

Ames Public Library Board of Trustees
Agenda – August 18, 2022
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Motion approving minutes of the regular meeting July 21, 2022
- 2) Motion approving payment of claims 7/1/22 – 7/31/22

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

- 3) Assistant City Manager - Schildroth
- 4) Administration – Schofer
- 5) APLFF – Thorbs-Weber/Torres III

Board Education

- 6) Shine - Schofer

Policy Review

- 7) Display and Exhibit (Action)
- 8) Public Participation (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, September 15, 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.

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
July 21, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 21, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Myers, Reynolds, and Torres III in attendance. Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber were excused. Assistant City Manager Schildroth, Director Schofer, and a citizen Campbell were also in attendance.

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

Consent Agenda:

Moved by Christy, seconded by Reynolds, to approve the consent agenda as follows:

1. Resolution approving donations:
 - a) Ames Optimist Club (summer meals) \$500.00
 - b) Lindsay Wede (donated credit return)..... \$9.51
 - c) Ian McKilligan (donated credit return) \$20.98
 - d) Ian McKilligan (donated credit return) \$13.99
 - e) Ying Zheng (donated credit return) \$12.99
 - f) Sara Sherman (donated credit return) \$10.95
 - g) Jeremy Fields (donated credit return) \$35.98
 - h) Mel Schmeling (donated credit return) \$10.97
 - i) Scott Zarecor (donated credit return) \$7.98
 - j) Louisa Tabatabai (donated credit return) \$15.95
 - k) Ginny Mitchell (donated credit return) \$14.45
 - l) Beth Stanton (donated credit return)..... \$31.98
 - m) Mary Daley (donated credit return) \$24.93
 - n) Dan Nutini (donated credit return)..... \$17.99
 - o) Megan Donner (donated credit return)..... \$150.00
 - p) Greyson Rehbein (donated credit return)..... \$22.38
 - q) Eileen Mericle in memory of Dorothy Kizer \$100.00
2. Motion approving minutes of the regular meeting June 16, 2022
3. Motion approving payment of claims 6/1/22 – 6/30/22

Vote on Motion: 5-0 (Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L025 adopted.

Public Forum: Campbell was present to oppose the end of the Great Books II Book Club.

Activity Reports:

Assistant City Manager: Schildroth reported to board

- Council's Mental Health Initiative which kicked off highlighting mental health resources, and followed by three sessions of mental health first aid training that resulted in over 110 individuals completing the training, will continue with suicide awareness and prevention as the focus on October 4. Planning is still underway, and other mental health first aid sessions will be held in the future as time allows.
- City Clerk Voss will be retiring on August 1, 2022 after 39 years. They are in the recruitment process for that position right now and hope to make an offer soon.
- Finance Director Pitcher will be retiring September 30 after 30 years.
- A DEI Coordinator position, which will be in the City Manager's Office, is a new position will be added. They are hoping it to have it posted in early August to be filled in early October.
- Council is having a retreat day in August. Part of the day will be DEI training using a toolkit for policy setting and community engagement. The other part of the day will be spent on council goals.
- The Executive Leadership Team will be having Resilience Training on Friday, August 12.

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

- Summer Reading is going well. As of last week, 2,516 individuals were signed up and had logged 1.5 million minutes.
- Schofer shared feedback from a patron:

My eighth-grade daughter who has a dyslexia diagnosis has always been very reluctant to come to the library because reading has been a stressful thing for her throughout her life. Today I wanted to make a family trip to the library but she was extremely hesitant as normal, and we required that she come with us :-). I told her that I understood that it was stressful for her but I wanted her to help create some new positive experiences at the library and reassured her that she now has the skills to read any book in the young adult section because of her remediation with the Barton Reading and Spelling System, and my goal for her was to take some pictures of books she might be interested in listening to on audiobook.

I had picked up record keeping sheets for the summer reading program last week for all our kids but she had had no interest in participating. When we got there, one of her younger sisters informed her that one of the prizes that she could enter a drawing for was a \$50 gift card from Chocolaterie Stam and saw that there were "pop its" available as a prize also. This changed the game!

Because of the prizes offered, my dyslexic daughter has decided to participate in the summer reading program and was excited when I told her that the audio book we listened to in the car on family vacation would count towards her goal.

This afternoon she asked when we could go to the library so she could pick up a prize! This may be the first time in her life that she has asked to go to the library.

I just wanted to pass on that I appreciate your work in this program, and making participation easier for people who struggle to read printed word and prefer "ear reading " over "eye reading." Thank you, APL!"

- Summer Meals have served 1278 so far with the APL-Youth volunteers taking the lead. Sarah noted we have over 50 youth volunteers this year.
- It is performance evaluation time. Scores were turned in for July 15 merit raises. Supervisors are now finalizing discussions and goal setting. As a result of our GDEIB survey and input from the DEI Team we have asked for a more DEI focused goal.
- A new Adult Services Library Assistant Gohmann started Monday.
- In-person interviews were held this week for the I.T. Systems Administrator position. Reference checks are the next step, and then an offer will be made.
- Schofer shared the staffing analysis narrative with Schildroth. The next review will be with Schildroth and Human Resource Director Jorgenson. The final meeting will be with City Manager Schainker.
- We started a Shine Daily Self Care tool subscription for all staff.
- As a result of a Novel Idea submitted by Slocum, our welcome materials are now translated into 7 languages.
- We are still in the thick summer programming but are already looking at fall programs, strategic plan priorities/ opportunities for the year, staff day opportunities, and budget.
- We are working on a virtual tour. The tour will be available on the Ames Chamber directory and our website and social media. They are doing final edits. We will have access to add or change headings and hotspots ourselves in the future. The hotspots can be photos with brief descriptions, videos, catalogs links, with the goals of highlighting different services and amenities that may help people better visualize and plan their visit and maybe learn about something they didn't know we offered.
- Schofer will be out on vacation next week.

APLFF Report: Torres III gave a report to the Board.

- The TAG group is ramping back up. They had a tie-dye event with good attendance and will be having an open mic event August 3.
- Pub Fiction is scheduled for August 11. The Fundraising Committee is working on that. They are still looking for volunteers. Everyone is welcome to participate.
- They are back to searching for a Development Director. The person they had hired has resigned. The position is posted to share with anyone interested.

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

- Expenses seem to be on track. We are in that awkward phase where the end of FY22 is not completed and FY23 has started. Some prepaid items are being moved to FY23. Some FY22 expenses are still coming in. No significant items over budget. No items of concern.

Board Education: Two members of the Diversity, Equity, and Inclusion Team, Kozakova and Schrag presented an update to the Board. The DEI Team was established as part of the strategic plan. The DEI Team has been instrumental in facilitating training at two all-day staff training days, and for two rounds of small group discussions.

Policy Review:

Conduct in the Library: Schofer introduced the policy. Possession of a firearm is no longer illegal. The recommendation is to update the policy to reflect the recent change in Iowa law.

Moved by Christy, seconded by Torres III, to approve the Conduct in the Library policy as presented.

Vote on Motion: 5-0 (Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L026 adopted.

Display and Exhibit Policy: Schofer introduced the policy. This policy is being reviewed by the managers. It is not at a point where it is ready for action. It will be brought back with recommended changes at next month's meeting.

Public Participation: Schofer introduced the policy. This policy will be reviewed by the managers. It has been used during previous Board meetings. No changes are expected. It will be brought to a future meeting for action.

Unfinished Business:

Professional Name Tags: Ocken is working on getting a sample to present at a future meeting for approval.

New Business:

OCLC Subscription Renewal: Schofer introduced the OCLC renewal. This is an annual renewal for cataloging.

Moved by Reynolds, seconded by Johnson, to approve the renewal of the OCLC Subscription Services for fiscal year 2022/23 in the amount of \$34,585.06 as presented.

Vote on Motion: 5-0 (Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber excused). Approved unanimously. Resolution No. 2022-L027 adopted.

Trustee Comments:

- Reynolds – The DEI Team was the first group she saw as a new Trustee, it was exciting to see it circle around and it gave a lot of breath to her tenure as a Board member so that was really cool.
- Johnson – The DEI Team did a great job presenting a lot of information. There has been a lot of work that has been done. He commends the DEI Team and all the managers.
- Myers – very similarly, they have done a great job. She likes the language used, and acknowledging the room to grow, and how difficult it is. It is work that will never be done.
- Christy – nothing to add
- Torres III – commends the DEI Team for all their work. It is bold to focus on race.

Adjournment:

Moved by Torres III, seconded by Johnson, to adjourn at 8:51 p.m.

Vote on Motion: 5-0 (Kluesner, Marcu, Mitchell-Conway, and Thorbs-Weber excused). Approved unanimously.

The next regular meeting will be on Thursday, August 18, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Jon Christy, Board Secretary

Library Claims
July 1, 2022 to July 31, 2022

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	38,897.10
PAYROLL SUMMARY	DENTAL INSURANCE	\$	433.88
PAYROLL SUMMARY	IPERS DISABILITY	\$	178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$	56.93
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,542.52
PAYROLL SUMMARY	MEDICARE FICA	\$	552.26
PAYROLL SUMMARY	FICA	\$	2,361.43
PAYROLL SUMMARY	IPERS	\$	3,671.90
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	137.90
JUNE LONG DISTANCE	CITY LONG DISTANCE	\$	12.24
JUNE 2022 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	246.92
MAY 2022 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	329.70
JUNE 2022 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
MAY 2022 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
TRANSFER TO IT	TECHNOLOGY REPLACEMENT	\$	50,000.00
OXEN TECHNOLOGY	OUTSIDE PROFESSIONAL SVCS	\$	3,078.75
JUNE 2022 POSTAGE	POSTAGE/FREIGHT	\$	3.02
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$	40.14
BANK OF AMERICA	CONFERENCES	\$	552.57
SCHOFER, SHEILA	CONFERENCES	\$	92.26
ONESOURCE	RECRUITING COSTS	\$	70.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	9,433.83
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	287.45
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	225.79
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	1,038.30
METRONET FIBERNET LLC	OUTSIDE PHONE SERVICE	\$	268.73
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	451.73
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	364.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	321.50
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
WOODMAN CONTROLS COMPANY	EQUIPMENT REPAIRS	\$	11,694.89
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	771.47
WOODMAN CONTROLS COMPANY	TECHNOLOGY MAINT/SUPPORT	\$	24,481.00
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	742.71
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	5,164.70
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
PREMIER OFFICE EQUIPMENT	OFFICE SUPPLIES	\$	294.90
BANK OF AMERICA	OFFICE SUPPLIES	\$	44.99
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	2,406.97
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	73.12
ADVANCED WORKSTATIONS IN	MINOR COMPUTER EQUIPMENT	\$	8,006.00
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	544.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	97.98
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	702.86
Total Administration		\$	181,794.34

Library Claims
July 1, 2022 to July 31, 2022

Resource Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	28,051.24
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	120.00
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,624.38
PAYROLL SUMMARY	MEDICARE FICA	\$	385.40
PAYROLL SUMMARY	FICA	\$	1,648.00
PAYROLL SUMMARY	IPERS	\$	2,648.06
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	33.66
BAKER & TAYLOR INC	LICENSES/PERMITS	\$	990.00
OCLC INC	LICENSES/PERMITS	\$	34,585.06
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	538.18
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	44.95
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	657.17
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	151.59
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	(49.80)
NEWSBANK	ELECTRONIC COLLECTION	\$	8,641.00
PROQUEST LLC	ELECTRONIC COLLECTION	\$	2,550.10
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,854.61
GALE GROUP	ELECTRONIC COLLECTION	\$	13,569.51
TUMBLEWEED PRESS INC	ELECTRONIC COLLECTION	\$	450.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	6,648.70
BIBLIOTHECA LLC	ELECTRONIC COLLECTION	\$	2,250.00
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,060.00
MOMETRIX MEDIA LLC	ELECTRONIC COLLECTION	\$	1,949.50
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$	22.80
WEST MUSIC COMPANY INC	SPECIAL PJCT COLLECTIONS	\$	1,641.30
USA TODAY	PERIODICALS	\$	133.86
BOOKPAGE	PERIODICALS	\$	972.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,985.41
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,570.24
AMAZON	YOUTH COLLECTION	\$	465.01
MIDWEST TAPE	YOUTH COLLECTION	\$	994.54
PENWORTHY COMPANY	YOUTH COLLECTION	\$	353.20
CAVENDISH SQUARE	YOUTH COLLECTION	\$	201.48
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	52.24
AMAZON	AUDIO-VISUAL COLLECTION	\$	335.10
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,825.31
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	9,880.85
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	2,094.57
AMAZON	ADULT PRINT COLLECTION	\$	1,893.72
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	319.14
LIB REFUND CHKS DONATED	REFUNDS	\$	123.35
NUNNIKHOVEN, HEATHER J	REFUNDS	\$	14.99
LUETH, LUCAS	REFUNDS	\$	22.24
DOHRMAN, LINDSEY	REFUNDS	\$	5.99
GIBSON, BRIANNA	REFUNDS	\$	27.99
VERASH, KENDRA	REFUNDS	\$	27.99

Library Claims
July 1, 2022 to July 31, 2022

SCHUELE, CHELSEA	REFUNDS	\$	12.99
STEPHENSON, AMY	REFUNDS	\$	19.99
Total Resource Services		\$	149,729.09
Youth Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	41,253.89
PAYROLL SUMMARY	DENTAL INSURANCE	\$	326.46
PAYROLL SUMMARY	IPERS DISABILITY	\$	128.11
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,401.08
PAYROLL SUMMARY	MEDICARE FICA	\$	568.94
PAYROLL SUMMARY	FICA	\$	2,432.80
PAYROLL SUMMARY	IPERS	\$	3,894.36
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	49.48
JUNE LONG DISTANCE	CITY LONG DISTANCE	\$	0.90
BANK OF AMERICA	CONFERENCES	\$	399.00
ONESOURCE	RECRUITING COSTS	\$	70.00
JULY 2022 PRINTING CHRGS	RECRUITING COSTS	\$	6.60
	SPECIAL PROJECT SUPPLIES	\$	14.18
Total Youth Services		\$	55,620.07
Adult Services			
CORRECTION TO EL/OBJECT	PERMANENT SALARIES/WAGES	\$	142.48
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	32,906.36
REV GRP #4740	PERMANENT SALARIES/WAGES	\$	(142.48)
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$	142.48
CORRECTION TO EL/OBJECT	TEMPORARY SALARIES/WAGES	\$	(142.48)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	168.82
PAYROLL SUMMARY	IPERS DISABILITY	\$	117.77
PAYROLL SUMMARY	LIFE INSURANCE	\$	54.46
PAYROLL SUMMARY	HEALTH INSURANCE	\$	3,183.06
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$	2.07
PAYROLL SUMMARY	MEDICARE FICA	\$	471.32
REV GRP #4740	MEDICARE FICA	\$	(2.07)
ACCRUE 6/16-6/30 WAGES	FICA	\$	8.83
PAYROLL SUMMARY	FICA	\$	2,015.35
REV GRP #4740	FICA	\$	(8.83)
PAYROLL SUMMARY	IPERS	\$	3,106.39
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	39.48
JUNE LONG DISTANCE	CITY LONG DISTANCE	\$	12.77
JUNE 2022 POSTAGE	POSTAGE/FREIGHT	\$	0.73
BANK OF AMERICA	TRAINING	\$	250.00
BANK OF AMERICA	RECRUITING COSTS	\$	1,090.27
ONESOURCE	RECRUITING COSTS	\$	215.30
Total Adult Services		\$	43,632.08
Customer Account Services			
ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	\$	263.32
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,843.68
REV GRP #4740	PERMANENT SALARIES/WAGES	\$	(263.32)
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$	6,117.61
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	13,486.07

Library Claims
July 1, 2022 to July 31, 2022

REV GRP #4740	TEMPORARY SALARIES/WAGES	\$	(6,117.61)
IPERS REFUND	PAYROLL ADJUSTMENT	\$	(657.76)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	190.40
PAYROLL SUMMARY	LIFE INSURANCE	\$	91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,265.66
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$	92.52
PAYROLL SUMMARY	MEDICARE FICA	\$	878.70
REV GRP #4740	MEDICARE FICA	\$	(92.52)
ACCRUE 6/16-6/30 WAGES	FICA	\$	395.62
PAYROLL SUMMARY	FICA	\$	3,757.10
REV GRP #4740	FICA	\$	(395.62)
PAYROLL SUMMARY	IPERS	\$	5,803.29
IPERS REFUND	IPERS	\$	(987.18)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	156.42
JUNE LONG DISTANCE	CITY LONG DISTANCE	\$	10.14
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	97.81
JUNE 2022 POSTAGE	POSTAGE/FREIGHT	\$	764.08
PETERS, TERESE	TRAVEL/MEETINGS	\$	4.68
NEAL, JESSIE	TRAVEL/MEETINGS	\$	9.36
WINGERT, LAUREN	TRAVEL/MEETINGS	\$	18.72
ONESOURCE	RECRUITING COSTS	\$	175.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	78.80
BANK OF AMERICA	FOOD	\$	40.06

Total Customer Account Services		\$ 78,321.27
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Total:		\$ 509,096.85
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Carolyn Myers, President	Jon Christy, Secretary	Date
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Approved: 5/21/2009

Reviewed:

Revised: 10/21/2010, 03/21/2013, 08/21/2014, 09/17/2015, 03/23/2017, 09/17/2020, 8/18/2022

Ames Public Library offers display and exhibit spaces to connect Library visitors to the world of ideas.

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

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

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

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

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

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

Displays

Spaces within the Library may be provided for posting items flyers or notices of an informational, educational, cultural, civic, or recreational nature. Display space for these items will be made available regardless of the beliefs or affiliations of the individual or group requesting its uses provided they comply with the general guidelines.

General Guidelines:

- Items must be submitted to the Welcome Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Ames Public Library personnel.
- Materials NOT accepted for posting must include information such as date, sponsoring person or organization, place and time.
- Petitions are not allowed.
- Preference will be given to items no larger than 8½"x 11." Larger items will be considered as space allows.
- Preference will be given to items with the broadest community interest to events or services in Ames or Story County.

Commented [MK1]: Who is the sponsor

Commented [SS2R1]: Could remove as we are the ones installing?

Commented [SS3]: Think this adds a bit of distinction between display vs exhibit would "flyers or notices" rather than "items" be more clear?

Commented [SS4]: Does this offer more clarity that not EVERYTHING gets posted? Or is it not needed?

- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.
- ~~Materials NOT accepted for posting include:~~
 - ~~items that omit essential~~
 - ~~items so large in size that they exclude posting of other items~~
 - ~~petitions~~
- ~~Ames Public Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.~~

Commented [SS5]: Should we move this section to top as it is intended for both displays and Art exhibits and we already say materials will not be returned?

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Wall-Mounted Display Cases:

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

Literary Grounds Community Bulletin Board:

Some materials will not be posted in the display cases, but may be submitted for posting on a bulletin board **designated for general community information sharing** ~~in Literary Grounds,~~ including:

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

Brochure Racks:

~~Library-provided display racks hold multi-copy informational handouts.~~ **Preference is given to Ames Public Library, City of Ames, Ames Public Library Friends Foundation, government and non-profit information.**

Commented [MK6]: Preference is given to City of Ames, Ames Public Library, non-profit information.

Commented [SS7R6]: Add government too as state or federal program info may be included

Free-Standing Display Cases/ Electronic Display Monitors:

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

Floor Space:

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

Exhibits

Library exhibits are planned public displays that support the Library's mission and strategic priorities and are presented by the Library or in partnership with a community group, agency or individual. ~~with an understanding that the space is used regularly by people of all ages.~~

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

The purpose of Library exhibit space is to:

- Encourage the use of the Library, its resources and programs
- Present information on issues of current interest
- Foster cultural awareness, diversity, and equitability
- Foster civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

Commented [SS8]: Mirrors what's in the Program Policy

General Guidelines:

- Applications for exhibits may be submitted online.
- Applications will be reviewed and approved by the Programming & Exhibitions Team.
- The scheduling of displays and exhibit spaces for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over scheduling for others.
- The Library will not engage in selling or negotiating for the sale of work on behalf of an artist or designer. However, the artist's or designer's name and contact information may be displayed with the artwork.
- ~~Ames Public Library assumes no responsibility for the protection, damage, or theft of displayed materials, exhibits, or loaned works of art.~~
- ~~Repair of any damage to Library property caused by the installation, removal, or presentation of a display or exhibit will be the sole responsibility of the sponsor.~~
- ~~Applications for exhibits may be submitted to Ames Public Library's Administration Office.~~
- ~~Applications will be approved by the Library Director, based on availability of space and suitability of the exhibit for the space and audience.~~
- ~~Preference may be given to exhibits with:~~
 - overall community interest
 - local artists and designers
 - a connection to libraries, items in the Library's collection, Ames Public Library programs or strategic initiatives
 - Ames, Iowa, or current events
- Exceptions to the above may be made at the discretion of the Library Director.

Commented [SS9]: Approved? Selected? Add something like "based on the above stated criteria?"

Commented [SS10]: Exploring incorporating this into the Programming

Commented [SS11]: Moved this to the top with the other intro info. Worth stating again

Commented [SS12]: Is this still relevant if we are the ones installing and are essentially the sponsor?

Commented [SS13]: Is this necessary? Or better in the criteria area?

Expressions of Concern

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

References

American Library Association guidance documents:

[Library Bill of Rights](#)

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

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

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

(1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state, including all property considered the public right-of-way.

(...)

(3) On any property without the permission of the property owner or lessee

Link to Program Policy

Display and Exhibit Spaces Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
AUGUST 18, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Display and Exhibit Spaces Policy as presented.

Carolyn Myers, President

Jon Christy, Secretary

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

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

Visitors

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

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

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

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

Trustees

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

References

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