

Ames Public Library Board of Trustees
Agenda – February 17, 2022
Rotary Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting January 20, 2022
- 3) Motion approving payment of claims 1/1/22 – 1/31/22

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

Activity Reports

- 4) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Kluesner/Myers
- 7) Nominating Committee – Barchman/Johnson

Board Education

- 8) Director Evaluation Process – Director Evaluation Committee

Policy Review

- 9) Conduct in the Library (Action)
- 10) Art Collection (Action)
- 11) Volunteer Services (Action)
- 12) Social Media Policy (Discussion)
- 13) Records Retention (Discussion)
- 14) Mission, Values, and Strategic Planning (Discussion)
- 15) Authority (Discussion)

Unfinished Business

- 16) Service Offerings (Discussion)

New Business

- 17) Accreditation Application (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, March 17, 2022
Ames Public Library: We Connect You to the World of Ideas

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

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

Donations

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

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

- 1) Seven & Holyce Nissen in memory of Betty Tigges \$100.00

Sandra Marcu, President

Charles Glatz, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
January 20, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 20, 2022, in the Rotary Room with Barchman, Christy, Johnson, Kluesner, Marcu, Myers, and Thorbs-Weber in attendance. Glatz and Reynolds were excused. Director Schofer was also in attendance.

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

Consent Agenda:

Moved by Barchman, seconded by Johnson, to approve the consent agenda as follows:

1. Resolution approving donations from:
 - a) John & Kathryn Miller in memory of Fred Brown..... \$50.00
 - b) Robert & Brenda Brown in memory of Fred Brown..... \$50.00
 - c) Donna Kienzler \$250.00
2. Motion approving minutes of the regular meeting December 16, 2021
3. Motion approving payment of claims 12/1/21 – 12/31/21

Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused). Approved unanimously. Resolution No. 2022-L001 adopted.

Public Forum: None

Activity Reports:

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

- The Capital Improvement Project workshop was held January 18; carpeting for library was moved to FY24.
- A goal setting meeting will be held January 22, at the Homewood Golf Course clubhouse beginning at 8:30 a.m. This is an open meeting that the public can attend.
- A Special City Council Meeting on January 28 will be held for the FY23 budget overview.
- Budget presentations will take place February 1-3, 2022 in Council Chambers. The library’s presentation will be February 1 at 5:00 p.m.
- Budget Wrap-Up is scheduled for February 8’s Council meeting.
- The public hearing on the City’s FY 2022/23 budget will be held on March 8.

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

- The library’s budget meeting with the City Manager was January 7. Schofer presented the idea of an Assistant Director but it will not be included next fiscal

year. The window repairs did get included for this fiscal year. Schofer and key staff are working on the budget presentation for City Council.

- The library is feeling the crunch of staff from vacant positions, illnesses, and vacations. Schofer has covered the Adult Services desk a few times.
- Three staff were promoted internally, one from a Library Assistant to a Youth Librarian, and two from Library Aides to Library Assistants. An Adult Services Librarian and a Library Clerk will be starting February 1. A Youth Services Library Assistant position and Library Aide positions are open due to the promotions. We will have a couple retirements in the spring.
- Schofer and key staff are working on finishing up the annual report.
- Schofer and key staff are finalizing plans for the next all staff training day on February 21. The Diversity, Equity, and Inclusion trainer is returning. They will come again to train the Leadership and Person in Charge teams. Trustees are invited to attend.
- Programmatically 129 people attended the Noon Year's Eve party. Sorority groups, Teen Advisory Group, and families bagged up over 100 toiletry kits for the Bridge Home with affirming notes tucked inside. No other large programs are scheduled at this time.
- Free Iowa Learning online conference was today; Adult Librarian Cooney presented on Quick Picks collections.
- Schofer will attend LibLearnX virtually this weekend.
- Several staff will be attending the Public Library Association conference in Portland, Oregon the end of March. This is a conference held every two years specifically for public libraries; most staff see this as the most valuable conference.
- Klein-Hewett started Leadership Ames; Schofer graduated in December and is currently working with a colleague to plan the City of Ames day scheduled for March 17.
- As part of the accreditation standards, a county wide Trustee hybrid training "Public Libraries & Economic Development: From Books to Building Blocks" will be held at the Huxley City Council Chambers with a virtual option on February 21 at 6:30 p.m.

APLFF Report: Myers gave a report to the Board.

- The last meeting focused on the Development Director position. The Board discussed options and obstacles including a possible stipend for benefits.
- The holiday mailing is still going well.

Budget & Finance Committee Report: Myers gave a report to the Board.

- The committee reviewed the financial reports as provided by the City Finance Department. Expenses are in-line.
- Capital projects show \$84,000 for the door project and the print release stations.
- Schofer will prepare the FY23 Ames Public Library Friends Foundation ask after the budget is approved in March in order to see where spending is at and what gaps need to be filled.

Approval of the financial reports was brought by the Budget and Finance Committee, Moved by Thorbs-Weber to approve, a second is not needed.

Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused). Approved unanimously.

Policy Review:

Bylaws, Board of Trustees: Schofer reviewed the policy. It was brought to the Board last month for discussion. Marcu asked for suggested changes by January 6, 2022. Glatz responded noting areas that could be changed versus the areas that are set by Chapter 15 of the Ames Municipal Code or the Iowa Open Meeting Laws Chapter 21, but did not have any suggested changes. The Board discussed the Bylaws.

Moved by Christy, seconded by Myers, to approve the Bylaws, Board of Trustees as presented.

Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused). Approved unanimously. Resolution No. 2022-L002 adopted.

Personnel Policy: Schofer introduced the Personnel policy. The managers have reviewed the policy thoroughly. The City recently updated the Employee Handbook. Most of the suggested changes are areas that the Library no longer needs an exception. The Board reviewed and discussed the policy.

Moved by Myers, seconded by Johnson, to approve the Personnel Policy as presented.

Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused). Approved unanimously. Resolution No. 2022-L003 adopted.

City of Ames Appendix T: Schofer reviewed the Appendix. This is an appendix to the Ames Municipal Codes. The change consists of reducing the cost of sending a fax to \$0.50 a page which is the rate another business in town charges.

Moved by Kluesner, seconded by Barchman, to approve the changes to City of Ames Appendix T as presented.

Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused). Approved unanimously. Resolution No. 2022-L004 adopted.

Conduct in the Library: Schofer introduced the policy. The managers took an initial look. Possible changes include changing "Behaving in a disorderly, loud, or boisterous manner" to behaving in a disorderly manner. Other discussion points included firearms,

busking, panhandling on library property, no solicitating and solicitation matching the Meeting Room and Study Room policy, and leaving a child unattended matching the Unattended Children policy. The Person in Charge team will review the policy and then it will be brought to the next Board of Trustees meeting for action.

Art Collection: Schofer introduced the policy. Display space requests are coming in more frequently. May add a section on the de-acquisition process in reference to the Donations policy. This will be reviewed by managers and brought to the next Board of Trustees meeting for action.

Volunteer Services: Schofer introduced the policy. The last bullet under definitions needs to be changed from fine alternative to fee alternative. Schofer met with the Volunteer Coordinator, Bohlke, who will be presenting Board Education next month. Bohlke has weighed in on the policy. This will be reviewed by managers and brought to the next Board of Trustees meeting for action.

Unfinished Business:

Service Offerings: Schofer reviewed and discussed the current service model with the Board. The City is meeting regularly with community health partners. The City Manager has instructed departments to have employees mask when they cannot socially distance. While library staff have been masking at meetings and in shared space all along, we did take the opportunity to update our signs to match the City's and place them more prominently in the entry and other key places including in our program, meeting and study rooms, teen space, and bookmobile. There have been five Library staff with COVID but no workplace exposures. Human Resources has a form for employees to fill out that tracks information and gives instructions for returning to work.

Trustee Comments:

- Barchman – no comment
- Johnson – reminded the Board that applications for City of Ames Boards and Commissions are due by February 4. He encouraged everyone to spread the word and appreciated seeing it posted in several places.
- Christy – heard on Iowa Public Radio that the Davenport library hired a social worker. Myers read that this is becoming more common.
- Thorbs-Weber – no comment
- Kluesner – no comment
- Myers – thanks to Schofer and Johannes
- Marcu – thank you to everyone for being here, good to see you all.

Adjournment:

**Moved by Barchman, seconded by Johnson, to adjourn at 8:45 p.m.
Vote on Motion: 6-0 (Marcu abstaining; Glatz and Reynolds excused).
Approved unanimously.**

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

Melissa Johannes, Library Secretary

Charles Glatz, Board Secretary

Library Claims
January 1 - January 31, 2022

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,093.10
PAYROLL SUMMARY	DENTAL INSURANCE	\$	421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$	185.59
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$	641.91
PAYROLL SUMMARY	FICA	\$	2,744.68
PAYROLL SUMMARY	IPERS	\$	4,256.80
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	141.84
DEC 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	160.00
DECEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	0.40
DEC 2021 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	1,903.76
NOV 2021 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	1,368.08
DEC 2021 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
NOV 2021 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$	7.95
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$	8.84
AMES CHAMBER OF COMMERCE	DUES/MEMBERSHIPS	\$	591.80
BANK OF AMERICA	ADVERTISING	\$	300.00
ONESOURCE	RECRUITING COSTS	\$	70.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,398.48
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	273.45
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	187.62
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	363.80
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	191.22
ALLIANT ENERGY/IPL	NATURAL GAS	\$	2,747.10
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$	1,008.00
INSIGHT PUBLIC SECTOR INC	TECHNOLOGY MAINT/SUPPORT	\$	1,616.10
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	390.00
ZOOBEAN INC	TECHNOLOGY MAINT/SUPPORT	\$	2,195.00
LIBRARY MARKET	TECHNOLOGY MAINT/SUPPORT	\$	3,100.00
XEROX COMPANY	RENTALS/LEASES	\$	(254.10)
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	442.30
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
LAWNPRO	NON-CITY SERVICE	\$	1,787.50
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	195.10
BANK OF AMERICA	OFFICE SUPPLIES	\$	84.28
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	660.14
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	405.00
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	791.99
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	651.00

Library Claims
January 1 - January 31, 2022

BANK OF AMERICA	CLEANING SUPPLIES	\$	134.50
CENT IA DISTRIBUTING INC	EQUIPMENT PARTS/SUPPLIES	\$	381.50
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	131.36
BANK OF AMERICA	FOOD	\$	60.92
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	(74.99)

Total Administration \$ **94,437.23**

Resource Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	369.63
PAYROLL SUMMARY	FICA	\$	1,580.48
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	736.08
DECEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	0.49
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	26.25
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,238.12
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	245.05
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	6,378.46
OVERDRIVE	ELECTRONIC COLLECTION	\$	1,061.71
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,214.00
USA TODAY	PERIODICALS	\$	126.45
WT COX INFORMATION SERVIC	PERIODICALS	\$	180.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	3,480.62
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,626.73
AMAZON	YOUTH COLLECTION	\$	494.93
MIDWEST TAPE	YOUTH COLLECTION	\$	1,000.99
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	838.70
BRAINSTORM INC	YOUTH COLLECTION	\$	762.52
AMAZON	AUDIO-VISUAL COLLECTION	\$	220.71
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	6,843.27
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	6,539.29
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,159.93
AMAZON	ADULT PRINT COLLECTION	\$	778.65
LIBRARY REFUND DONATED	REFUNDS	\$	277.68

Total Resource Services \$ **72,332.07**

Youth Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	37,065.74
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	43.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	407.20

Library Claims
January 1 - January 31, 2022

PAYROLL SUMMARY	IPERS DISABILITY	\$	144.20
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,195.92
PAYROLL SUMMARY	MEDICARE FICA	\$	505.08
PAYROLL SUMMARY	FICA	\$	2,159.73
PAYROLL SUMMARY	IPERS	\$	3,498.99
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	45.21
DECEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	1.10
BANK OF AMERICA	CONFERENCES	\$	525.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	313.00
DEC 2021 PRINTING CHRGS	RECRUITING COSTS	\$	8.25
Total Youth Services		\$	50,984.22

Adult Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	31,704.26
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	159.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	133.28
PAYROLL SUMMARY	IPERS DISABILITY	\$	109.24
PAYROLL SUMMARY	LIFE INSURANCE	\$	59.41
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,348.48
PAYROLL SUMMARY	MEDICARE FICA	\$	457.13
PAYROLL SUMMARY	FICA	\$	1,954.71
PAYROLL SUMMARY	IPERS	\$	2,992.90
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	40.78
DECEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	9.42
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$	2.12
AMES CHAMBER OF COMMERCE	CONFERENCES	\$	1,000.00
BANK OF AMERICA	CONFERENCES	\$	500.00
Total Adult Services		\$	41,470.73

Customer Account Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,393.40
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	10,773.36
PAYROLL SUMMARY	DENTAL INSURANCE	\$	312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	190.47
PAYROLL SUMMARY	LIFE INSURANCE	\$	81.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$	784.64
PAYROLL SUMMARY	FICA	\$	3,354.98
PAYROLL SUMMARY	IPERS	\$	5,302.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	134.04
DECEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	12.20
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	85.10
DECEMBER POSTAGE	POSTAGE/FREIGHT	\$	597.94
FLAMING, BILLIE	TRAVEL/MEETINGS	\$	18.32

Library Claims
January 1 - January 31, 2022

BANK OF AMERICA	CONFERENCES	\$	325.00
DEC 2021 PRINTING CHRGS	RECRUITING COSTS	\$	8.25
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	59.10
BANK OF AMERICA	OFFICE SUPPLIES	\$	29.97
Total Customer Account Services		\$	72,697.35
	Total:	\$	331,921.60
Sandra Marcu, President	Charles Glatz, Secretary		Date



Director Performance Evaluation Process Policy

Section: Library Administration

Approved: 8//21/1997

Reviewed:

Revised: 1/16/2003, 1/15/2004, 1/14/2005, 1/17/2008, 1/20/2011, 3/21/2013, 12/17/2015, 11/15/2018, 10/21/2021

The Board of Trustees will evaluate the performance of the Library Director annually. This performance evaluation provides a basis for professional development and growth, pay decisions, disciplinary actions, and dismissal.

Committee Appointment

In May of each year, the President of the Board of Trustees shall appoint a three-person committee to oversee this process. This committee will be called the Director Evaluation Committee (DEC).

Appointees shall include:

- At least one member of the Executive Committee;
- At least one non-member of the Executive Committee;
- At least one individual who has previously participated in a DEC.

(The qualifications of one trustee may satisfy two of the conditions.)

Procedure and Timeline

The Director's performance is evaluated against (1) a set of written goals which are approved each year in April, (2) the responsibilities described in the Director's General Job Duties Policy, and (3) the City of Ames' expectations of management.

September:

The DEC will conduct a mid-year discussion of progress toward goals and report back to the Board of Trustees. This meeting also provides an opportunity to begin to develop goals for the following year.

November:

Prior to December 1, the Board President will request information about the salaries and longevity of other library directors and Ames City peers for the purpose of comparison. This data will be furnished to the DEC no later than the date of the Trustees' regular December Board meeting.

January:

The DEC will obtain feedback on the Director's performance from selected Library staff and external reviewers.

The Director will submit a self-evaluation based on three to five specific, measurable annual goals, as requested by the DEC.

February:

The DEC will:

- Gather and compile evaluation feedback.

- Prepare a summary of the results of the feedback and hold a preliminary meeting with the Director.
- Analyze the salary and longevity data provided by the Board President, with the following factors in mind:
 - Performance
 - Internal Equity (as compared to other Library Directors and City of Ames Department Directors)
 - Market (State and Regional)

March:

At least one week prior to the regular March Board meeting, the DEC will submit its draft evaluation with appropriate supporting materials to the Trustees and Director. (Original material submitted to the DEC is confidential, but may be made available to any trustee at their request.) The draft evaluation will include review and comment upon the Director's performance of job duties and achievement relative to the previous year's goals and development plan, and a salary adjustment recommendation.

At the March meeting, the Board of Trustees will:

- Review the draft prepared by the DEC;
- Revise (if desired) and approve the Director's performance evaluation; and
- Set the Director's salary for the fiscal year beginning July 1.

After the March meeting, the DEC and Director will meet to finalize goals for the upcoming year, based on the evaluation as approved by the Board.

April:

At the April meeting, the Board of Trustees will approve the Director's goals and development plan for the coming year. If at any point in time the Director feels that their goals are no longer relevant to the current situation, new goals may be submitted to the Board for approval.

May:

The President of the Board will appoint a DEC to determine a process and conduct the next evaluation no later than the date of the regular May Board meeting.



Conduct in the Library Policy

Section: Library Operations

Approved: 11/20/1996

Reviewed: 9/19/2002

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

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

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

Definition

Misconduct is behavior that is illegal or that:

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

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

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

- Misusing, misappropriating, damaging, vandalizing, stealing, deliberately misplacing or obstructing use of Library equipment, premises, or the personal property of customers or Library staff.
 - Maliciously accessing, damaging, or destroying computers or peripheral equipment, or altering, deleting, damaging, or destroying the computer system, computer network, computer programs or data.
 - Using sports equipment such as skateboards or in-line skates on the premises.
 - Parking bicycles anywhere other than in the provided bicycle racks.
 - Leaving bicycles in bicycle racks overnight.
 - ~~Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling~~ outside of a meeting room, except unless within permitted Meeting Room or Program use or as otherwise authorized ~~by the by the Program Policy or~~ Director.
 - Panhandling on Library premises.
 - Busking without registering and receiving an identification badge from the City Clerk's Office.
 - Impeding access to Library resources, premises, or an area of the premises, or blocking access to Library materials for extended periods of time.
 - Entering ~~the~~ non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
 - Leaving a child 8 years old or younger unattended in the Library. Leaving an individual who requires a caregiver unattended in the Library.
 - Intentionally leaving personal items on the premises. The Library assumes no responsibility for any personal belongings left unattended.
 - Photographing or video recording in a manner that disturbs other Library users (setting up tripods or using flash, for example) or is disrespectful of others' privacy.
 - Consuming food or beverages in a manner that creates an unclean environment, disrupts others, or is harmful to Library resources or premises.
 - Not wearing shoes.
 - Entering the Library with infestations of bed bugs, fleas, or other pests.
 - Bringing animals into the Library, except trained service animals or as authorized for Library-sponsored events.
- [Ames Public Library welcomes trained service animals. The Americans with Disabilities Act (ADA) defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities." It also states that "the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition." In addition, ADA regulations state if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, the animal may be excluded. Service animals are working animals, not pets. Under ADA regulations, staff may ask if an animal is required because of a disability; they may also ask what work or tasks the animal has been trained to perform.]*
- Leaving an animal unattended anywhere on Library premises.
 - Using public restroom facilities for bathing, shaving, or laundering clothes.

Consequences

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

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

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

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

References

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

U.S. Department of Justice:

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

[ADA Requirements: Service Animals](#)

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

Code of Iowa:

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

Dangerous Weapons, [§702.7](#)

Disorderly Conduct, [§723.4](#)

Assault, [§708.1](#)

Harassment, [§708.7](#)

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

Willful Disturbance, [§718.3](#)

Iowa Smokefree Air Act, [§142D.3](#)

Intoxication, [§123.46](#)

Theft, [§714.1](#)

Trespass, [§716.7](#)

Criminal Mischief, [§716.1](#)

Indecent Exposure, [§709.9](#)

Unlawful Assembly, [§723.2](#)

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

City of Ames Municipal Code:

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

Library Policies:

[Internet Use](#)

[Meeting Rooms and Study Rooms](#)

[Petition](#)

[Programs](#)

[Unattended Child](#)

Conduct in the Library Policy

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

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

Sandra Marcu, President

Charles Glatz, Secretary



Art Collection Policy

Section: Administration

Approved: 9/17/2015
Reviewed: 2/17/22
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.

Art Collection Policy

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

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Art Collection Policy.

Sandra Marcu, President

Charles Glatz, Secretary



Volunteer Services Policy

Section: Administration

Approved: 2/21/2008

Reviewed:

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

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

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

Definitions

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

Eligibility

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

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

Application Process

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

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

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

Background Checks

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

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

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

Ad Hoc Volunteers may not be subject to background checks.

Documentation

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

Volunteer Placement

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

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

Probationary Period

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

Supervision

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

Dismissal

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

Staff as Volunteers

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

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

Volunteer Services Policy

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

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

Sandra Marcu, President

Charles Glatz, Secretary



Social Media Policy

Section: Library Resources

Approved: 9/16/2010

Reviewed:

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

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

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

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

Terms of Use Guidelines

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

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

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

Expressions of Concern

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

References

[City of Ames Social Media Policy](#)

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

[Conduct in the Library Policy](#)



Records Retention Policy

Section: Administration

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

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
Reports and Studies	Permanent	Continuing administrative and historical value, possible legal value
Statements of Concern	5 years after resolution of the concern	Administrative value ends

B. BUILDING/EQUIPMENT

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

C. FINANCIAL

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

D. HISTORICAL

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

E. LIBRARY BOARD OF TRUSTEES

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

correspondence distributed for Board meetings)		
Correspondence	3 years	Administrative value ends
Library Policies	Permanent	Continuing administrative, historical and legal values
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](#).



Mission, Values, and Strategic Planning Policy

Section: History, Authority, Mission

Approved: 6/19/1997
Reviewed: 3/27/2003, 12/20/2007, 3/28/2019
Revised: 3/28/2002, 11/18/2010, 3/17/2016

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.



Approved: 6/19/1997

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

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

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

LIBRARIES

15.1 COMPOSITION OF BOARD OF TRUSTEES.

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

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

15.2 APPOINTMENT, TERM OF TRUSTEES.

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

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

15.3 QUALIFICATIONS OF TRUSTEES.

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

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

15.4 COMPENSATION OF TRUSTEES.

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

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

15.5 GROUNDS FOR REMOVAL OF TRUSTEE.

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

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

15.6 VACANCIES ON THE BOARD OF TRUSTEES.

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

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

15.7 POWERS, DUTIES OF TRUSTEES.

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

- (1) To meet and organize by the election of one of their number as president of the board, and by the election of a secretary and such other officers as the board may deem necessary.
- (2) To have charge, control and supervision of the public library, its appurtenances and fixtures, and rooms containing the same, directing and controlling all the affairs of such library.
- (3) To employ a librarian and authorize the librarian to employ, such assistants and employees as may be necessary for the proper management of the library, and fix their compensation; provided however, that prior to such employment, the compensation of such librarian shall be fixed for the term of employment by a majority of the members of the board voting in favor thereof.
- (4) To remove such librarian by a vote of two-thirds (2/3) of such board for misdemeanor, incompetency, or inattention to the duties of such employment and to provide procedures for the librarian to remove assistants or employees for the same reasons.
(Ord. No. 4047, 9/28/10)
- (5) To select or authorize the librarian to select and make purchases of library materials for the collection, furniture, fixtures, stationery, and supplies for such library.
- (6) To authorize the use of such libraries by nonresidents of the city and to fix charges therefor.
- (7) To make, adopt, amend, modify, or repeal bylaws, rules and regulations, not inconsistent with law, for the care, use, government, and management of the library and business of the board, and fixing and enforcing penalties for the violation thereof.
- (8) To have exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the board of trustees.
- (9) To accept gifts of real property, personal property, or mixed property, and devises and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property; and to expend the funds received by them from such gifts for the improvement of said library.
(Ord. No. 784, Sections 7--7.9; Code 1956, Sections 17-7--17-7.9) [State Law Ref. Iowa Code Sec. 392.5; Code 1973, Sec. 378.10] (Ord. No. 4024, 3-2-10)

15.8 TRUSTEES TO KEEP RECORDS OF PROCEEDINGS.

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

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

15.9 TRUSTEES TO PROPOSE BUDGET.

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

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

15.10 ANNUAL REPORT OF TRUSTEES.

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

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

15.11 LIBRARY FUNDS; EXPENDITURES.

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

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

15.12 LIBRARY REGULATIONS; PENALTY.

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

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

15.13 POWER TO CONTRACT: METHOD OF USE.

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

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

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

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

15.14 RATE OF TAX.

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

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

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

15.15 UNITING WITH HISTORICAL ASSOCIATIONS.

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

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

Authority for Chapter 15 under Iowa law:

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

Ames Public Library

FY23 Application Form for Accreditation and Direct State Aid Tier Level

INTRODUCTION

Due February 28, 2022

The Standards and Accreditation program exists to encourage the ongoing development of high quality public library services in Iowa. To save space on this application form, questions have been shortened. For more information and examples, refer to the full text of the publication: [In Service to Iowa: Public Library Standards](#)

Instructions

The FY23 application form is available in online and print versions. The print version is to aid data collection only. Printed versions of the form will not be accepted without prior approval from Scott Dermont. Contact Scott at: scott.dermont@iowa.gov or 515-281-7573.

Check the box next to each standard met.

(FY21) = Standards marked this way should use data taken from the FY21 Iowa Public Library Annual Survey. Dates covered (July 1, 2020 - June 30, 2021.) Some standards use data from more than one fiscal year and will be shown as (FY21, FY20, FY19).

LINE# = Data taken from the Public Library Annual Survey will be indicated by the term **LINE** with the appropriate line number. **LINE E30 ÷ LINE E29** would divide line E30 by line E29.

Since many standards derive their information from the Public Library Annual Survey, it would be useful to have the Annual Survey on hand while filling out this application. However, the online version of this form will automatically pull the annual survey data into the form. It may be beneficial to consult the online form first.

(Tier 1), (Tier 2), (Tier 3): Indicates the Tier level of the listed standards. Standards without a Tier level listed are considered optional.

- Libraries applying for Tier 1 status must meet all 29 (Tier 1) standards.
- Libraries applying for Tier 2 status must meet all 29 (Tier 1) and all 12 (Tier 2) standards.
- Libraries applying for Tier 3 (accredited) status must meet all 29 (Tier 1), all 12 (Tier 2), and all 6 (Tier 3) standards. They must also meet 20 of 38 optional standards.

Submittal: When you are ready to submit your application, follow the steps listed below.

Step 1: Verify that you have all of your updated supporting documentation on file at the State Library. The Supporting Documents Checklist is included at the end of this application form. You must check the box at the bottom of the third (part 3) "Request for Supporting Documentation" page in order to submit your application.

Step 2: Click on the "Show Status" button on the top right of the page.

Step 3: Resolve any edit checks.

Step 4: Click on "Unanswered Questions" at the top of the page and make sure all required questions are answered.

Step 5: Click on the "Submit" button on the top right of the page.

Step 6: You will see a list of items on the "Submit Survey" page. If any of the items on the list have a red triangle with a message you will need to go back and resolve any issues. Click on the link to go back and fix any issues.

Step 7: If all items on the "Submit Survey" page have check marks next to them, you are ready to submit. Click the blue button at the bottom of the page labeled "Submit". If everything is correct you will see a popup box that says "Congratulations, your survey was submitted successfully!"

Step 8: If you wish, you may print a copy of your application form at this point. Click the link at the top right labeled "Survey List." Under other surveys you will see an option called "FY23 Application Form for Accreditation and Direct State Aid Tier Level." Click the icon shaped like a printer to print your form. NOTE: Once submitted you will not be able to make changes to your application, you can only print it. Please contact Scott Dermont at the State Library if you need to unlock your application.

Step 9: [Complete the Signature Page.](#)

SECTION 1: LIBRARY GOVERNANCE

#1 - 11

1. (Tier 1) A legally appointed and constituted library board governs the operation of the library. A copy of your library's most current ordinance must be on file. Yes

2. (Tier 1) The library board or other authority as defined by ordinance:
 - Hires the library director
 - Delegates the active management of the library, including personnel administration, to the library director Yes
 - Has legal authority over the library's budget and over all gifts, bequests, and donations

3. (Tier 1) The library board adopts an annual budget. Yes

- 3a. Meeting Date (include month, day, and year) of most recently completed budget approved by board 11/18/2021

4. (Tier 1) The library is funded by its city on a permanent basis. Data from the Iowa Department of Management will be used to audit this standard. Yes

5. (Tier 1) The library board has written bylaws that outline its operational procedures. These bylaws are reviewed at least every three years. For help developing your bylaws, please contact your district consultant. Yes

Bylaws must be dated February 1, 2019 or later.

6. (Tier 1) The library board meets no fewer than 10 times a year with the library director or designee in attendance. COVID Exceptions - 6 meetings are acceptable for FY20 & FY21. Yes

Submit dates of board meetings for the past three years
Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.

6a.	FY21	7/16/2020, 8/20/2020, 9/17/2020, 10/15/2020, 11/19/2020, 12/17/2020, 1/21/2021, 2/18/2021, 3/18/2021, 4/15/2021, 5/20/2021, 6/17/2021
6b.	FY20	7/18/2019, 8/15/2019, 9/19/2019, 10/17/2019, 11/21/2019, 12/19/2019, 1/16/2020, 2/20/2020, 3/26/2020, 4/16/2020, 5/21/2020, 6/18/2020
6c.	FY19	7/19/2018, 8/20/2018, 9/20/2018, 10/18/2018, 11/6/2018, 11/8/2018, 11/13/2018, 11/15/2018, 11/19/2018, 12/20/2018, 1/17/2019, 2/21/2019, 3/7/2019, 3/11/2019, 3/12/2019, 3/22/2019, 3/28/2019, 4/18/2019, 5/16/2019, 6/18/2019
7.	(Tier 1) The library board adopts four required written policies - circulation, collection development, personnel, and Internet use. Required policies are reviewed at least every three years. For help developing your policies, please contact your district consultant. Policies should be dated February 1, 2019 or later.	Yes
8.	(Tier 1) All members of the library board of trustees participate in a variety of board development training each year. The recommended average is three to five hours per year per trustee. Briefly summarize your library's board development training opportunities for the past three years.	Yes
8a.	FY21	The Board had training on Board Education, programming 101, strategic planning, fine free, Big Impact low cost easy enhancements, succession planning, volunteer services, the Iowa Trustee handbook, and home delivery services.
8b.	FY20	The Board had education on Autism Spectrum Disorder training, Project Snyles overview, Iowa Future Ready, Diversity and Inclusion, Strategic Planning, ALA highlights, and staff survey analysis.
8c.	FY19	The Board had education on open meeting/records laws, the new library website, the accreditation process, an overview on the Director Candidate Interview Process, and report outs from conference attendance.
9.	The library board has written policies, as deemed appropriate for the library, and reviews them at least every three years. All policies are available to all staff members and for public inspection. For help developing your policies, please contact your district consultant. Check any additional policies adopted. Do not report the four policies listed in standard #7 above. At least two are required to meet this standard:	Yes
a.	Bulletin board and displays	Yes
b.	Customer conduct in the library	Yes
c.	Customer service	No
d.	Disaster preparedness and recovery	No
e.	Emergencies and evacuation	No
f.	Friends groups	No
g.	Gaming	No
h.	Gifts and donations	Yes
i.	Hours including holiday and weather closings	No
j.	Library foundation	No
k.	Meeting rooms	Yes
l.	Proctoring	Yes
m.	Programs for youth and adults	Yes

n.	Public access computers	No
o.	Public relations	Yes
p.	Reference and readers' advisory services	No
q.	Sex offender	Yes
r.	Tablet checkout	No
s.	Unattended children	Yes
t.	Volunteers	Yes
u.	Wireless use	Yes
9v.	Other policies (List no more than two)	Social Media
9v.	Other policies (List no more than two)	Library Security Camera
10.	The library receives permanent and equitable funding for services to rural residents from the county (if not the establishing jurisdiction). To determine per capita or cents per thousand support amounts, refer to the Rural Library Funding table on the State Library's website at https://www.statelibraryofiaowa.gov/index.php/libraries/services-resources/statistics	Yes
10a.	Enter county per capita support -OR-	\$41.01
10b.	Enter county cents per thousand support	\$.3018
11.	The library trustees attend county-wide trustee meetings, which should occur at least once per year. List dates that trustees attended county-wide meetings for the past three years. Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.	No
Local: Ames Public Library has not participated in a county-wide trustee meeting between FY19-FY21. A county-wide trustee meeting is being planned for February 21, 2022.		
11a.	FY21	
11b.	FY20	
11c.	FY19	

SECTION 2: LIBRARY MANAGEMENT
#12 - 19

12.	(Tier 1) The library director provides written financial and statistical reports for review at library board meetings.	Yes
13.	(Tier 1) The library follows statutory requirements as to fiscal year, audits, and budgeting, and submits annual and other reports as requested by its funding authorities.	Yes
14.	(Tier 1) The library director conducts an orientation program for new board members. Check one or more of the opportunities listed below to meet this standard.	Yes
a.	Orientation sessions by the director at regularly scheduled board meetings	No
b.	Presentation and discussion of recorded programs	No
c.	Orientation sessions conducted by State Library staff or other qualified consultants	No
d.	Chapter-by-chapter discussion of the current Iowa Library Trustee's Handbook at regularly scheduled board meetings	No
14e.	Other	New trustees meet with the current Board President and Director in person outside of a regular meeting. They receive a binder including the trustee handbook, open meeting laws, bylaws, United for Libraries information, a physical tour, trustee listing etc
15.	(Tier 2) The library director shares information with the board about the following laws that affect library operations.	Yes

Guidance may be found in the latest [Iowa Library Trustee's Handbook](#)

- Confidentiality of library records ([Iowa Code Chapter 22.7\(13\)](#)) - see chapter 13 of the Library Trustee's Handbook for guidance.
- Open meetings law ([Iowa Code Chapter 21](#)) - see chapter 11 of Iowa Library Trustee's Handbook for guidance
- Fair Labor Standards Act (U.S. Code Title 29, Chapter 8) - see chapter 13 of the Library Trustee's Handbook for guidance.

16. (Tier 2) The library keeps its borrowers' registrations up-to-date. At least one of the suggestions below (check all that apply) and the date of last purge is required to meet this standard. Yes
- a. Indicate date of last purge (must be February 1, 2019 or later) Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc. 07/05/2021
- b. Annual purge Yes
- c. Card expiration and renewals (only count non-expired cards as active) Yes
- d. Individual purges on a regular basis Yes
- 16e. Other
17. (Tier 2) The library has a written plan. To meet this standard, all boxes below must be checked. Yes
- The plan must:
- a. Be current - coverage through 2022 at least Yes
- b. Address community needs based on community data Yes
- c. Contain a mission statement, which describes the library's purposes in the community Yes
- d. Show goals and measurable objectives to be achieved over a period not to exceed five years Yes
18. The library director informs the board of pending library legislation on the local, state, and national levels to enable board members and staff to participate in the legislative process. Yes
19. The library director attends county-wide directors' meetings, which should occur at least once per year. Yes
- List dates that the director attended county-wide meetings for the past three years.
Dates listed must include month, day, and year - i.e. May 5, 2020, 5/5/20, etc.
- 19a. FY21 9/1/20, 11/5/20
- 19b. FY20 8/16/19, 12/10/19, 3/10/20
- 19c. FY19 8/21/18, 12/18/18, 4/16/19

SECTION 3: LIBRARY PERSONNEL
#20 - 28

20. (Tier 1) The library has a permanent, paid director who is endorsed at the required level within two years of hire date. Yes
- 20a. Start date of current director as director 05/31/2019
21. (Tier 1) The library has written job descriptions that include educational and experience requirements. A written salary range for each position is recommended, but not required. Yes
22. (Tier 1) The library director's performance is evaluated by the board at least annually. Yes
- List evaluation dates for the past three years.
Dates listed must be in the format mm/dd/yyyy
- 22a. FY21 03/18/2021
- 22b. FY20 02/20/2020
- 22c. FY19 05/31/2019

23.	(Tier 1) The library allows the director to participate in continuing education opportunities during their work time.	Yes
24.	(Tier 2) (FY21) The library employs paid staff as listed in chart. Number of hours per week and FTE (Full Time Equivalents) are given. Either figure can be given to meet the standard. To see full table, click on the question mark.	Yes
24a.	Report the total number of paid staff FTE (LINE B08)	43.25
25.	(Tier 3) The library has a planned orientation program for all new employees.	Yes
26.	Other library employees are evaluated annually by the director or supervisor.	Yes
27.	The library provides funding to enable the director and/or staff to join library professional organizations, attend library related conferences, or take advantage of CE opportunities. List annual amount spent on CE opportunities for the past three years.	Yes
27a.	FY21	\$8,975.24
27b.	FY20	\$27,885.02
27c.	FY19	\$27,052.57
28.	The library allows staff at all levels (other than director) to participate in continuing education opportunities during their work time. Check one or more of the suggestions below to meet this standard. The director is covered by standard #23. (NOTE: These can also be used to receive CE credit from the State Library's certification program.)	Yes
a.	Attending webinars or other activities provided by the State Library of Iowa	Yes
b.	Attending continuing education activities on specific topics offered by library organizations, academic institutions or professional associations	Yes
c.	Attending live national teleconferences or webinars and/or watching the recorded versions of continuing educational activities	Yes
d.	Completing learning assignments following continuing education activities	Yes
e.	Taking a library or library-related course for academic credit	No
28f.	Other (List no more than one)	

SECTION 4: LIBRARY COLLECTIONS
#29 - 34

29.	(Tier 1) (FY21, FY20, FY19) The library determines its total annual circulation of library materials. Report total circulation for the past three years:	Yes
29a.	FY21 (LINE F27)	854,397
29b.	FY20 (LINE F27)	961,602
29c.	FY19 (LINE F27)	1,220,180
30.	(Tier 1) The library provides access to current local, county, and/or regional news sources.	Yes
30a.	List the title of one resource provided	Ames Tribune
31.	(Tier 3) (FY21, FY20, FY19) Every item in the library's collection is evaluated for retention, replacement, or withdrawal on a regular basis to determine its usefulness according to the library's collection development policy. To determine the percentage withdrawn, use the number of items withdrawn for any reason including weeding, replacements, damage, etc. Divide the number of items withdrawn by the total number of items held at the BEGINNING of the year.	Yes
	Report percentage of collection withdrawn:	
31a.	FY21 (LINE E31 ÷ LINE E29)	21.7%

31b.	FY20 (LINE E31 ÷ LINE E29)	14.4%
31c.	FY19 (LINE E31 ÷ LINE E29)	11.0%
31d.	Total percentage withdrawn (FY21 + FY20 + FY19)	47.1%
31e.	Average of three years (Total percentage withdrawn divided by 3) <i>This amount needs to be 3% or greater to meet standard #31</i>	15.7%
32.	(Tier 3) (FY21, FY20, FY19) The library purchases or adds materials at regular intervals throughout the year to ensure a steady flow of new materials. On average, three percent or more of the collection is added each year. An average based on the last three years of additions will be used to determine this standard.	Yes
	Report all items added regardless of funding source. Include donated items. To determine the percentage added, use the number of items added for any reason. Divide the number of items added by the total number of items held at the BEGINNING of the year.	
32a.	FY21 (LINE E30 ÷ LINE E29)	8.1%
32b.	FY20 (LINE E30 ÷ LINE E29)	22.3%
32c.	FY19 (LINE E30 ÷ LINE E29)	10.7%
32d.	Total percentage added (FY21 + FY20 + FY19)	41.1%
32e.	Average of three years (Total percentage added divided by 3) <i>This amount needs to be 3% or greater to meet standard #32</i>	13.7%
33.	The library provides materials in formats appropriate to the needs of special population groups found in the community. Check one or more of the suggestions below to meet this standard.	Yes
a.	Adult basic education materials	Yes
b.	Audio books and/or captioned video	Yes
c.	Braille materials	Yes
d.	Children's and young adult materials	Yes
e.	Large print books	Yes
f.	Materials for English language learners	Yes
33g.	Other (List no more than one)	World Language Collections
34.	The library provides non-traditional physical collections for checkout use outside the library. Check one or more of the suggestions below to meet this standard.	Yes
a.	Cake pans	No
b.	Art prints	No
c.	Tablets	Yes
d.	Wireless hotspots	Yes
34e.	Other (List no more than one)	Role Playing Games

SECTION 5: LIBRARY ACCESS
VIRTUAL SPACES #35 - 46

35.	(Tier 1) (FY21) The library offers public access Internet-enabled devices and staff trained in their use.	Yes
35a.	Report the number of Internet-enabled devices (LINE G33).	63
36.	(Tier 1) (FY21, FY20, FY19) The library counts the total public use of Internet-enabled devices in the library.	Yes

Report the annual public use of Internet-enabled devices for the past three years.

36a.	FY21 (LINE G34)	6,186
36b.	FY20 (LINE G34)	27,969
36c.	FY19 (LINE G12)	45,185
37.	(Tier 1) The library provides a printer for public use. The printer may be a shared staff/public device. Enter make and model of printer	Yes
37a.	Printer Make & Model	Brother HL L8360CDW
38.	(Tier 2) The library provides wireless Internet access for its customers.	Yes
39.	(Tier 3) The library maintains a current website. A social media page on a site such as Facebook does NOT meet this standard. To meet this standard, the website MUST include:	Yes
a.	Access to the library's online catalog	Yes
b.	Information about the library	Yes
c.	Links to local, state, or national resources	Yes
39url	Enter the URL of the library's website:	www.amespubliclibrary.org
40.	The library budgets for computer replacement on a regular basis.	Yes
41.	The library sets aside a separate computer location for use by children and/or young adults.	No
42.	The library provides computer and/or Internet training for its customers.	Yes
43.	The library has access to broadband Internet access. Broadband Internet is defined by the FCC as 25 Megabits per second (Mbps) download speed and 3 Mbps upload.	Yes
43a.	Library's download speed (Must be at least 25 Mbps to meet standard)	250
43b.	Library's upload speed (Must be at least 3 Mbps to meet standard)	250
44.	The library provides access to and promotes online database products.	Yes
44a.	List the name of one of the library's online database products:	Brainfuse
45.	The library provides access to and promotes a downloadable materials collection.	Yes
45a.	List the name of one of the library's downloadable materials collections:	Hoopla
46.	The library provides access to digitized local collections. To meet the standard, the library can either digitize the collection or contract with another entity that has digitized the collection.	Yes
46a.	List the name of one of the library's digitized local collections:	Farwell T Brown Photographic Archive

SECTION 6: LIBRARY ACCESS
PHYSICAL SPACES #47 - 66

47.	(Tier 1) The library has a telephone with voice mail capability that announces current hours, holidays, and other non-scheduled closures.	Yes
48.	(Tier 1) The library has an email address.	Yes
49.	(Tier 1) Library hours are posted and fixed based on users' and potential users' available time. A typical week does not include summer hours or closures because of COVID-19 or other reasons. To satisfy this standard the library must be open:	Yes
a.	A minimum of 10 hours per week and at least one hour during each of the following times:	Yes

- b. At least one morning (12am to 12pm) Yes
 - c. At least one afternoon (12pm to 5pm) Yes
 - d. At least one evening (until 6pm) Yes
 - e. Saturday and/or Sunday Yes
50. (Tier 1) The library provides reference and readers' advisory service to residents of all ages. Yes

51. (Tier 1) The library has a current and maintained catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog and provide the corresponding supporting documentation. Choose no more than one from the list below:

51a. Catalog is offline only (card catalog, etc.). Provide a picture of the catalog. 0

51b. Catalog is online but not accessible on the web. Provide vendor and product name: 0

Vendor and product name.

51c. Catalog is available on the web. Provide the link: 1

Link: <https://catalog.amespl.org/polaris/search/>

52. (Tier 2) The library has a current and maintained ONLINE catalog of its holdings that is easy to use and independently accessible by the public. A catalog that is only accessible by staff will not meet this standard. Access to the SILO Locator does not meet this standard. Libraries that meet this standard automatically meet standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below:

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

Check the description below that best matches your catalog. Vendor name or link will be taken from your answer to Standard #51. Choose no more than one from the list below:

52a. Catalog is online but not accessible on the web. 0

52b. Catalog is available on the web. 1

53. (Tier 2) The library provides interlibrary loan services to customers of all ages. The library submits its holdings information to shared databases (such as OCLC or SILO) and participates as a lender and a borrower. Yes

54. (Tier 2) Minimum days and hours of service comply with the chart contained in Help. A typical week does not include summer hours or closures because of COVID-19 or other reasons. Click on the question mark to access the chart. Yes

Branches: Library systems with branches may use the non-duplicated branch hours of branches within the same jurisdiction to meet the standard. For example, if the main library is open 9am to 7pm, and a branch is open 12 pm to 9pm, the library system is considered to provide service from 9am to 9pm.

54a. Enter number of days open per typical week: 7

54b. Enter number of hours open per typical week: 70

55. (Tier 2) The library has allocated space for child and family use with all materials readily available and provides furniture designed for children's use. Yes

56. (Tier 3) The library's ONLINE catalog is REMOTELY available to users. Access to the SILO Locator does not meet this standard. Libraries that meet this standard also meet standards #51 and #52. The catalog link must be on the library's web page. The catalog link will be taken from your answer to Standard #51. In order to meet this standard, the catalog must include a way to search the library's collection by all of the methods listed below: Yes

- Author
- Title
- Subject

Note: Each item in the catalog must also have a call number or some other means to locate the item.

- | | | |
|------|---|--|
| 57. | (Tier 3) All the library's services are available when the library is open. Restricting services due to COVID-19 will not affect this standard. | Yes |
| 58. | Residents of the community have free access to tax-supported public library services. | Yes |
| 59. | The library provides the necessary equipment to use any audiovisual materials in the library's collection. | Yes |
| 60. | The library provides inside directional signs. The library provides outdoor signs that identify the building as a public library including the library's service hours. | Yes |
| 61. | The library provides trained staff who are knowledgeable about reference and readers' advisory print and electronic resources and who are able to assist customers of all ages during all open hours. | Yes |
| | Note: The library does not need to have reference librarians to meet this standard, but existing staff are trained in the use of reference resources. | |
| 62. | The building has public meeting space available for library programming and for use by other community groups. The meeting space should be a separate room to meet this standard. | Yes |
| 63. | The library allocates space and furniture for young adults with all materials readily available. | Yes |
| 64. | The library has a makerspace. | Yes |
| 64a. | To meet this standard, describe the makerspace services provided by the library: | dedicated area with tables and sink and various supplies to support STEAM activities and maker-type programs |
| 65. | The library provides self-service or other kinds of automated equipment used to increase efficiency. | Yes |
| 65a. | To meet this standard, describe the self-service and/or automated services provided by the library: | self check-out stations, print/copy/fax release stations |
| 66. | The library allows patrons to make payments using debit or credit cards. | Yes |

SECTION 7: LIBRARY PROGRAMMING AND COMMUNITY RELATIONS #67 - 77

- | | | |
|------|--|-----|
| 67. | (Tier 1) The library provides a summer reading program for children they serve, or cooperates with other libraries or agencies to provide the program. | Yes |
| 68. | (Tier 2) The library provides free programming for library customers or cooperates with other agencies to provide the programming. | Yes |
| 69. | (Tier 2) The library promotes its collections and services by using a variety of approaches to publicity. To meet this standard check at least four items. | Yes |
| a. | Annual reports attractively packaged and made available to the public | Yes |
| b. | Attractive and frequently changed exhibits, displays, and bulletin boards | Yes |
| c. | Newspaper articles, columns, or ads | Yes |
| d. | Posters, flyers, brochures, and bookmarks advertising library services | Yes |
| e. | Social networking presence (Facebook, Pinterest, Twitter, blogs, etc.) | Yes |
| f. | TV and/or radio exposure | Yes |
| g. | Visually appealing printed materials and graphics | Yes |
| h. | Website | Yes |
| i. | Walk-throughs in the library to assess the image it projects | No |
| 69j. | Others (list) | |
| 70. | (Tier 2) The library develops community relations by regularly communicating with elected officials, business leaders, and civic organizations. | Yes |

To meet this standard check at least two items.

- | | | |
|------|---|--|
| a. | Attend city council meetings other than when making a budget request | No |
| b. | Give presentations to community groups and organizations | Yes |
| c. | Invite city council to meet in the library | No |
| d. | Participate in community organizations and activities | Yes |
| e. | Serve as a bridge to bring different types of people together | Yes |
| f. | Regularly assess community assets and needs | Yes |
| g. | Include local leaders in library planning | Yes |
| h. | Participate in city planning | Yes |
| 70i. | Other | |
| 71. | The library offers outreach services. Outreach service includes collections and programming provided at other community locations. | Yes |
| 71a. | Describe one of the outreach services provided by the library. | Project Smyles is a program that provides early literacy to area preschools and daycares including storytimes, collection items, and resources for children under the age of six. |
| 72. | The library provides children's programming free of charge or cooperates with other agencies to provide the programming. Providing a summer reading program only does not meet this standard. Children are age 11 and younger for the purpose of this standard. | Yes |
| 73. | The library provides young adult programming free of charge or cooperates with other agencies to provide the programming. Young adults are age 12-18 for the purpose of this standard. | Yes |
| 74. | The library provides adult programming free of charge or cooperates with other agencies to provide the programming. Adults are age 19 and older for the purpose of this standard. | Yes |
| 75. | The library collaborates with other organizations, including agencies that serve special populations, to improve library service. | Yes |
| 75a. | Describe one of the library collaborations to meet this standard. | Movies with Mainstream Living is a monthly collaboration showing a movie that is appropriate for adults who are neurodivergent and/or have an intellectual disability followed by a related activity |
| 76. | The library accepts requests for reserves for library materials from cardholders of all ages in person, by telephone, or electronically (includes e-mail). | Yes |
| 77. | The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities. | Yes |
| | To meet this standard at least four items must be checked. | |
| a. | Accessible meeting rooms | Yes |
| b. | Braille materials | Yes |
| c. | Enhanced computer display for visually impaired | Yes |
| d. | Hearing augmentation system in meeting room | Yes |
| e. | Home delivery of materials | Yes |
| f. | Interpreters for the hearing impaired | No |
| g. | Large Print materials | Yes |
| h. | Minimum space between shelving stacks of 36" | Yes |
| i. | Story times and programs in accessible meeting rooms or outside the library | Yes |

77j. Others (list)

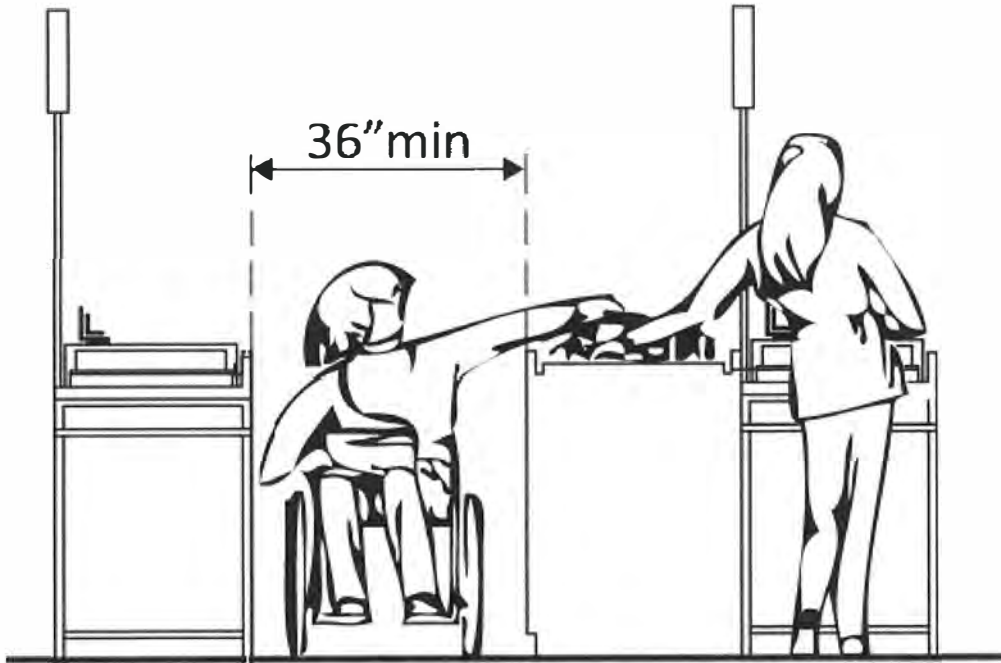
SECTION 8: LIBRARY FACILITY #78 - 85

78. (Tier 1) The library provides a book return available to the public 24/7. It is recommended that a book return that is attached to the library or inside the building is fire retardant. Yes
79. (Tier 1) (FY21, FY20, FY19) The library determines the number of people who come into the library each year. (Also known as door count) Yes
- Report Annual Library Visits:
- 79a. FY21 (LINE G29) 133,959
- 79b. FY20 (LINE G29) 336,272
- 79c. FY19 (LINE G09) 485,929
80. (Tier 1) The library board and director shall review at least one of the four priorities from the ADA Checklist for Existing Facilities at least every three years. To meet this standard:
- The library board must review at least one of the four priority checklists
 - The board review date of at least one of the four priority checklists must be February 1, 2019 or later
 - The library must submit a completed a completed copy of at least one of the four priority checklists to the State Library
- Yes
- *Please do not submit photos. We only need a copy of the checklist.
- The checklist can be found at: [ADA Checklist page](#)
81. The library provides adequate and convenient parking to the library's customers on or adjacent to the library's site. One parking space is available for every 500 square feet of building. Yes
82. The library provides adequate handicapped accessible parking spaces in compliance with table in Help. Click on the question mark in the circle to view the table. Yes
83. The library provides adequate public reader seating space based on the chart in Help. Click on the question mark in the circle to view the table. Yes
84. The library provides adequate space for the staff to work in a non-public area. Yes
85. The library director completes and shares a written space needs assessment with the board. No
- To meet this standard, the assessment should be dated no older than February 1, 2017.

ADA Checklist for Existing Facilities

Priority 2 – Access to Goods & Services

Based on the 2010 ADA Standards for Accessible Design



Project

Building Ames Public Library

Location 515 Douglas Ave, Ames Iowa 50010

Date February 2-10, 2022

Surveyors Bo Duckett, Rosie Francis, Melissa Johannes
Sheila Schofer

Contact Information 515-239-5630

The layout of the building should allow people with disabilities to obtain goods and services and to participate in activities without assistance.



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

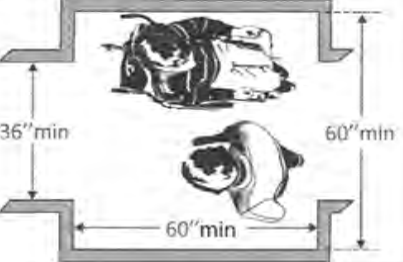
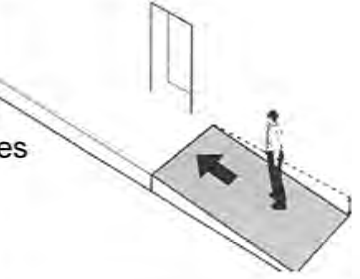


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Questions or comments on the checklist contact the New England ADA Center at 617-695-0085 voice/tty or ADAinfo@NewEnglandADA.org

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

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Priority 2 – Access to Goods & Services		Comments	Possible Solutions
<p>2.1 Does the accessible entrance provide direct access to the main floor, lobby and elevator? [See 2010 ADA Standards for Accessible Design – 206.4]</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Photo #:</p>	<ul style="list-style-type: none"> • Create accessible route • •
<p>Interior Accessible Route</p>			
<p>2.2 Are all public spaces on at least one accessible route? [206.2.4]</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Photo #:</p>	<ul style="list-style-type: none"> • Create accessible route • •
<p>2.3 Is the route stable, firm and slip-resistant? [40.2, 302.1]</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Photo #:</p>	<ul style="list-style-type: none"> • Repair uneven surfaces • •
<p>2.4 Is the route at least 36 inches wide? [403.5.1]</p> <p>Note: The accessible route can narrow to 32 inches min. for a max. of 24 inches. These narrower portions of the route must be at least 48 inches from each other.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: measurements vary with path all are greater than 36"	<p>36" min</p> <p>24" max 48" min 24" max</p> <p>32" min 32" min</p>	<p>Photo #:</p> <ul style="list-style-type: none"> • Widen route • •

<p>2.5 If the route is greater than 200 feet in length and less than 60 inches wide, is there a passing space no less than 60 x 60 inches? [403.5.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route for passing space • •
<p>2.6 Is the running slope no steeper than 1:20, i.e. for every inch of height change there are at least 20 inches of route run? [403.3]</p> <p>Note: If the running slope is steeper than 1:20, treat as a ramp and add features such as edge protection and handrails.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 7" rise, 151" run from adult services to admin</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade • •
<p>2.7 Is the cross slope no steeper than 1:48? [403.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Regrade • •
<p>2.8 Do all objects on circulation paths through public areas, e.g. fire extinguishers, drinking fountains, signs, etc., protrude no more than 4 inches into the path? Or</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove object • Add tactile warning such as permanent planter or partial walls •

If an object protrudes more than 4 inches, is the bottom leading edge at 27 inches or lower above the floor?
[307.2]

Yes No

Measurement:



Or

Is the bottom leading edge at 80 inches or higher above the floor?
[307.4]

Yes No

Measurement:



Or

Photo #:

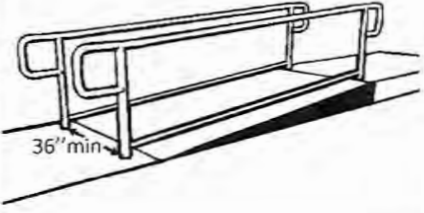

2.9 Are there elevators or platform lifts to all public stories?

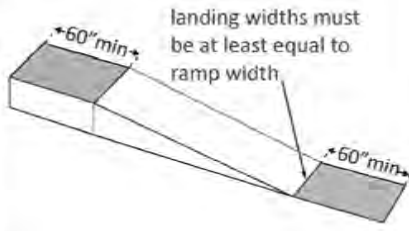
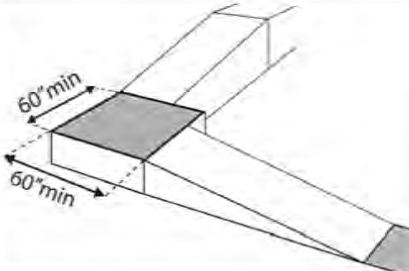
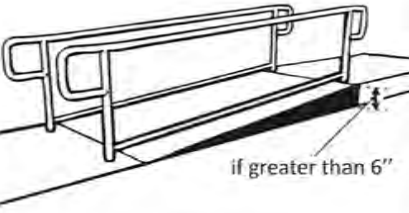
Yes No

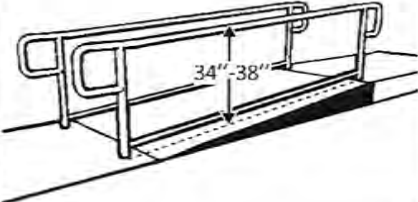
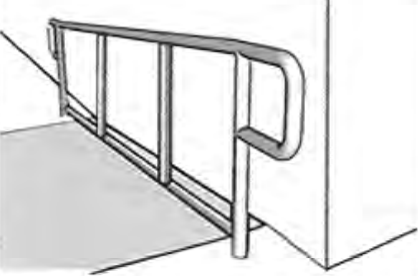
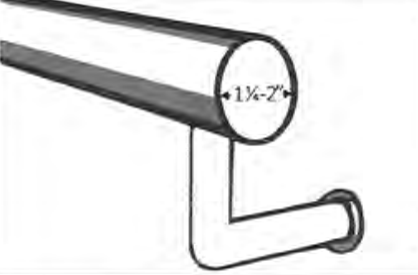
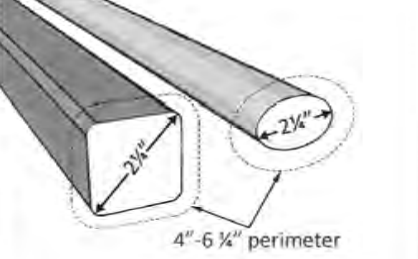
Note: Vertical access is not required in new construction or alterations if a facility is less than three stories or has less than 3,000 square feet per story, unless the facility is a shopping center, shopping mall, professional office of a health care provider, transportation terminal, state facility or local government facility

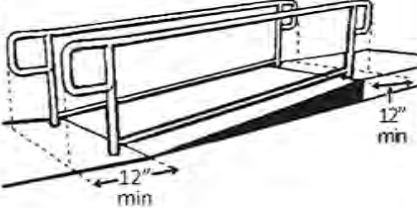
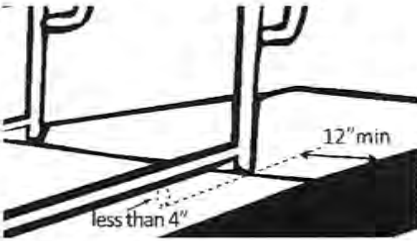
Photo #:

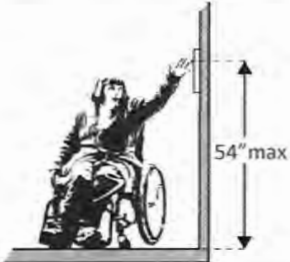
- Install if necessary
- Offer goods and services on an accessible story
-

Ramps				
<p>2.10 If there is a ramp, is it at least 36 inches wide? [405.5]</p> <p>Note: If there are handrails, measure between the handrails.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • •
<p>2.11 Is the surface stable, firm and slip resistant? [405.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Resurface ramp • •
<p>2.12 For each section of the ramp, is the running slope no greater than 1:12, i.e. for every inch of height change there are at least 12 inches of ramp run? [405.2]</p> <p>Note: Rises no greater than 3 inches with a slope no steeper than 1:8 and rises no greater than 6 inches with a slope no steeper than 1:10 are permitted when due to space limitations.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 16.25x224 1:13.78</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lengthen ramp to decrease slope • Relocate ramp •

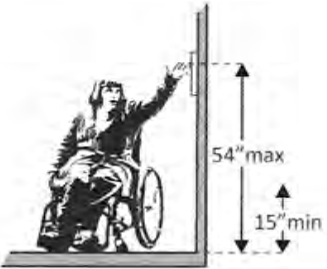

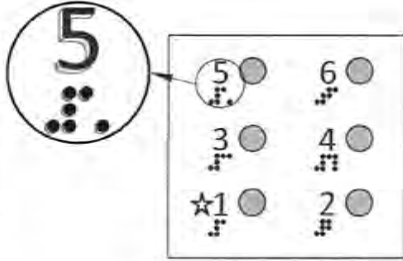
<p>2.13 Is there a level landing that is at least 60 inches long and at least as wide as the ramp:</p> <p>At the top of the ramp?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No >5' Measurement:</p> <p>At the bottom of the ramp? [405.7.2, 405.7.3]</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: >5'</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No >5' Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: >5'</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter ramp • Relocate ramp •
<p>2.14 Is there a level landing where the ramp changes direction that is at least 60 x 60 inches? [405.7.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Increase landing size • •
<p>2.15 If the ramp has a rise higher than 6 inches are there handrails on both sides? [405.8]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add handrails • •

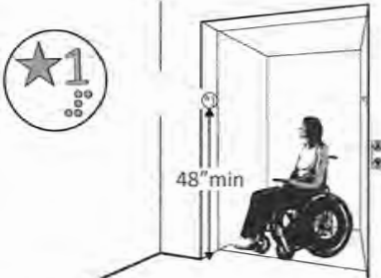

<p>2.16 Is the top of the handrail gripping surface no less than 34 inches and no greater than 38 inches above the ramp surface? [505.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 36"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust handrail height • •
<p>2.17 Is the handrail gripping surface continuous and not obstructed along the top or sides? [505.3]</p> <p>If there are obstructions, is the bottom of the gripping surface obstructed no more than 20%? [505.6]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure or replace handrails • •
<p>2.18 If the handrail gripping surface is circular, is it no less than 1 1/4 inches and no greater than 2 inches in diameter? [505.7.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 2"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •
<p>2.19 If the handrail gripping surface is non-circular:</p> <p>Is the perimeter no less than 4 inches and no greater than 6 1/4 inches?</p>	<p>N/A <input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace handrails • •


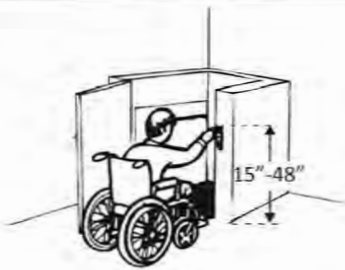
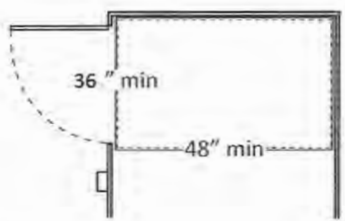
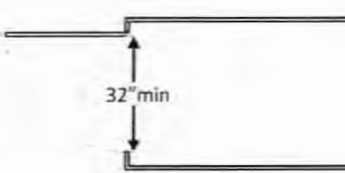
<p>Is the cross section no greater than 2¼ inches in diameter? [505.7.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	
<p>2.20 Does the handrail: Extend at least 12 inches horizontally beyond the top and bottom of the ramp? Return to a wall, guard, or landing surface? [505.10.1] Note: If a 12" extension would be hazardous (in circulation path), it is not required</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 12" <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter handrails • •
<p>2.21 To prevent wheelchair casters and crutch tips from falling off: Does the surface of the ramp extend at least 12 inches beyond the inside face of the handrail? Or Is there a curb or barrier that prevents the passage of a 4-inch diameter sphere? [405.9.1, 405.9.2]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Measurement: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 4" curb</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add curb • Add barrier • Extend ramp width • •

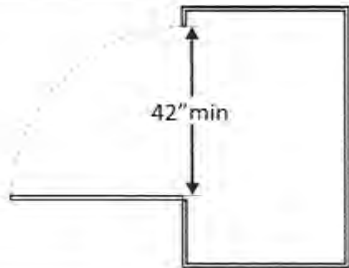
Elevators – Full Size & LULA (limited use, limited application) LULA elevators are often used in alterations.				
<p>2.22 If there is a full size or LULA elevator, are the call buttons no higher than 54 inches above the floor? [407.2.1.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 38"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change call button height • •
<p>2.23 If there is a full size or LULA elevator, does the sliding door reopen automatically when obstructed by an object or person?*</p> <p>[407.3.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Photo #:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> * If constructed before 3/15/2012 and manually operated, the door is not required to reopen automatically • Install opener •
<p>2.24 If there is a LULA elevator with a swinging door:</p> <p>Is the door power-operated?</p> <p>Does the door remain open for at least 20 seconds when activated?</p> <p>[403.3.2]</p>	<p>N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Time:</p>	<p>Photo #:</p>	<p>Photo #:</p>	<ul style="list-style-type: none"> • Add power operated door • Adjust opening time •

<p>2.25 If there is a full size elevator:</p> <p>Is the interior at least 54 inches deep by at least 36 inches wide with at least 16 sq. ft. of clear floor area?</p> <p>Is the door opening width at least 32 inches? [407.4.1 Exception]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 60x79 public (52x79 staff)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 36"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace elevator • •
<p>2.26 If there is a LULA elevator, is the interior:</p> <p>At least 51 inches deep by 51 inches wide with a door opening width of at least 36 inches?</p> <p>Or</p> <p>At least 54 inches deep by at least 36 inches wide with at least 15 sq. ft. of clear floor area and a door opening width of at least 32 inches? [408.4.1 Exceptions 1 and 2]</p>	<p>N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace elevator • •
<p>2.27 If there is a full size or LULA elevator, are the in-car controls:</p> <p>No less than 15 inches and no greater 48 inches above the floor?</p> <p>Or</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 40"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control height • •


<p>Up to 54 inches above the floor for a parallel approach? [408.4.6, 407.4.6.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	
<p>2.28 If there is a LULA elevator, are the in-car controls centered on a side wall? [408.4.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure controls • •
<p>2.29 If there is a full size or LULA elevator:</p> <p>Are the car control buttons designated with raised characters?</p> <p>Are the car control buttons designated with Braille? [407.4.7.1, 703.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add raised characters • Add Braille •
<p>2.30 If there is a full size or LULA elevator, are there audible signals which sound as the car passes or is about to stop at a floor? [407.4.8]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install audible signals • •

<p>2.31 If there is a full size or LULA elevator:</p> <p>Is there a sign on both door jambs at every floor identifying the floor?</p> <p>Is there a tactile star on both jambs at the main entry level?</p> <p>Do text characters contrast with their backgrounds?</p> <p>Are text characters raised?</p> <p>Is there Braille?</p> <p>Is the sign mounted between 48 inches to the baseline of the lowest character and 60 inches to the baseline of the highest character above the floor?*</p> <p>[407.2.3, 408.2.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 48"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Install signs • Change sign height • • <p>* If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation is not required</p>
Platform Lifts				
<p>2.32 If a lift is provided, can it be used without assistance from others?</p> <p>[410.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure so independently operable • •

<p>2.33 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a person using a wheelchair to approach and reach the controls to use the lift? [410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove obstructions • •
<p>2.34 Are the lift controls no less than 15 inches and no greater than 48 inches above the floor? [410.5]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change control height • •
<p>2.35 Is there a clear floor space at least 36 inches wide by at least 48 inches long inside the lift? [410.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace lift • •
<p>2.36 If there is an end door, is the clear opening width at least 32 inches? [410.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement: N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter door width • •

<p>2.37 If there is a side door, is the clear opening width at least 42 inches? [410.6]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter door width • •
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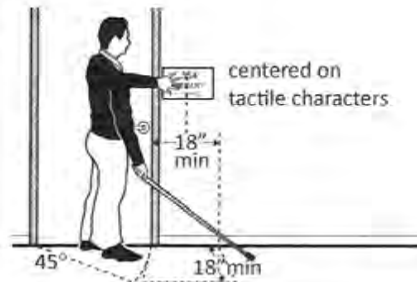
Signs “Tactile characters” are read using touch, i.e. raised characters and Braille.

<p>2.38 If there are signs designating permanent rooms and spaces not likely to change over time, e.g. room numbers and letters, room names, and exit signs: [216.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<ul style="list-style-type: none"> • Install tactile sign • Relocate sign •
<p>Do text characters contrast with their backgrounds? [703.5]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Are text characters raised? [703.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Is there Braille? [703.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Is the sign mounted: On the wall on the latch side of the door? [703.4.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>Note: Signs are permitted on the push side of doors with closers and without hold-open devices.</p>			<p>*If constructed before 3/15/2012 and a person may approach within 3 inches of the sign without</p>

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:

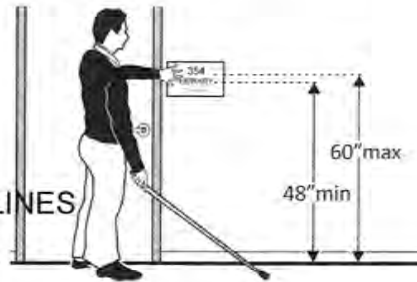


Yes No

Measurement:

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 inches above the floor? * [703.4.1]

VARIES BY DOOR BY ALL WITHIN GUIDELINES



ROTARY ROOM SIGN ON WRONG SIDE

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 #:

encountering protruding objects or standing within the door swing, relocation not required

*If constructed before 3/15/2012 and mounted no higher than 60 inches to the centerline of the sign, relocation not required

2.39 If there are signs that provide direction to or information about interior spaces:

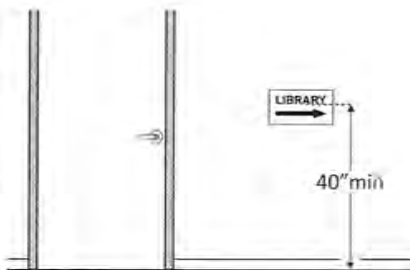
Do text characters contrast with their backgrounds? [703.5.1]

Yes No

Is the sign mounted so that characters are at least 40 inches above the floor? [703.5.6]

Yes No



Measurement:

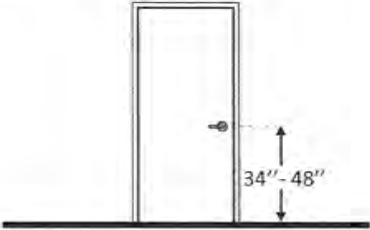

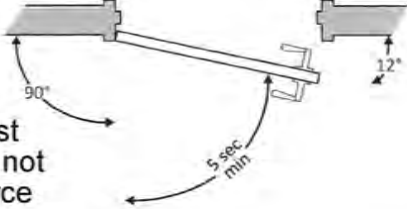




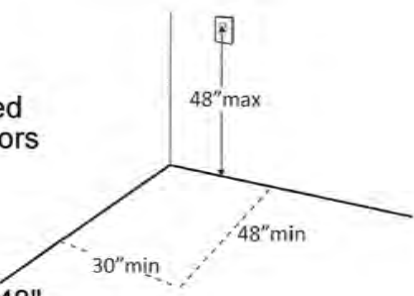
VARIES BUT >40"

Photo #:

- Install signs with contrasting characters
- Change sign height
-

<p>2.42 If the threshold is vertical is it no more than ¼ inch high?</p> <p>Or</p> <p>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)?</p> <p>Or</p> <p>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]</p> <p>Note: The first ¼ inch of the ½ or ¾ inch threshold may be vertical; the rest must be beveled.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 1/4"</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Remove or replace threshold • •
<p>2.43 Is the door equipped with hardware that is operable with one hand and does not require tight grasping, pinching or twisting of the wrist?</p> <p>Door handle?</p> <p>Lock (if provided)? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace inaccessible knob with lever, loop or push hardware • Add automatic door opener •

<p>2.44 Are the operable parts of the hardware no less than 34 inches and no greater than 48 inches above the floor? [404.2.7]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 37 3/4"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change hardware height • •
<p>2.45 Can the door be opened easily (5 pounds maximum force)? [404.2.9]</p> <p>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.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust or replace closers • Install lighter doors • Install power-assisted or automatic door openers
<p>2.46 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]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 4 sec - can adjust but the door will not have enough force to close & lock</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Adjust closer • •
<p>Rooms and Spaces – stores, supermarkets, libraries, etc.</p>				

<p>2.47 Are aisles and pathways to goods and services, and to one of each type of sales and service counters, at least 36 inches wide? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 36"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Rearrange goods, equipment and furniture • •
<p>2.48 Are floor surfaces stable, firm and slip resistant? [302.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change floor surface • •
<p>2.49 If there is carpet: Is it no higher than 1/2 inch? Is it securely attached along the edges? [302.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 1/4"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Replace carpet • •
<p>Controls – light switches, security and intercom systems, emergency/alarm boxes, etc.</p>				
<p>2.50 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [305.3]</p> <p>Are the operable parts no higher than 48 inches above the floor?*</p> <p>[309.3, 308]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: lights are operated with motion sensors</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: all rooms under 48"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Change height of control • • <p>*If constructed before 3/15/2012 and a parallel approach is provided, controls can be 54 inches above the floor</p>

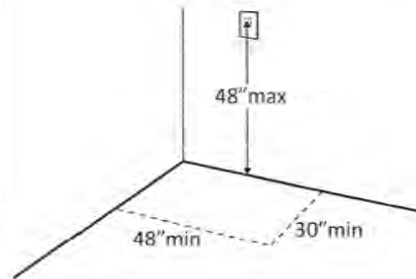


Photo #:

2.51 Can the control be operated with one hand and without tight grasping, pinching, or twisting of the wrist? [309.4]

Yes No

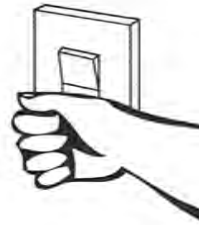


Photo #:

- Replace control
-
-

Seating: Assembly Areas – theaters, auditoriums, stadiums, theater style classrooms, etc. N/A - NOT FIXED SEATING

2.52 Are an adequate number of wheelchair spaces provided? [221.2.1]

Yes No

Total #:

of Seats

Wheelchair Spaces

4 - 25

1

26 - 50

2

Wheelchair #:

51 - 150

4

not fixed seating

151 - 300

5

300+ see 2010 Standards 221.2.1.

Photo #:

- Reconfigure to add wheelchair spaces
-
-

2.53 Are wheelchair spaces dispersed to allow location choices and viewing angles equivalent to other seating, including specialty seating areas that provide distinct services and amenities? [221.2.3]

Yes No

not fixed seating

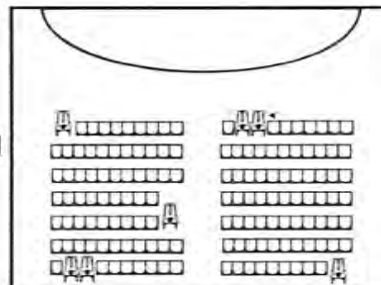

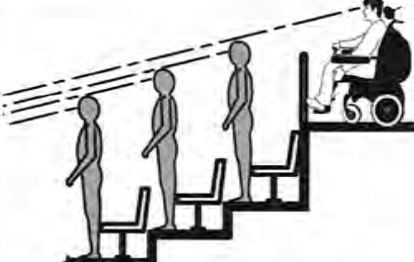

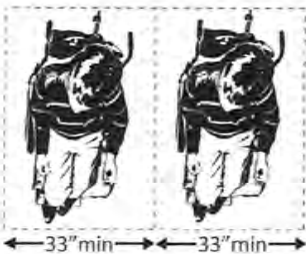
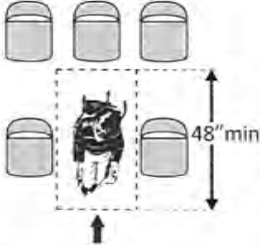
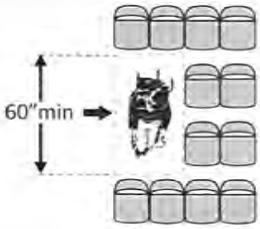
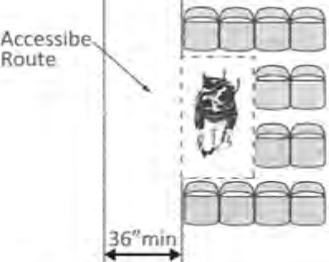
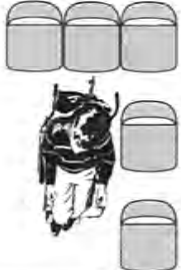




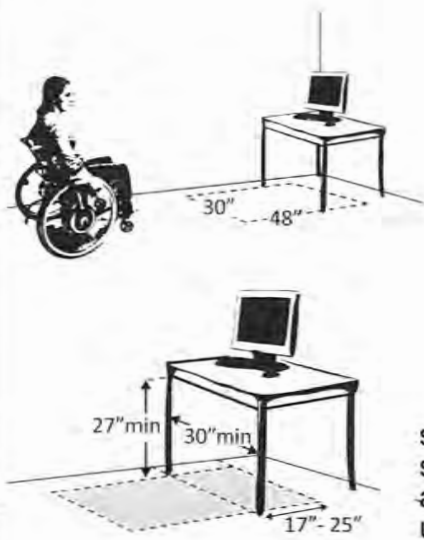
Photo #:

- Reconfigure to disperse wheelchair spaces
-
-

<p>2.54 Where people are expected to remain seated, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.1.1, 802.1.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter for line of sight • •
<p>2.55 Where people are expected to stand, do people in wheelchair spaces have a clear line of sight over and between the heads of others in front of them? [802.2.2.1, 802.1.2.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter for line of sight • •
<p>2.56 If there is a single wheelchair space, is it at least 36 inches wide? [802.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • •
<p>2.57 If there are two adjacent wheelchair spaces, are they each at least 33 inches wide? [802.1.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter spaces • •

<p>2.58 If the wheelchair space can be entered from the front or rear, is it at least 48 inches deep? [802.1.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • •
<p>2.59 If the wheelchair space can only be entered from the side, is it at least 60 inches deep? [802.1.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter space • •
<p>2.60 Do wheelchair spaces adjoin, but not overlap, accessible routes? [802.1.4]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter spaces • •
<p>2.61 Is there at least one companion seat for each wheelchair space? [221.3]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add companion seats • •

<p>2.62 Is the companion seat located so the companion is shoulder-to-shoulder with the person in a wheelchair? [802.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter seating • •
<p>2.63 Is the companion seat equivalent in size, quality, comfort and amenities to seating in the immediate area? [802.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add equivalent seating • •
<p>Seating: At dining surfaces (restaurants, cafeterias, bars, etc.) and non-employee work surfaces (libraries, conference rooms, etc.)</p>				
<p>2.64 Are at least 5%, but no fewer than one, of seating and standing spaces accessible for people who use wheelchairs? [226.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Total #: Wheelchair #:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter to provide accessible spaces • •
<p>2.65 Is there a route at least 36 inches wide to accessible seating? [403.5.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen route • •

<p>2.66 At the accessible space(s), is the top of the accessible surface no less than 28 inches and no greater than 34 inches above the floor? [902.3]</p> <p>Note: If for children, the top should be no less than 26 inches and no greater than 30 inches above the floor.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 29"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter surface height • •
<p>2.67 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward approach? [305.3]</p> <p>Does it extend no less than 17 inches and no greater than 25 inches under the surface?</p> <p>Is there knee space at least 27 inches high and at least 30 inches wide? [306.2, 306.3]</p> <p>Note: If for children, the knee space may be 24 inches high.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: varies by space</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter table or work surface • Add accessible table or work surface • <p>some spaces are deeper - recommend designating specific workspaces in each area and adding logo and removing the chair to make the space easier to use without assistance.</p>

Seating: General – reception areas, waiting rooms, etc.

2.68 Is there at least one space at least 36 inches wide by at least 48 inches long for a person in a wheelchair?
[802.1.2, 802.1.3]

Yes No

Measurement:

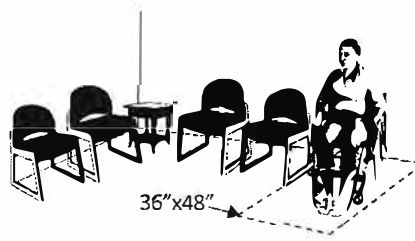


Photo #:

- Move furniture and equipment to provide space
-
-

Benches – In locker rooms, dressing rooms, fitting rooms This section does not apply to any other benches. N/A

2.69 In locker rooms, dressing rooms and fitting rooms, is there at least one room with a bench?
[222.1, 803.4]

Yes No

N/A

Photo #:

- Add bench
-
-

2.70 Is there a clear floor space at least 30 inches wide by at least 48 inches long at the end of the bench and parallel to the short axis of the bench?

Yes No

Measurement:

N/A

Is the bench seat at least 42 inches long and no less than 20 inches and no greater than 24 inches deep?

Yes No

Measurement:

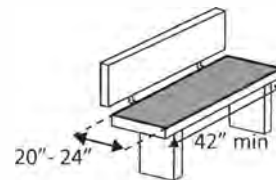
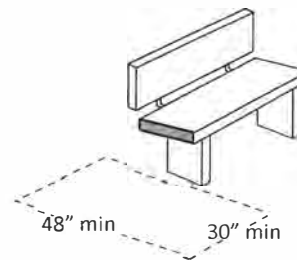
Does the bench have back support or is it affixed to a wall?

Yes No

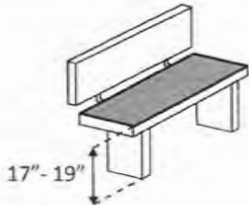
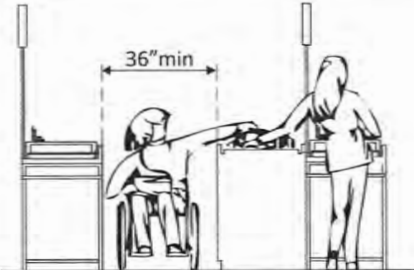
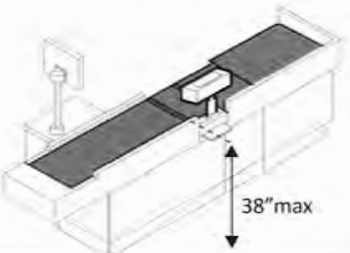
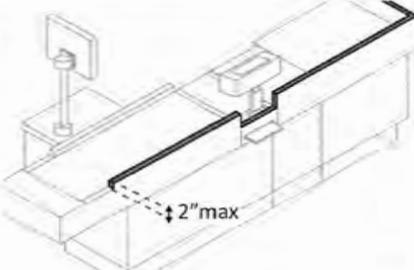
Is the top of the bench seat no less than 17 inches and no greater than 19 inches above the floor?
[903]

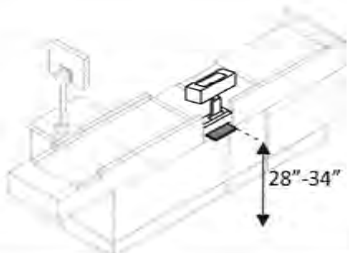

Yes No

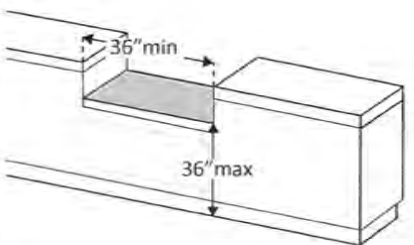
Measurement:

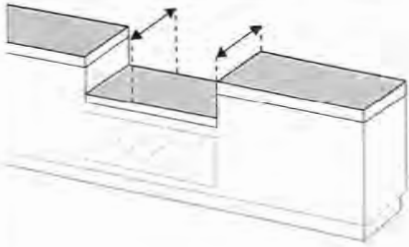
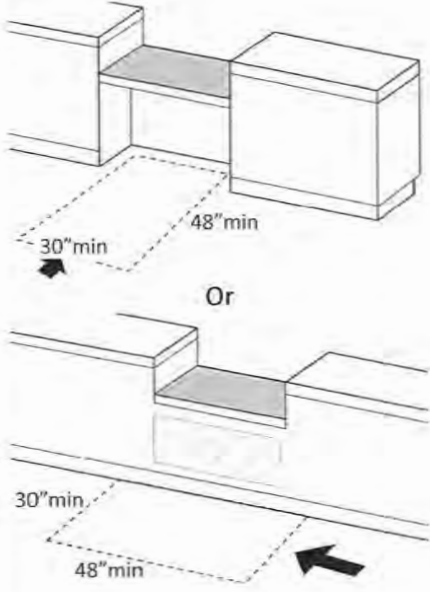


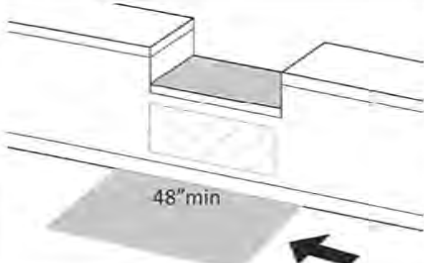
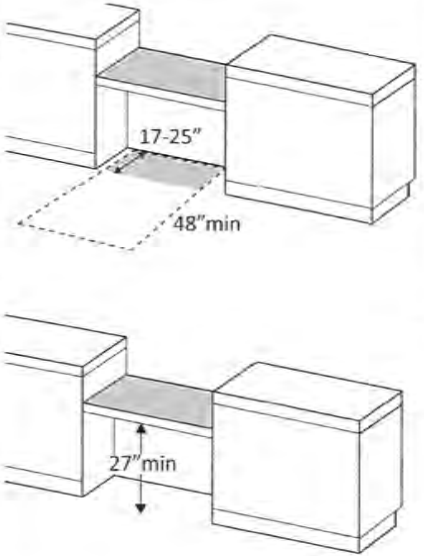
- Move bench
- Replace bench
- Affix bench to wall
-
-

			<p>Photo #:</p>	
<p>Check-Out Aisles – supermarkets, large retail stores, etc. N/A</p>				
<p>2.71 Is the aisle at least 36 inches wide? [904.3.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Widen aisle • •
<p>2.72 Is the counter surface of at least one aisle no higher than 38 inches above the floor? [904.3.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 31"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower counter • •
<p>2.73 Is the top of the counter edge protection no higher than 2 inches above the counter surface? [904.3.2]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Measurement: 0"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower edge protection • •

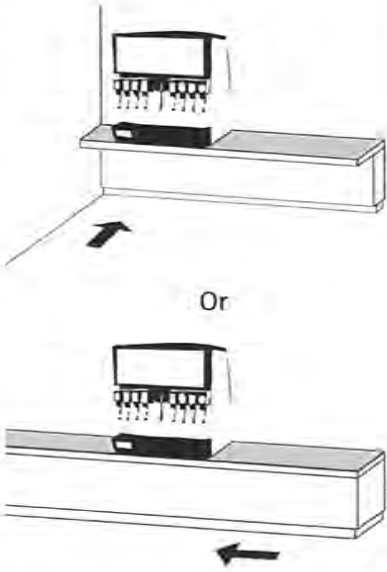
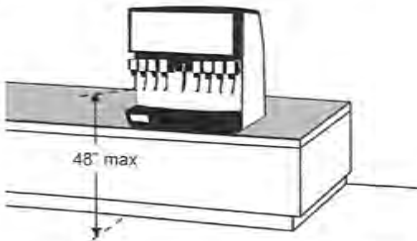
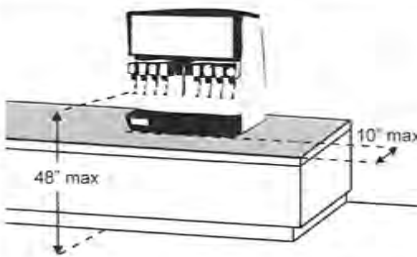
<p>2.74 If there is a check writing surface, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.3.3]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 30"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter check writing surface • •
<p>2.75 If there is more than one check-out aisle is there a sign with the International Symbol of Accessibility at the accessible aisle? [216.11]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Add sign • •

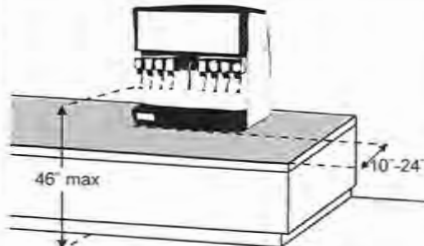
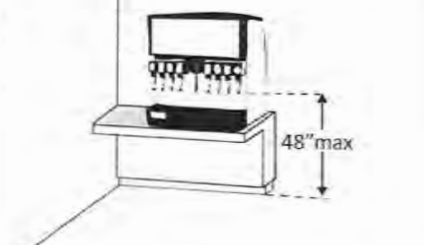
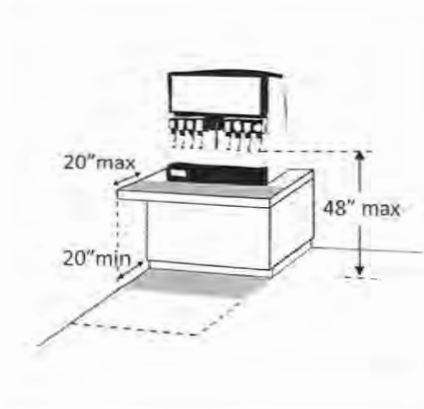
<p>Sales & Service Counters – banks, stores, dry cleaners, auto repair shops, fitness clubs, etc. N/A</p>				
<p>2.76 Is there a portion of at least one of each type of counter that is: No higher than 36 inches above the floor? At least 36 inches long? [904.4.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 30"</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: 60"</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower section of counter • Lengthen section of counter •

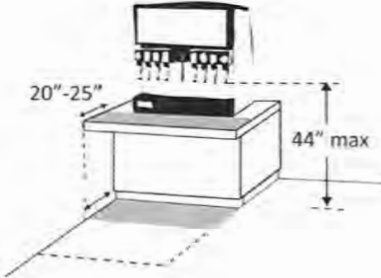
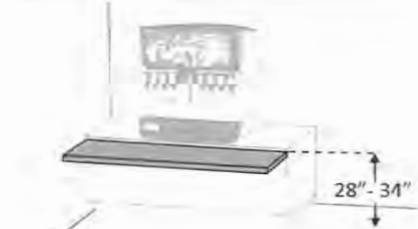
<p>2.77 Does the accessible portion of the counter extend the same depth as the counter top? [904.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Alter accessible portion • •
<p>2.78 Is there a clear floor space at least 30 inches wide by at least 48 inches long for a forward or parallel approach? [904.4]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Parallel Measurement:</p> <p><input checked="" type="checkbox"/> Forward Measurement: open</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide a parallel or forward approach • •

<p>2.79 For a parallel approach, is the clear floor space positioned with the 48 inches adjacent to the accessible length of counter? [904.4.1]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Measurement: >48"</p>		<p>Photo #:</p> <ul style="list-style-type: none"> • If a parallel approach is not possible, a forward approach is required • •
<p>2.80 For a forward approach:</p> <p>Do no less than 17 and no greater than 25 inches of the clear floor space extend under the accessible length of the counter? [306.2.2, 306.2.3]</p> <p>Is there at least 27 inches clearance from the floor to the bottom of the counter? [306.3.1]</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 17-25"</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Measurement: 27" min</p>		<p>Photo #:</p> <p>service desks are not equipped but computer desks and self checks are.</p> <ul style="list-style-type: none"> • Reconfigure to provide knee clearance • •

Food Service Lines – in cafeterias, salad bars, eat-in fast food establishments, etc. N/A

<p>2.81 Does at least one of each type of self-service shelf or dispensing device for tableware, dishware, condiments, food and beverages have a forward or parallel approach? [904.5.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p> <p><input type="checkbox"/> Forward</p> <p><input type="checkbox"/> Parallel</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide approach • •
<p>2.82 If there is an unobstructed parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.83 If there is a shallow obstruction no deeper than 10 inches with a parallel approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.3.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A</p> <p>Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •

<p>2.84 If there is an obstruction no less than 10 inches and no greater than 24 inches deep with a parallel approach, is the shelf or dispensing device no higher than 46 inches above the floor? [308.3.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.85 If there is an unobstructed forward approach, is the shelf or dispensing device no higher than 48 inches above the floor? [308.2.1]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Lower shelf and/or dispensing device • •
<p>2.86 If there is an obstruction no deeper than 20 inches with a forward approach:</p> <p>Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?</p> <p>Is the shelf or dispensing device no higher than 48 inches above the floor? [904.5.1]</p>	<p>N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee space • Lower shelf and/or dispensing device •

<p>2.87 If the obstruction is no less than 20 inches and no greater than 25 inches deep with a forward approach:</p> <p>Does clear floor space extend under the obstruction that is at least the same depth as the obstruction?</p> <p>Is the shelf or dispensing device no higher than 44 inches above the floor? [904.5.1]</p>	<p>N/A</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure to provide knee space • Lower shelf and/or dispensing device •
<p>2.88 If there is a tray slide, is the top no less than 28 inches and no greater than 34 inches above the floor? [904.5.2]</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No N/A Measurement:</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • Reconfigure • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •
	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Photo #:</p>	<ul style="list-style-type: none"> • • •