

**Ames Public Library Board of Trustees
Agenda – October 23, 2017
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of September 21, 2017
- 3) Motion approving payment of claims 8/1/17 – 8/31/17

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.)

Financial Reports

- 4) First Quarter Reports - Fiscal Year 2017/18 – Briese

Activity Reports

- 5) Ames Public Library Friends Foundation (APLFF) – Acker, Butler
- 6) Director Evaluation Committee – Glatz, Marshall, Rohret
- 7) Administrative Staff – Carey

Board Education

- 8) Summer Youth Activities – Jerri Heid

Policy Review

- 9) Expressions of Concern Policy/Statement of Concern Form (Action Item)
- 10) Investment Policy (Action Item)
- 11) Petition Policy (Action Item)
- 12) Director's General Job Duties (Discussion, action next month)

Trustee Comments

Adjournment

**Next regular meeting: Thursday, November 16, 2017
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

Donations

BOARD OF TRUSTEES AMES PUBLIC LIBRARY OCTOBER 23, 2017

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

- 1) In honor of Herb Harmison from Sara Mitchell \$25.00
- 2) In memory of Bernice Carter from
 - The Carter Family \$500.00
 - Catherine Cody \$25.00
 - Teresa Green \$25.00
 - Mary L. Johnson \$20.00
 - Dennis and Jean Klute \$25.00
 - Audrey and Stephen Marley \$20.00
 - Julie Nelson \$25.00
 - Patricia and Anthony Terrones \$50.00
 - Emily Weaver \$50.00
- 3) In memory of Carla Jacobson from
 - Ames Public Library staff \$40.00
 - Grace and Larry Anderson \$10.00
 - Tom and Betty Barton \$25.00
 - Jeff and Frances Berger \$25.00
 - Deborah and Mark Blaedel \$20.00
 - Mary Buck \$50.00
 - Dorothy Dyer \$100.00
 - Marilyn Erickson \$10.00
 - Jane Jacobson \$20.00
 - Stacie Jacobson \$100.00
 - Cherie Klimes \$160.00
 - Dévon Lewis \$100.00

Jane Acker, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
September 21, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, September 21, 2017, in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Briese, Glatz, Kluesner, Linch, Marshall, and Rohret in attendance. Butler was excused. Library Director Carey and Dr. Constance Beecher were also present.

Call to Order: Board President Acker called the meeting to order at 7:00 p.m. and indicated that the meeting would begin with Board Education.

Board Education—Small Talk Findings: Dr. Constance Beecher, Assistant Professor, Iowa State University School of Education Family Literacy Extension, briefly described how the Small Talk in Story County program is being conducted and how it has changed since its inception. She said Small Talk is currently focusing on how to make program delivery as effective as possible and how to replicate it in additional settings. New locations in Marshall and Boone Counties have been selected in order to get participants from non-college towns. Dr. Beecher said that after having analyzed 10 years of data, the LENA Foundation is finding a high correlation between language experiences at age two and cognitive outcomes in junior high.

When asked if the grant from the LENA Foundation had been sufficient to conduct the program properly, Dr. Beecher stated that there were enough funds; however, not having an in-house grant person has been hard. The team is finding it difficult and time-consuming to track all the budget items—especially because the anonymous grant requires a local match, which requires writing applications for additional grants and those, once received, sometimes have requirements of their own.

When asked how these activities cross over into the activities going on in the Library, Director Carey said she is eager for the day when what is being learned now can be fully implemented. So as not to skew the data, she said APL will not engage in a campaign to spread the information until the research work is done. In the meantime, Carey said she is pleased to have a growing relationship with Dr. Beecher's program and with Raising Readers in Story County; she is also happy to see that families who participate in Small Talk become library customers.

Consent Agenda:

Moved by Glatz, seconded by Rohret, to adopt a resolution approving the following items on the consent agenda:

1) Resolution accepting donations:

- a) From Peggy Chidister\$39.98
- b) In honor of Herb Harmison from Beverly McMahan\$50.00
- c) In memory of Grace Amemiya from Susan and Edward Jones\$25.00
- d) In memory of Bernice Carter from
 - i) John and Jill Anderson\$25.00
 - ii) Dawn Marsh\$25.00
- e) In memory of David Henricks from Joy and John Kix\$25.00
- f) In memory of Carla Jacobson from:
 - i) DeAnn and Steven Frisk\$20.00
 - ii) Sherry Smay\$20.00
- g) In memory of Gerald Smith from:
 - i) Charles and Rosemary Berget.....\$20.00

- ii) Pat Brown\$25.00
 - iii) Sally and Gerald Chase.....\$75.00
 - iv) Herb Harmison.....\$100.00
 - v) Joan Mathews.....\$25.00
 - vi) Anita Nichols\$20.00
 - vii) Jean Peterson.....\$50.00
 - viii) Barb Seydel\$50.00
 - ix) Charles and Ardeth York.....\$125.00
- 2) Motion approving minutes of the regular meeting of June 15, 2017
 - 3) Motion approving payment of claims 7/1/2017 – 7/31/2017 (FY17 accruals)
 - 4) Motion approving payment of claims 7/1/2017 – 7/31/2017 (FY18)
 - 5) Motion approving payment of claims 8/1/2017 – 8/31/2017
- Vote on Motion: 7-0. Approved unanimously; Resolution No. 2017-L023 adopted.**

Public Forum: None.

Financial Reports: Year-end reports for fiscal year 2016/17 (FY17) were presented.
Moved by Kluesner, seconded by Marshall, to accept the FY17 Financial Reports.
Vote on Motion: 6-0. Carried unanimously.

Ames Public Library Friends Foundation (APLFF) Report: Acker said that \$3,500 had been made in Literary Grounds last month and \$2,700 was raised at Pub Fiction. A mini book sale was held last weekend and the Teen Advisory Group's Star Wars run was successful, but no income totals are available yet. Two Author Cafes are coming up: one for an adult audience on October 7 will showcase authors Sarvinder Naberhaus and Susan Maupin Schmid; another directed toward children (with adults) on October 8 will feature Susan Owen and Tim Read.

Administrative Staff Report: Carey stated that the summer was highlighted by the Summer Food Service program, which provided over 5,500 meals to children and family members, engaged nearly 100 highly motivated APL youth volunteers, and provided opportunities for several interns and AmeriCorps workers. She said programming is gearing up for fall, with more and more community groups looking for partnerships. Conversations are taking place in English, Chinese, and Arabic, and a group using American Sign Language will start in October.

Carey said that the Operations Coordinator Position has been approved by the City and the Library is interviewing and hiring interns now. A small group is starting to work on budget adjustments for the current fiscal year (2017/18) and requests for 2018/19.

Carey said the Library is working though Story County Reads on a proposal to share data with area school systems, in hopes that it might be possible to correlate participation in Small Talk, Baby Talk, or Raising Readers in Story County programs with school outcomes. She said the data indicates that early intervention, information sharing, and parental involvement are the keys to developing successful adults; the Ames group is determined to make sure 100% of local children are ready for school at the appropriate time.

Carey said that she plans to attend the Iowa Library Association (ILA) pre-conference session on succession planning in October. Trustee Glatz will attend the ILA Conference, as well, and may have an opportunity to attend a summary session on that topic.

Responding to questions, Carey stated that warranty repairs are taking place on the roof to stop some leaks and that construction is complete on the Wow Wall. The lights will be turned on in

conjunction with a “grand opening” that is in the planning stage. Carey said she felt as if there have been fewer requests to use the building during extended hours. The most interest is in getting in before the building opens so that meetings can start right at 9 a.m. There’s not much trouble getting people to leave by 9 p.m.; most groups have adjusted to the rules.

There was brief discussion about the statistical reports at the end of the packet. Carey noted that the number of Adult Programs offered went up significantly, while Youth and Project Smyles Programs are returning to their former levels.

Expressions of Concern Policy:

Moved by Briese, seconded by Barchman, to adopt a resolution revising the Expressions of Concern Policy and Statement of Concern Form as presented/amended.

The trustees felt there did not need to be so many warnings that the Statement of Concern would be public information. During discussion on the topic, Carey said that once a written document is submitted to the Director, it becomes discoverable (meaning that it could be shown to anyone who inquired about it), but it would be included in the board packet and discussed in open meeting if the matter were taken to the Board of Trustees. A question was raised about when the form was to be submitted to the Library Director.

**Moved by Kluesner, seconded by Barchman, to table discussion and direct staff to resolve the inconsistency between the policy and the form.
Vote on Motion: 7-0. Carried unanimously.**

Public Participation Policy:

**Moved by Rohret, seconded by Glatz, to reaffirm the Public Participation Policy as it currently exists.
Vote on Motion: 6-0. Carried unanimously.**

Investment Policy (Discussion): Carey said the Budget and Finance Committee looked at this policy and is satisfied with it. Its purpose is to ensure that the Library is compliant with City practices and puts the City Treasurer in charge of investment activities.

Petition Policy (Discussion): Carey said no changes are proposed by staff. She added that the intent of the policy is not to inhibit free speech; rather, to minimize the possibility of some persons interfering with others’ enjoyment of the library. Carey noted that petitions are allowed as part of a scheduled meeting or program.

October Meeting Date Change: Acker stated that the Library Director and others will be attending the Iowa Library Association Conference on October 19, when the regular meeting date falls.

**Moved by Briese, seconded by Rohret, to hold the next regular meeting on Monday, October 23, 2017, at 7 p.m.
Vote on Motion: 6-0. Carried unanimously.**

Trustee Comments:

Glatz said that he appreciated the education component on the Small Talk Program.

Adjournment: The meeting was adjourned by consent at 8:21 p.m.

The next regular meeting will be on Monday, October 23, 2017, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

Library Claims
September 1, 2017 - September 30, 2017

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,280.18
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 197.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 605.08
PAYROLL SUMMARY	FICA	\$ 2,587.19
PAYROLL SUMMARY	IPERS	\$ 3,793.21
PAYROLL SUMMARY	WORKERS COMP	\$ 129.57
AUGUST INFO SERV CHGS	CITY DATA SERVICES	\$ 1,266.58
JULY-AUG MESSENGER CHARGE	MESSENGER SERVICE	\$ 796.16
AUG. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 173.93
SEPT TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 369.68
AUGUST LONG DISTANCE CHGS	LONG DISTANCE	\$ 7.78
AUG. 2017 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 761.12
AUG. 2017 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
AUGUST POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.90
MOVE TO 6026	TRAINING	\$ (71.91)
BANK OF AMERICA	CONFERENCES	\$ 341.00
DEX MEDIA EAST	ADVERTISING	\$ 15.50
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 14,994.84
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 233.55
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 207.56
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 931.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 466.92
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY	NATURAL GAS	\$ 59.70
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	\$ 3,712.92
SUMMIT FIRE PROTECTION	MAINTENANCE CONTRACTS	\$ 400.00
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	\$ 496.94
DEMCO INC	TECHNOLOGY MAINT/SUPPORT	\$ 1,725.00
RFID LIBRARY SOLUTIONS	TECHNOLOGY MAINT/SUPPORT	\$ 10,000.00
XEROX CORPORATION	RENTALS/LEASES	\$ 1,057.25
G & K SERVICES	NON-CITY SERVICE	\$ 108.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 6,642.25
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 33.15
QUILL CORP	OFFICE SUPPLIES	\$ 29.82
BANK OF AMERICA	OFFICE SUPPLIES	\$ 419.34
KOCH BROTHERS	MINOR OFFICE EQUIPMENT	\$ 67.50
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 78.80
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 446.40
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 97.37

Library Claims
September 1, 2017 - September 30, 2017

BANK OF AMERICA	CLEANING SUPPLIES	\$ 92.78
MOVE FROM 4026	EQUIPMENT PARTS/SUPPLIES	\$ 71.91
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 247.26
BANK OF AMERICA	FOOD	\$ 267.86
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 36.18
	Total Administration	\$ 107,834.00
Operations Services		
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 11,087.91
PAYROLL SUMMARY	MEDICARE FICA	\$ 160.78
PAYROLL SUMMARY	FICA	\$ 687.43
PAYROLL SUMMARY	IPERS	\$ 990.16
PAYROLL SUMMARY	WORKERS COMP	\$ 104.55
SEPT TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 46.21
	Total Operations Services	\$ 13,077.04
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,277.12
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 80.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 99.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,746.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 290.13
PAYROLL SUMMARY	FICA	\$ 1,240.54
PAYROLL SUMMARY	IPERS	\$ 1,907.18
PAYROLL SUMMARY	WORKERS COMP	\$ 26.92
AUG. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 5.00
SEPT TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 184.84
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 563.16
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 22.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,753.58
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 469.15
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 913.10
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$ 229.95
OVERDRIVE	ELECTRONIC LICENSES	\$ 2,224.00
INFOGROUP	ELECTRONIC LICENSES	\$ 5,000.00
AMES TRIBUNE	PERIODICALS	\$ 995.00
BANK OF AMERICA	PERIODICALS	\$ 49.95
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,538.24
JUNIOR LIBRARY GUILD	YOUTH COLLECTION	\$ 11,244.18
AMAZON	YOUTH COLLECTION	\$ 632.74
MIDWEST TAPE	YOUTH COLLECTION	\$ 766.05
BANK OF AMERICA	YOUTH COLLECTION	\$ 14.99
CAVENDISH SQUARE	YOUTH COLLECTION	\$ 195.54
AMAZON	AUDIO-VISUAL COLLECTION	\$ 751.14
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 10,435.05

Library Claims
September 1, 2017 - September 30, 2017

BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 7,359.78
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 213.39
AMAZON	ADULT PRINT COLLECTION	\$ 1,206.95
MIDWEST TAPE	ADULT PRINT COLLECTION	\$ 19.99
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 1,617.83
GALE GROUP	ADULT PRINT COLLECTION	\$ 677.05
VALUE LINE PUBLISHING LLC	ADULT PRINT COLLECTION	\$ 450.00
NADA USED CAR GUIDE	ADULT PRINT COLLECTION	\$ 115.00
MAPPING SOLUTIONS	ADULT PRINT COLLECTION	\$ 276.25
BENSEMA, STEPHEN	REFUNDS	\$ 7.99
SAUER, ALISHA	REFUNDS	\$ 23.95
	Total Resource Services	\$ 80,671.30
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,725.66
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,947.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 522.42
PAYROLL SUMMARY	FICA	\$ 2,233.68
PAYROLL SUMMARY	IPERS	\$ 3,364.18
PAYROLL SUMMARY	WORKERS COMP	\$ 76.36
AUG. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 22.47
SEPT TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 277.26
AUGUST LONG DISTANCE CHGS	LONG DISTANCE	\$ 2.25
BOYS & GIRLS CLUB OF STOR	OUTSIDE PROFESSIONAL SVCS	\$ 491.98
PLANNED PARENTHOOD OF THE	OUTSIDE PROFESSIONAL SVCS	\$ 35.00
AUGUST POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 3.16
BANK OF AMERICA	CONFERENCES	\$ 268.12
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 89.00
BANK OF AMERICA	RECRUITING COSTS	\$ 3.92
BANK OF AMERICA	FOOD	\$ 227.52
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 26.53
HEID, JERRI	SPECIAL PROJECT SUPPLIES	\$ 78.21
	Total Youth Services	\$ 51,642.34
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,145.78
PAYROLL SUMMARY	IPERS DISABILITY	\$ 172.63
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,411.96
PAYROLL SUMMARY	MEDICARE FICA	\$ 507.36
PAYROLL SUMMARY	FICA	\$ 2,169.30
PAYROLL SUMMARY	IPERS	\$ 3,227.84
PAYROLL SUMMARY	WORKERS COMP	\$ 43.38

Library Claims
September 1, 2017 - September 30, 2017

SEPT TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 277.26
AUGUST LONG DISTANCE CHGS	LONG DISTANCE	\$ 4.93
COONEY, CATHY	TRAVEL/MEETINGS	\$ 6.50
BANK OF AMERICA	TRAINING	\$ 200.00
	Total Adult Services	\$ 48,236.94
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,858.66
IPERS REFUND-HALEY HASKEL	PAYROLL ADJUSTMENT	\$ (85.67)
IPERS REFUND-K KRAMER	PAYROLL ADJUSTMENT	\$ (194.28)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 172.95
PAYROLL SUMMARY	LIFE INSURANCE	\$ 87.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,992.36
PAYROLL SUMMARY	MEDICARE FICA	\$ 503.25
PAYROLL SUMMARY	FICA	\$ 2,151.83
PAYROLL SUMMARY	IPERS	\$ 3,291.46
IPERS REFUND-HALEY HASKEL	IPERS	\$ (128.58)
IPERS REFUND-K KRAMER	IPERS	\$ (291.58)
PAYROLL SUMMARY	WORKERS COMP	\$ 44.25
SEPT TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 277.26
AUGUST LONG DISTANCE CHGS	LONG DISTANCE	\$ 11.34
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 274.37
AUGUST POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,619.53
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 7.96
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 196.90
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 67.71
QUILL CORP	OFFICE SUPPLIES	\$ 6.41
BANK OF AMERICA	OFFICE SUPPLIES	\$ 127.32
ULINE	OFFICE SUPPLIES	\$ 156.74
	Total Computer Lab	\$ 49,147.69
	Grand Total:	\$ 350,609.31
		Oct. 23, 2017
Jane Acker, President	Sarah Barchman, Secretary	Date

Ames Public Library					
2017/18 Expenditure Summary - All Funding Sources					
Sep 30, 2017					
3 month = 25%					
		Fund 239	Fund 241		
	General	Friends	Donations	Bond	Total
	Fund	Foundation	& Grants	Funds	Expenses
Administration:					
General Administration	325,600	33	354		325,987
Total Administration	325,600	33	354	-	325,987
Operations Services:					
Outreach Services	32,330				32,330
Total Outreach Services	32,330	-	-	-	32,330
Resource Services:					
Collections Administration	116,117				116,117
Electronic Collection/Licenses	60,428	15,717			76,145
Periodicals	13,412				13,412
Juvenile	30,321	2,022			32,343
Audio/Visual Collection	26,147				26,147
Adult Collection	33,280	1,153			34,434
Refunds	57				57
Total Resource Services	279,763	18,892	-	-	298,655
Youth Services:	160,550				
Food & Feed			1,338		1,338
Juvenile					-
Project Smyles			4,115		4,115
Books for Babies			1		1
Special Project Supplies		75	1,466		1,541
Total Youth Services	-	75	6,920	-	6,994
Adult Services:	146,401				
Outside Professional Services		450			450
Total Adult Services	-	450	-	-	450
Customer Account Services:					
Circulation Services	148,523				148,523
Total Customer Account Services	148,523	-	-	-	148,523
Library Improvements:		2,420			2,420
Small Talk Grant:		12,131			12,131
Kinney-Lindstrom Grant:			7,065		7,065
Carver Trust Grant:			883		883
Total Expenses	786,216	34,001	15,221	-	835,438

2017/18 Ames Public Library General Fund Expenditure Comparisons

Sep 30, 2017

3 month = 25%

Year-to-Year Expenditure Comparisons

	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Totals by Category:			
Personnel Services	\$ 537,442	\$ 553,428	0.029744551
Employee Benefits	179,254	176,315	-1.6%
Internal Services	11,918	13,993	17.4%
Contractual	150,530	170,825	13.5%
Commodities	13,993	14,961	6.9%
Collection	143,539	163,588	14.0%
Other	293	57	-80.6%
Capital over 5,000	-	-	
Total	\$ 1,036,968	\$ 1,093,167	5.4%

Expense-Budget Comparisons

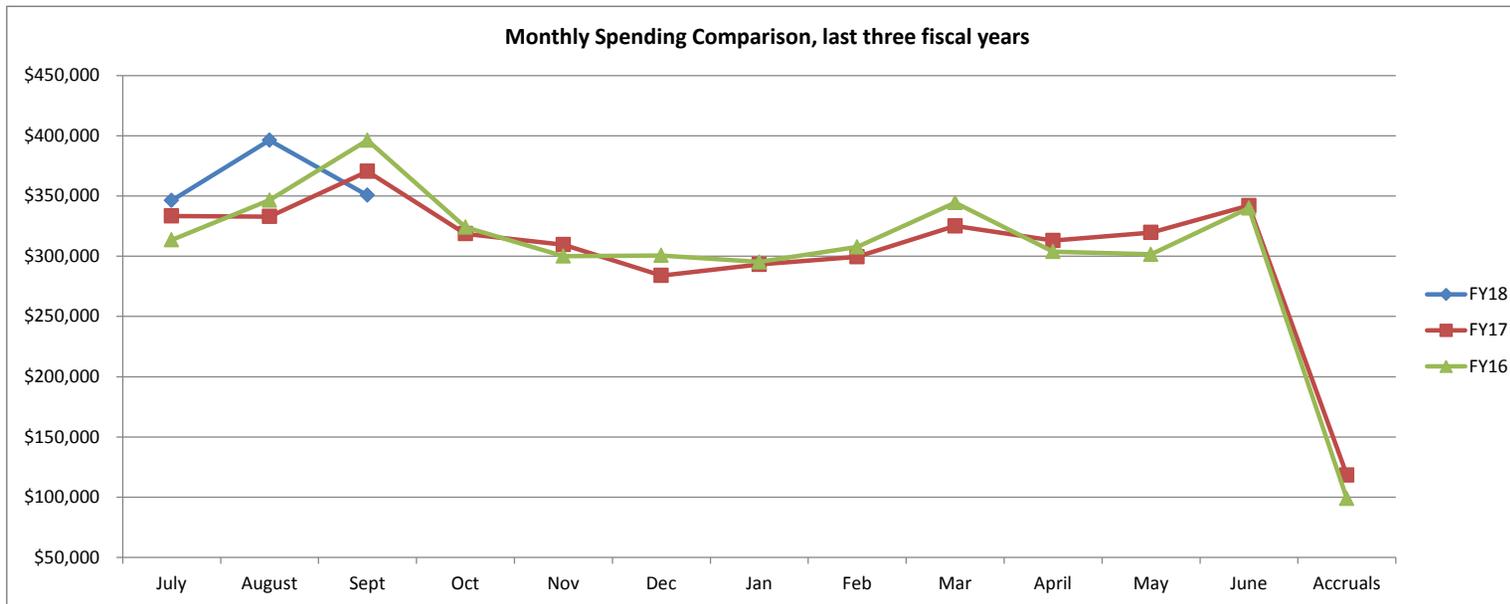
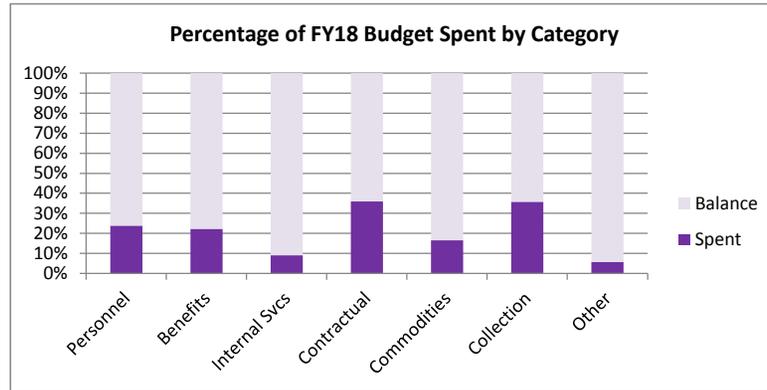
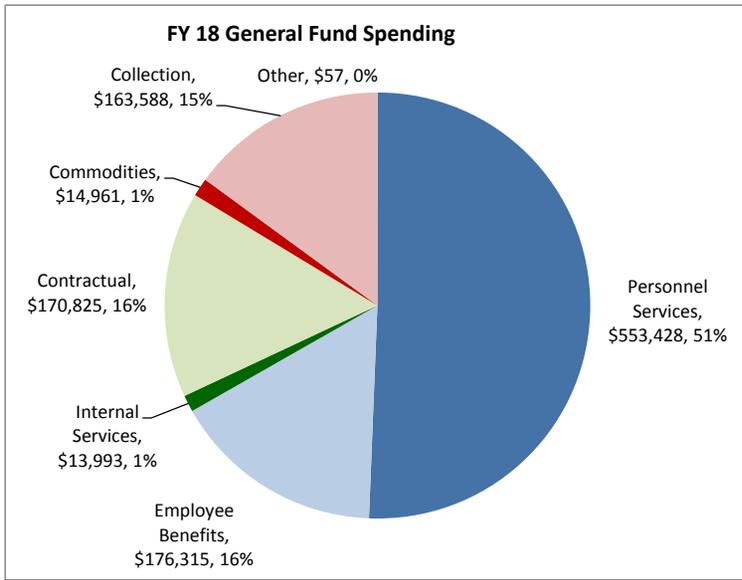
	YTD 2017/18	Budget* 2017/18	% of Total Budget Spent
	\$ 553,428	\$ 2,324,932	23.8%
	176,315	793,571	22.2%
	13,993	153,196	9.1%
	170,825	476,122	35.9%
	14,961	90,267	16.6%
	163,588	457,651	35.7%
	57	1,000	5.7%
	-	-	0.0%
Total	\$ 1,093,167	\$ 4,296,739	25.4%

Year-to-Year Expenditure Comparisons

	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Totals by Division:			
Administration	\$ 303,149	\$ 325,600	7.4%
Operations	57,035	32,330	-43.3%
Resource Services	256,689	279,763	9.0%
Youth Services	142,200	160,550	12.9%
Adult Services	132,064	146,401	10.9%
Customer Account Services	145,832	148,523	1.8%
Grand Total	\$ 1,036,968	\$ 1,093,167	5.4%

	YTD 2017/18	Budget* 2017/18	Division % of Grand Total
	\$ 325,600	\$ 1,293,123	29.79%
	32,330	269,761	2.96%
	279,763	877,127	25.59%
	160,550	631,189	14.69%
	146,401	593,289	13.39%
	148,523	632,250	13.59%
Total	\$ 1,093,167	\$ 4,296,739	100.00%

* Adopted Budget



Ames Public Library																			
Monthly Expenditure Summary																			
Sep 30, 2017																			
																	Y-T-D	Current	% of Grand
	Budget	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Total	Balance	Total Spent		
Personnel Services:																			
Salaries	\$ 2,115,604	\$171,701	\$174,449	\$172,287	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 518,438	\$1,597,166			
Temporary Salaries	160,419	6,584	15,374	13,312	-	-	-	-	-	-	-	-	-	-	35,270	125,149			
Time & 1/2	1,208	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			1,208
Longevity	5,413	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			5,413
Payroll Adjustment	20,582	-	-	(280)	-	-	-	-	-	-	-	-	-	-	(280)	20,862			
Employee Awards	625	-	-	-	-	-	-	-	-	-	-	-	-	-	-	625			
Merit Adjustment	21,081	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21,081			
Total Personnel Svcs	2,324,932	178,285	189,823	185,319	-	-	-	-	-	-	-	-	-	-	553,428	1,771,504			23.8%
Employee Benefits:																			
Temp Salaries Benefits	27,997	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27,997			
IPERS Disability	10,131	787	795	816	-	-	-	-	-	-	-	-	-	-	2,399	7,733			
Life Insurance	4,260	338	343	348	-	-	-	-	-	-	-	-	-	-	1,028	3,233			
Health Insurance	402,745	27,132	27,132	27,132	-	-	-	-	-	-	-	-	-	-	81,395	321,350			
FICA Medicare	29,527	2,483	2,650	2,589	-	-	-	-	-	-	-	-	-	-	7,722	21,805			
FICA	125,903	10,617	11,332	11,070	-	-	-	-	-	-	-	-	-	-	33,019	92,884			
IPERS	189,559	16,634	16,644	16,154	-	-	-	-	-	-	-	-	-	-	49,432	140,127			
Workers Comp	3,449	440	456	425	-	-	-	-	-	-	-	-	-	-	1,320	2,129			
Total Employee Ben	793,571	58,430	59,351	58,534	-	-	-	-	-	-	-	-	-	-	176,315	617,256			22.2%
Internal Services:																			
City Data Services	15,199	-	1,267	1,267	-	-	-	-	-	-	-	-	-	-	2,533	12,666			16.7%
City Messenger	5,291	-	-	796	-	-	-	-	-	-	-	-	-	-	796	4,495			15.0%
Printing	1,235	-	374	201	-	-	-	-	-	-	-	-	-	-	576	659			46.6%
Insurance & Bonds	28,172	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,172			0.0%
Phone Operation/Maint	17,691	1,433	1,433	1,433	-	-	-	-	-	-	-	-	-	-	4,298	13,393			24.3%
Long Distance	303	-	30	26	-	-	-	-	-	-	-	-	-	-	57	246			18.7%
Fleet Operating/Maint	8,677	-	535	761	-	-	-	-	-	-	-	-	-	-	1,296	7,381			14.9%
Fleet Replacement	26,628	-	2,219	2,219	-	-	-	-	-	-	-	-	-	-	4,438	22,190			16.7%
Computer Replacement	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000			0.0%
Total Internal Svcs	153,196	1,433	5,857	6,703	-	-	-	-	-	-	-	-	-	-	13,993	139,203			9.1%
Contractual:																			
Outside Prof Services	53,443	26,419	2,683	801	-	-	-	-	-	-	-	-	-	-	29,903	23,540			56.0%
Flex Administration	659.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	659			0.0%
Postage/Freight	16,323	-	1,283	1,624	-	-	-	-	-	-	-	-	-	-	2,907	13,417			17.8%
Travel/Meetings	780	-	32	14	-	-	-	-	-	-	-	-	-	-	47	733			6.0%
Training	3,360	-	1,072	128	-	-	-	-	-	-	-	-	-	-	1,200	2,160			35.7%
Conferences	34,778	(2)	-	609	-	-	-	-	-	-	-	-	-	-	607	34,171			1.7%

	Budget	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Total	Balance	Total Spent
Dues & Memberships	3,881	339	293	-	-	-	-	-	-	-	-	-	-	-	632	3,249	16.3%
Printing	250	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250	0.0%
Advertising	650	-	16	16	-	-	-	-	-	-	-	-	-	-	31	619	4.8%
Recruiting Costs	-	-	144	93	-	-	-	-	-	-	-	-	-	-	237	(237)	
Electricity	112,586	-	14,219	14,995	-	-	-	-	-	-	-	-	-	-	29,214	83,372	25.9%
Phone Operation/Maint	16,598	232	1,332	1,372	-	-	-	-	-	-	-	-	-	-	2,936	13,662	17.7%
Water/Sewer	4,735	-	411	467	-	-	-	-	-	-	-	-	-	-	878	3,857	18.6%
Waste Disposal	2,292	-	182	182	-	-	-	-	-	-	-	-	-	-	364	1,928	15.9%
Natural Gas	3,696	-	117	60	-	-	-	-	-	-	-	-	-	-	177	3,519	4.8%
Maintenance Contract	25,167	1,008	1,353	5,121	-	-	-	-	-	-	-	-	-	-	7,482	17,685	29.7%
Structural Repair	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500	0.0%
Moveable Equip Repair	500	-	239	497	-	-	-	-	-	-	-	-	-	-	736	(236)	147.2%
Fixed Equip Repair	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	0.0%
Computer Maintenance	87,867	21,734	43,317	11,725	-	-	-	-	-	-	-	-	-	-	76,776	11,091	87.4%
Rentals & Leases	13,248	-	1,138	1,057	-	-	-	-	-	-	-	-	-	-	2,196	11,052	16.6%
Other Non-City Services	92,809	81	7,474	6,947	-	-	-	-	-	-	-	-	-	-	14,502	78,307	15.6%
Total Contractual	476,122	49,811	75,306	45,708	-	-	-	-	-	-	-	-	-	-	170,825	305,297	35.9%
Commodities:																	
Office Supplies	8,580	593	830	840	-	-	-	-	-	-	-	-	-	-	2,263	6,317	26.4%
Minor Office Equipment	6,050	-	629	146	-	-	-	-	-	-	-	-	-	-	775	5,275	12.8%
Minor Computer Equip	15,000	-	807	446	-	-	-	-	-	-	-	-	-	-	1,253	13,747	8.4%
Ag-Hort Supplies	70	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70	0.0%
Structural Materials	785	22	7	97	-	-	-	-	-	-	-	-	-	-	126	659	16.1%
Cleaning Supplies	10,000	128	402	93	-	-	-	-	-	-	-	-	-	-	623	9,377	6.2%
Equip Parts/Supplies	33,000	1,746	1,233	4,271	-	-	-	-	-	-	-	-	-	-	7,250	25,750	22.0%
Minor Equipment/Tools	1,000	-	46	-	-	-	-	-	-	-	-	-	-	-	46	954	4.6%
Food	6,812	496	681	495	-	-	-	-	-	-	-	-	-	-	1,673	5,139	24.6%
Special Project Supplies	8,970	477	334	141	-	-	-	-	-	-	-	-	-	-	952	8,018	10.6%
Total Commodities	90,267	3,462	4,968	6,530	-	-	-	-	-	-	-	-	-	-	14,961	75,306	16.6%
Collection:																	
Electronic Licenses	73,384	31,666	21,538	7,224	-	-	-	-	-	-	-	-	-	-	60,428	12,956	82.3%
Periodicals	16,915	12,061	305	1,045	-	-	-	-	-	-	-	-	-	-	13,412	3,503	79.3%
Juvenile	113,260	3,623	10,307	16,392	-	-	-	-	-	-	-	-	-	-	30,321	82,939	26.8%
Audio Visual	108,053	2,415	12,546	11,186	-	-	-	-	-	-	-	-	-	-	26,147	81,906	24.2%
Adult Collection	146,039	5,105	16,239	11,936	-	-	-	-	-	-	-	-	-	-	33,280	112,759	22.8%
Total Collection	457,651	54,870	60,935	47,783	-	-	-	-	-	-	-	-	-	-	163,588	294,063	35.7%
Other:																	
Refunds	1,000	25	-	32	-	-	-	-	-	-	-	-	-	-	57	943	5.7%
Total Other	1,000	25	-	32	-	-	-	-	-	-	-	-	-	-	57	943	5.7%
GRAND TOTAL	\$ 4,296,739	\$346,316	\$396,241	\$350,609	\$-	\$1,093,167	\$3,203,572	25.4%									

Ames Public Library Donations Report			
September 30, 2017			
FY2017/18			
	Friends	Donations	
	Foundation	& Grants	Total
Fund balance - 06/30/17	\$ 99,421	\$ 252,829	\$ 352,250
Revenues:			
Interest revenue	246	711	958
Direct state aid		14,181	14,181
General Donations		1,242	1,242
Project Smiles Donations		126	126
Small Talk Grant	20,000	-	20,000
HBRA		-	-
Total revenues	20,246	16,260	36,506
Expenditures:			
Gilman, Smith & Feinberg Bequest:			
Administration:			
Minor Office Equipment		354	354
Employee Benefits	33		33
Resource Services:			
Electronic Collection Service	15,717		15,717
Juvenile	2,022	-	2,022
Adult collection	1,153	-	1,153
Youth Services:			
Food	-	1,338	1,338
Project Smyles		4,115	4,115
Books for Babies		1	1
Special Project Supplies	75	1,466	1,541
Adult Services:			
Outside Professional Services	450	-	450
Library Improvements:	2,420		2,420
Small Talk Grant:	12,131		12,131
Kinney-Lindstrom Grant:		7,065	7,065
Carver Trust Grant:		883	883
Total expenses	34,001	15,221	49,222
Current fund balance	\$ 85,667	\$ 253,867	\$ 339,534
Less:			
Committed funds:			
Reserved principal*		8,276	8,276
Total committed funds	-	8,276	8,276
Balance available for expenditure	\$ 85,667	\$ 245,591	\$ 331,258
	-	-	-
Notes: * Reserved principal consists of the \$1,000 Tommy Feinberg bequest, the \$5,276 Gilman bequest, and the \$2,000 Smith bequest. Interest on the Feinberg and Gilman bequests is to be used for the youth collection; interest earned on the Smith bequest is to be used to acquire large-print materials.			
** On July 21, 2011 the Ames Public Library Board of Trustees voted to pledge \$1,000,000 of bequest funds toward the Library Renewal Project. This resolution superseded the Board's previous resolution to reserve \$700,000 of bequest funds and 20% of the interest earned annually on the bequest funds for future projects.			
*** On June 30, 2016 the Bequest fund was merged into the Donations fund.			

Ames Public Library					
YTD Library Friends Foundation					
September 30, 2017					
FY2017/18					
	Interest	Friends Foundation	Small Talk Grant	Library Improvements	Total
Fund balance - 06/30/17	\$ 1,658	\$ 86,825	\$ 1,422	\$ 9,516	\$ 99,421
Revenue:					
Interest revenue	246				246
Friends Foundation					-
Small Talk Grant			20,000		20,000
Total revenues	246	-	20,000	-	20,246
Expenditures:					
Gilman, Smith & Feinberg Bequest:					
Administration:					
Employee Benefits		33			33
Resource Services:					
Electronic Collection Service		15,717			15,717
Juvenile		2,022			2,022
Adult collection		1,153			1,153
Youth Services:					
Special Project Supplies		75			75
Adult Services:					
Outside Professional Services		450			450
Library Improvements:				2,420	2,420
Small Talk Grant:			12,131		12,131
Total expenses	-	19,449	12,131	2,420	34,001
Current Fund Balance:	\$ 1,904	\$ 67,375	\$ 9,291	\$ 7,096	\$ 85,667
Encumbrance:					
Total Friends Foundation Encumb	-	-	-	-	-
Available balance:	\$ 1,904	\$ 67,375	\$ 9,291	\$ 7,096	\$ 85,667

Ames Public Library													
YTD Library Donations and Grants Detail													
September 30, 2017													
FY2017/18													
	Donations	Books for Babies	Project Smyles	Small Talk	Roy J Carver Bldg Grant*	Kinney-Lindstrom Grant**	Library Improvements	Library Renovation	Uncommitted Bequests	Gilman Bequest	Smith Bequest	Tommy Feinberg	Total
Fund balance - 06/30/17	\$ 74,854	\$ 0	\$ 15,248	\$ 10,000	\$ 883	\$ 7,065	\$ 7,495	\$ 38,395	\$ 90,476	\$ 5,363	\$ 2,033	\$ 1,017	\$ 252,829
Revenues:													
Interest revenue	711												711
Direct state aid		14,181											14,181
General donations	1,242												1,242
Project Smyles donations			126										126
Total revenues	1,953	14,181	126	-	-	-	-	-	-	-	-	-	16,260
Expenditures:													
Administration:													
Minor Office Equipment	354												354
Youth Services:													
Food	1,338												1,338
Project Smyles			4,115										4,115
Books for Babies		1											1
Special Project Supplies	1,466												1,466
Adult Services:													
Collections:													
Kinney-Lindstrom Grant						7,065							7,065
Carver Trust Grant					883								883
Total expenses	2,804	1	4,115	-	883	7,065	-	-	-	-	-	-	15,221
Current Fund balance:	\$ 74,004	\$ 14,180	\$ 11,259	\$ 10,000	\$ -	\$ -	\$ 7,495	\$ 38,395	\$ 90,476	\$ 5,363	\$ 2,033	\$ 1,017	\$ 253,867
Committed funds:													
Reserved principal										5,276	2,000	1,000	8,276
Total committed funds	-	-	-	-	-	-	-	-	-	5,276	2,000	1,000	8,276
Available balance	\$ 74,004	\$ 14,180	\$ 11,259	\$ 10,000	\$ -	\$ -	\$ 7,495	\$ 38,395	\$ 90,476	\$ 87	\$ 33	\$ 17	\$ 245,591
*241-2640													
**241-2641													

Expressions of Concern Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
OCTOBER 23, 2017**

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

Jane Acker, President

Sarah Barchman, Secretary



Expressions of Concern Policy

Section: Administration

Approved: 3/19/2009

Reviewed: 8/18/2011, 3/19/2015, 10/23/2017

Revised: 10/23/2017

Ames Public Library strives to further the Library's mission, "Ames Public Library: We connect you to the world of ideas." The Library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions.

Ames Public Library does not endorse particular ideas, beliefs, or views. While customers are free to reject for themselves what that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The Ames Public Library Director and the Board of Trustees are aware that customers may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by ~~our~~ customers. Customer concerns will be dealt with promptly and courteously as detailed in the following process.

Expressions of Concern

- Ames Public Library staff will listen to the concern and direct customers to the appropriate Library staff member.
- The Library staff member will discuss the concern with the individual or group. After discussion with the Library staff member, a customer who requests further action will complete a "Statement of Concern about Library Resources" form, which will be submitted to the Director.
- The Director will contact the customer and schedule an appointment to discuss the completed "Statement of Concern about Library Resources" form.
- After discussion with the Director, an individual or group ~~still~~ seeking further action will have ~~its~~~~their~~ "Statement of Concern about Library Resources" form considered by the Board of Trustees at a regular meeting. Please note: the Board Meeting will be conducted in open session, as required by Iowa law, and the Statement of Concern Form will be made public.
- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
- The Director will present a response.
- The Board of Trustees will make a final ruling on the concern and send a written response to the individual or group.

References

This policy has been developed in concert with the American Library Association's Library Bill of Rights and its interpretations, as well as The Freedom to Read Statement, Freedom to View Statement, and ALA resources on Intellectual Freedom and Challenged Resources.



Statement of Concern about Library Resources Complaint Form

Citizen concerns will be dealt with promptly and courteously.

Expressions of Concern:

- The appropriate Collection Manager and the Community Relations Specialist will first discuss the material with the concerned individual or group.
- After discussion with the Collection Manager and the Community Relations Specialist, if the individual or group wishes, they may discuss their concerns with the Library Director.
- After discussion with the Library Director, an individual or group still concerned about library resources may submit an official complaint to the Library Board of Trustees using the "Statement of Concern about Library Resources" form.

Formal Complaint Process:

The official complaint on the "Statement of Concern about Library Resources" form will be considered by the Library Board of Trustees at a regular meeting.

- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
- The Library Director presents a staff response.
- The Library Board of Trustees will make a final ruling on the concern.
- A written response will be sent to the individual or group.

Ames Public Library strives to further the Library's mission, "Ames Public Library: We connect you to the world of ideas." The Library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. The Library does not endorse particular ideas, beliefs, or views. While customers are free to reject for themselves what that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The Ames Public Library Director and the Board of Trustees are aware that customers may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by customers. If your discussion with members of staff has not alleviated your concern, please complete this form and return it to: Ames Public Library, Attn: Library Director, 515 Douglas Ave., Ames, Iowa 50010. You may use the other side of this form or attach additional pages as necessary.

Today's Date _____

Name of Individual or Group _____

Contact person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource you are concerned with:

- Book or Magazine Video/DVD Audio recording/CD Electronic information

Additional comments or recommendations:

Library use only:

Concern expressed to ~~Complaint received by~~ APL staff member: _____ Date: _____
Notes/comments/actions

Concern discussed with manager: _____ Date: _____
Notes/comments/actions

Concern discussed with Director: _____ Date: _____
Notes/comments/actions



Statement of Concern about Library Resources

Ames Public Library strives to further the Library’s mission, “Ames Public Library: We connect you to the world of ideas.” The Library’s role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. The Library does not endorse particular ideas, beliefs, or views. While customers are free to reject for themselves what that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

The Ames Public Library Director and the Board of Trustees are aware that customers may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by customers. If your discussion with members of staff has not alleviated your concern, please complete this form and return it to: Ames Public Library, Attn: Library Director, 515 Douglas Ave., Ames, Iowa 50010. You may use the other side of this form or attach additional pages as necessary.

Today’s Date _____

Name of Individual or Group _____

Contact person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource you are concerned with:

- Book or Magazine Video/DVD Audio recording/CD Electronic information

Title, author, artist _____

- Library program Display/exhibit Meeting Room Other _____

Title, date, time, location _____

2. Have you examined the entire resource (or did you attend the event)? Yes No

3. How did you find out about the resource(s)?

4. What are your concerns about the resource(s)? What action do you seek as a result of this complaint?

5. Are there resource(s) you suggest that provide additional information and/or other viewpoints on this topic? Yes No **If yes, we welcome and encourage your recommendations.**

Additional comments or recommendations:

Library use only:

Concern expressed to APL staff member: _____ Date: _____
Notes/comments/actions

Concern discussed with manager: _____ Date: _____
Notes/comments/actions

Concern discussed with Director: _____ Date: _____
Notes/comments/actions



Investments Policy

Section: Administration

Approved: 12/16/1999

Reviewed: 5/19/2005, 3/9/2006, 7/16/2009, 11/17/2011, 2/19/2015, 10/23/2017

Revised: 4/20/2006

The Ames Public Library Board of Trustees has authority over and controls the expenditure of private funds given to the City of Ames for the use of the Ames Public Library. In accordance with [Section 12B.10 \(1\)](#) of the Code of Iowa, the responsibility for conducting investment transactions resides with the City Treasurer. The City Treasurer, under the general direction of the City Council, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate activities. The Ames Public Library Board of Trustees hereby adopts the City of Ames Investment Policy as its investment policy.



Petition Policy

Section: Library Operations

Approved: 9/16/2010

Reviewed: 2/19/2015, 10/23/2017

Revised:

Ames Public Library does not allow active or passive solicitation of petition signatures on library premises, except in a scheduled meeting or program held in a library meeting room. The term “premises” includes inside and outside areas of library property and the bookmobile.



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

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

The Director's general job duties are to:

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 government.
- Work cooperatively with the City of Ames organization to ensure that the library functions successfully as a city department.
- Maintain a working relationship with regional and state library agencies.
- 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](#).