

Ames Public Library Board of Trustees
Agenda – January 19, 2023
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Resolution approving Donations
- 2) Motion approving minutes of the regular meeting December 15, 2022
- 3) Motion approving payment of claims 12/1/22 – 12/31/22

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 – Thorbs-Weber/Mitchell-Conway
- 7) Budget & Finance Committee – Johnson/Myers/Reynolds

Board Education

- 8) Staff Survey Results - Nahnsen

Policy Review

- 9) Director's General Job Duties (Action)
- 10) Sex Offender (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, February 16, 2023
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
JANUARY 19, 2023**

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

- 1) Sarah Stark \$50.00
- 2) Homer & Sandra Gartz..... \$100.00
- 3) James & Donna Kienzler..... \$300.00
- 4) Fern Kupfer in memory of Peg Johnson..... \$100.00

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
December 15, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 15, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Marcu, Myers, Mitchell-Conway, and Thorbs-Weber in attendance. Kluesner, Reynolds, and Torres III were excused. Director Schofer was also in attendance as well as an Ames resident that asked to remain anonymous.

Call to Order: President Myers called the meeting to order at 7:05 p.m.

Consent Agenda:

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

1. Resolution approving Donations
 - a) Roberta Twedt \$150.00
2. Motion approving minutes of the regular meeting November 17, 2022
3. Motion approving payment of claims 11/1/22 – 11/30/22

**Vote on Motion: 5-0 (Myers abstained, Kluesner, Reynolds and Torres III excused).
Approved unanimously. Resolution No. 2022-L035 adopted.**

Public Forum: An Ames resident that asked to remain anonymous addressed the Board after witnessing an incident in the library to ask that the bar of tolerance be lowered. The Board listened to their concerns and discussed the matter. The Board President will follow-up with a letter.

Activity Reports:

Assistant City Manager: Schildroth was not able to attend due to scheduling conflicts.

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

- The Ukraine Memory Project is on display until December 20th. KCCI came to do a story about the project. Schofer spoke to reporter but didn't see the segment. Also promoted tonight's program about making Ames welcoming for immigrants and refugees.
- A multilingual welcome banner was installed on the soffit above the welcome desk. This started as a staff initiated Novel idea. Customer Account Services staff led the project. It is a good leadership opportunity and puts the strategic plan into action.
- A Youth Services Librarian position is posted.
- An Adult Services Library Assistant will be starting mid-January.
- Interviews were held for the Customer Account Services Library Assistant.
- Schofer had a follow-up conversation with Schainker and Schildroth after the initial budget PROBE and it seems as though we may be able to include an additional

librarian in next year's budget. This is a priority and we identified some potential reductions to offset the cost.

- One of the things we heard from staff after last year's training and small group work was a desire for more information on allyship and next steps. Starting in January, the entire staff will be reading *Anti-Racist Ally* by Sophie Williams - which we will discuss in our workgroups at Staff Day! We picked *Anti-Racist Ally* for its high quality content as well as its very manageable page count. The All APL Read aligns with our strategic plan goals and builds on our previous staff day training. Trustees are invited to read the book with staff.
- Schofer is working with the Youth Services team to explore options around a new play structure and other interactive elements in the youth area. This would be funded by the Ames Public Library Friends Foundation (APLFF) and will be included in the annual ask.
- Another potential APLFF fundraising project is the Memory Lab. This started as a staff led Novel Idea to provide the hardware and software to convert older formats such as VHS and slides into digital formats.
- The Iowa Urban Public Library Association (IUPLA) stats just got released and since we had to reschedule the staff survey board education for next month Schofer thought this was another informational piece to share. Schofer thinks we benchmark really well across categories, often out performing libraries with larger budgets and more staff. This is Ankeny's first year being included.
- Literary Grounds is great for gift giving. The selection includes recent bestsellers, book bundles, and gift certificates all at great prices.
- The winter reading challenge is underway with cool prizes.

APLFF Report: Mitchell-Conway gave a report to the Board.

- The Board broke into groups to brainstorm ways to engage the community and increase awareness.
- The book sale, sales at Literary Grounds, and the holiday mailing are all going well.

Policy Review:

Expressions of Concern Policy: Schofer introduced the policy. The initial review of the policy brought about several recommendations including changing the first bullet from "direct customers to" to "provide contact information for", changing the word "will" to "may" in the fifth bullet and changing the wording in the last bullet from "send a written response" to "may respond". References to the Display and Exhibits policy and Public Participation policy will also be added.

Moved by Marcu, seconded by Johnson, to approve the revisions to the Expressions of Concern Policy as presented.

Vote on Motion: 5-0 (Myers abstained, Kluesner, Reynolds and Torres III excused). Approved unanimously. Resolution No. 2022-L036 adopted.

Director's General Job Duties Policy: Schofer introduced the policy. No changes are recommended at this time. This policy will be reviewed by the managers and brought back next month for action.

Waiver of Liability for Exhibits and Displays: Schofer sent the waiver to the legal department and the Risk Manager for review. They confirmed volunteers and patrons are not allowed to be on ladders. This isn't a policy so it does not require Board approval. It was brought as informational only.

Trustee Comments:

- Marcu – thank you for the treats this evening. I (Marcu) will be leaving the board in April to pursue other interests. Marcu thanked everyone for being a great board to be a part of.
- Mitchell-Conway – great meeting, really good discussion on the issues.
- Johnson – is in favor of the treats. It was a good meeting. He thanked Marcu for sharing the news in person stating it is a fantastic move, they are lucky to have her (Marcu). Happy Holidays to all and thanks everyone.
- Thorbs-Weber - we will miss you (Marcu).
- Christy - thanks for treats, happy holidays and safe travels.
- Myers – presented Johannes with a certificate of appreciation and beautiful plant on behalf of the Board to thank her for all that she does.

Adjournment:

Moved by Marcu, seconded by Thorbs-Weber, to adjourn at 8:10 p.m.

**Vote on Motion: 5-0 (Myers abstained, Kluesner, Reynolds and Torres III excused).
Approved unanimously.**

The next regular meeting will be on Thursday, January 19, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Jon Christy, Board Secretary

Library Claims
November 1, 2022 to November 30, 2022

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,790.60
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,989.34
PAYROLL SUMMARY	MEDICARE FICA	\$	650.73
PAYROLL SUMMARY	FICA	\$	2,782.49
PAYROLL SUMMARY	IPERS	\$	4,322.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	146.18
NOV 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	130.70
OCT 2022 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	404.26
OCT 2022 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,173.00
ALEMON, SADRAC	OUTSIDE PROFESSIONAL SVCS	\$	50.00
BARAKAT, RADWA ABDELRAZEK	OUTSIDE PROFESSIONAL SVCS	\$	30.00
LEE, SUNMI	OUTSIDE PROFESSIONAL SVCS	\$	37.50
WANG, JINGTAO	OUTSIDE PROFESSIONAL SVCS	\$	30.00
OCT POSTAGE	POSTAGE/FREIGHT	\$	1.14
BANK OF AMERICA	TRAVEL/MEETINGS	\$	15.00
BANK OF AMERICA	OUTSIDE PRINTING SERVICE	\$	49.47
CRABAR GBF INC	OUTSIDE PRINTING SERVICE	\$	366.02
BANK OF AMERICA	ADVERTISING	\$	307.80
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,903.24
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	283.85
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	340.61
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	1,038.30
METRONET FIBERNET LLC	OUTSIDE PHONE SERVICE	\$	132.20
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	424.42
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	219.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	1,844.95
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,343.56
OCLC INC	TECHNOLOGY MAINT/SUPPORT	\$	4,334.04
ZOOBEAN INC	TECHNOLOGY MAINT/SUPPORT	\$	2,195.00
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	259.03
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
LAWNPRO	NON-CITY SERVICE	\$	1,296.10
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	195.10
CH ISSUES	OFFICE SUPPLIES	\$	102.33
BANK OF AMERICA	OFFICE SUPPLIES	\$	33.52
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	2,079.42
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	137.64

Library Claims
November 1, 2022 to November 30, 2022

BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	400.70
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	1,426.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	106.89
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	75.66
BANK OF AMERICA	FOOD	\$	45.55
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	23.99
Total Administration		\$	92,806.36
Resource Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	28,051.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	456.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	129.04
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,624.38
PAYROLL SUMMARY	MEDICARE FICA	\$	392.03
PAYROLL SUMMARY	FICA	\$	1,676.29
PAYROLL SUMMARY	IPERS	\$	2,691.10
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	34.20
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	421.53
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	18.98
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$	65.32
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	122.92
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	2,155.13
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,610.76
OVERDRIVE	ELECTRONIC COLLECTION	\$	5,113.80
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,068.00
AMAZON	SPECIAL PJCT COLLECTIONS	\$	28.21
USA TODAY	PERIODICALS	\$	94.28
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	3,752.67
BLACKSTONE PUBLISHING	YOUTH COLLECTION	\$	71.47
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	2,362.46
AMAZON	YOUTH COLLECTION	\$	1,075.73
MIDWEST TAPE	YOUTH COLLECTION	\$	920.14
PENWORTHY COMPANY	YOUTH COLLECTION	\$	251.70
CAVENDISH SQUARE	YOUTH COLLECTION	\$	204.44
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	943.17
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	1,163.05
AMAZON	AUDIO-VISUAL COLLECTION	\$	307.11
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,454.39
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	143.70
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	4,959.70
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	2,263.28

Library Claims
November 1, 2022 to November 30, 2022

AMAZON	ADULT PRINT COLLECTION	\$	820.36
MIDWEST TAPE	ADULT PRINT COLLECTION	\$	39.99
GALE GROUP	ADULT PRINT COLLECTION	\$	52.48
ACCOUNTING RESEARCH & ANA	ADULT PRINT COLLECTION	\$	445.00
ABBAKJAR, HUSSEIN H	REFUNDS	\$	18.99
FITZSIMMONS, JONIE	REFUNDS	\$	25.00
Total Resource Services		\$	81,359.52

Youth Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	38,628.80
PAYROLL SUMMARY	DENTAL INSURANCE	\$	326.46
PAYROLL SUMMARY	IPERS DISABILITY	\$	135.89
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,401.08
PAYROLL SUMMARY	MEDICARE FICA	\$	530.89
PAYROLL SUMMARY	FICA	\$	2,270.08
PAYROLL SUMMARY	IPERS	\$	3,646.56
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	46.32
NOV 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	105.90
BANK OF AMERICA	RECRUITING COSTS	\$	345.00
BANK OF AMERICA	FOOD	\$	17.98
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	683.39
Total Youth Services		\$	53,210.15

Adult Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	35,383.02
PAYROLL SUMMARY	DENTAL INSURANCE	\$	168.82
PAYROLL SUMMARY	IPERS DISABILITY	\$	117.77
PAYROLL SUMMARY	LIFE INSURANCE	\$	64.36
PAYROLL SUMMARY	HEALTH INSURANCE	\$	3,183.06
PAYROLL SUMMARY	MEDICARE FICA	\$	507.25
PAYROLL SUMMARY	FICA	\$	2,168.91
PAYROLL SUMMARY	IPERS	\$	3,340.19
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	42.46
OCT POSTAGE	POSTAGE/FREIGHT	\$	4.26
BANK OF AMERICA	TRAINING	\$	71.10
Total Adult Services		\$	45,051.20

Customer Account Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,458.85
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	14,064.37
PAYROLL SUMMARY	DENTAL INSURANCE	\$	294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	174.02
PAYROLL SUMMARY	LIFE INSURANCE	\$	84.17
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,265.66

Library Claims
November 1, 2022 to November 30, 2022

PAYROLL SUMMARY	MEDICARE FICA	\$	808.95
PAYROLL SUMMARY	FICA	\$	3,459.16
PAYROLL SUMMARY	IPERS	\$	5,347.02
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	149.18
NOV 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	6.30
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	65.79
OCT POSTAGE	POSTAGE/FREIGHT	\$	779.94
HUMPHREY, JULIA	TRAVEL/MEETINGS	\$	5.00
ONOVE, JESSICA	TRAVEL/MEETINGS	\$	29.28
NEAL, JESSIE	TRAVEL/MEETINGS	\$	10.00
BANK OF AMERICA	TRAINING	\$	71.10
BANK OF AMERICA	RECRUITING COSTS	\$	345.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	78.80
CITY OF CLIVE	SPECIAL PROJECT SUPPLIES	\$	36.99
Total Customer Account Services		\$	74,534.22
Total:		\$	346,961.45
Carolyn Myers, President	Jon Christy, Secretary		Date

	Administration	Resource Services	Youth Services	Adult Services	Customer Account Services	Total General Fund Budget	Direct State Aid 238	APLFF 239	Donations 241	Total Budget	% Spent	% Remaining
10 ** PERSONAL SERVICES												
BUDGET	\$ 570,603.00	\$ 346,580.00	\$ 559,864.00	\$ 464,562.00	\$ 771,323.00	\$ 2,712,932.00		\$ 73,757.87		\$ 2,786,689.87	45.77%	54.23%
Expenses	\$ 260,304.08	\$ 172,349.54	\$ 251,567.79	\$ 209,844.69	\$ 366,440.02	\$ 1,260,506.12		\$ 15,034.24		\$ 1,275,540.36		
Remaining Funds	\$ 310,298.92	\$ 174,230.46	\$ 308,296.21	\$ 254,717.31	\$ 404,882.98	\$ 1,452,425.88		\$ 58,723.63		\$ 1,511,149.51		
20 ** EMPLOYEE BENEFITS										\$ -		
BUDGET	\$ 202,326.00	\$ 130,272.00	\$ 211,239.35	\$ 151,075.00	\$ 218,127.00	\$ 913,039.35		\$ 14,187.70		\$ 927,227.05	43.50%	56.52%
Expenses	\$ 98,837.33	\$ 65,347.67	\$ 83,556.19	\$ 57,128.21	\$ 96,019.22	\$ 400,888.62		\$ 2,443.22		\$ 403,331.84		
Remaining Funds	\$ 103,488.67	\$ 64,924.33	\$ 127,683.16	\$ 93,946.79	\$ 122,107.78	\$ 512,150.73		\$ 11,888.17		\$ 524,038.90		
30 ** INTERNAL SERVICES										\$ -		
BUDGET	\$ 140,305.00	\$ 2,949.00	\$ 4,161.00	\$ 3,986.00	\$ 4,467.00	\$ 155,868.00	\$ 250.00	\$ -		\$ 156,118.00	9.80%	90.20%
Expenses	\$ 13,813.97	\$ 0.49	\$ 583.35	\$ 31.64	\$ 70.20	\$ 14,499.65	\$ 204.00	\$ 594.95		\$ 15,298.60		
Remaining Funds	\$ 126,491.03	\$ 2,948.51	\$ 3,577.65	\$ 3,954.36	\$ 4,396.80	\$ 141,368.35	\$ 46.00	\$ (594.95)		\$ 140,819.40		
40 ** CONTRACTUAL										\$ -		
BUDGET	\$ 444,698.00	\$ 45,054.00	\$ 20,851.00	\$ 10,579.00	\$ 17,619.00	\$ 538,801.00		\$ 79,252.15	\$ -	\$ 618,053.15	53.99%	46.01%
Expenses	\$ 242,194.07	\$ 35,575.06	\$ 2,866.09	\$ 734.24	\$ 7,165.35	\$ 288,534.81		\$ 45,150.98	\$ -	\$ 333,685.79		
Remaining Funds	\$ 202,503.93	\$ 9,478.94	\$ 17,984.91	\$ 9,844.76	\$ 10,453.65	\$ 250,266.19		\$ 34,101.17	\$ -	\$ 284,367.36		
60 ** COMMODITIES										\$ -		
BUDGET	\$ 53,230.00	\$ 34,430.00	\$ 5,800.00	\$ 1,485.00	\$ 5,625.00	\$ 100,570.00	\$ 5,125.00	\$ 131,041.48	\$ 1,000.00	\$ 237,736.48	45.26%	54.74%
Expenses	\$ 32,669.09	\$ 12,291.44	\$ 2,951.60	\$ 157.59	\$ 5,487.16	\$ 53,556.88	\$ 4,479.18	\$ 49,537.02	\$ 27.12	\$ 107,600.20		
Remaining Funds	\$ 20,560.91	\$ 22,138.56	\$ 2,848.40	\$ 1,327.41	\$ 137.84	\$ 47,013.12	\$ 645.82	\$ 81,504.46	\$ 972.88	\$ 130,136.28		
61 ** LIBRARY COLLECTION										\$ -		
BUDGET		\$ 578,534.00				\$ 578,534.00	\$ 3,906.00	\$ 123,977.00	\$ 3,500.00	\$ 709,917.00	47.36%	53.94%
Expenses		\$ 305,311.87				\$ 305,311.87	\$ 3,906.00	\$ 25,884.95	\$ 1,103.46	\$ 336,206.28		
Remaining Funds		\$ 273,222.13				\$ 273,222.13	\$ -	\$ 107,294.04	\$ 2,396.54	\$ 382,912.71		
75 ** CAPITAL										\$ -		
BUDGET							\$ 7,719.00		\$ -	\$ 7,719.00	0.00%	0.00%
Expenses							\$ 7,719.00		\$ 4,496.95	\$ 12,215.95		
Remaining Funds							\$ -		\$ (4,496.95)	\$ (4,496.95)		
80 ** OTHER										\$ -		
BUDGET		\$ 750.00				\$ 750.00		\$ 32,318.71		\$ 33,068.71	1.24%	98.76%
Expenses		\$ 410.60				\$ 410.60		\$ -		\$ 410.60		
Remaining Funds		\$ 339.40				\$ 339.40		\$ 32,318.71		\$ 32,658.11		
TOTAL BUDGET	\$ 1,411,162.00	\$ 1,138,569.00	\$ 801,915.35	\$ 631,687.00	\$ 1,017,161.00	\$ 5,000,494.35	\$ 17,000.00	\$ 463,736.90	\$ 4,500.00	\$ 5,485,731.25	45.29%	54.71%
TOTAL EXPENSES	\$ 647,818.54	\$ 591,286.67	\$ 341,525.02	\$ 267,896.37	\$ 475,181.95	\$ 2,323,708.55	\$ 16,308.18	\$ 138,645.36	\$ 5,627.53	\$ 2,484,289.62		
TOTAL REMAINING	\$ 763,343.46	\$ 547,282.33	\$ 460,390.33	\$ 363,790.63	\$ 541,979.05	\$ 2,676,785.80	\$ 691.82	\$ 325,091.54	\$ (1,127.53)	\$ 3,001,441.63		
% Spent	45.91%	51.93%	42.59%	42.41%	46.72%	46.47%	95.93%	29.90%	125.06%	45.29%		
% Remaining	54.09%	48.07%	57.41%	57.59%	53.28%	53.53%	4.07%	70.10%	-25.06%	54.71%		

July	1/12	8.33%
August	2/12	16.67%
September	3/12	25.00%
October	4/12	33.33%
November	5/12	41.67%
December	6/12	50.00%
January	7/12	58.33%
February	8/12	66.67%
March	9/12	75.00%
April	10/12	83.33%
May	11/12	91.67%
June	12/12	100.00%



Director's General Job Duties Policy

Section: Administration

Approved: 1/16/1997

Reviewed: 4/17/1997, 1/21/1999, 4/20/2000, 3/15/2001, 3/27/2003, 5/13/2004, 1/17/2008, 3/15/2018, [1/19/2023](#)

Revised: 3/26/1998, 1/20/2005, 12/16/2010, 3/19/2015, 2/18/2021

The Director's general job duties are to:

Promote the mission and vision of the Library while fostering inclusivity.

Manage the Library's buildings, grounds and equipment in order to maintain a clean, safe, attractive and functional public institution.

- Provide for custodial care of the library building and grounds on a regular basis.
- Provide for the regular maintenance and licensing of the building's mechanical systems.
- Establish emergency procedures and provide staff training for the safety of the public, staff, and capital assets.
- Investigate and resolve problems with the library facility in a timely manner.

Manage the Library's collections so that the public may benefit from a developed body of materials that exhibits the depth, timeliness, diversity and means of access necessary to meet user interests.

- Assist and supervise the various collection managers in the development and maintenance of their collections
- Provide for the accurate, timely, economical, and useful acquisition, cataloging and classification of the collection.
- Provide guides to the collections and instruction in use of the library as appropriate.

Plan and manage the Library's expenditures and revenues.

- Submit an annual budget requisition for Trustee consideration in preparation for submission to the City.
- Supervise expenditures and revenues on an ongoing basis, recommend budget amendments as necessary and provide a summary annual report of the year's financial transactions.
- Work with the Trustees in obtaining gifts, grants, and other non-tax revenues for the furtherance of library activities.

Provide public programs and services to enhance community use of the Library's resources.

- Identify, report, and suggest solutions for any problems and successes in currently offered library services.
- Identify, report, and suggest means of implementation for services not currently offered that would benefit the community.

Favorably represent the Library and its interests in interactions with the community, other governmental entities and the library community.

- Provide an ongoing public relations program for the community to show how the Library's services and collections may be utilized.
- Work with community organizations whenever practical and possible, to achieve mutually beneficial ends.

- Know and maintain working relations with representatives of county, regional, and state governments.
- Work cooperatively with the City of Ames organization to ensure that the Library functions successfully as a City department and promotes the City's Excellence Through People values.
- Maintain a working relationship with regional and state library agencies.
- Submit the State annual report and maintain the Library's state accreditation
- Maintain membership in, actively participate in, and attend meetings of county, state, and national professional organizations.
- Meet and work with the Ames Public Library Friends Foundation to advise and assist the Friends Foundation in the attainment of its goals.

Manage the Library's human resources, providing for efficient, courteous public service as well as the professional growth and effective supervision of library personnel.

- Plan and implement training and/or continuing education for staff of all classifications and Trustees as the budget allows.
- Oversee the recruitment, selection, evaluation and setting of salary levels for all staff on an ongoing as well as annual basis.
- Utilize community volunteers on an ongoing basis.
- Monitor staffing levels, scheduling, employee morale, and classification allocations on an ongoing basis.

Provide for the general administration of the library as Chief Agent of the Board of Trustees.

- Act as technical advisor to the Board, recommending needed policies for Trustee consideration and appropriate use of innovative methods of service delivery.
- Report the use of library services, collections, and facilities on both a monthly and an annual basis.
- Carry out the policies of the Board of Trustees.
- Present Board policies for Trustee review and consideration on a pre-determined review cycle.
- Report significant problems and successes encountered in the course of general library operations.
- Lead the development of the Library's long-range plan goals and objectives.
- Carry out the elements of the Library's long-range plan.

Implement the requirements of the Iowa Public Record Law, *Code of Iowa*, [Chapter 22](#).

Director's General Job Duties

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 19, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Director's General Job Duties as presented.

Carolyn Myers, President

Jon Christy, Secretary

Approved: 9/24/2009

Reviewed:

Revised: 6/21/2012, 4/16/2015, 4/19/2018, 3/18/2021

Iowa Code

[Iowa Code Section 692A.113](#) prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon public library real property without the written permission of the library director, or from loitering within 300 feet of the boundary of the real property of a public library.

- A “sex offender” is someone who is required under Chapter 692A to be on the Sex Offender Registry.
- "Sex offense against a minor" means an offense for which a conviction has been entered for a sex offense classified as a tier I, tier II, or tier III offense under Chapter 692 if such offense was committed against a minor, or otherwise involves a minor.
- “Loiter” means remaining in a place or circulating around a place under circumstances where a reasonable person would believe that the purpose or effect of the behavior is to enable a sex offender against a minor to become familiar with a location where a potential victim may be found, or to satisfy an unlawful sexual desire, or to locate, lure, or harass a potential victim.

In addition, the law prohibits a sex offender who has been convicted of a sex offense against a minor from being employed by or from acting as a contractor or volunteer at any public library.

Exceptions

There are two exceptions to this law. A sex offender who has been convicted of a sex offense against a minor may be present: 1) during the period of time reasonably necessary to transport the offender’s own minor child or ward to or from the library; and 2) during the period of time reasonably necessary to vote in a public election if the polling place is located in the library.

Other exceptions to this policy can occur only with written permission of the Library Director. The Library Director will determine eligibility to be on Library property and may consult with law enforcement, social service agencies, and/or other appropriate governmental officials. The Board of Trustees will not entertain any appeals of the Director’s determination.

Access to Materials

If a request for permission to be on Library property is denied, an offender may arrange for a third party to select, check-out and return materials to the Library on his or her behalf. The Library may issue a borrower’s card in the offender’s name to be used by the third party.

Enforcement

The responsibility for compliance with this law rests with the offender. However, if Library staff has knowledge or receives information, that a person who has been convicted of a sex offense against a minor is on library premises, the Ames Police Department will be contacted.

Volunteers and applicants for employment will be screened as appropriate for compliance with the law.