

**Ames Public Library Board of Trustees
Agenda – March 15, 2018
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of February 15, 2018
- 3) Motion approving payment of claims 2/1/18 – 2/28/18

Public Forum

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

Activity Reports

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

Board Education

- 8) City of Ames Budget Presentation – Carey, Dornink-Hawes, Logsdon

Policy Review

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

New Business

- 11) 2018/19 Enrich Iowa Agreement (Action)
- 12) Contract for Website Redesign (Action)
- 13) Director's Performance Evaluation
 - a) Director Performance Evaluation Committee's Report (Closed Session Requested)
 - b) Discussion with Library Director (Closed Session Requested)
 - c) Approval of Director's Salary for Fiscal Year 2018/19 (Action)
- 14) Election of Officers (Action)
- 15) Recognition of Retiring Trustees

Trustee Comments

Adjournment

**Next regular meeting: Thursday, April 19, 2018
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 MARCH 15, 2018

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

- 1) In memory of Evon Bailey from
 - Paul Anderson \$50.00
 - Dorothy Bailey, Susan Langstaff, and Karen Schaapveld \$30.00
 - Betty and Tom Barton..... \$20.00
 - P. Jeffrey and Frances Berger..... \$25.00
 - Deborah and Mark Blaedel..... \$20.00
 - Jim and Lori Eldridge..... \$10.00
 - Jane and Gerald Kennedy \$50.00
 - Loraine Safly..... \$15.00
 - Laura Shanks \$25.00
 - Jan Eldridge Sorenson \$10.00
- 2) In memory of Janet Klaas from
 - Paul and Marlaine Domoto \$30.00
 - Margaret and Dan Jaynes \$25.00
 - Erwin Klaas..... \$500.00
 - Diane and Greg Nelson \$10.00
 - Clay and Ann Pierce..... \$50.00
 - Helen and Robert Rod..... \$24.00
 - Story County Soil & Water Conservation District Commissioners \$40.00
- 3) From anonymous patron in thanks for AARP Tax Aide help..... \$75.00

Jane Acker, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
February 15, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, February 15, 2018, in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Glatz, Kluesner, and Rohret in attendance. Briese, Butler, Linch, and Marshall were excused. Library Director Carey was also present.

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

Consent Agenda:

Moved by Glatz, seconded by Barchman, to approve the following items on the consent agenda:

1) Resolution approving donations from:

- a) From the Ames Garden Club for books \$73.47**
- b) In memory of Janet Klaas from Patricia and Nels Lersten \$100.00**

2) Motion approving minutes of the regular meeting of January 18, 2018

3) Motion approving payment of claims 1/1/2018 – 1/31/2018

Vote on Motion: 5-0. Carried unanimously. Resolution No. 2018-L004 adopted.

Public Forum: None.

Ames Public Library Friends Foundation (APLFF) Report: Trustee Acker stated that the Teen Advisory Group (TAG) had 474 in attendance at the Yule Ball and January was another great month for sales in Literary Grounds. A few tickets are still available for the April 15 Author Café. TAG has decided that its 5K race/fundraiser will take place in August this year.

Director Evaluation Committee: Trustee Rohret said the director's evaluation survey was sent out electronically and some have been returned.

Nominating Committee: Acker presented the committee's slate of officers for the upcoming year, which included Chuck Glatz for President, Roger Kluesner for Vice President, and Sarah Barchman for Secretary. The election will be held in March.

Administrative Staff Report: Carey spoke about the agenda for the Library's annual Staff Development Day on Monday, February 19. She said several trustees have indicated they will attend and Barchman has agreed to present employee recognition awards.

Regarding personnel, Carey reported that two new Library Aides, Connie Vaclav and Nicki Millius, are on board; Project Smyles presenter LaVerne Williamson was hired; Amy Boldman has transitioned into her new Library Assistant position; the Small Talk Childcare Coordinator position was modified and Liuran Fan, who formerly worked as an Intern, was hired as the Small Talk Program Support Coordinator; and offers will soon be made for two new Library Clerks.

Carey related that former long-time employee Janet Klaas recently passed on; her memorial service will be held in March. Carey passed around a book on jazz that the Library purchased in memory of former trustee Harry Weiss. She also mentioned an article in today's Iowa State Daily called *Hit the Books and Grab a Cup of Coffee: A Guide to Cozy Cafes in Ames*, which placed Literary Grounds first in the list.

Board Education: Librarian Cathy Cooney presented highlights from an online continuing education course about library services to the homeless that she took through the University of Wisconsin School of Library and Information Studies. The class was taught by Attorney Ryan Dowd, former Executive Director of a large homeless shelter in Chicago and author of *The Librarian's Guide to Homelessness*. Cooney said the course's focus was on teaching librarians how to get people to behave appropriately and comply through empathy-driven enforcement.

Cooney spoke briefly about the homeless and the tools Dowd offered for librarians to use in leading homeless visitors into desired behaviors. Cooney said some of the tools are mental, based on positive interactions and fairness; some consist of interpretations and responses to body language and eye contact; and some involve vocal volume, tone, and ones choice of phrases. She said the class also taught techniques for addressing problematic behaviors and for assessing and diffusing tense situations.

Discussion ensued about experiences and staff practices at APL. Cooney said there is no one who constantly causes problems. Staff members try to roam to monitor conduct and viewing. Carey added that there is less inappropriate computer usage in the new building because banks of computers are placed throughout, and fewer problems overall because staff members have been trained to be more pro-active and to make sure customers know they are there—both for security and to offer assistance.

Carey said that several ideas arose when the Person In Charge (PIC) group discussed this topic recently. One aspect of the Library's Strategic Plan involves service to targeted populations— and one population is the homeless. A small group of staff members will meet with the director of the Emergency Residence Project and some persons who are experiencing homelessness to determine needs and find out what the Library is doing well or could do better.

Final Budget Adjustments and Requests: Acker summarized the changes described in the briefing paper: moving certain capital expenses from next year to this year and adding a new half-time position effective July 1.

Moved by Glatz, seconded by Rohret, to adopt a resolution approving operating budget adjustments for fiscal year 2017/18 and requests for 2018/19 as revised by the City Manager.

Vote on Motion: 5-0 . Approved unanimously. Resolution No. 2018-L005 adopted.

Trustee Comments: None

Adjournment by consent at 7:45 p.m.

The next regular meeting will be on Thursday, March 15, 2018, 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
February 1, 2018 - February 28, 2018

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,441.34
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 845.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 614.64
PAYROLL SUMMARY	FICA	\$ 2,628.07
PAYROLL SUMMARY	IPERS	\$ 3,865.47
PAYROLL SUMMARY	WORKERS COMP	\$ 130.77
JANUARY MESSENGER CHARGE	MESSENGER SERVICE	\$ 415.94
JAN. 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 22.00
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 4.47
DEC. 2017 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 1,666.91
DEC. 2017 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
WILLIS, MOLLIE HOWE-MART	OUTSIDE PROFESSIONAL SVCS	\$ 579.32
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 240.30
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 8.56
AMES COMMUNITY ARTS COUNC	DUES/MEMBERSHIPS	\$ 100.00
DEX YP	ADVERTISING	\$ 15.50
PUBLIC SURPLUS	ADVERTISING	\$ 0.50
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 8,970.02
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 256.55
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 198.10
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 678.75
CITY OF AMES UTILITIES	WATER/SEWER	\$ 352.40
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 2,874.53
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
CONVERGINT TECHNOLOGIES L	TECHNOLOGY MAINT/SUPPORT	\$ 2,083.38
XEROX CORPORATION	RENTALS/LEASES	\$ 1,068.34
G & K SERVICES	NON-CITY SERVICE	\$ 81.00
LAWNPRO	NON-CITY SERVICE	\$ 1,885.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,936.93
CONVERGINT TECHNOLOGIES L	NON-CITY SERVICE	\$ 820.50
CH ISSUES	OFFICE SUPPLIES	\$ 192.21
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 5.26
QUILL CORP	OFFICE SUPPLIES	\$ 7.90
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 15.13
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 34.20
ULINE	OFFICE SUPPLIES	\$ (209.00)
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 204.60
JBR GROUP LLC	EQUIPMENT PARTS/SUPPLIES	\$ 7,564.80
SAMS CLUB DIRECT COMM ACC	FOOD	\$ 129.46
	Total Administration	\$ 100,385.58

Library Claims
February 1, 2018 - February 28, 2018

Operations Services*		
MOVE 2611 TO 2615	TEMPORARY SALARIES/WAGES	\$ (54,707.40)
MOVE 2611 TO 2615	MEDICARE FICA	\$ (793.26)
MOVE 2611 TO 2615	FICA	\$ (3,391.87)
MOVE 2611 TO 2615	IPERS	\$ (5,146.06)
MOVE 2611 TO 2615	WORKERS COMP	\$ (567.86)
MOVE 2611 TO 2615	CITY PHONE SERVICE	\$ (138.63)
MOVE 2611 TO 2615	LONG DISTANCE	\$ (0.06)
MOVE 2611 TO 2615	POSTAGE/FREIGHT	\$ (2.71)
	Total Operations Services	\$ (64,747.85)
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,277.12
PAYROLL SUMMARY	IPERS DISABILITY	\$ 99.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,746.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 288.06
PAYROLL SUMMARY	FICA	\$ 1,231.70
PAYROLL SUMMARY	IPERS	\$ 1,900.04
PAYROLL SUMMARY	WORKERS COMP	\$ 25.54
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 3.98
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 64.08
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 658.73
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 173.75
ULINE	EQUIPMENT PARTS/SUPPLIES	\$ 75.84
MIDWEST TAPE	ELECTRONIC LICENSES	\$ 2,941.20
OVERDRIVE	ELECTRONIC LICENSES	\$ 1,830.61
DES MOINES REGISTER	PERIODICALS	\$ 113.40
POPULAR SUBSCRIPTION SERV	PERIODICALS	\$ 685.97
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,977.62
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 569.09
AMAZON	YOUTH COLLECTION	\$ 1,195.13
MIDWEST TAPE	YOUTH COLLECTION	\$ 2,077.00
ABDO SPOTLIGHT MAGIC WAGO	YOUTH COLLECTION	\$ 795.95
CAVENDISH SQUARE	YOUTH COLLECTION	\$ 195.54
AMAZON	AUDIO-VISUAL COLLECTION	\$ 460.88
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,011.72
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 8,928.16
C W ASSOCIATES	ADULT PRINT COLLECTION	\$ 38.75
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 58.76
MANUFACTURERS NEWS INC	ADULT PRINT COLLECTION	\$ 122.90
AMAZON	ADULT PRINT COLLECTION	\$ 945.00
GALE GROUP	ADULT PRINT COLLECTION	\$ 466.35
SANSGAARD, LORETTA J	REFUNDS	\$ 62.00
	Total Resource Services	\$ 59,082.94

Library Claims
February 1, 2018 - February 28, 2018

Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,588.04
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 816.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 504.03
PAYROLL SUMMARY	FICA	\$ 2,155.02
PAYROLL SUMMARY	IPERS	\$ 3,250.88
PAYROLL SUMMARY	WORKERS COMP	\$ 45.58
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 1.87
RECLASS LIBRARY EXPENSE	OUTSIDE PROFESSIONAL SVCS	\$ (1,210.00)
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 64.08
	Total Youth Services	\$ 47,463.12
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,618.10
PAYROLL SUMMARY	IPERS DISABILITY	\$ 149.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,928.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 500.64
PAYROLL SUMMARY	FICA	\$ 2,140.67
PAYROLL SUMMARY	IPERS	\$ 3,180.72
PAYROLL SUMMARY	WORKERS COMP	\$ 42.76
2018-1 MUNIC CODE SUPPLMT	PRINT SHOP SERVICES	\$ 35.84
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 6.75
RECLASS LIBRARY EXPENSE	OUTSIDE PROFESSIONAL SVCS	\$ (1,210.00)
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 128.16
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.45
ONESOURCE	RECRUITING COSTS	\$ 35.00
	Total Adult Services	\$ 45,627.08
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 39,108.90
MOVE 2611 TO 2615	TEMPORARY SALARIES/WAGES	\$ 54,707.40
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 11,648.68
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.04
PAYROLL SUMMARY	LIFE INSURANCE	\$ 85.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,748.50
MOVE 2611 TO 2615	MEDICARE FICA	\$ 793.26
PAYROLL SUMMARY	MEDICARE FICA	\$ 717.82
MOVE 2611 TO 2615	FICA	\$ 3,391.87
PAYROLL SUMMARY	FICA	\$ 3,069.10
MOVE 2611 TO 2615	IPERS	\$ 5,146.06
PAYROLL SUMMARY	IPERS	\$ 4,532.66
MOVE 2611 TO 2615	WORKERS COMP	\$ 567.86
PAYROLL SUMMARY	WORKERS COMP	\$ 150.55

Library Claims
February 1, 2018 - February 28, 2018

JAN. 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 16.50
MOVE 2611 TO 2615	CITY PHONE SERVICE	\$ 138.63
MOVE 2611 TO 2615	LONG DISTANCE	\$ 0.06
JANUARY LONG DISTANCE CHG	LONG DISTANCE	\$ 9.64
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 282.50
FLEX CLAIMS PROCESS FEE	FLEX ADMINISTRATION	\$ 80.10
MOVE 2611 TO 2615	POSTAGE/FREIGHT	\$ 2.71
JANUARY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,433.88
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 15.91
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 16.32
CATE, CHRISTINE	TRAVEL/MEETINGS	\$ 6.12
ONESOURCE	RECRUITING COSTS	\$ 35.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 358.00
ULINE	OFFICE SUPPLIES	\$ 251.69
OFFICE DEPOT INC	MINOR OFFICE EQUIPMENT	\$ 197.99
	Total Customer Account Services	\$ 131,682.75
	Grand Total:	\$ 319,493.62
Jane Acker, President	Sarah Barchman, Secretary	Date
* Because the Operations Division (2611) is being eliminated, all expenditures made earlier this fiscal year were transferred to Customer Account Services (2615) this month.		



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

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](#).



Sex Offender Policy

Section: Administration

Approved: 9/24/2009

Reviewed:

Revised: 6/21/2012, 4/16/2015

Iowa Code

[Iowa Code Chapter 692A of Subtitle 1 of Title 16](#) 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.

Note: Ames Public Library real property includes the Bookmobile facility.

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 after consultation with law enforcement, social service agencies, and/or other appropriate governmental officials. No entry to the Library will be permitted during the review process.

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

Appeals

Appeals for administrative discretion regarding this policy will not be entertained.