations:
       a) In honor of Marny Buck from Thomas and Nancy Green $100.00
       b) In honor of Herb Harmison from Duane Aske $50.00
       c) In memory of Arlene Johnson from Almira and Etsuro Eumura................... $24.00
       d) In memory of Lowell Richardson from Connie and Glen Maze................. $100.00
   2) Motion approving minutes of the Regular Meeting of November 15, 2018
   3) Motion approving minutes of the Special Meeting of November 19, 2018
   4) Motion approving payment of claims for 11/1/2018 – 11/30/2018
   Vote on Motion: 6-0. Approved unanimously. Resolution No. 2018-L035 adopted.

Public Forum: None.

Ames Public Library Friends Foundation (APLFF) Report: Trustee Glatz reported that the Board welcomed a new member, committee rosters were reviewed, Teen Advisory Group information was received, and the Director Search and its outcome were discussed.

Carey invited everyone to attend a Donor Wall Reception scheduled on December 27 from 2 – 3:30 p.m. in the Library lobby.

Administrative Staff Report: Library Director Carey reviewed personnel matters: three new Library Aides were hired; Librarian Ray Johnson resigned and his position has been posted; Karen Thompson will be retiring in January—her position will be reclassified to Secretary 1 and that opening will be posted soon. Carey also said staff has been working hard on the budget presentation; the next step will be a meeting with the City Manager.

Reporting on meetings she had attended, Carey stated that:
- She and Jerri Heid attended the Story County Library Association meeting earlier in the month, after which the group made its annual report to Board of Supervisors. She said they spoke about their commonalities and approach to the budget, as well as the libraries' role in economic development.
- She attended the Iowa Urban Public Library Association meeting and asked for those members to help with APL's director recruitment by reaching out to colleagues.
- She and Mary Logsdon attended a Workforce Day meeting in Ames. Employers open to having marginalized or non-traditional workers and social service agencies who work with those who are difficult to place discussed how those workers might be able to be employed. The Library attended as a "connector," because it has a role in helping job

seekers. After the discussions, there was a job fair. Carey said IowaWorks will soon be opening an office in the Department of Transportation building on Lincoln Way.

- She and Logsdon also attended a lectures meeting with Iowa State staff. Four upcoming lectures have been identified which the Library will promote.

Director Search Committee Report: Glatz said the committee met, reviewed the candidates that had been interviewed before, and determined that it would be best to re-start the process. The committee wants to recruit good applicants in a short time frame and there is a job fair at the ALA Midwinter Conference where there is potential to make connections. The committee also hopes to get a better sense of interactions next time by doing initial interviews with Skype, rather than telephone. Glatz said the committee's recommendation is to implement the plan proposed in the memo from Brian Phillips that was included in the meeting packet.

Phillips said he also recommended that a hard application deadline be put on this recruitment to reduce confusion. There was discussion about advertising the position and Glatz mentioned that he and Carey would attend the job fair at the ALA Midwinter Conference.

> **Moved by the Director Search Committee to implement the plan and timeline as proposed in the memo (with the application period from January 7 - February 11, 2019; Skype interviews in late February; on-site interviews in early March; and the anticipated start date by mid-April):**
> **Vote on motion: 6-0. Motion declared approved unanimously.**

Carey said that she is willing and able to stay through February 22, 2019. Mary Logsdon has expressed willingness to serve as Interim Director and has the full support of the management team, so the team proposes that Mary serve in that capacity until the new Director is in place. In case the upcoming search is not successful, however, Logsdon has indicated that she would like an opportunity to reconsider the position. Further details of the proposal were detailed in a handout.

> **Moved by Barchman, seconded by Wang, to accept the Transition Proposal as presented, with:**
> - **Carey working through February 22, 2019;**
> - **Logsdon appointed to serve as Interim Director until the new Director is in place;**
> - **Logsdon being compensated for working out of class by having her salary adjusted to the base rate of the Director classification ($95,769) for the duration of the appointment;**
> - **If the upcoming search is unsuccessful, the Interim Director appointment will be revisited;**
> - **Carey completing the budget process, performance appraisals for her direct reports, the application for State Library accreditation, and open recruitments, including Adult Services Librarian and Secretary 1.**
> - **Carey identifying and training a replacement to handle APL recruitments;**
> - **Logsdon reassigning selected duties within the Adult Services workgroup; and**
> - **Managers sharing responsibilities for supporting Logsdon and training the new Director.**

Glatz expressed appreciation for Logsdon's willingness to step up and for the support of the Managers. Logsdon confirmed that she holds a Master of Library Science degree.

Vote on Motion: 6-0. Motion carried unanimously.

Carey added that Logsdon is a familiar face to library visitors and a gracious and knowledgeable representative of the Library. In turn, Logsdon complimented Carey for mentoring and leading the managers to the point that any one of them would have been able to step into the position.

Glatz said that after she has some perspective, the Board would like to hear her comments on the Library's organizational structure and recommendations for possible changes.

Donations Policy:
Moved by Kluesner, seconded by Marshall, to adopt a resolution approving revisions to the Library's Donations Policy as presented/amended.
Vote on Motion (as presented): 6-0. Approved unanimously. Resolution No. 2018-L036 adopted.

Exam Proctoring Policy:
Moved by Barchman, seconded by Raman, to retain the Exam Proctoring Policy without changes.

Carey said the not all libraries provide this service, but there seems to be more and more demand. Jill Anderson does most of the proctoring and becomes a part of the students' journey. There was some discussion about how proctoring and proctor approval takes place.

Vote on Motion: 6-0 . Approved unanimously.

Library Variations from the City of Ames Personnel Policy:
Moved by Marshall, seconded by Barchman , to adopt a resolution approving revisions to the Library's Personnel Policy as presented/amended.

Glatz noted that the policy would need a more thorough review once the City makes changes.

Vote on Motion (as presented): 6-0. Approved unanimously. Resolution No. 2018-L037 adopted.

Art Collections Policy: Glatz asked if art were often accepted or purchased outside the parameters of the policy. Carey said that since the policy has been in place, it has not. Kluesner asked how the APLFF policy on accepting assets and art compares to APL's. Carey said the APLFF policy focuses on donations, whereas the Library's addresses acquisition.

Marshall asked about how art might be deaccessioned. Carey said the Donations Policy states that any donations become APL property, so the Library may make decisions of that nature. The Art Collections Policy indicates that deaccession would be a Board decision. When asked if APL had a rotation process, Carey said it's not at present, but that could be the case if there happened to be enough in the art collection.

There was discussion about an art collection that circulated many years ago, and a silent auction that was held when it was decided to discontinue the practice. Carey said an auction was also held prior to moving out of the building in 2012 for the renovation and expansion. It was agreed that a meeting of the Art Committee could take place in the next month or suggestions could be e-mailed to Carey if anyone felt there were issues to be addressed.

Volunteer Services Policy: Concerns were raised about the last paragraph in the section about background checks. Carey said she feels the Volunteer Coordinator is very careful to consider risk; she makes an assessment of each group and its supervision in advance and is very careful not to have unsupervised volunteers. It was proposed that there be written assurance that potential volunteers have been vetted by the organization and a requirement that they be supervised by organization staff.

Barchman asked if the trustees were considered volunteers, and if they had gone through background checks and a probation period. Carey said that the Trustees are appointees of the Mayor and do not undergo background checks in that capacity; however, they would go through the regular process if they became regular volunteers.

When asked for more specifics, Cary said that the Volunteer Services Coordinator checks Courts on Line and the Sex Offender Registry, but full background checks are done through Iowa State University on Small Talk volunteers. APL has over 500 volunteers.

Story County Contract:
Moved by Kluesner, seconded by Wang, to adopt a resolution to approve continuing the Library Service Contract for Story County for Fiscal Year 2019/20.

Carey said the Board of Supervisors has been very pleased with the way the county libraries work together and are appreciative of APL leading the way. In answer to a question, Carey stated that Iowa code requires all incorporated cities to provide library services to their residents and counties have to provide services to all residents outside city boundaries. Individuals are not charged for services. In response to an inquiry, Briseño stated that APL is currently providing services to 1,532 rural residents.

Vote on Motion (as presented): 6-0. Approved unanimously. Resolution No. 2018-L038 adopted.

Proposed Budget Requests:
Moved by Raman, seconded by Butler, to approve adjustments to the operating budget for fiscal year 2018/19 and requests for fiscal year 2019/20 as presented/amended.

Carey said she was asking to increase Library Aides wages by $1 per hour this year (to $10 per hour). This would be for entry level, non-benefited employees. She said staff had conducted a pay study and Aides indicated that the rate of pay was affecting the Library's ability to retain them. She said there had been a 75% drop in applicants over the last few years—Ames' 1.1% unemployment rate is having an effect. Carey said APL has still been able to get good employees, but it's harder, takes longer, and there is much more turnover.

Funding for an additional ten hours per week of custodial work in the staff areas is also being sought. Carey said APL had a placement from Experience Works for seven years. His services did not cost the Library anything, but the individual aged out of the program and it doesn't appear that he will be replaced. She added that a typical increase for collections was included, as well as costs predetermined by the City (for things such as insurance, internal services, and known utility rate increases). She said a placeholder was included for Administrative staff members that will be retiring.

Wang asked if there were large changes across the City or much year-to-year fluctuation. Phillips said the budget was mostly stable, although more debt may be issued in the form of bonds for construction projects and replacement of the emergency services radio system. He said the health insurance increase would be modest. The biggest uncertainty is on the revenue side because the City is dependent upon receiving funding that was lost when the state enacted commercial property tax reform. Revenue of about $1 million has been gained in past years, but that funding may not continue and it would be challenging to have to make up for it. He said there was some risk that that funding would go away last year, but it did not. It's unknown if it would go away immediately, in phases, or not at all.

Carey said she is also asking for an additional ten hours per week at the Library Clerk level in Youth Services. The funding would come from savings resulting from a reclassification and that matter will be discussed next week with the City Manager. Funding of requests will be considered after all departmental budgets have been reviewed, so any major changes will be known in the next few weeks. Carey said that presentations will be made to City Council the first week in February and the budget will be approved and certified in March.

   Vote on Motion: 6-0. Approved unanimously. Resolution No. 2018-L039 adopted.

   Moved by Raman, seconded by Wang, to approve adjustments to the Donations Budgets for fiscal year 2018/19 and proposals for fiscal year 2019/20 as presented/amended.

Carey said this budget is harder to talk about because donations and potential requests are guesses; it is based primarily on past experience. She said the trustees will be approached in the next few months with funding requests for APLFF for next year. Carey noted that the Library is in the process of spending the balance of the money donated by APLFF for the Library Renewal Project money. She also stated that some amounts are included in the budget so that spending may take place if a need arises—it's a matter of building the opportunity in.

   Vote on Motion (as presented): 6-0. Approved unanimously. Resolution No. 2018-L040 adopted.

Trustee Comments:
Barchman thanked Logsdon for her willingness to step into the Interim Director position.

Wang thanked Carey for training the managers so they were prepared to step up.

Kluesner thanked *Ames Tribune* reporter Michael Crumb for turning out and for the paper's coverage of Library activities, especially the Director search.

Butler wondered if the trustees could share information about the person offered the Director's position the reason it was declined—especially with those who were involved in the process. Phillips said he was not sure of the City's official position, but felt that out of respect for the candidates, it might be best not to reveal it.

Raman echoed the previous trustees' thanks and added thanks to the Search Committee. He said he felt the first search had been well done and he appreciated their willingness to do it again.

Glatz thanked the board for showing up for all the occasions they were called upon; now they are well-rehearsed and should be prepared for the next time.

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Adjournment:
   Moved by Barchman, seconded by Wang, to adjourn at 8:20 p.m..
   Vote on Motion: 6-0. Motion carried unanimously.

The next regular meeting will be on Thursday, January 17, 2019, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

_____   _____
Karen C. Thompson, Administrative Assistant   Sarah Barchman, Board Secretary

Library Claims
December 1, 2018 - December 31, 2018

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	$	44,456.05
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	$	772.00
PAYROLL SUMMARY	TIME AND 1/2	$	457.04
PAYROLL SUMMARY	IPERS DISABILITY	$	222.47
PAYROLL SUMMARY	LIFE INSURANCE	$	74.25
PAYROLL SUMMARY	HEALTH INSURANCE	$	7,853.06
PAYROLL SUMMARY	MEDICARE FICA	$	650.79
PAYROLL SUMMARY	FICA	$	2,325.72
PAYROLL SUMMARY	IPERS	$	4,312.69
PAYROLL SUMMARY	WORKERS COMPENSATION	$	143.12
NOV INTERNAL LONG DISTANC	CITY LONG DISTANCE	$	16.70
OCT 2018 EQUIP CHARGES	FLEET MAINTENANCE	$	506.62
OCT 2018 EQUIP CHARGES	FLEET REPLACEMENT	$	2,219.00
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	$	28.82
NOVEMBER POSTAGE CHARGES	POSTAGE/FREIGHT	$	2.28
AMES CHAMBER OF COMMERCE	TRAVEL/MEETINGS	$	70.00
BANK OF AMERICA	SUBSCRIPTIONS/BOOKS	$	(79.00)
BANK OF AMERICA	RECRUITING COSTS	$	9.00
HY VEE INC	RECRUITING COSTS	$	44.92
CITY OF AMES UTILITIES	ELECTRIC SERVICE	$	6,613.85
CENTURYLINK	OUTSIDE PHONE SERVICE	$	242.85
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	$	198.12
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	$	678.75
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	$	449.13
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	$	190.89
ALLIANT ENERGY/IPL	NATURAL GAS	$	1,440.80
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	$	1,008.00
WOODMAN CONTROLS COMPANY	EQUIPMENT REPAIRS	$	684.25
DEMCO INC	TECHNOLOGY MAINT/SUPPORT	$	96.60
LIBRARY	RENTALS/LEASES	$	(1,187.27)
XEROX CORPORATION	RENTALS/LEASES	$	1,116.49
LAWNPRO	NON-CITY SERVICE	$	420.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	$	7,041.71
CINTAS LOC 22M	NON-CITY SERVICE	$	143.00
CH ISSUES	OFFICE SUPPLIES	$	158.04
OFFICE DEPOT INC	OFFICE SUPPLIES	$	74.57
STOREY KENWORTHY CO	OFFICE SUPPLIES	$	6.44
BANK OF AMERICA	OFFICE SUPPLIES	$	239.74
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	$	284.98
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	$	313.67
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	$	347.00
BANK OF AMERICA	CLEANING SUPPLIES	$	214.04

Library Claims
December 1, 2018 - December 31, 2018

MARY GREELEY MEDICAL CENT	EQUIPMENT PARTS/SUPPLIES	$	268.80
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	$	140.88
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	$	87.88
BANK OF AMERICA	FOOD	$	72.33
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	$	215.52
	Total Administration	*$*	*85,646.59*
Resource Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	$	22,625.00
PAYROLL SUMMARY	IPERS DISABILITY	$	83.63
PAYROLL SUMMARY	LIFE INSURANCE	$	57.76
PAYROLL SUMMARY	HEALTH INSURANCE	$	5,272.44
PAYROLL SUMMARY	MEDICARE FICA	$	300.26
PAYROLL SUMMARY	FICA	$	1,283.83
PAYROLL SUMMARY	IPERS	$	2,135.82
PAYROLL SUMMARY	WORKERS COMPENSATION	$	27.16
NOV INTERNAL LONG DISTANC	CITY LONG DISTANCE	$	5.64
BANK OF AMERICA	TRAINING	$	175.00
MC FARLAND CLINIC PC	RECRUITING COSTS	$	92.00
ONESOURCE	RECRUITING COSTS	$	5.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	$	557.65
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	$	8.00
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	$	56.15
MIDWEST TAPE	ELECTRONIC COLLECTION	$	4,532.00
BANK OF AMERICA	ELECTRONIC COLLECTION	$	3.99
OVERDRIVE	ELECTRONIC COLLECTION	$	3,840.79
ADVANTAGE ARCHIVES LLC	ELECTRONIC COLLECTION	$	2,250.00
DES MOINES REGISTER	PERIODICALS	$	151.43
BAKER & TAYLOR INC	YOUTH COLLECTION	$	4,302.29
RECORDED BOOKS LLC	YOUTH COLLECTION	$	136.20
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	$	688.17
AMAZON	YOUTH COLLECTION	$	495.96
MIDWEST TAPE	YOUTH COLLECTION	$	727.32
BANK OF AMERICA	YOUTH COLLECTION	$	58.45
CAVENDISH SQUARE	YOUTH COLLECTION	$	190.50
FINDAWAY WORLD LLC	YOUTH COLLECTION	$	139.98
PICNIC EDUCATION	YOUTH COLLECTION	$	523.80
AMAZON	AUDIO-VISUAL COLLECTION	$	225.04
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	$	7,727.68
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	$	7,453.14
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	$	422.66
WAPSIPINICON ALMANAC	ADULT PRINT COLLECTION	$	9.00
AMAZON	ADULT PRINT COLLECTION	$	593.35
BANK OF AMERICA	ADULT PRINT COLLECTION	$	72.95

ACCOUNTING RESEARCH & ANA	ADULT PRINT COLLECTION	$	430.00
VAUTHRIN, JILL	REFUNDS	$	39.85
	Total Resource Services	*$*	*67,699.89*
Youth Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	$	36,826.07
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	$	734.00
PAYROLL SUMMARY	IPERS DISABILITY	$	178.94
PAYROLL SUMMARY	LIFE INSURANCE	$	82.52
PAYROLL SUMMARY	HEALTH INSURANCE	$	6,294.42
PAYROLL SUMMARY	MEDICARE FICA	$	519.99
PAYROLL SUMMARY	FICA	$	2,223.48
PAYROLL SUMMARY	IPERS	$	3,545.64
PAYROLL SUMMARY	WORKERS COMPENSATION	$	56.82
NOV 2018 PRINTING CHRGS	PRINT SHOP SERVICES	$	120.51
NOV INTERNAL LONG DISTANC	CITY LONG DISTANCE	$	1.92
BANK OF AMERICA	TRAINING	$	180.00
ONESOURCE	RECRUITING COSTS	$	35.00
BANK OF AMERICA	OFFICE SUPPLIES	$	181.17
BANK OF AMERICA	FOOD	$	58.31
	Total Youth Services	*$*	*51,038.79*
Adult Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	$	34,145.22
PAYROLL SUMMARY	VACATION	$	1,416.94
PAYROLL SUMMARY	IPERS DISABILITY	$	138.57
PAYROLL SUMMARY	LIFE INSURANCE	$	82.52
PAYROLL SUMMARY	HEALTH INSURANCE	$	4,007.10
PAYROLL SUMMARY	MEDICARE FICA	$	504.40
PAYROLL SUMMARY	FICA	$	2,156.75
PAYROLL SUMMARY	IPERS	$	3,223.31
PAYROLL SUMMARY	WORKERS COMPENSATION	$	40.96
NOV INTERNAL LONG DISTANC	CITY LONG DISTANCE	$	3.34
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	$	63.80
	Total Adult Services	*$*	*45,782.91*
Customer Account Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	$	42,518.63
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	$	9,734.51
PAYROLL SUMMARY	IPERS DISABILITY	$	184.01
PAYROLL SUMMARY	LIFE INSURANCE	$	107.29
PAYROLL SUMMARY	HEALTH INSURANCE	$	6,019.38
PAYROLL SUMMARY	MEDICARE FICA	$	719.57
PAYROLL SUMMARY	FICA	$	3,076.71
PAYROLL SUMMARY	IPERS	$	4,932.70
PAYROLL SUMMARY	WORKERS COMPENSATION	$	121.69

Library Claims
December 1, 2018 - December 31, 2018

NOV INTERNAL LONG DISTANC	CITY LONG DISTANCE	$	9.82
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	$	315.72
NOVEMBER POSTAGE CHARGES	POSTAGE/FREIGHT	$	1,433.35
FRIEDRICH, KATIE	TRAVEL/MEETINGS	$	11.93
CHOATE, ERIKA	TRAVEL/MEETINGS	$	12.24
PLEASANTS, NATHANIEL DAVI	DUES/MEMBERSHIPS	$	29.50
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	$	322.20
OFFICE DEPOT INC	OFFICE SUPPLIES	$	23.12
BANK OF AMERICA	OFFICE SUPPLIES	$	59.48
	Total Customer Account Services	*$*	*69,631.85*
	Grand Total:	$	319,800.03
Charles Glatz, President	**Sarah Barchman, Secretary**		**Date**

	General Fund	Fund 239 Friends Foundation	Fund 241 Donations & Grants	Fund 240 Future Needs	Total Expenses
Ames Public Library					
2018/19 Expenditure Summary - All Funding Sources					
Dec 31, 2018					
6 month = 50%					
Administration:					
General Administration	626,196	23,722	188		650,106
Total Administration	626,196	23,722	188	-	650,106
Resource Services:					
Collections Administration	227,885				227,885
Electronic Collection/Licenses	100,547	42,259	2,816		145,621
Periodicals	13,782				13,782
Juvenile	57,202	4,504	1,000		62,706
Audio/Visual Collection	42,388	-			42,388
Adult Collection	53,022	4,568	72		57,662
Refunds	228				228
Computer Equipment/Software	-	17,430			17,430
Total Resource Services	495,054	68,761	3,888	-	567,703
Youth Services:	320,924				320,924
Employee Benefits		334			
Outside Professional Services		-			-
Food & Feed		511	-		511
Juvenile			-		-
Special Project Supplies		11,427	96		11,523
Total Youth Services	320,924	12,272	96	-	332,958
Adult Services:	288,559				288,559
Food		140			140
Printing/Graphics					-
Outside Professional Services		4,038	642		4,680
Special Project Supplies		1,744			1,744
Total Adult Services	288,559	5,922	642	-	295,123
Customer Account Services:					
Circulation Services	421,232	-			421,232
Total Customer Acount Services	421,232	-	-	-	421,232
Library Improvements:		-			-
Small Talk Grant:		13,780	-		13,780
Project Smyles:			13,805		
Books for Babies:			22		
Harrison Barnes Reading Academy:			1,244		
Large-Print Books Bequest:		7,861	-		7,861
Gilman, Smith & Feinberg :					
Adult Collection (Smith)					-
Youth Collection (Gilman & Feinberg)					-
Total Bequest	-	-	-	-	-
Total Expenses	2,151,965	132,318	19,884	-	2,288,762

2018/19 Ames Public Library General Fund Expenditure Comparisons
Dec 31, 2018
6 month = 50%

	Year-to-Year Expenditure Comparisons				Expense-Budget Comparisons		
	YTD 2017/18	YTD 2018/19	% Change from 2017/18		YTD 2018/19	Budget* 2018/19	% of Total Budget Spent
Totals by Category:							
Personnel Services	$ 1,061,010	$ 1,171,302	10.4%		$ 1,171,302	$ 2,439,402	48.0%
Employee Benefits	341,934	383,505	12.2%		383,505	781,732	49.1%
Internal Services	21,889	15,314	-30.0%		15,314	139,400	11.0%
Contractual	258,844	266,696	3.0%		266,696	489,615	54.5%
Commodities	41,192	34,388	-16.5%		34,388	91,545	37.6%
Collection	255,595	266,941	4.4%		266,941	501,380	53.2%
Other	234	228	-2.6%		228	700	32.6%
Capital over 5,000	10,276	13,590			13,590	-	0.0%
Total	$ 1,986,615	$ 2,151,965	8.3%		$ 2,151,965	$ 4,443,774	48.4%

	YTD 2017/18	YTD 2018/19	% Change from 2017/18		YTD 2018/19	Budget* 2018/19	Division % of Grand Total
Totals by Division:							
Administration	$ 605,433	$ 626,196	3.4%		$ 626,196	$ 1,297,088	29.10%
Resource Services	469,200	495,054	5.5%		495,054	984,575	23.01%
Youth Services	312,564	320,924	2.7%		320,924	646,044	14.91%
Adult Services	286,109	288,559	0.9%		288,559	616,802	13.41%
Customer Account Services	313,309	421,232	34.4%		421,232	899,265	19.57%
Grand Total	1,986,615	2,151,965	8.3%		2,151,965	4,443,774	100.00%

* Adopted Budget

FY 19 General Fund Spending

Personnel Services, $1,171,302, 55%

Employee Benefits, $383,505, 18%

Internal Services, $15,314, 1%

Contractual, $266,696, 12%

Commodities, $34,388, 2%

Collection, $266,941, 12%

Other, $228, 0%

Percentage of FY19 Budget Spent by Category

Categories: Personnel, Benefits, Internal Svcs, Contractual, Commodities, Collection, Other

Legend: Balance, Spent

Monthly Spending Comparison, last three fiscal years

Months: July, August, Sept, Oct, Nov, Dec, Jan, Feb, Mar, April, May, June, Accruals

Legend: FY19, FY18, FY17

Ames Public Library Donations Report	Friends Foundation	Donations & Grants	Future Needs Fund	Total
November 30, 2018				
FY2018/19				
Fund balance - 06/30/18	$ 131,731	$ 63,735	$ 180,186	$ 375,652
Revenues:				
Interest revenue	1,202	822	1,700	3,723
Direct state aid		15,229		15,229
General Donations		1,104		1,104
Project Smiles Donations		234		234
Misc Revenue		-		-
Friends Foundation	134,759			134,759
Small Talk Grant	10,654	-		10,654
Large-Print Book Bequest	10,000			10,000
Harrison Barnes Reading Academy		2,533		2,533
Merchandise Sales	426			426
Total revenues	157,041	19,921	1,700	178,662
Expenditures:				
Administration:				
Minor Office Equipment		188		188
Personal Services/Interns	41			41
Printing/Graphics	(31)			(31)
Food		-		-
Office Supplies	293			293
Outside Professional Services	20,331			20,331
Minor Computer Equipment	1,200			1,200
Special Project Supplies	1,890	-		1,890
Resource Services:				
Collection administration/Interns				-
Electronic Collection Service	42,259	2,816		45,075
Periodicals				-
Juvenile	4,504	1,000		5,504
Audio-visual collection	-			-
Adult collection	4,568	72		4,640
Computer Equip/Software	17,430			17,430
Youth Services:				
Employee Benefits (Interns)	334			334
Outside Professional Services	-			-
Food	511	-		511
Juvenile Collection		-		-
Special Project Supplies	11,427	96		11,523
Adult Services:				
Food	140			140
Printing/Graphics	-			-
Outside Professional Services	4,038	642		4,679
Special Project Supplies	1,744			1,744
Library Improvements:	-			-
Gilman, Smith & Feinberg Bequests:				
Juvenile Collection				-
Adult Collection				-
Small Talk Grant:	13,780			13,780
Books for Babies:		22		22
Project Smyles:		13,805		13,805
Harrison Barnes Reading Academy:		1,244		1,244
Large-Print Books Bequest:	7,861			7,861
Library Merchandise	-			-
Total expenses	132,318	19,884	-	152,203
Transfers between funds:				
Donations/Future Needs Fund				-
Friends Foundation/Donations	(18,000)	18,000		-
Total transfers	(18,000)	18,000	-	-
Current fund balance	$ 138,454	$ 81,772	$ 181,885	$ 402,111
Less:				
Committed funds:				
Encumbrances	17,327	1,368	-	18,696
Reserved principal*		8,276	-	8,276
Total committed funds	17,327	9,644	-	26,972
Balance available for expenditure	$ 121,126	$ 72,127	$ 181,885	$ 375,139
	-	-		-

Notes: * Reserved principal consists of the $1,000 Tommy Feinberg bequest, the $5,276 Gilman bequest, and the $2,000 Smith bequest. Interest on the Feinberg and Gilman bequests is to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large-print materials.

APL Financial Assets as of July 1, 2018 - $375,652

$63,735

$131,731

$180,186

- Friends Foundation
- Future Needs
- Donations & Grants
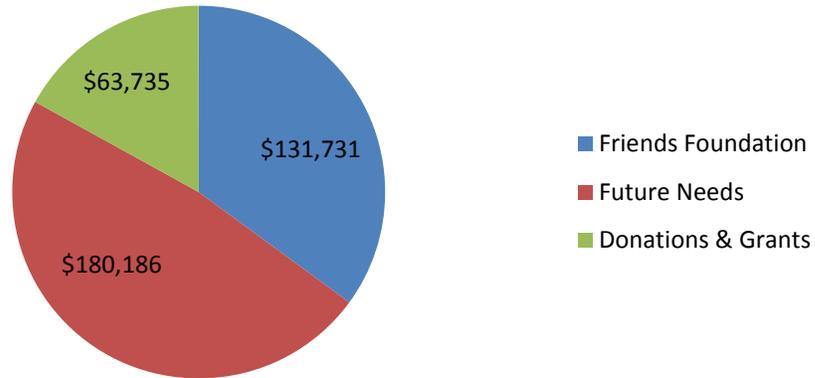
Current Financial Assets - $402,111

$81,772

$138,454

$181,885

- Friends Foundation
- Future Needs
- Donations & Grants
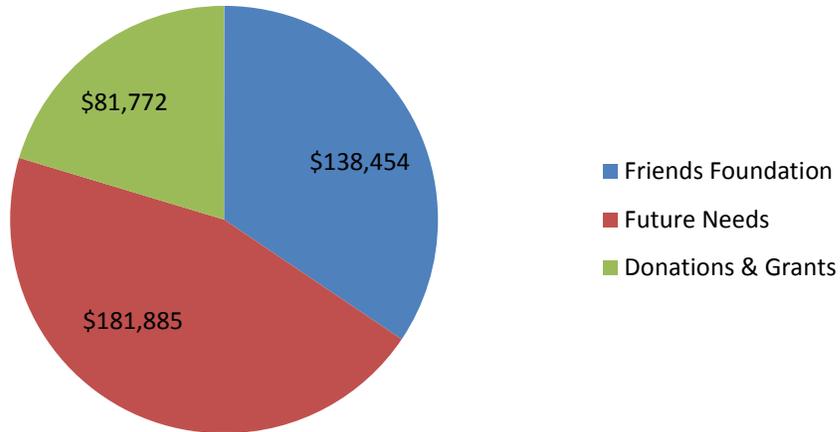
Resolution No. 2018-L002, adopted on January 18, 2018, established the Library's new Future Needs Fund in the amount of $178,526. Funding sources were:
- $90,476 in unrestricted bequest funds that had accumulated over many years;
- $38,395 in unspent funds from the $1,000,000 pledged from the bequest fund
- $49,655 received from the estate of Mary Beth Henney in 2016.

Art Collections Policy

No changes are being recommended for this policy. A motion to retain it without changes is requested; staff will simply update the review date.

Volunteer Services Policy

Staff considered the comments made last month and discussed the policy in a Manager's Team meeting. Proposed changes appear in red on the marked-up copy, and a "clean" draft that incorporates those changes follows.

Sarah Bohlke will attend the meeting to answer questions and a resolution is included in the packet.

Circulation and Customer Accounts Policy

This policy was reviewed a year ago. No substantive changes are being proposed; however, instructions included with the State Library's FY20 Application for Accreditation and Direct State Aid state require the Circulation Policy to "include or refer to" the confidentiality policy.

A reference to APL's Confidentiality and Library User Records Policy has been added to the end, and a resolution is included in the packet.

Discussion Items: Authority Policy, Mission, Values, and Strategic Planning Policy

These two policies are in line for March and April. If they don't need much attention, they could be re-approved in February to save time when the Board and staff are occupied with the next Director Search. Information about the City's Organizational Culture is only included for reference—it is not part of the APL policy. Questions and thoughts are welcome.

Records Retention Policy

This policy is due for review in March. Revisions or additions may be needed, as well as consultation with the Legal Department or City Clerk. Suggestions from the Board may be incorporated over the next two months.

Approved: 9/17/2015
Reviewed:
Revised: 1/21/2016

Ames Public Library collects and displays artwork to connect Library visitors to the world of ideas through works of art.

Authority

The Art Committee is a committee appointed by the President of the Library Board of Trustees. The committee's duties are to periodically:

- review gifts of art donated for the Library's art collection;
- make recommendations on purchase, selection, or deacquisition of artwork; and
- advise Library staff on placement and duration of displays of artwork from the library collection.

The Art Committee is not empowered to finalize proposals or decisions unless specifically authorized by action of the Board of Trustees. The Board of Trustees retains the right to accept or refuse any donation, as detailed in the Donations Policy.

Display of artwork not owned by the Library is governed by the Display Spaces Policy.

Focus

Ames Public Library's collection of artwork shall focus on:

- art related to books;
- art influenced by the written word;
- art about changing forms of communication; and
- art with local significance.

Preference may be given to local or regional artists.

Addition of works outside these parameters will be reviewed on a case-by-case basis.

Acquisition Guidelines

Objects may be added to the collection by means of gift, bequest, purchase, exchange, or any other transaction by which the title of the object(s) passes to the Ames Public Library. All objects acquired by Ames Public Library shall become the sole property of Ames Public Library and shall not be encumbered or restricted. Upon acceptance of a donation, an appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to Ames Public Library will be executed, with a copy provided to the donor.

The committee may recommend acquisition by purchase or acceptance of donation, subject to the following guidelines:

- artistic merit;

- general appropriateness for a library;
- availability of space in the library building for the piece;
- the Library's ability to provide proper care, including conservation, maintenance, security and storage; and
- the Ames Public Library Donations Policy guidelines.

Volunteer Services Policy

BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 17, 2019

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Volunteer Services Policy as presented/amended.

_____   _____
Charles Glatz, President   Sarah Barchman, Secretary

Approved: 2/21/2008
Reviewed:
Revised: 2/17/2011, 3/20/2014, 2/18/2016, 1/17/2019

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.
- Fine Alternative Program: This program is offered to library patrons who would like to volunteer in order to reduce their library fines.

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 his/her parent, grandparent, or guardian.

Application Process

Volunteers will complete an application and agree to the program guidelines and expectations.terms stated in the guidelines. Applicants under the age of 16 are required to have If the applicant is a minor, a parent or guardian must sign the application and agree to the terms stated in the guidelines.

1.
2. The vVolunteers will also complete an interview with the Volunteer Services Coordinator or designee. Certain volunteer positions will also include an interview with the staff person responsible for supervising the specific volunteer activities.

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

~~The application process will not be required of service organizations that volunteer as a group and are supervised by an organization staff person or representative, and/or for which the volunteer activity is a single event.~~

Background Checks

~~Regular v~~Volunteer applicants 18 years of age and older will be subject to a background check. ~~The National Sex Abuse Registry will be checked for all regular volunteer applicants. Other agencies may be accessed depending on the library activity in which the volunteer is engaged.~~ 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.~~designated APL 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 ~~criminal~~ history of crimes against a minor~~, including sex or child abuse convictions or deferments,~~ will automatically be denied volunteer placement.
- A volunteer or applicant under investigation for or charged with crimes against a minor ~~child or sex abuse or criminal acts~~ will be suspended or disqualified from volunteering until the issue is resolved.

- Ad Hoc Volunteers may not be subject to background checks.

~~The background check process will not be required for service organizations that volunteer as a group and are supervised by an organization staff person or representative, and/or for which the volunteer activity is a single event.~~

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 ~~v~~Volunteers at Ames Public Library will be assigned a ~~regular~~ 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

All vVolunteers 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 job performance evaluation may be conducted by other designatedany APL staff. The Volunteer Services Coordinator will be responsible for designating a trainer who will directly oversee the, as well as for direct oversight of a 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.

Approved: 2/21/2008
Reviewed:
Revised: 2/17/2011, 3/20/2014, 2/18/2016, 1/17/2019

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- 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.

Circulation and Customer Accounts Policy

BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 17, 2019

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Circulation and Customer Accounts Policy as presented/amended.

_____   _____
Charles Glatz, President   Sarah Barchman, Secretary

Approved: 7/24/1996
Reviewed:
Revised: 9/16/2004, 10/10/2005, 4/16/2009, 5/20/2010, 10/18/2012, 11/21/2013, 1/15/2015, 1/18/2018, 1/17/2019

Ames Public Library strives to provide all customers with fair and equal access to library materials.

Library Materials and Services

All customers may have access to library materials while in the building or on the bookmobile.

A valid library account is required to make use of some library services. To be eligible to check out library materials, customers must have a library borrower account in good standing. To use public access computers, customers must have a borrower account or a computer use account.

Library Borrower Accounts

Account Application and Activity:

Residents of the state of Iowa are eligible to register for a library borrower account. Residents of cities not in compliance with Iowa's Open Access agreement are excepted.

- To open a borrower account, customers must present a completed registration form, valid photo ID (required for persons age 12 and older), and proof of current residence.
  - A photo ID may include a valid driver's license, state issued ID, school ID, or passport.
  - Proof of current residence may include a valid driver's license, recent utility bill, lease, car registration, or a piece of mail received at the current address within the last 30 days.
- Library borrower accounts are active for a period of one to two (1-2) years and must be renewed by verifying/updating account information and paying all fines/fees on the account.
- A photo ID is required for customers age 12 and older to replace a lost or stolen card or to retrieve a card from library lost and found.
- Library borrower accounts can be closed only when all materials have been returned and all fines/fees have been paid. The account holder or adult responsible for a Family Account or Professional Account may request closure.

Account Types:

Ames Public Library offers four types of borrower accounts: *Individual Account, Family Account, Educator Account, and Professional Account*. Customers may have more than one type of account.

Individual Account
- An Individual Account may only be used by the person opening the account.
- Information about the Individual Account may only be given to the person whose name is on that account.
- Children must be at least age 5 to apply for an Individual Account.

Family Account
- A Family Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- The responsible adult may add or remove the name or names of other persons they wish to be authorized to use the account. .
- Family Account customers share account privileges with other authorized users and any member may exercise those privileges independently.
- Information about a Family Account may be given to any person whose name appears on that account.
- Individual members may remove themselves from Family Accounts.

Educator Account
- An Educator Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- An Educator Account requires a signed statement of responsibility, valid photo ID, proof of residence, and proof of employment at a qualifying organization (e.g. school, home school or daycare)
- An Educator Account may only be used by the person opening the account.
- Information about the Educator Account may only be given to the person whose name is on that account.

Professional Account
- A Professional Account may be opened for an organization by an adult (age 18 or older) who agrees to take responsibility for the account.
- A Professional Account requires a signed statement of responsibility and the approval of the Customer Account Services Manager.
- The named responsible party may add other persons to the account.
- The named responsible party may remove other persons from the Professional Account and any persons named on the account may remove themselves.
- Professional Account customers share account privileges with other account members and any member may exercise those privileges independently.
- Information about the Professional Account may be given to any person whose name appears on that account.

Computer Use Account

Account Application and Activity:

Anyone who is not the named responsible party on a borrower account is eligible to register for a Computer Use Account.

- To open an account, customers must present a completed registration form and photo ID (required for persons age 12 and older).
    - A photo ID may include a driver's license, state-issued ID, school ID, or passport.
    - A customer who does not have a photo ID may provide proof of residence in place of the photo ID.
    - Parents may serve as proof of identity in lieu of a photo ID for children under age 17.
- A Computer Use Account may be used only by the individual card holder.
- Computer Use Accounts are active for a period of one year.

- Computer Use Accounts may be closed at any time upon request by the cardholder.
- A photo ID is required for customers age 12 and older to replace a lost or stolen computer use card or to retrieve a card from library lost and found.

Customer Responsibilities

- Customers are expected to comply with the library's policies and procedures.
- Customers are expected to comply with copyright laws, and the library assumes no responsibility for customer infractions of copyright laws while using library materials.
- Customers are expected to use their own library cards when checking out materials or conducting other library transactions. Customers with valid library borrower accounts may request that circulating items be held for them; requests are added to queue lists in the order they are received.
- Customers must notify the library of changes in account information (name, address, telephone numbers, etc.).
- Customers must notify the library immediately when a library card is lost or stolen; customers are responsible for all account activity until the library is notified about a lost/stolen card. The library operates under implied consent - the expectation that a customer in possession of another person's card has their consent to use it.
- Customers must not tamper with or alter library materials in any way.
- Customers must return library materials, including all parts and packaging, in good condition. (City of Ames Municipal Code, Sec. 15.12 Library Regulations)
- The responsible party on a borrower account must manage that account and pay any fines or fees accrued.

Fines and Fees

Some materials are designated by the library as non-circulating. Other library materials have pre-determined check out and renewal periods.

The library charges fines and fees to encourage compliance with procedures which promote fair and equal access to limited resources for all customers. Customers may be notified of overdue materials, outstanding fines/fees, or problems with their borrower account by telephone, email notices, printed notices, and/or other means. Please note: fines and fees apply whether or not the notification is sent or received.

- The library charges a daily fine for overdue items for each day the library is open.
- The library charges a replacement fee for lost or stolen library cards.
- The library charges for lost or damaged library materials.
- The library charges for lost or damaged parts or pieces of library materials.
- The library may charge for repairable damage to library materials.
- Customer borrowing privileges are suspended when fine/fee limits are surpassed.
- More extensive measures may be taken for excessively delinquent accounts, including the use of a collection agency and/or prosecution in a municipal court.
- A list of fines and fees is available as an addendum to this policy.
- The library may offer programs that allow options for the payment of fines (such as a payment plan or a fine alternative program).

- The library may reduce or eliminate charges as part of a promotional activity or due to extenuating circumstances.

References

Ames Public Library Confidentiality and Library User Records Policy

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.

Approved: 6/19/1997
Reviewed: 3/27/2003, 12/20/2007
Revised: 3/28/2002, 11/18/2010, 3/17/2016

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
- 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.

Organizational Culture

Excellence Through People

Our goals are to ***provide exceptional service at the best price*** and to ***develop an enjoyable and stimulating work environment from which personal and professional growth can occur.***

About Excellence Through People

In 1995, City Manager Steve Schainker identified the need for Excellence Through People (ETP). While annual surveys indicated Ames citizens were very satisfied with the services we provided, Steve was concerned that if the City did not continue to provide the very best service possible, these customers would seek services elsewhere. He identified examples from around the country where services previously provided by city government were now being provided outside the organization. Given the variety of services provided by the City of Ames, it was impossible to find a single book, video, or training program that would teach every employee how to provide the highest level of customer service. Therefore, Steve believed it was important that we become a values-driven organization

ETP consists of three legs: Bringing Our Values to Life - the core 13 values that are the responsibility of every employee to embody, Create the Culture - additional duties of formal leaders to foster an environment of excellence, and Total City Perspective - the notion of using all the City's resources to address the needs at hand, which is led by the City department heads. As these three components of ETP are implemented, City employees will deliver exceptional service at the best price and develop an enjoyable and stimulating work environment from which personal and professional growth can occur.

It is important to emphasize that ETP was born not out of anything that was going wrong with our organization or employees, but rather as an attempt to institutionalize our commitment to provide exceptional service to our customers. Employees have been involved on every level to establish and define the values, identify how they apply to everyday activities, and highlight challenges to be addressed. In the spirit of continuous improvement, ETP has been updated over time. These changes have included revisions to the goals, values, and concept of Total City Perspective. In 2014, every work group in the City began to discuss each value in detail, identifying ways to bring them to life and further improve service for our customers. ETP continues to be the foundation for all aspects of service delivery in the City of Ames.

Bringing Our Values to Life

Continuous Improvement - Commit to ongoing evaluation of our systems and processes, and implement changes that enhance the achievement of the two ETP goals.

Creativity and Innovation - Enhance the delivery of our services by being creative (build it new) or innovative (borrow it from another source) to improve our systems and processes.

Customer Driven - Challenge ourselves, even when there are competing interests, to exceed customer expectations and maximize their satisfaction. Seek input through open communication with customers and others who may be affected to understand their point of view.

Data Driven - Collect and analyze relevant factual information to develop unbiased options resulting in effective recommendations/decisions.

Employee Involvement - Engage those who are closest to the work, or most affected by the outcome, to obtain their input, knowledge, and ideas; and to share decisions or conclusions with those impacted. All employees have a responsibility to provide this input.

Excellence - Commit to going beyond the ordinary and using our abilities and opportunities to their fullest; a sense of striving rather than settling.

Fiscal Stewardship - Procure products and services at the best price without compromising quality. Demonstrate responsible management of our resources entrusted to our care and utilize time wisely.

Honesty and Integrity - Be truthful. Do what is right and seek guidance when the right thing is not clear. Demonstrate the highest ethical standards even when no one will ever know, and policies and laws don't require it.

Leadership - Expect all employees to influence the perceptions, attitudes, and behaviors of others in a positive direction to accomplish City work goals.

Positive Attitude - Make a personal choice to emphasize constructive ideas, thoughts, and actions; overcome problems, find the opportunities in every situation, and look on the bright side of your work life.

Respect One Another - Demonstrate considerate and courteous behavior; seek to understand the ideas, opinions, and thoughts of others while maintaining appreciation for the individual.

Safety and Wellness - Uphold a commitment to the physical and emotional well-being of ourselves, our coworkers, and our customers.

Teamwork - Collaborate with others, bringing together different talents, skills, and knowledge to best accomplish our work.

Create the Culture

Our formal leaders have additional responsibilities to **Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Others to Act, and Encourage the Heart.**

Demonstrate a Total City Perspective

We routinely use all resources throughout the organization to provide exceptional customer service. This includes addressing a short duration, spontaneous, one-time need, a coordinated "surge" to address short-term recurring needs, and making strategic changes in providing ongoing services.

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

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.

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
Photo Release Forms	5 years	Administrative 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,	5 years; appraise for	Administrative value ends

action forms, reports and correspondence distributed for Board meetings)	permanent retention	
Correspondence	3 years	Administrative value ends
Library Policies	Permanent	Continuing administrative, historical and legal values
Long Range Plans	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.

Background: As part of the accreditation application, Iowa libraries are required to complete one of the four priorities in the ADA Checklist for Readily Achievable Barrier Removal based on the 2010 ADA Standards for Accessible Design. The State Library of Iowa's website provides the following information:

> The checklist is a very long document. Libraries are not required to complete the entire checklist for accreditation. They should pick one of the four priorities and fully complete that priority. Libraries may submit more if they wish, but only one priority is required.
>
> Tips and information about the Checklist for Accreditation purposes:
> - Choose one of the four priorities listed below. Only one completed priority is needed to satisfy accreditation requirements.
>
> - Each item on the checklist should be answered Yes or No. If the item does not apply to the library, answer N/A instead.
>
> - Checking No, or N/A, does not negatively affect your accreditation.
>
> - This checklist is not a certification of ADA compliance. It is a tool to help your library identify and raise awareness of ADA barriers in your library.
>
> - Photos do not need to be attached. There is room on the form to indicate photo numbers. But you do not need to send them in to the State Library. They may still be very useful for your own purposes.
>
> - Before submitting the checklist to the State Library, make sure to have the library's board of trustees review it. Include that review date on the first page of the checklist document submitted.
>
> - All libraries participating in the accreditation program need to submit this checklist regardless of the date of library construction. This checklist can be useful to identify issues even in brand new buildings.
>
> - The checklist should be reviewed at least once every three years. It is our recommendation that all four priorities should be reviewed on a regular basis. However, only one per three year period is necessary for accreditation.

Action: Staff has completed Priority 3 – Toilet Rooms of the ADA Checklist for Board review and requests approval of a motion accepting it.

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design
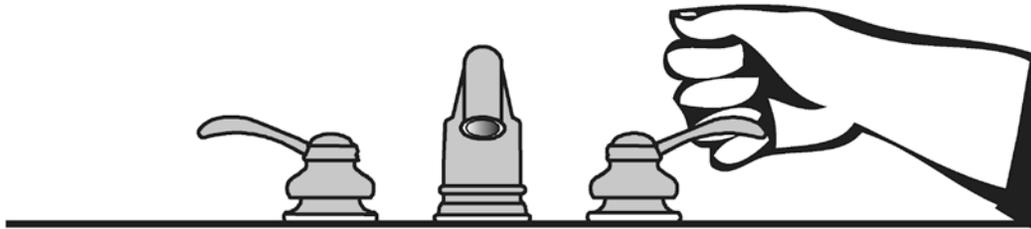
Project	**FY20 Accreditation Application**
Building	**Ames Public Library**
Location	**2014 Section - Floor 1 (Welcome Desk)**
Date	**Board Review on 1/17/2019**
Surveyors	**Karen Thompson**

Contact Information 515-239-5630

When toilet rooms are open to the public they should be accessible to people with disabilities.

Institute for Human Centered Design
www.HumanCenteredDesign.org

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty

www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

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Priority 3 – Toilet Rooms			**Comments**	**Possible Solutions**
3.1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children's specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks – 606.2.	☒Yes ☐No		Photo #:	• Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room •
3.2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8]	☐Yes ☐No		N/A - All accessible Photo #:	• Install signs • •
3.3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]	☐Yes ☐No		N/A Photo #:	• Install sign • •
Accessible Route				
3.4	Is there an accessible route to the accessible toilet room? [206.2.4]	☒Yes ☐No		Photo #:	• Alter route • •

Signs at Toilet Rooms

3.5	Do text characters contrast with their backgrounds? [703.5]	☒ Yes ☐ No		Maze entry - no doors, no latches, no thresholds.	• Install tactile sign • Relocate sign •
	Are text characters raised? [703.2]	☒ Yes ☐ No			
	Is there Braille? [703.3]	☒ Yes ☐ No			
	Is the sign mounted: On the wall on the latch side of the door? [703.4.2]	☐ Yes ☐ No			
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices.				
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * [703.4.2]	☐ Yes ☐ No Measurement: N/A - no doors			*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60	☒ Yes ☐ No Measurement: 56.25"			*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not

inches above the floor? * [703.4.1] Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.			Photo #:	required

Entrance

3.6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	☐ Yes ☐ No Measurement: 48" or greater	 Photo #:	• Install offset hinges • Alter the doorway •
3.7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door	☐ Yes ☐ No Measurement: N/A		N/A No door, no latch, no threshold	• Remove obstructions • Reconfigure walls • Add automatic door opener

	On both sides of the door, is the floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]	☒ Yes ☐ No Measurement: level		Photo #:	
3.8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2] Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	☒ Yes ☐ No Measurement: N/A ☐ Yes ☐ No Measurement: N/A ☐ Yes ☐ No Measurement: N/A	1/4"max → 1/2"max → 3/4"max →	N/A No thresholds Photo #:	• Remove or replace threshold • •

3.9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]	☐ Yes ☐ No		N/A Photo #:	• Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
3.10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☐ Yes ☐ No Measurement: N/A		N/A Photo #:	• Change hardware height • •
3.11	Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	☐ Yes ☐ No Measurement: N/A		N/A Photo #:	• Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers

3.12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]	☒Yes ☐No Measurement: 5 sec		N/A Photo #:	• Adjust closer • •
3.13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]	☒Yes ☐No Measurement: Hallway is 59" at narrowest point		No doors Photo #:	• Remove inner door • Change door swing •
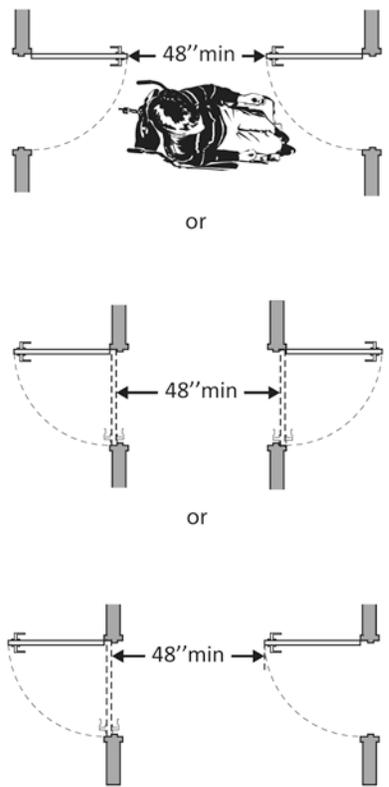
3.14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4]	☐ Yes ☐ No Measurement: N/A		N/A, no doors Photo #:	• Reconfigure space • •
3.15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4]	☐ Yes ☐ No Measurement: N/A		N/A Photo #:	• Reconfigure space • •

In the Toilet Room

3.16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1]	☒ Yes ☐ No Measurement: 59" at narrowest point		Photo #:	• Remove obstructions • •
3.17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1]	☒ Yes ☐ No Measurement: 59" x 116"		Photo #:	• Move or remove partitions, fixtures or objects such as trash cans • •

#	Question	Response	Figure	Notes	Possible Solutions
3.18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]	☐ Yes ☐ No Measurement: N/A		N/A, doors swing out Photo #:	• Reverse door swing • Alter toilet room •
3.19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?* [603.3]	☒ Yes ☐ No Measurement: 36" ☐ Yes ☐ No Measurement: N/A		 Photo #:	* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required • Lower the mirror • Add another mirror •
3.20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?* [603.4]	☒ Yes ☒ No Measurement: one at 44"; another at 65"		 Photo #:	• Adjust hook • Replace with or provide additional accessible hook • * If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor.

	Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories.				
3.21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long? [606.2]	☒Yes ☐No Measurement: 63" forward approach; 106.5" wide	 Photo #:		• Alter lavatory • Replace lavatory •
3.22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2]	☒Yes ☐No Measurement: 17.5"	 Photo #:	23.5" sink depth	• Alter lavatory • Replace lavatory •
3.23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3]	☒Yes ☐No Measurement: 32.5"	 Photo #:		• Alter lavatory • Replace lavatory •
3.24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]	☐Yes ☐No Measurement: 27.75" high; 9" deep clearance	 Photo #:		• Alter lavatory • Replace lavatory •
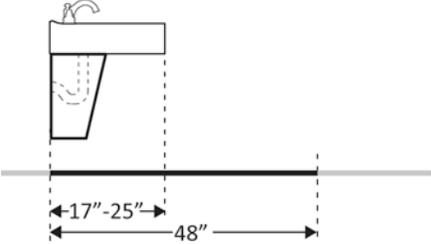
3.25	Is there toe clearance at least 9 inches high? [306.3.3] Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.	☒Yes ☐No Measurement: 13.75"	9" min 6" max 48" Photo #:		• Alter lavatory • Replace lavatory •
3.26	Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]	☒Yes ☐No	Photo #:		• Install insulation • Install cover panel •
3.27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds? [606.4]	☒Yes ☐No ☒Yes ☐No	Automatic Photo #:		• Adjust faucet • Replace faucet •

Soap Dispensers and Hand Dryers

3.28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? [308.2.2] Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? [308.2]	☒ Yes ☐ No Measurement: 23.5" deep sink; dispenser 35.5" above floor ☐ Yes ☐ No Measurement: N/A ☐ Yes ☐ No Measurement: N/A	 Photo #:	• Adjust dispensers • Replace with or provide additional accessible dispensers •
3.29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the	☐ Yes ☐ No Measurement: N/A		Tops of hand dryers are at 34" with no obstructions.	• Adjust dispensers • Replace with or provide additional accessible dispensers •
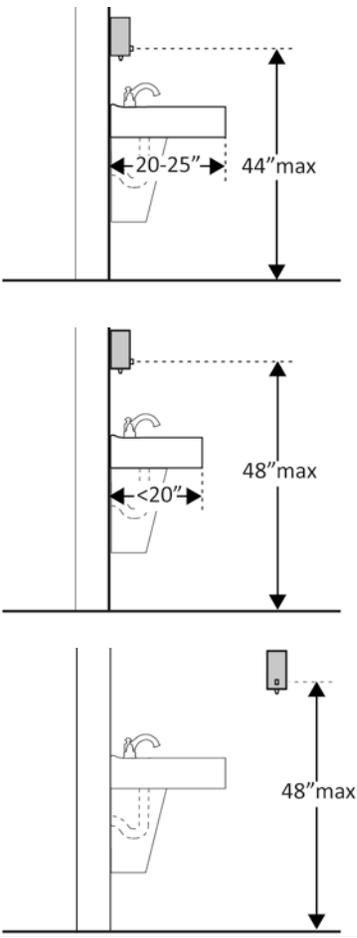
floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?	☐Yes ☐No Measurement: N/A			
Not over an obstruction: no higher than 48 inches above the floor? [308.2]	☒Yes ☐No Measurement: 34"	48"max <20"→		
Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?	☒Yes ☐No	48"max		
Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds? [309.4]	☒Yes ☐No Measurement: automatic		Photo #:	

Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to toilets as water closets.

3.30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2]	☒Yes ☐No Measurement: 18"	16"–18"	Photo #:	• Move toilet • Replace toilet • Move partition •

3.31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?* [604.3.1]	☒Yes ☐No Measurement: 60" x 60"	 Photo #:	* If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet • Alter room/compartment for clearance • •
3.32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [604.4]	☒Yes ☐No Measurement: 17" to top of seat	 Photo #:	• Adjust toilet height • Replace toilet •

3.33	Is there a grab bar at least 42 inches long on the side wall?	☒Yes ☐No Measurement: 42"		12" clearance above bar, except where additional (vertical) grab bar is installed 5" above.	• Install grab bar • Relocate grab bar • Relocate objects • Should be 1" closer to back wall.
	Is it located no more than 12 inches from the rear wall?	☐Yes ☒No Measurement: 13"			
	Does it extend at least 54 inches from the rear wall? [604.5.1]	☒Yes ☐No Measurement: 55"			
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]	☒Yes ☐No Measurement: 34"			* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards
	Is there at least 12 inches clearance between the grab bar and projecting objects above?*	☒Yes ☐No Measurement: Except where vertical grab bar is			
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	☒Yes ☐No Measurement: 3.25"			
	Is the space between the wall and the grab bar 1 ½ inches? [609.3]	☒Yes ☐No Measurement: 1.5"		Photo #:	

Diagram labels: 12" max, 54" min, 42" min, 33"–36", 12" min, 1½" min

3.34	Is there a grab bar at least 36 inches long on the rear wall?	☒Yes ☐No Measurement: 36"			• Install grab bar • Relocate grab bar • Relocate objects •
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	☒Yes ☐No Measurement: 12"			
	Does it extend at least 24 inches on the other (open) side? [604.5.2]	☒Yes ☐No Measurement: 24"			
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]	☒Yes ☐No Measurement: 34.5"			
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	☒Yes ☐No Measurement: N/A-no objects			
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	☒Yes ☐No Measurement: 3.5"			* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards
	Is the space between the wall and the grab bar 1½ inches? [609.3]	☒Yes ☐No Measurement: 1.5"			
				Photo #:	

3.35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]	☒Yes ☐No Measurement: 33"	 Photo #:	Automatic flush, but can also be operated by push buttons located above/behind stool.	• Move control • Install sensor with override button no higher than 48 inches •
3.36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the flush control no greater than 5 pounds? [605.4]	☒Yes ☐No ☒Yes ☐No Measurement: push button	 Photo #:		• Change control • Adjust control •
3.37	Is the flush control on the open side of the water closet? [604.6]	☒Yes ☐No	 Photo #:	Above/behind seat; can be accessed from open side	• Move control • •

3.38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?* [604.7]	☒Yes ☐No Measurement: 8" to centerline of near roll		Double dispensers hold spare rolls; centerline of near roll is at 8" . Photo #:	* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet • Relocate dispenser • •
3.39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor? Not located behind grab bars? [604.7]	☒Yes ☐No Measurement: 19" ☒Yes ☐No		Photo #:	• Relocate dispenser • •
3.40	Does the dispenser allow continuous paper flow? [604.7]	☒Yes ☐No		Photo #:	• Adjust dispenser • Replace dispenser •
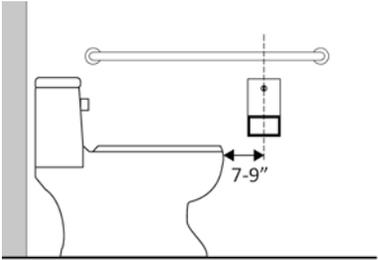
Toilet Compartments (Stalls)

3.41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2]	☒Yes ☐No Measurement: 34.5"	 Photo #:		• Widen door width • •
3.42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2] Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door	☒Yes ☐No Measurement: 24" beyond latch; 104" clear depth	 Photo #:		• Remove obstructions • •
3.43	Is the door self-closing? [604.8.1.2]	☒Yes ☐No	 Photo #:		• Add closer • Replace door •

3.44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?* [604.8.1.2]	☐ Yes ☒ No		Self-closing; push side of doors do not have handles. Fingertip push opens doors. Photo #:	* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards • Replace hardware • Add doorpulls on inside. •
3.45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist? [309.4]	☒ Yes ☐ No		 Photo #:	• Replace lock • •
3.46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☒ Yes ☐ No Measurement: 40"	34"- 48" Photo #:		• Relocate hardware • •

3.47	Is the compartment at least 60 inches wide? [604.8.1.1]	☒Yes ☐No Measurement: 60"	60"min Photo #:		• Widen compartment • •
3.48	If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]	☒Yes ☐No Measurement: 60"	56"min Photo #:		• Widen compartment • •
3.49	If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1]	☐Yes ☐No Measurement: N/A	59"min Photo #:	N/A	• Alter compartment • •
3.50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]	☒Yes ☐No Measurement: N/A	60"min 56"or 59"min Photo #:	Doors swing out	• Reverse door swing • Alter compartment •

	☐Yes ☐No		• • • Photo #:
	☐Yes ☐No		• • • Photo #:
	☐Yes ☐No		• • • Photo #:

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design

Project　　FY20 Accreditation Application

Building　　Ames Public Library

Location　　Family Restrooms - Floor 1

Date　　Board Review 1/17/2019

Surveyors　Bo Duckett and Karen Thompson

Contact Information 515-239-5630

When toilet rooms are open to the public they should be accessible to people with disabilities.

Institute for Human Centered Design
www.HumanCenteredDesign.org

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty

www.ADAchecklist.org

This checklist was produced by the New England ADA Center, a project of the Institute for Human Centered Design and a member of the ADA National Network. This checklist was developed under a grant from the Department of Education, NIDRR grant number H133A060092-09A. However the contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

For the full set of checklists, including the checklists for recreation facilities visit www.ADAchecklist.org.

Priority 3 – Toilet Rooms			Comments	Possible Solutions
3.1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children's specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks – 606.2.	☒ Yes ☐ No		Photo #:	• Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room •
3.2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8]	☐ Yes ☒ No		N/A Photo #:	• Install signs • •
3.3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]	☐ Yes ☐ No		N/A Photo #:	• Install sign • •
Accessible Route				
3.4	Is there an accessible route to the accessible toilet room? [206.2.4]	☒ Yes ☐ No		Photo #:	• Alter route • •

Signs at Toilet Rooms

3.5	Do text characters contrast with their backgrounds? [703.5]	☒ Yes ☐ No		N/A Restroom doors swing in.	• Install tactile sign • Relocate sign •
	Are text characters raised? [703.2]	☒ Yes ☐ No			
	Is there Braille? [703.3]	☒ Yes ☐ No			
	Is the sign mounted: On the wall on the latch side of the door? [703.4.2]	☒ Yes ☐ No			
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices.				
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * [703.4.2]	☐ Yes ☐ No Measurement: N/A - inward swing			*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60	☒ Yes ☐ No Measurement: 57"			*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not

inches above the floor? *
[703.4.1]

Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.

required

Photo #:

Entrance

| 3.6 | Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?
[404.2.3] | ☒Yes ☐No

Measurement:
33" |

Photo #: | | • Install offset hinges
• Alter the doorway
• |

| 3.7 | If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?

Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door
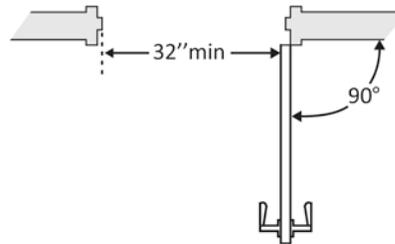
On both sides of the door, is the | ☒Yes ☐No

Measurement:
front approach is 93" clear beyond latch; 80" clear if changing table is open in the north restroom | | | • Remove obstructions
• Reconfigure walls
• Add automatic door opener |

	floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]	☒ Yes ☐ No Measurement: level	Photo #:		
3.8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2] Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	☐ Yes ☐ No Measurement: N/A ☐ Yes ☐ No Measurement: N/A ☐ Yes ☐ No Measurement: N/A	 1/4"max → 1/2"max → 3/4"max →	N/A - no thresholds Photo #:	• Remove or replace threshold • •

3.9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]	☒Yes ☐No		Photo #:	• Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
3.10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☒Yes ☐No Measurement: 37"		Photo #:	• Change hardware height • •
3.11	Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	☒Yes ☐No Measurement: Gentle pressure		Photo #:	• Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers

3.12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]	☒Yes ☐No Measurement: 5 sec	 Photo #:	• Adjust closer • •
3.13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]	☐Yes ☐No Measurement: N/A	No series Photo #:	• Remove inner door • Change door swing •

3.14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4]	☐ Yes ☐ No Measurement: N/A		Photo #:	• Reconfigure space • •
3.15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4]	☐ Yes ☐ No Measurement: N/A		Photo #:	• Reconfigure space • •

In the Toilet Room

3.16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1]	☒ Yes ☐ No Measurement: 40"		Measuered narrowest distance (between sink and stool). Photo #:	• Remove obstructions • •

3.17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1]	☒Yes ☐No Measurement: 60" x 60"	 Photo #:		• Move or remove partitions, fixtures or objects such as trash cans • •
3.18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]	☒Yes ☐No Measurement: 65' x 70"	 Photo #:	Both rooms are 93" x 93"	• Reverse door swing • Alter toilet room •
3.19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?* [603.3]	☒Yes ☐No Measurement: 38.75" ☐Yes ☐No Measurement: N/A	 Photo #:		* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required • Lower the mirror • Add another mirror •

| 3.20 | If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?* [603.4] | ☒ Yes ☐ No

Measurement: 54" and 44" |
Photo #: | | • Adjust hook
• Replace with or provide additional accessible hook
•

* If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor. |

Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories.

| 3.21 | Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long? [606.2] | ☒ Yes ☐ No

Measurement: 76" forward approach |
Photo #: | | • Alter lavatory
• Replace lavatory
• |
| 3.22 | Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2] | ☒ Yes ☐ No
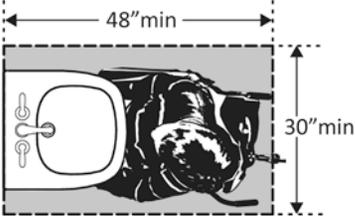
Measurement: 18" |
Photo #: | | • Alter lavatory
• Replace lavatory
• |

|					
3.23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3]	☒Yes ☐No Measurement: 29.5"	34"max	Photo #:	• Alter lavatory • Replace lavatory •
3.24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]	☒Yes ☐No Measurement: 27" w 8" clearance on both sides of bowl	8" min 27"min	Photo #:	• Alter lavatory • Replace lavatory •
3.25	Is there toe clearance at least 9 inches high? [306.3.3] Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.	☒Yes ☐No Measurement: 13.5"	9" min 6" max 48"	Photo #:	• Alter lavatory • Replace lavatory •
3.26	Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]	☒Yes ☐No		Photo #:	• Install insulation • Install cover panel •

| 3.27 | Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? | ☒ Yes ☐ No | | | • Adjust faucet
• Replace faucet
• |
| | Is the force required to activate the faucet no greater than 5 pounds?
[606.4] | ☒ Yes ☐ No | | Photo #: | |

Soap Dispensers and Hand Dryers

3.28	Are the operable parts of the soap dispenser within one of the following reach ranges:			18.25" deep sinks; soap dispensers to side of sink on wall.	• Adjust dispensers • Replace with or provide additional accessible dispensers •
	Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? [308.2.2]	☐ Yes ☐ No Measurement: N/A			
	Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?	☒ Yes ☐ No Measurement: 43"			

Not over an obstruction: no higher than 48 inches above the floor? [308.2]	☐ Yes ☐ No Measurement: N/A			
			Photo #:	
3.29 Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? Above lavatories less than 20 inches deep: no higher than 48 inches above the floor? Not over an obstruction: no higher than 48 inches above the floor? [308.2]	☐ Yes ☐ No Measurement: N/A ☐ Yes ☐ No Measurement: N/A ☒ Yes ☐ No Measurement: 34"		Bottom of towel dispensers and tops of hand dryers are at 34". (These rooms have both.) Hand dryer is automatic. Towel dispenser requires pulling.	• Adjust dispensers • Replace with or provide additional accessible dispensers •
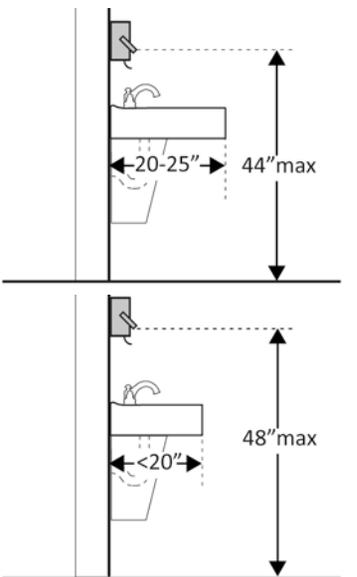
Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist? Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds? [309.4]	☒Yes ☐No ☒Yes ☐No Measurement: automatic	48"max	Photo #:	

Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to toilets as water closets.

3.30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2]	☒Yes ☐No Measurement: 17.75"	16"-18"	Photo #:	• Move toilet • Replace toilet • Move partition •
3.31	Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?* [604.3.1]	☒Yes ☐No Measurement: 60" side X 93" front (s side); 60" side x 59" front if changing table down (north side)	56"min 60"min		* If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water

				closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet • Alter room/compartment for clearance • •
			Photo #:	
3.32	Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [604.4]	☒Yes ☐No Measurement: 18"	 Photo #:	• Adjust toilet height • Replace toilet •
3.33	Is there a grab bar at least 42 inches long on the side wall? Is it located no more than 12 inches from the rear wall?	☒Yes ☐No Measurement: 42" ☒Yes ☐No Measurement: 12"		Horizontal grab bars on side have additional vertical bar mounted ~ 5" above (over ~2" of the length).	• Install grab bar • Relocate grab bar • Relocate objects •
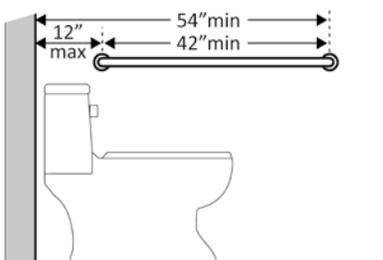
Does it extend at least 54 inches from the rear wall? [604.5.1]	☒Yes ☐No Measurement: 54.5"			
Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]	☒Yes ☐No Measurement: 35"			* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards
Is there at least 12 inches clearance between the grab bar and projecting objects above?*	☒Yes ☐No Measurement: 5" to vertical grab bar			
Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	☒Yes ☐No Measurement: 3.25"			
Is the space between the wall and the grab bar 1 ½ inches? [609.3]	☒Yes ☐No Measurement: 1.5"		Photo #:	
3.34 Is there a grab bar at least 36 inches long on the rear wall?	☒Yes ☐No Measurement: 36"			• Install grab bar • Relocate grab bar • Relocate objects •
Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	☒Yes ☒No Measurement: 12" to edge of flange			

Does it extend at least 24 inches on the other (open) side? [604.5.2]	☒Yes ☐No Measurement: 25"			
Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]	☒Yes ☐No Measurement: 35"			
Are there at least 12 inches clearance between the grab bar and protruding objects above?*	☒Yes ☐No Measurement: to ceiling			
Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	☒Yes ☐No Measurement: 1.5"			* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards
Is the space between the wall and the grab bar 1½ inches? [609.3]	☒Yes ☐No Measurement: 1.5"		Photo #:	
3.35 If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]	☒Yes ☐No Measurement: 26.5"		Photo #:	• Move control • Install sensor with override button no higher than 48 inches •

3.36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the flush control no greater than 5 pounds? [605.4]	☒Yes ☐No ☒Yes ☐No Measurement: Minimal force		Photo #:	• Change control • Adjust control •
3.37	Is the flush control on the open side of the water closet? [604.6]	☒Yes ☐No		Photo #:	• Move control • •
3.38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?* [604.7]	☐Yes ☒No Measurement: 9"		Double dispensers holds spare rolls. Centerline of near roll at 9". Photo #:	* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet • Relocate dispenser • •

3.39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor?	☒ Yes ☐ No Measurement: 19.5"	 Photo #:	• Relocate dispenser • •
	Not located behind grab bars? [604.7]	☒ Yes ☐ No		
3.40	Does the dispenser allow continuous paper flow? [604.7]	☒ Yes ☐ No	 Photo #:	• Adjust dispenser • Replace dispenser •
Toilet Compartments (Stalls)				
3.41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2]	☐ Yes ☐ No Measurement: N/A	N/A - not stalls. These are "single- user" rooms designed for families. Photo #:	• Widen door width • •

3.42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2] Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door	☐ Yes ☐ No Measurement: N/A		N/A Photo #:	• Remove obstructions • •
3.43	Is the door self-closing? [604.8.1.2]	☐ Yes ☐ No		N/A Photo #:	• Add closer • Replace door •
3.44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?* [604.8.1.2]	☐ Yes ☐ No		N/A Photo #:	* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards • Replace hardware • •

3.45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist? [309.4]	☐ Yes ☐ No	Photo #:	N/A	• Replace lock • •
3.46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☐ Yes ☐ No Measurement: N/A	34''- 48'' Photo #:	N/A	• Relocate hardware • •
3.47	Is the compartment at least 60 inches wide? [604.8.1.1]	☐ Yes ☐ No Measurement: N/A	60"min Photo #:	N/A	• Widen compartment • •
3.48	If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]	☐ Yes ☐ No Measurement: N/A	56"min Photo #:	N/A	• Widen compartment • •

3.49	If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1]	☐ Yes ☐ No Measurement: N/A		N/A Photo #:	• Alter compartment • •
3.50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]	☐ Yes ☐ No Measurement: N/A		N/A Photo #:	• Reverse door swing • Alter compartment •
		☐ Yes ☐ No		Photo #:	• • •
		☐ Yes ☐ No		Photo #:	• • •
		☐ Yes ☐ No		Photo #:	• • •

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design

Project   FY20 Accreditation Application

Building   Ames Public Library

Location   2014 Section - Floor 2 (New Arrivals)

Date   Board Review 1/17/2019

Surveyors   Karen Thompson

Contact Information 515-239-5630

When toilet rooms are open to the public they should be accessible to people with disabilities.

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ADA National Network
Questions on the ADA 800-949-4232 voice/tty

www.ADAchecklist.org

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Priority 3 – Toilet Rooms			**Comments**	**Possible Solutions**
3.1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children's specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks – 606.2.	☒Yes ☐No		Photo #:	• Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room •
3.2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8]	☐Yes ☐No		N/A Photo #:	• Install signs • •
3.3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]	☐Yes ☐No		N/A Photo #:	• Install sign • •
Accessible Route				
3.4	Is there an accessible route to the accessible toilet room? [206.2.4]	☒Yes ☐No		Photo #:	• Alter route • •

Signs at Toilet Rooms

3.5	Do text characters contrast with their backgrounds? [703.5]	☒ Yes ☐ No		No doors, no latches, no thresholds	• Install tactile sign • Relocate sign •
	Are text characters raised? [703.2]	☒ Yes ☐ No			
	Is there Braille? [703.3]	☒ Yes ☐ No			
	Is the sign mounted: On the wall on the latch side of the door? [703.4.2]	☒ Yes ☐ No			
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices.				
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * [703.4.2]	☐ Yes ☐ No Measurement: N/A - no doors	centered on tactile characters 18" min 45° 18" min		*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60	☒ Yes ☐ No Measurement: 56.75"	60"max 48"min		*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not

inches above the floor? * [703.4.1] Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.			Photo #:	required

Entrance

3.6	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [404.2.3]	☒ Yes ☐ No Measurement: Narrowest point of hall is 46.5".		No door Photo #:	• Install offset hinges • Alter the doorway •
3.7	If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door On both sides of the door, is the	☐ Yes ☐ No Measurement: N/A		N/A	• Remove obstructions • Reconfigure walls • Add automatic door opener

floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]	☒Yes ☐No Measurement: level		Photo #:	

3.8 If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2] Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	☐Yes ☐No Measurement: N/A ☐Yes ☐No Measurement: N/A ☐Yes ☐No Measurement: N/A	1/4"max→ 1/2"max→ 3/4"max→	N/A; no thresholds Photo #:	• Remove or replace threshold • •

3.9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]	☒Yes ☐No		N/A Photo #:	• Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
3.10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☐Yes ☐No Measurement: N/A	34"- 48"	N/A Photo #:	• Change hardware height • •
3.11	Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	☐Yes ☐No Measurement: N/A	5 lbf	N/A Photo #:	• Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers

3.12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]	☐ Yes ☐ No Measurement: N/A	Photo #:	N/A	• Adjust closer • •
3.13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]	☐ Yes ☐ No Measurement: N/A	or or Photo #:	N/A	• Remove inner door • Change door swing •

#	Question	Response	Diagram	N/A	Action
3.14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4]	☐ Yes ☐ No Measurement: N/A		N/A Photo #:	• Reconfigure space • •
3.15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4]	☐ Yes ☐ No Measurement: N/A		N/A Photo #:	• Reconfigure space • •

In the Toilet Room

#	Question	Response	Diagram		Action
3.16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1]	☒ Yes ☐ No Measurement: 72"		Photo #:	• Remove obstructions • •
3.17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1]	☒ Yes ☐ No Measurement: 60" x 60"		Photo #:	• Move or remove partitions, fixtures or objects such as trash cans • •

3.18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]	☐ Yes ☐ No Measurement: N/A		N/A Not a single user room Photo #:	• Reverse door swing • Alter toilet room •
3.19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?* [603.3]	☒ Yes ☐ No Measurement: 37.5" ☐ Yes ☐ No Measurement: N/A		 Photo #:	* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required • Lower the mirror • Add another mirror •
3.20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?* [603.4]	☒ Yes ☐ No Measurement: At 44" and 65"		 Photo #:	• Adjust hook • Replace with or provide additional accessible hook • * If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor.

Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories.				
3.21 Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long? [606.2]	☒Yes ☐No Measurement: 84" wide with 72" approach	48"min / 30"min	Photo #:	• Alter lavatory • Replace lavatory •
3.22 Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2]	☒Yes ☐No Measurement: 24.75"	17"-25" / 48"	Photo #:	• Alter lavatory • Replace lavatory •
3.23 Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3]	☒Yes ☐No Measurement: 33.5"	34"max	Photo #:	• Alter lavatory • Replace lavatory •
3.24 Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]	☒Yes ☐No Measurement: 28.5"	8" min / 27"min	Photo #:	• Alter lavatory • Replace lavatory •

3.25	Is there toe clearance at least 9 inches high? [306.3.3] Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.	☒Yes ☐No Measurement: 11.5"		Photo #:	• Alter lavatory • Replace lavatory •
3.26	Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]	☒Yes ☐No		Photo #:	• Install insulation • Install cover panel •
3.27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds? [606.4]	☒Yes ☐No ☒Yes ☐No	Automatic sensor Photo #:		• Adjust faucet • Replace faucet •
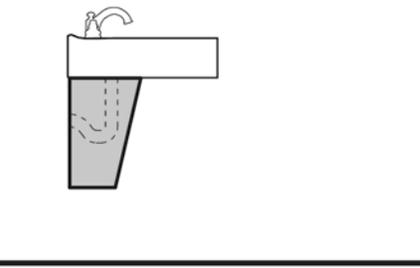
Soap Dispensers and Hand Dryers

3.28	Are the operable parts of the soap dispenser within one of the following reach ranges:			Counter is 24.75" deep	• Adjust dispensers • Replace with or provide additional accessible dispensers •
	Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? [308.2.2]	☒ Yes ☐ No Measurement: 36.5" above floor			
	Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?	☐ Yes ☐ No Measurement: N/A			
	Not over an obstruction: no higher than 48 inches above the floor? [308.2]	☐ Yes ☐ No Measurement: NA			
				Photo #:	
3.29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges:			Tops of hand dryers are at 34".	• Adjust dispensers • Replace with or provide additional accessible dispensers •
	Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the	☐ Yes ☐ No Measurement: N/A			

floor?				
Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?	☐ Yes ☐ No Measurement: N/A			
Not over an obstruction: no higher than 48 inches above the floor? [308.2]	☒ Yes ☐ No Measurement: 34"			
Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?	☒ Yes ☐ No			
Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds? [309.4]	☒ Yes ☐ No Measurement: automatic		Photo #:	

Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to toilets as water closets.

3.30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2]	☒ Yes ☐ No Measurement: 18"		• Move toilet • Replace toilet • Move partition •
			Photo #:	

| 3.31 | Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?* [604.3.1] | ☒Yes ☐No Measurement: 60" x 60" | | Photo #: | * If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet • Alter room/compartment for clearance • • |
| 3.32 | Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat? [604.4] | ☒Yes ☐No Measurement: 17" | | Photo #: | • Adjust toilet height • Replace toilet • |

3.33	Is there a grab bar at least 42 inches long on the side wall?	☒Yes ☐No Measurement: 42"		There is an additional vertical grab bar mounted 5" above a very small section of the horizontal bar.	• Install grab bar • Relocate grab bar • Relocate objects •
	Is it located no more than 12 inches from the rear wall?	☒Yes ☐No Measurement: 12"			
	Does it extend at least 54 inches from the rear wall? [604.5.1]	☒Yes ☐No Measurement: 55"			
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]	☒Yes ☐No Measurement: 35"			
	Is there at least 12 inches clearance between the grab bar and projecting objects above?*	☒Yes ☐No Measurement: 5" to vertical grab bar in one spot			* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	☒Yes ☐No Measurement: 4.5" to paper dispenser			
	Is the space between the wall and the grab bar 1 ½ inches? [609.3]	☒Yes ☐No Measurement: 1.5"		Photo #:	

Diagram labels: 54"min, 42"min, 12" max, 33"-36", 12"min, 1½"min

3.34	Is there a grab bar at least 36 inches long on the rear wall?	☒Yes ☐No Measurement: 36"		• Install grab bar • Relocate grab bar • Relocate objects •
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	☒Yes ☐No Measurement: 12"		
	Does it extend at least 24 inches on the other (open) side? [604.5.2]	☒Yes ☐No Measurement: 24"		
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]	☒Yes ☐No Measurement: 35.25"		
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	☒Yes ☐No Measurement: N/A - no objects		
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	☒Yes ☐No Measurement: 1.5" to flush buttons		* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards
	Is the space between the wall and the grab bar 1½ inches? [609.3]	☒Yes ☐No Measurement: 1.5"	Photo #:	

3.35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]	☒Yes ☐No Measurement: 33.5"		Automatic flush, but can also be operated manually, with push buttons above/behind the stool Photo #:	• Move control • Install sensor with override button no higher than 48 inches •
3.36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the flush control no greater than 5 pounds? [605.4]	☒Yes ☐No ☒Yes ☐No Measurement:		. Photo #:	• Change control • Adjust control •
3.37	Is the flush control on the open side of the water closet? [604.6]	☒Yes ☐No		Above/behind stool; accessible from open side. Photo #:	• Move control • •

3.38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?* [604.7]	☒Yes ☐No Measurement: 7.5"	 Photo #:	Double-dispenser containing spare roll. Center of near roll is 7.5" from stool front.	* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet • Relocate dispenser • Relocate or replace dispensers •
3.39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor? Not located behind grab bars? [604.7]	☒Yes ☐No Measurement: 19" ☒Yes ☐No	 Photo #:		• Relocate dispenser • •
3.40	Does the dispenser allow continuous paper flow? [604.7]	☒Yes ☐No	 Photo #:		• Adjust dispenser • Replace dispenser •

Toilet Compartments (Stalls)

3.41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2]	☒ Yes ☐ No Measurement: 34.5"		Photo #:	• Widen door width • •
3.42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2] Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door	☒ Yes ☐ No Measurement: 93" to the right; 129.5" clear depth"		Photo #:	• Remove obstructions • •
3.43	Is the door self-closing? [604.8.1.2]	☒ Yes ☐ No		Photo #:	• Add closer • Replace door •

3.44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?* [604.8.1.2]	☐ Yes ☒ No	 Photo #:	Self-closing doors; push side opens with fingertip pressure	* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards • Replace hardware • Add doorpulls on inside? •
3.45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist? [309.4]	☒ Yes ☐ No	 Photo #:		• Replace lock • •
3.46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☒ Yes ☐ No Measurement: 40.5"	 34"- 48" Photo #:		• Relocate hardware • •
3.47	Is the compartment at least 60 inches wide? [604.8.1.1]	☒ Yes ☐ No Measurement: 60"	 60"min Photo #:		• Widen compartment • •

3.48	If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]	☒Yes ☐No Measurement: 60"	56"min	Photo #:	• Widen compartment • •
3.49	If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1]	☐Yes ☐No Measurement: N/A	59"min	N/A Photo #:	• Alter compartment • •
3.50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]	☐Yes ☐No Measurement: N/A	60"min 56"or 59"min	N/A; door swings out Photo #:	• Reverse door swing • Alter compartment •
		☐Yes ☐No		Photo #:	• • •
		☐Yes ☐No			• • •

			Photo #:	
	☐ Yes ☐ No			• • •
			Photo #:	

The ADA Checklist for Existing Facilities

Priority 3 - Toilet Rooms

Based on the 2010 ADA Standards for Accessible Design

Project	**FY20 Accreditation Application**
Building	**Ames Public Library**
Location	**Historic Section - Floor 2 (Gallery)**
Date	**Board Review on 1/17/2019**
Surveyors	**Hannah Wohlers & Karen Thompson**

Contact Information 515-239-5630

When toilet rooms are open to the public they should be accessible to people with disabilities.

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Questions on the ADA 800-949-4232 voice/tty

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Priority 3 – Toilet Rooms

Priority 3 – Toilet Rooms				Comments	Possible Solutions
3.1	If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) Note: If toilet rooms are chiefly for children, e.g., in elementary schools and day care centers, use the children's specifications in Toilets - 604.1, 604.8, 604.9, 609.4 and Lavatories and Sinks – 606.2.	☒Yes ☐No				• Reconfigure toilet rooms • Combine toilet rooms to create one unisex accessible toilet room •
				Photo #:	
3.2	Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? [See 2010 ADA Standards for Accessible Design – 216.8]	☐Yes ☐No		N/A - All accessible	• Install signs • •
				Photo #:	
3.3	If not all toilet rooms are accessible, is there a sign at the accessible toilet room with the International Symbol of Accessibility? [216.8]	☐Yes ☐No		N/A	• Install sign • •
				Photo #:	
Accessible Route					
3.4	Is there an accessible route to the accessible toilet room? [206.2.4]	☒Yes ☐No			• Alter route • •
				Photo #:	

Signs at Toilet Rooms

3.5	Do text characters contrast with their backgrounds? [703.5]	☒ Yes ☐ No		Doors swing in.	• Install tactile sign • Relocate sign •
	Are text characters raised? [703.2]	☒ Yes ☐ No			
	Is there Braille? [703.3]	☒ Yes ☐ No			
	Is the sign mounted: On the wall on the latch side of the door? [703.4.2]	☒ Yes ☐ No			
	Note: Signs are permitted on the push side of doors with closers and without hold-open devices.				
	With clear floor space beyond the arc of the door swing between the closed position and 45-degree open position, at least 18 x 18 inches centered on the tactile characters? * [703.4.2]	☐ Yes ☐ No Measurement: N/A Swings in	centered on tactile characters		*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without encountering protruding objects or standing within the door swing, relocation not required
	So the baseline of the lowest character is at least 48 inches above the floor and the baseline of the highest character is no more than 60	☒ Yes ☐ No Measurement: 56"			*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not

	inches above the floor? * [703.4.1] Note: If the sign is at double doors with one active leaf, the sign should be on the inactive leaf; if both leaves are active, the sign should be on the wall to the right of the right leaf.		Photo #:	required

Entrance

| 3.6 | Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees?
[404.2.3] | ☒Yes ☐No

Measurement: 34.5" | Photo #: | • Install offset hinges
• Alter the doorway
• |

| 3.7 | If there is a front approach to the pull side of the door is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth?

Note: See 2010 Standards 404.2.4 for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door

On both sides of the door, is the | ☒Yes ☐No

Measurement: 25" | | • Remove obstructions
• Reconfigure walls
• Add automatic door opener |

	floor surface of the maneuvering clearance level (no steeper than 1:48)? [404.2.4]	☒ Yes ☐ No Measurement: level		Photo #:	
3.8	If the threshold is vertical is it no more than ¼ inch high? Or No more than ½ inch high with the top ¼ inch beveled no steeper than 1:2, if the threshold was installed on or after the 1991 ADA Standards went into effect (1/26/93)? Or No more than ¾ inch high with the top ½ inch beveled no steeper than 1:2, if the threshold was installed before the 1991 ADA Standards went into effect (1/26/93)? [404.2.5, 303.2] Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.	☐ Yes ☐ No Measurement: N/A ☐ Yes ☐ No Measurement: N/A ☐ Yes ☐ No Measurement: N/A	1/4"max 1/2"max 3/4"max	N/A No thresholds Photo #:	• Remove or replace threshold • •

#	Question	Response	Figure	Possible Solutions
3.9	Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist? Door handle? Lock (if provided)? [404.2.7]	☒ Yes ☐ No	Photo #:	• Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •
3.10	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☒ Yes ☐ No Measurement: 40"	34''- 48'' Photo #:	• Change hardware height • •
3.11	Can the door be opened easily (5 pounds maximum force)? [404.2.9] Note: You can use a pressure gauge or fish scale to measure force. If you do not have one you will need to judge whether the door is easy to open.	☒ Yes ☐ No Measurement: minimal force	5 lbf Photo #:	• Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers

3.12	If the door has a closer, does it take at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch? [404.2.8.1]	☒ Yes ☐ No Measurement: 5 sec	 Photo #:		• Adjust closer • •
3.13	If there are two doors in a series, e.g. vestibule, is the distance between the doors at least 48 inches plus the width of the doors when swinging into the space? [404.2.6]	☒ Yes ☐ No Measurement: width of door + 80"	 Photo #:		• Remove inner door • Change door swing •

3.14	If there is a privacy wall and the door swings out, is there at least 24 inches of maneuvering clearance beyond the door latch side and 42 inches to the privacy wall? [404.2.4]	☐ Yes ☐ No Measurement: N/A		N/A, Doors swing in Photo #:	• Reconfigure space • •
3.15	If there is a privacy wall and the door swings in, is there at least 24 inches of maneuvering clearance beyond the door latch side and at least 48 inches to the privacy wall if there is no door closer or at least 54 inches if there is a door closer? [404.2.4]	☒ Yes ☐ No Measurement: 80"		Photo #:	• Reconfigure space • •
In the Toilet Room					
3.16	Is there a clear path to at least one of each type of fixture, e.g. lavatory, hand dryer, etc., that is at least 36 inches wide? [403.5.1]	☒ Yes ☐ No Measurement: >64" in all directions		Photo #:	• Remove obstructions • •
3.17	Is there clear floor space available for a person in a wheelchair to turn around, i.e. a circle at least 60 inches in diameter or a T-shaped space within a 60-inch square? [603.2.1]	☒ Yes ☐ No Measurement: 60" x 112"		Photo #:	• Move or remove partitions, fixtures or objects such as trash cans • •

3.18	In a single user toilet room if the door swings in and over a clear floor space at an accessible fixture, is there a clear floor space at least 30 x 48 inches beyond the swing of the door? [603.2.3 Exception 2]	☐Yes ☐No Measurement: N/A	Photo #:	N/A	• Reverse door swing • Alter toilet room •
3.19	If the mirror is over a lavatory or countertop, is the bottom edge of the reflecting surface no higher than 40 inches above the floor? Or If the mirror is not over the lavatory or countertop, is the bottom edge of the reflecting surface no higher than 35 inches above the floor?* [603.3]	☒Yes ☐No Measurement: 37" ☐Yes ☐No Measurement: N/A	Photo #:		* If installed before 3/15/2012 and the bottom edge of the reflecting surface is no higher than 40 inches above the floor, lowering the mirror to 35 inches is not required • Lower the mirror • Add another mirror •
3.20	If there is a coat hook, is it no less than 15 inches and no greater than 48 inches above the floor?* [603.4]	☒Yes ☒No Measurement: one at 44"; another at 65"	Photo #:		• Adjust hook • Replace with or provide additional accessible hook • ADD ACCESSIBLE HOOKS * If installed before 3/15/2010 and the clear floor space allows a parallel approach, the coat hook may be 54 inches above the floor.

	Lavatories The 2010 Standards refer to sinks in toilet rooms as lavatories.				
3.21	Does at least one lavatory have a clear floor space for a forward approach at least 30 inches wide and 48 inches long? [606.2]	☒Yes ☐No Measurement: 60" x 112" approach	 Photo #:		• Alter lavatory • Replace lavatory •
3.22	Do no less than 17 inches and no greater than 25 inches of the clear floor space extend under the lavatory so that a person using a wheelchair can get close enough to reach the faucet? [306.2]	☒Yes ☐No Measurement: 24.5"	 Photo #:		• Alter lavatory • Replace lavatory •
3.23	Is the front of the lavatory or counter surface, whichever is higher, no more than 34 inches above the floor? [606.3]	☒Yes ☐No Measurement: 33"	 Photo #:		• Alter lavatory • Replace lavatory •
3.24	Is there at least 27 inches clearance from the floor to the bottom of the lavatory that extends at least 8 inches under the lavatory for knee clearance? [306.3.3]	☒Yes ☐No Measurement: 28" high; 9" deep clearance	 Photo #:		• Alter lavatory • Replace lavatory •
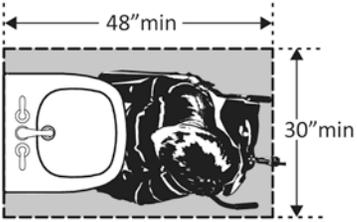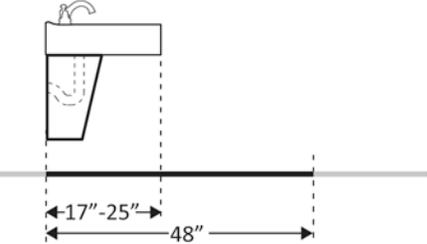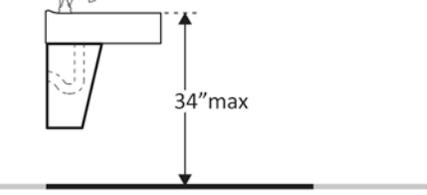
3.25	Is there toe clearance at least 9 inches high? [306.3.3] Note: Space extending greater than 6 inches beyond the available toe clearance at 9 inches above the floor is not considered toe clearance.	☒ Yes ☐ No Measurement: 12"	Photo #:		• Alter lavatory • Replace lavatory •
3.26	Are pipes below the lavatory insulated or otherwise configured to protect against contact? [606.5]	☒ Yes ☐ No	Photo #:		• Install insulation • Install cover panel •
3.27	Can the faucet be operated without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the faucet no greater than 5 pounds? [606.4]	☒ Yes ☐ No ☒ Yes ☐ No	Photo #:	Automatic	• Adjust faucet • Replace faucet •

Soap Dispensers and Hand Dryers

3.28	Are the operable parts of the soap dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the floor? [308.2.2]	☒Yes ☐No Measurement: 23.5" deep sink; dispenser 35" above floor		• Adjust dispensers • Replace with or provide additional accessible dispensers •
	Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?	☐Yes ☐No Measurement: N/A		
	Not over an obstruction: no higher than 48 inches above the floor? [308.2]	☐Yes ☐No Measurement: NA	Photo #:	
3.29	Are the operable parts of the hand dryer or towel dispenser within one of the following reach ranges: Above lavatories or counters no less than 20 inches and no greater than 25 inches deep: no higher than 44 inches above the	☐Yes ☐No Measurement: N/A	Hand dryers are not over aobstructions; tops at 34".	• Adjust dispensers • Replace with or provide additional accessible dispensers •

floor?				
Above lavatories less than 20 inches deep: no higher than 48 inches above the floor?	☐ Yes ☐ No Measurement: N/A			
Not over an obstruction: no higher than 48 inches above the floor? [308.2]	☒ Yes ☐ No Measurement: 34"			
Can the operable parts of the hand dryer or towel dispenser be operated without tight grasping, pinching or twisting of the wrist?	☒ Yes ☐ No			
Is the force required to activate the hand dryer or towel dispenser no greater than 5 pounds? [309.4]	☒ Yes ☐ No Measurement: automatic		Photo #:	

Water Closets in Single-User Toilet Rooms and Compartments (Stalls) The 2010 Standards refer to toilets as water closets.

3.30	Is the centerline of the water closet no less than 16 inches and no greater than 18 inches from the side wall or partition? [604.2]	☒ Yes ☐ No Measurement: 18"	 Photo #:	• Move toilet • Replace toilet • Move partition •

| 3.31 | Is clearance provided around the water closet measuring at least 60 inches from the side wall and at least 56 inches from the rear wall?*
[604.3.1] | ☒Yes ☐No

Measurement: 60" wide; 108" long | | Photo #: | * If constructed before 3/15/12, clearances around water closets in single user toilet rooms can be 48 inches wide by 66 inches long or 48 inches wide by 56 inches long (depending on the approach to the water closet, see 1991 Standards Figure 28) and the lavatory may overlap that clearance if the door to the room does not swing into the required clearances at fixtures (such as lavatories, water closet and urinals) and the edge of the lavatory is at least 18 inches from the centerline of the water closet

• Alter room/compartment for clearance
•
• |
| 3.32 | Is the height of the water closet no less than 17 inches and no greater than 19 inches above the floor measured to the top of the seat?
[604.4] | ☒Yes ☐No

Measurement: 17.5" to top of seat | | Photo #: | • Adjust toilet height
• Replace toilet
• |

3.33	Is there a grab bar at least 42 inches long on the side wall?	☒Yes ☐No Measurement: 42"		One vertical grab bar installed 5" above horizontal bar -- creates an obstruction over about 2" of the 3.5' bar.	• Install grab bar • Relocate grab bar • Relocate objects •
	Is it located no more than 12 inches from the rear wall?	☒Yes ☐No Measurement: 13"			
	Does it extend at least 54 inches from the rear wall? [604.5.1]	☒Yes ☐No Measurement: 55"			
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]	☒Yes ☐No Measurement: 34"			
	Is there at least 12 inches clearance between the grab bar and projecting objects above?*	☒Yes ☐No Measurement: no projecting objects, except a vertical grab bar			* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards
	Is there at least 1½ inches clearance between the grab bar and projecting objects below?*	☒Yes ☐No Measurement: 3.5"			
	Is the space between the wall and the grab bar 1 ½ inches? [609.3]	☒Yes ☐No Measurement: 1.5"		Photo #:	

3.34	Is there a grab bar at least 36 inches long on the rear wall?	☒Yes ☐No Measurement: 36"			• Install grab bar • Relocate grab bar • Relocate objects •
	Does it extend at least 12 inches from the centerline of the water closet on one side (side wall)?	☒Yes ☐No Measurement: 12"			
	Does it extend at least 24 inches on the other (open) side? [604.5.2]	☒Yes ☐No Measurement: 24"			
	Is it mounted no less than 33 inches and no greater than 36 inches above the floor to the top of the gripping surface? [609.4]	☒Yes ☐No Measurement: 34"			
	Are there at least 12 inches clearance between the grab bar and protruding objects above?*	☒Yes ☐No Measurement: clear to ceiling			
	Are there at least 1½ inches clearance between the grab bar and projecting objects below?*	☒Yes ☐No Measurement: 3.5"			* If constructed before 3/15/2012 grab bars do not need to be relocated; there are no space requirements above and below grab bars in the 1991 Standards
	Is the space between the wall and the grab bar 1½ inches? [609.3]	☒Yes ☐No Measurement: 1.5"		Photo #:	

|					
3.35	If the flush control is hand operated, is the operable part located no higher than 48 inches above the floor? [604.6]	☒Yes ☐No Measurement: 27"	 Photo #:		• Move control • Install sensor with override button no higher than 48 inches •
3.36	If the flush control is hand operated, can it be operated with one hand and without tight grasping, pinching, or twisting of the wrist? Is the force required to activate the flush control no greater than 5 pounds? [605.4]	☒Yes ☐No ☒Yes ☐No Measurement:	 Photo #:		• Change control • Adjust control •
3.37	Is the flush control on the open side of the water closet? [604.6]	☒Yes ☐No	 Photo #:		• Move control • •
3.38	Is the toilet paper dispenser located no less than 7 inches and no greater than 9 inches from the front of the water closet to the centerline of the dispenser?* [604.7]	☒Yes ☐No Measurement: 9" to centerline of near roll		Dispenser holds a spare roll. Center of near roll is located at 9"; center of entire dispenser is at 13".	* If constructed before 3/15/2012 dispenser does not need to be relocated if it is within reach from the water closet seat; the 1991 Standards do not specify distance from the front of the water closet
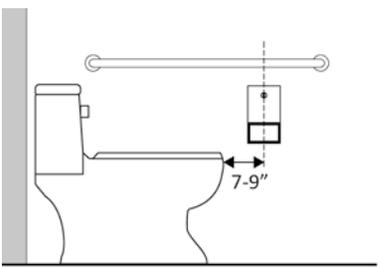
				Photo #:	• Relocate dispenser • Relocate or replace dispensers •
3.39	Is the outlet of the dispenser: Located no less than 15 inches and no greater than 48 inches above the floor? Not located behind grab bars? [604.7]	☒Yes ☐No Measurement: 19" ☒Yes ☐No		Photo #:	• Relocate dispenser • •
3.40	Does the dispenser allow continuous paper flow? [604.7]	☒Yes ☐No		Photo #:	• Adjust dispenser • Replace dispenser •

Toilet Compartments (Stalls)

3.41	Is the door opening width at least 32 inches clear, between the face of the door and the stop, when the door is open 90 degrees? [604.8.1.2]	☒Yes ☐No Measurement: 35"			• Widen door width • •

				Photo #:	
3.42	If there is a front approach to the pull side of the door, is there at least 18 inches of maneuvering clearance beyond the latch side plus 60 inches clear depth? [604.8.1.2] Note: See 2010 Standards 604.8.1.2 Doors for maneuvering clearance requirements on the push side of the door and side approaches to the pull side of the door	☒Yes ☐No Measurement: 25.5"	 Photo #:		• Remove obstructions • •
3.43	Is the door self-closing? [604.8.1.2]	☒Yes ☐No	 Photo #:		• Add closer • Replace door •

3.44	Are there door pulls on both sides of the door that are operable with one hand and do not require tight grasping pinching or twisting of the wrist?* [604.8.1.2]	☐ Yes ☒ No		Self-closing doors. Push sides of doors do not have handles. Doors opens easily with fingertip push. Photo #:	* If constructed before 3/15/2012 door pulls do not need to be added; door pulls are not required in the 1991 Standards • Replace hardware • Add doorpulls on inside. •
3.45	Is the lock operable with one hand and without tight grasping, pinching or twisting of the wrist? [309.4]	☒ Yes ☐ No		Photo #:	• Replace lock • •
3.46	Are the operable parts of the door hardware mounted no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]	☒ Yes ☐ No Measurement: 41"	34"- 48"	Photo #:	• Relocate hardware • •

3.47	Is the compartment at least 60 inches wide? [604.8.1.1]	☒Yes ☐No Measurement: 60"		Photo #:	• Widen compartment • •
3.48	If the water closet is wall hung, is the compartment at least 56 inches deep? [604.8.1.1]	☒Yes ☐No Measurement: 13.5"		Photo #:	• Widen compartment • •
3.49	If the water closet is floor mounted, is the compartment at least 59 inches deep? [604.8.1.1]	☐Yes ☐No Measurement: N/A		N/A Photo #:	• Alter compartment • •
3.50	If the door swings in, is the minimum required compartment area provided beyond the swing of the door (60 inches x 56 inches if water closet is wall hung or 59 inches if water closet is floor mounted)? [604.8.1.1]	☒Yes ☐No Measurement: 87" x 57.5"		Photo #:	• Reverse door swing • Alter compartment •
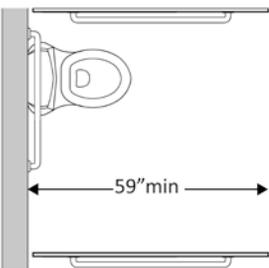
	☐ Yes ☐ No		•
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		Photo #:	
	☐ Yes ☐ No		•
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		Photo #:	
	☐ Yes ☐ No		•
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		Photo #:	

Ames Public Library Board of Trustees

Committee Assignments 2018/2019
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Standing Committees

Art:	Sarah Barchman, John Linch, Toni Wang
Budget & Finance:	Kyle Briese, Roger Kluesner
Director Evaluation:	Joanne Marshall, D. Raj Raman, Roger Kluesner
Executive:	Chuck Glatz (P), Roger Kluesner (VP), Sarah Barchman (S)
Nominating:	Sarah Barchman, D. Raj Raman

Ad Hoc Committee

Director Search:	Kyle Briese, Chuck Glatz, Roger Kluesner, Tracy Briseño (staff), Brian Phillips (Asst. City Manager)

APLFF Board Representatives

APLFF:	Mavis Butler, Chuck Glatz