

**Ames Public Library Board of Trustees  
Agenda – October 18, 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 September 20, 2018
- 3) Motion approving payment of claims 9/1/18 – 9/30/18

**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 presiding officer.)

**Board Education**

- 4) Iowa Library Association Conference Reports – Bri Anderson, Tanvi Rastogi

**Financial Reports**

- 5) Fiscal Year 2018/19 First Quarter Reports (Action Item)
  - a) Expenditure Summary – All Funds
  - b) General Fund (Operating Accounts)
  - c) APLFF, Future Needs Fund, and Donations Accounts

**Activity Reports**

- 6) Ames Public Library Friends Foundation (APLFF) – Butler
- 7) Administration – Carey
- 8) Director Search Committee – Glatz

**Policies**

- 9) Conduct in the Library (Action Item)
- 10) Unattended Child (Action Item)
- 11) Director Performance Evaluation Process (Action Item)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, November 15, 2018**

**Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amesppubliclibrary.org](http://www.amesppubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)**

## **Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
OCTOBER 18, 2018**

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

- 1) From Paul Durbin and Cinian Zheng-Durbin for programming.....\$75.00
- 2) From ISU Women's Club Genealogy Division for books, materials, or programs of genealogical interest.....\$75.00
- 3) In honor of Herb Harmison from Jean Peterson .....\$100.00
- 4) In memory of Doris Richardson from Connie and Glenn Maze .....\$100.00

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Charles Glatz, President

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Sarah Barchman, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
September 20, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, September 20, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Butler, Kluesner, Marshall, and Raman in attendance. Briese, Glatz, Linch, and Wang were excused. Library Director Carey, Assistant City Manager Brian Phillips, Customer Accounts Services Manager Tracy Briseño, and Nebraska Central Community College practicum student Kelsey Holbrook were also present.

**Call to Order:** Board Vice President Kluesner called the meeting to order at 7:45 p.m.

**Consent Agenda:**

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

- 1) Resolution accepting donations:
  - a) From Joy Serovy in memory of George H. Junkhan.....\$50.00
- 2) Motion approving minutes of the Regular Meeting of August 20, 2018
- 3) Motion approving minutes of the Executive Committee Meeting of September 17, 2018
- 4) Motion approving payment of claims 8/1/2018 – 8/31/2018

**Vote on Motion: 5-0. Approved unanimously. Resolution No. 2018-L029 adopted.**

**Public Forum:** None.

**Fiscal Year 2017/18 (FY18) Final Financial Reports:** Trustee Kluesner stated that the Budget and Finance Committee had met to review the reports, which show that the library tracked very solidly in FY18. Total expenditures from the general fund came to 98.3% of the budget. He drew attention to the two graphs which depicted assets at the beginning and end of the year in the Ames Public Library Friends Foundation (APLFF) fund, the Library Donations and Grants Fund, and the newly established Future Needs Fund. He said APL is in a very strong position for a public institution, with \$375,000 in assets and a strong alliance with its support foundation.

Kluesner said the committee discussed its calendar and plans to continue meeting quarterly, unless issues arise during the budget cycle. He said they discussed the question posed last month about payments to Bank of America and felt a need to have more information on the extent to which the City's processes exhibit control over the Library Board. Staff was asked to look at City policies, and clarification about the Library's status is on the committee's "to do" list.

**Ames Public Library Friends Foundation (APLFF) Report:** APLFF Trustee Representative Butler offered a quick summary of the APLFF September 13 meeting:

- New Director Ashley Rippke attended her first meeting.
- There were 85 participants in TAG run.
- August book sale income was \$2,560.
- \$789 was earned at the September lobby sale of DVDs.
- Income from the Pub Crawl was between \$2,700 and \$2,800.
- The next Author Café will be held on October 14.

**Administrative Staff Report:** Library Director Carey reviewed recent personnel changes, stating that Brit Bovbjerg, an intern who had been assigned to Small Talk, is now the Small Talk Program Support Coordinator and will be in charge of child care, training volunteers, and some

research aspects of the program. Amanda Reaman began as a new half-time clerk in Youth Service and three new Library Aides started: Emily Thornton, Tara Andrews, and Nicole Duff. Advertising will begin soon for a Resource Services Clerk to replace Sue Besco, who retired.

In an update on APLFF-funded initiatives, Carey said the website redevelopment is on track to go live on November 12. Staff is starting to experiment with LibraryAware, a product that selectors may use to create brochures, bookmarks, and posters to advertise the collections and which allows more people to be involved in marketing. Customer Accounts Services (CAS) Manager Briseño said she hoped that ten new Wi-Fi hotspots obtained through Mobile Beacon could start circulating in the next week. Now that the schools have one-to-one technology, she said some kids who don't have Internet access at home struggle to get their homework done; therefore, promotion of hotspots is starting with the schools. She said CAS intends to do a six-month pilot program, beginning with a one-week check-out period, monitoring requests and problems, and asking for customer input when the hotspots are returned. Although the target demographic is persons who don't have their own Internet access, Briseño said that anyone will be allowed to check out the devices. They may also be placed on hold. She added that the APL Internet Use Policy covers hotspots.

Carey advised the Board that a second year contract was signed for the Harrison Barnes Reading Academy, with almost double the support from the Harrison and Brittany Barnes Community Fund. Carey noted that the program, which is run in conjunction with Raising Readers in Story County, is for students identified by school system who need help with reading. They are paired with tutors and data is kept on their progress. Barnes skypes with the students, they write him letters, and he had Tim Read design a t-shirt that the kids receive.

Carey stated that Amy Divine is continuing to develop a program at APL called INSPIRE, which helps children who have reading and spelling issues or dyslexia. Her work sprang out of concerns expressed by some families who felt their children were falling through the cracks. Carey said Divine has written and received several grants—most recently \$4,000 was awarded by the Dollar General Literacy Foundation—to purchase a program that provides systematic instruction. Parents of children who have completed the program so far have given excellent feedback—one student recently made enough progress to advance two grade levels.

In-house activities Carey mentioned included the Person In Charge (PIC) meeting earlier in the day where community safety was addressed; the dance party attended by hundreds of kids who completed the summer reading program and their families; and the September 11 program by Dr. Abby Dubisar on farmers' archives and artifacts, held in partnership with the Iowa State University (ISU) Library Special Collections and University Archives. Some upcoming events include an address on September 27 by ISU President Wendy Wintersteen and a traveling exhibition from the Smithsonian's Museum on Main Street called "Hometown Teams" How Sports Shape America," which starts on the 29th. Carey reminded the Board that the Iowa Library Association's annual conference takes place during the first week of October and all trustees are welcome.

**Director Search Committee Report:** Briseño said the job opening had been posted and contact was made with state library associations and about 20 graduate schools. Assistant City Manager Brian Phillips said that 16 applications had already been received; 13 applicants appear to be qualified and several are quite impressive. He said the Search Committee was receiving copies of the applications every Friday.

Kluesner said the calendar of events had also been established. The dates for on-site interviews are: Nov. 6-7, Nov. 8-9, and Nov. 13-14. The board interview will be at 7pm on the first day of

each visit. Phillips noted that there is a regular board meeting scheduled on November 15 and the hope is that the closed session/wrap-up will take place that night.

**Director Candidate Interviews:** Phillips presented information on procedural aspects of the interview process. He stressed the importance of reviewing the materials in advance so that the process will be efficient. He said packets will be sent about each applicant and he encouraged the trustees to review them and think about what more they would like to know. He said the Search Committee will prepare a list of about 10 proposed interview questions a week or so in advance and the group will have time to settle on the final product. He asked the trustees to make note if a question doesn't make sense or feels awkward and recommended that they also think about what good answers to the questions might be.

Phillips stressed that the process must be fair, legal, and defensible. He said there will be a consistent set of questions for each candidate. The trustees may ask a person to tell more about something of interest or inquire about anything questionable on the application, but all candidates need to be asked every question. Someone will be assigned to keep track of the pace of the interviews.

Phillips invited the trustees to contact him if they needed clarification about asking certain questions. He offered to help frame questions to make sure they are fair, appropriate, and fit into the overall interview. When asked, Phillips said it is okay for a trustee to have one-on-one contact with a member of the Search Committee to ask a question, for example, but the trustees may have no group conversations outside of public meetings.

Phillips recommended that interviewers strive to offer neutral responses, ask job-related questions, and take notes carefully. He urged them to try to get the story behind the candidate's response, to ask about the specific role the candidate played in examples offered, to pay attention to the questions the candidate asks, and to look for consistency in his/her answers. He said the interviewers would keep their own notes until the hiring decision is made; then all notes will be turned over to the Human Resources Department and stored. The City would prefer that notes not be taken electronically.

Phillips said that he and Briseño will collect and aggregate feedback from everyone involved in the on-site visits (the staff meet-n-greets, public presentations, tours, City department head lunches) and will provide the information to the entire Board as soon as possible.

There was brief discussion about whether or not a numerical evaluation matrix would be devised and if efforts were being made to recruit diverse candidates. It was noted that the Search Committee is using an evaluation tool as applications are being reviewed.

**Trustee Comments:**

Butler expressed appreciation for all of Phillips' preparation and the questions the trustees were asking.

Kluesner said that he had received a call from an Ames Tribune reporter and answered questions about the director search. He said the article included a portion of a statement he made, which was that the trustees "were not trying to recruit another Lynne." He was concerned about how that came across and explained that during the interview he had referred to Carey's positive characteristics—he did not mean to convey the impression that the Board would not want to recruit someone with her qualities. He also offered kudos to Phillips for his excellent work.

**Adjournment:**

**Moved by Barchman, seconded by Marshall, to adjourn at 9:04 p.m.**  
**Vote on Motion: 5-0. Motion carried unanimously.**

The next regular meeting will be on Thursday, October 18, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

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Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

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**Library Claims**  
**September 1, 2018 - September 30, 2018**

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 44,267.06
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,617.00
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 569.38
HUERTA,CINDY	PAYROLL ADJUSTMENT	\$ (229.12)
REIS,GABBRYELLA	PAYROLL ADJUSTMENT	\$ (114.35)
SAFLEY,ABBY	PAYROLL ADJUSTMENT	\$ (225.91)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 222.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,853.06
PAYROLL SUMMARY	MEDICARE FICA	\$ 653.68
PAYROLL SUMMARY	FICA	\$ 2,794.94
PAYROLL SUMMARY	IPERS	\$ 4,331.46
HUERTA,CINDY	IPERS	\$ (343.84)
REIS,GABBRYELLA	IPERS	\$ (171.61)
SAFLEY,ABBY	IPERS	\$ (339.03)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 155.02
AUG. 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 8.25
AUGUST LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 6.48
AUGUST POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.38
JULY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.45
YOURMEMBERSHIP.COM	RECRUITING COSTS	\$ 1,049.00
ILLINOIS LIBRARY ASSOCIAT	RECRUITING COSTS	\$ 100.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 8,731.00
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 242.00
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 197.49
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 680.80
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 509.13
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 290.89
SUMMIT FIRE PROTECTION	MAINTENANCE CONTRACTS	\$ 440.00
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	EQUIPMENT REPAIRS	\$ 57.00
RFID LIBRARY SOLUTIONS	EQUIPMENT REPAIRS	\$ 15,000.00
WOODMAN CONTROLS COMPANY	EQUIPMENT REPAIRS	\$ 439.88
COMFORT SYSTEMS USA MIDWE	EQUIPMENT REPAIRS	\$ 140.00
CDW GOVERNMENT	TECHNOLOGY MAINT/SUPPORT	\$ 2,599.66
CLIO SOFTWARE	TECHNOLOGY MAINT/SUPPORT	\$ 500.00
CONVERGENT TECHNOLOGIES	TECHNOLOGY MAINT/SUPPORT	\$ 8,914.76
DEMCO	TECHNOLOGY MAINT/SUPPORT	\$ 552.00
ENVISIONWARE	TECHNOLOGY MAINT/SUPPORT	\$ 5,028.55
INNOVATIVE	TECHNOLOGY MAINT/SUPPORT	\$ 28,554.35
MIDWEST ALARM SERVICE	TECHNOLOGY MAINT/SUPPORT	\$ 355.08
OXEN TECHNOLOGY	TECHNOLOGY MAINT/SUPPORT	\$ 479.67
STORAGE IT SOLUTION	TECHNOLOGY MAINT/SUPPORT	\$ 1,266.75
WEBCLARITY	TECHNOLOGY MAINT/SUPPORT	\$ 3,366.00

**Library Claims**  
**September 1, 2018 - September 30, 2018**

XEROX CORPORATION	RENTALS/LEASES	\$ 1,093.94
MIDWEST ALARM SERVICE	NON-CITY SERVICE	\$ 786.60
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,714.65
CINTAS LOC 22M	NON-CITY SERVICE	\$ 70.00
CH ISSUES	OFFICE SUPPLIES	\$ 126.81
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 6.83
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 331.31
OFFICE DEPOT INC	MINOR OFFICE EQUIPMENT	\$ 88.30
ZOOBEAN	MINOR COMPUTER EQUIPMENT	\$ 1,280.42
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 741.54
BANK OF AMERICA	CLEANING SUPPLIES	\$ 59.10
CAPITAL SANITARY SUPPLY I	EQUIPMENT PARTS/SUPPLIES	\$ 56.50
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 473.32
WOODMAN CONTROLS COMPANY	MINOR EQUIPMENT/TOOLS	\$ 1,147.62
BANK OF AMERICA	FOOD	\$ 56.61
ANDERSON, JILL	FOOD	\$ 50.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 43.49
MANGO LITTLE PIM	ELECTRONIC COLLECTION	\$ 1,477.67
	<b>Total Administration</b>	<b>\$ 157,230.99</b>
<b>Resource Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,471.98
PAYROLL SUMMARY	LONGEVITY	\$ 66.68
PAYROLL SUMMARY	VACATION	\$ 675.15
PAYROLL SUMMARY	IPERS DISABILITY	\$ 83.63
PAYROLL SUMMARY	LIFE INSURANCE	\$ 42.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,448.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 297.52
PAYROLL SUMMARY	FICA	\$ 1,272.10
PAYROLL SUMMARY	IPERS	\$ 2,033.28
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 25.78
AUGUST LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 0.08
BAKER TAYLOR	OUTSIDE PROFESSIONAL SVCS	\$ 1,805.00
ONESOURCE	RECRUITING COSTS	\$ 35.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 349.98
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 16.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 2,988.64
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$ 7.25
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 117.60
BIBLIOTHECA LLC	EQUIPMENT PARTS/SUPPLIES	\$ 2,360.00
DEMCO	ELECTRONIC COLLECTION	\$ 3,750.00
EBSCO	ELECTRONIC COLLECTION	\$ 7,683.00
MANGO	ELECTRONIC COLLECTION	\$ 3,879.34
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 9,103.13
BANK OF AMERICA	ELECTRONIC COLLECTION	\$ 3.99
OVERDRIVE	ELECTRONIC COLLECTION	\$ 1,703.18

**Library Claims**  
**September 1, 2018 - September 30, 2018**

DES MOINES REGISTER	PERIODICALS	\$ 141.75
DISCOUNT MAGAZINE SUBSCRIP	YOUTH COLLECTION	\$ 127.98
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,008.93
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 315.35
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 1,596.54
AMAZON	YOUTH COLLECTION	\$ 1,207.12
MIDWEST TAPE	YOUTH COLLECTION	\$ 364.49
BANK OF AMERICA	YOUTH COLLECTION	\$ 58.29
AMAZON	AUDIO-VISUAL COLLECTION	\$ 286.34
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 6,013.97
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 4,955.81
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 226.04
AMAZON	ADULT PRINT COLLECTION	\$ 417.03
MIDWEST TAPE	ADULT PRINT COLLECTION	\$ 34.99
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 715.54
	<b>Total Resource Services</b>	<b>\$ 81,689.18</b>
<b>Youth Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,868.38
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 427.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.94
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,294.42
PAYROLL SUMMARY	MEDICARE FICA	\$ 516.13
PAYROLL SUMMARY	FICA	\$ 2,207.06
PAYROLL SUMMARY	IPERS	\$ 3,520.66
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 51.59
AUG. 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 8.25
AUGUST LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 4.35
MOVIE LICENSING USA	OUTSIDE PROFESSIONAL SVCS	\$ 605.00
MPLC MOVIE LICENSE	OUTSIDE PROFESSIONAL SVCS	\$ 124.69
GARCIA-RETTIG, PETER	OUTSIDE PROFESSIONAL SVCS	\$ 40.00
THOMSON-BANKS, RONALD	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
BRAATZ, MICHAEL	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
COLLINS JR, RICARDO R	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
STEEHoven, JADE	OUTSIDE PROFESSIONAL SVCS	\$ 80.00
JULY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.47
ANDERSON, BRIANNE	TRAVEL/MEETINGS	\$ 125.46
FOUNDATIONS CONFERENCE	CONFERENCES	\$ 788.00
BANK OF AMERICA	CONFERENCES	\$ 263.00
ONESOURCE	RECRUITING COSTS	\$ 35.00
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 39.75
SAMS CLUB DIRECT COMM ACC	FOOD	\$ 428.70
BANK OF AMERICA	FOOD	\$ 54.36
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$ 19.56
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 121.80

**Library Claims**  
**September 1, 2018 - September 30, 2018**

		<b>Total Youth Services</b>	<b>\$ 53,112.57</b>
<b>Adult Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,926.42	
PAYROLL SUMMARY	IPERS DISABILITY	\$ 138.57	
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00	
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,831.34	
PAYROLL SUMMARY	MEDICARE FICA	\$ 506.74	
PAYROLL SUMMARY	FICA	\$ 2,166.76	
PAYROLL SUMMARY	IPERS	\$ 3,391.46	
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 43.10	
AUGUST LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 7.65	
MOVIE LICENSING USA	OUTSIDE PROFESSIONAL SVCS	\$ 605.00	
MPLC MOVIE LICENSE	OUTSIDE PROFESSIONAL SVCS	\$ 124.69	
WANAMAKER, ELLEN	TRAVEL/MEETINGS	\$ 8.00	
BANK OF AMERICA	FOOD	\$ 11.38	
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 76.94	
	<b>Total Adult Services</b>	<b>\$ 48,913.05</b>	
<b>Customer Account Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,737.56	
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 11,090.95	
PAYROLL SUMMARY	IPERS DISABILITY	\$ 184.01	
PAYROLL SUMMARY	LIFE INSURANCE	\$ 92.50	
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,019.38	
PAYROLL SUMMARY	MEDICARE FICA	\$ 742.41	
PAYROLL SUMMARY	FICA	\$ 3,174.39	
PAYROLL SUMMARY	IPERS	\$ 5,081.42	
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 143.66	
AUGUST LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 10.97	
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 373.30	
AUGUST POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,749.57	
JULY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,561.50	
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 12.14	
HUMPHREY, JULIA	TRAVEL/MEETINGS	\$ 11.73	
ILA-IA LIBRARY ASSOCIATIO	TRAINING	\$ 245.00	
UWEX REGISTRATION	CONFERENCES	\$ 162.50	
ONESOURCE	RECRUITING COSTS	\$ 70.00	
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 241.65	
LUCAS COLOR CARD	OFFICE SUPPLIES	\$ 543.68	
	<b>Total Customer Account Services</b>	<b>\$ 74,248.32</b>	
	<b>Grand Total:</b>	<b>\$ 415,194.11</b>	
Charles Glatz, President	Sarah Barchman, Secretary	Date	

Ames Public Library					
2018/19 Expenditure Summary - All Funding Sources					
Sept 30, 2018					
3 month = 25%					
	Fund 239	Fund 241	Future		
	General Fund	Friends Foundation	Donations & Grants	Needs Fund	Total Expenses
Administration:					
General Administration	333,237	2,442	-		335,679
Total Administration	333,237	2,442	-	-	335,679
Resource Services:					
Collections Administration	132,165				132,165
Electronic Collection/Licenses	67,204	47,000	2,292		116,496
Periodicals	13,518				13,518
Juvenile	26,791	9,013	126		35,929
Audio/Visual Collection	18,450	9,199			27,649
Adult Collection	19,913	6,337	548		26,798
Refunds	64				64
Total Resource Services	278,104	71,548	2,966	-	352,618
Youth Services:	164,944				164,944
Outside Professional Services		10,100			10,100
Food & Feed		996	1,553		2,549
Project Smyles			23,728		23,728
Books for Babies			14,197		14,197
Special Project Supplies		10,797	2,606		13,403
HBRA			2,486		2,486
Total Youth Services	164,944	21,892	44,571	-	231,407
Adult Services:	145,395				145,395
Food		278			278
Outside Professional Services		4,015			4,015
Special Project Supplies		4,554			4,554
Total Adult Services	145,395	8,847	-	-	154,241
Customer Account Services:					
Circulation Services	204,625				204,625
Total Customer Account Services	204,625	-	-	-	204,625
Library Improvements:		6,249			6,249
Small Talk Grant:		57,246	-		57,246
Library Merchandise		2,456			2,456
Kinney-Lindstrom Grant:			7,065		7,065
Carver Trust Grant:			883		883
Total Expenses	1,126,305	170,681	55,485	-	1,352,470

2018/19 Ames Public Library General Fund Expenditure Comparisons

Sept 30, 2018

3 month = 25%

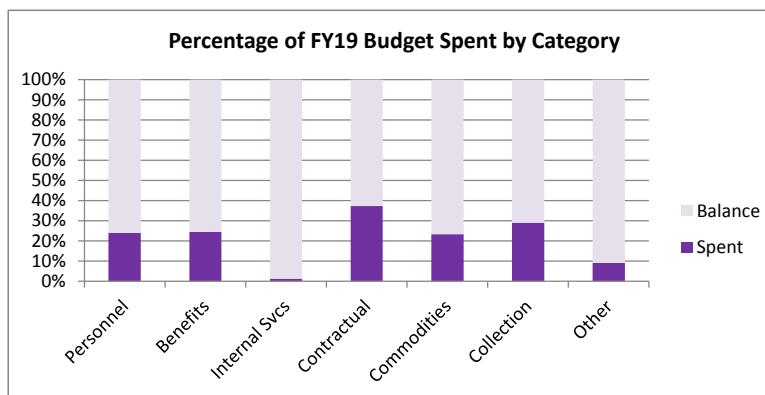
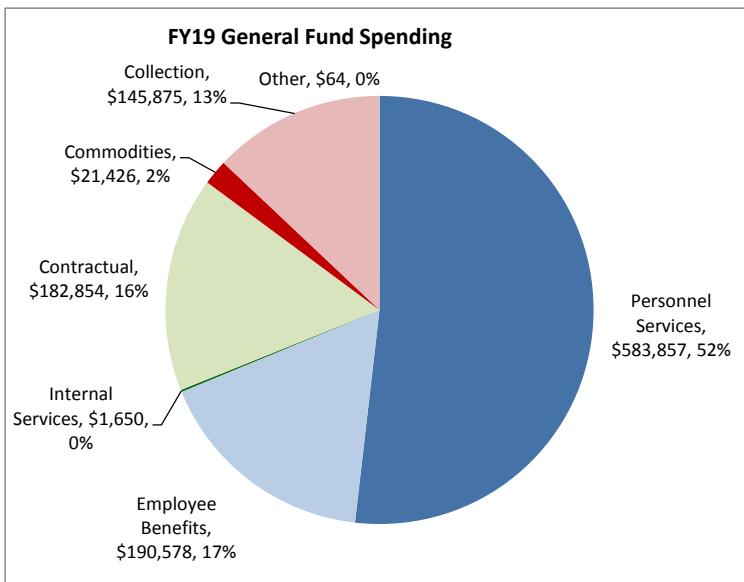
Year-to-Year Expenditure Comparisons			
	YTD 2017/18	YTD 2018/19	% Change from 2017/18
<b>Totals by Category:</b>			
Personnel Services	\$ 526,301	\$ 583,857	10.9%
Employee Benefits	171,250	190,578	11.3%
Internal Services	13,854	1,650	-88.1%
Contractual	170,825	182,854	7.0%
Commodities	14,961	21,426	43.2%
Collection	163,588	145,875	-10.8%
Other	57	64	11.8%
Capital over 5,000	10,276	-	
<b>Total</b>	<b>\$ 1,060,837</b>	<b>\$ 1,126,305</b>	<b>6.2%</b>

Expense-Budget Comparisons			
	YTD 2017/18	Budget* 2018/19	% of Total Budget Spent
\$ 583,857	\$ 2,439,402	23.9%	
190,578	781,732	24.4%	
1,650	139,400	1.2%	
182,854	489,615	37.3%	
21,426	91,545	23.4%	
145,875	501,380	29.1%	
64	700	9.1%	
-	-	0.0%	
<b>\$ 1,126,305</b>	<b>\$ 4,443,774</b>	<b>25.3%</b>	

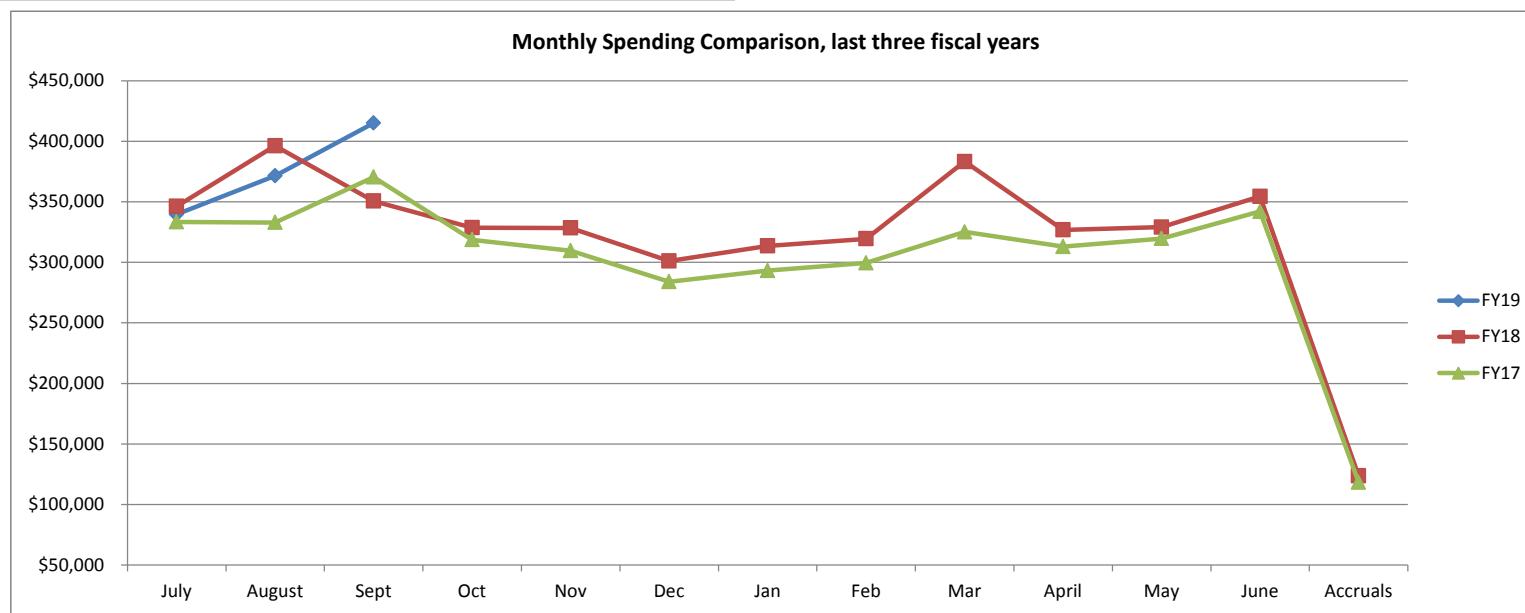
	YTD 2017/18	YTD 2018/19	% Change from 2017/18
<b>Totals by Division:</b>			
Administration	\$ 325,600	\$ 333,237	2.3%
Operations	-	-	#DIV/0!
Resource Services	279,763	278,104	-0.6%
Youth Services	160,550	164,944	2.7%
Adult Services	146,401	145,395	-0.7%
Customer Account Services	148,523	204,625	37.8%
<b>Grand Total</b>	<b>\$ 1,060,837</b>	<b>\$ 1,126,305</b>	<b>6.2%</b>

	YTD 2017/18	Budget* 2018/19	Division % of Grand Total
\$ 333,237	\$ 1,297,088	29.59%	
-	-	0.00%	
278,104	984,575	24.69%	
164,944	646,044	14.65%	
145,395	616,802	12.91%	
204,625	899,265	18.17%	
<b>\$ 1,126,305</b>	<b>\$ 4,443,774</b>	<b>100.00%</b>	

\* Adopted Budget

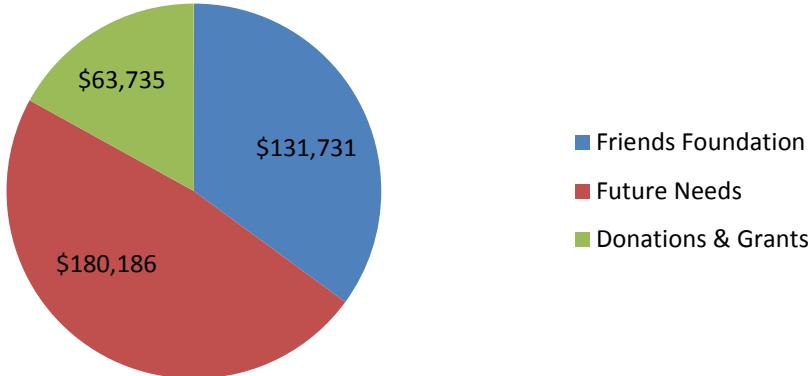


Notes: Many annual maintenance agreements are paid at the beginning of the fiscal year, so contractual spending is heavy in the first quarter. The collections budget is also intentionally spent early so that donations funds can be reserved to help bridge the fiscal year.

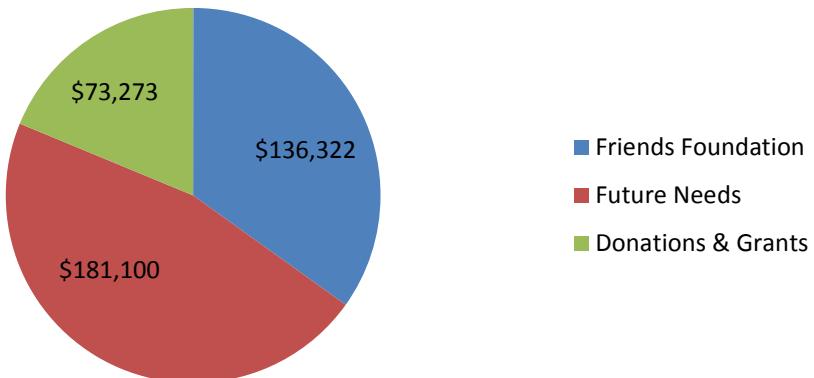


Ames Public Library Donations Report					
September 30, 2018					
FY2018/19					
	Friends Foundation	Donations & Grants	Needs fund	Future	
				Total	
Fund balance - 06/30/18	\$ 131,731	\$ 63,735	\$ 180,186	\$ 375,652	
Revenues:					
Interest revenue	578	385	915	1,878	
General Donations		448		448	
Project Smiles Donations		94		94	
Friends Foundation	95,759			95,759	
Small Talk Grant	162	-		162	
Merchandise Sales	261			261	
Total revenues	96,760	927	915	98,602	
Expenditures:					
Gilman, Smith & Feinberg Bequest:					
Administration:					
Employee Wages & Benefits	41			41	
Printing/Graphics	(31)			(31)	
Office Supplies	(7)			(7)	
Resource Services:					
Electronic Collection Service	42,259	2,816		45,075	
Juvenile	419	-		419	
Adult collection	8,595	-		8,595	
Computer Equip/Software	7,470			7,470	
Youth Services:					
Employee Wages & Benefits	334			334	
Outside Professional Services	5,200			5,200	
Food	489	-		489	
Harrison Barnes Reading Academy		464		464	
Project Smyles		4,813		4,813	
Books for Babies		1,200		1,200	
Special Project Supplies	1,319	96		1,414	
Adult Services:					
Food	75			75	
Outside Professional Services	1,600	-		1,600	
Special Project Supplies	680			680	
Small Talk Grant:	5,726			5,726	
Total expenses	74,169	9,389	-	83,559	
Transfers between funds:					
Donations/Future Needs Fund				-	
Friends Foundation/Donations	(18,000)	18,000		-	
Total transfers	(18,000)	18,000	-	-	
Current fund balance	\$ 136,322	\$ 73,273	\$ 181,100	\$ 390,695	
Less:					
Committed funds:					
Encumbrances	14,060	-	-	14,060	
Reserved principal*		8,276	-	8,276	
Total committed funds	14,060	8,276	-	22,336	
Balance available for expenditure	\$ 122,262	\$ 64,997	\$ 181,100	\$ 368,359	
	-	-		-	
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.					
**** On 1/26/18 A sum of \$178,526 from Donations fund (241) was transferred into Future Needs fund (240)					

### **Library Financial Assets as of July 1, 2018 - \$375,652**



### **Current Library Financial Assets**



Resolution No. 2018-L002, adopted on January 18, 2018, established the Library's Future Needs Fund in the amount of \$178,526. Funding sources were:

- \$90,476 in unrestricted bequest funds that had accumulated over many years;
- \$38,395 in unspent funds from the \$1,000,000 pledged from the bequest fund for the Library Renewal (Renovation and Expansion) Project; and
- \$49,655 received from the estate of Mary Beth Henney in 2016.

## **Conduct in the Library Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
OCTOBER 18, 2018**

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

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Charles Glatz, President

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Sarah Barchman, Secretary

**Background:** The Conduct in the Library Policy was last reviewed in 2015, and several updates are proposed at this time which will help staff address issues that sometimes arise.

- Language pertaining to the prohibition of open containers in motor vehicles from the Iowa Code (§321.284a) was inserted into the bullet point addressing use of alcohol on library premises. It is now stated that the Library disallows both use and possession of open alcoholic beverages, including beverages in a container to which alcohol has been added.
- The bulleted line (at the top of page 2) addressing theft, vandalism, or destruction of property was broadened to include general misuse, misplacement, damage, and other spiteful activities.
- The sentence specific to devices and technology was removed; it is generally covered by the new bullet point described above.
- A line was added to call attention to the fact that the City of Ames has codified regulations for busking on public property and offers practical suggestions for buskers.
- New statements addressing food consumption, pests, and improper use of restroom facilities were added. The intent is to improve cleanliness of the facilities, help maintain a comfortable environment for all visitors, and provide specific examples to which staff may refer.
- Misconduct related to photography was rewritten to emphasize the need to maintain a safe and respectful atmosphere. A requirement for visitors to obtain permission before taking photos of individuals is not enforceable in public areas in the age of cell phones.
- Additional information about trained service animals is provided beneath the bullet point to help minimize confusion and make the matter easier for staff to address and enforce. Pet owners often claim the right to have “emotional support animals” in public places; this misunderstanding is complicated because Americans with Disabilities Act (ADA) regulations on housing differ from those on access to public places, states are allowed to modify ADA regulations, and laws differ from state to state. Additional sources from the U. S. Department of Justice and the Iowa Code were added under References to help clarify matters.

**Requested Action:** Administration recommends that the Library Board adopt the changes proposed by staff.



# Conduct in the Library Policy

Section: Library Operations

Approved: 11/20/1996

Reviewed: 9/19/2002

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

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

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

## Definition

Misconduct is behavior that is illegal or that:

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

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

- Violation of any Library policy or any municipal, state, or federal law or code.
- Possession, use, or threat of use of dangerous weapons, including all firearms.
- Refusing to comply with the directive of a Library staff member.
- Willfully annoying, harassing, or threatening any person on Library premises.

*[According to the Iowa Code, a person commits harassment when the person purposefully and without legitimate purpose has personal contact with another person with the intent to threaten, intimidate, or alarm that other person. Personal contact means an encounter in which two or more people are in visual or physical proximity to each other. Personal contact does not require a physical touching or oral communication, although it may include these types of contacts.]*

- Any behavior that endangers or could endanger the safety or health of others.
- Behaving in a disorderly, loud, or boisterous manner.
- Using electronic devices at a volume that is disruptive to others.
- Using abusive or profane language.
- Violating indecent exposure laws.
- Inappropriately touching oneself or others.
- Using tobacco products, vaping products, or e-cigarettes on the premises.
- Using alcohol or possessing an open or unsealed bottle, can, jar, or other receptacle containing an alcoholic beverage on the premises.
- Using false identification or using a fictitious name or address.

- Misusing, misappropriating, damaging, vandalizing, stealing, deliberately misplacing or obstructing use of Library equipment, premises, or the personal property of customers or Library staff.
- ~~Theft, vandalism, or the deliberate destruction of Library materials, property, or the personal property of customers or staff.~~
- Maliciously accessing, damaging, or destroying computers or peripheral equipment, or altering, deleting, damaging, or destroying the computer system, computer network, computer programs or data.
- Using sports equipment such as skateboards or in-line skates on the premises.
- Parking bicycles anywhere other than in the provided bicycle racks.
- Leaving bicycles in bicycle racks overnight.
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling outside of a meeting room, unless authorized by the Program Policy or Director ~~or designee~~.
- Panhandling on Library premises.
- Busking without registering and receiving an identification badge from the City Clerk's Office.
- Impeding access to Library resources, premises, or an area of the premises, or blocking access to Library materials for extended periods of time.
- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving a child 8 years old or younger unattended in the Library. Leaving an individual who requires a caregiver unattended in the Library.
- Intentionally leaving personal items on the premises. The Library assumes no responsibility for any personal belongings left unattended.
- Photographing or video recording in a manner that disturbs other Library users (setting up tripods or using flash, for example) or is disrespectful of others' privacy. Picture taking or video recording of individuals, unless authorized by the individuals involved or by a parent or guardian, in the case of minors
- Consuming food or beverages in a manner that creates an unclean environment, disrupts others, or is harmful to Library resources or premises.
- Failure to Not wear~~ing~~ shoes.
- Entering the Library with infestations of bed bugs, fleas, or other pests.
- Bringing animals into the Library, except trained service animals or as authorized for Library-sponsored events.  

*[Ames Public Library welcomes trained service animals. The Americans with Disabilities Act (ADA) defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities." It also states that "the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition." In addition, ADA regulations state if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, the animal may be excluded. Service animals are working animals, not pets. Under ADA regulations, staff may ask if an animal is required because of a disability; they may also ask what work or tasks the animal has been trained to perform.]*
- Leaving an animal unattended anywhere on Library premises.
- Using public restroom facilities for bathing, shaving, or laundering clothes.

## Consequences

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

- Customers who engage in misconduct will be given one warning and asked to behave in an appropriate manner. Customers who do not modify their behavior after one warning may be asked to leave the Library.
- Customers who engage in misconduct that in the judgment of a staff member is extreme will be ordered to leave the building immediately.
- If necessary, the designated Person In Charge may call the police.

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

## References

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

U.S. Department of Justice:

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

[ADA Requirements: Service Animals](#)

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

Code of Iowa:

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

Dangerous Weapons, [§702.7](#)

Disorderly Conduct, [§723.4](#)

Assault, [§708.1](#)

Harassment, [§708.7](#)

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

Willful Disturbance, [§718.3](#)

Iowa Smokefree Air Act, [§142D.3](#)

Intoxication, [§123.46](#)

Theft, [§714.1](#)

Trespass, [§716.7](#)

Criminal Mischief, [§716.1](#)

Indecent Exposure, [§709.9](#)

Unlawful Assembly, [§723.2](#)

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

City of Ames Municipal Code:

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

Library Policies:

[Internet Use](#)

[Meeting Rooms and Study Rooms](#)

[Petition](#)

[Programs](#)

[Unattended Child](#)



# Conduct in the Library Policy

Section: Library Operations

Approved: 11/20/1996

Reviewed: 9/19/2002

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

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

## Definition

Misconduct is behavior that is illegal or that:

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

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

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

- Misusing, misappropriating, damaging, vandalizing, stealing, deliberately misplacing or obstructing use of Library equipment, premises, or the personal property of customers or Library staff.
- Maliciously accessing, damaging, or destroying computers or peripheral equipment, or altering, deleting, damaging, or destroying the computer system, computer network, computer programs or data.
- Using sports equipment such as skateboards or in-line skates on the premises.
- Parking bicycles anywhere other than in the provided bicycle racks.
- Leaving bicycles in bicycle racks overnight.
- Campaigning, petitioning, interviewing, survey taking, soliciting, posting notices, fundraising, or selling outside of a meeting room, unless authorized by the Program Policy or Director.
- Panhandling on Library premises.
- Busking without registering and receiving an identification badge from the City Clerk's Office.
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- Entering the non-public or locked areas, unless accompanied by a staff member or through prior authorization from a staff member.
- Leaving a child 8 years old or younger unattended in the Library. Leaving an individual who requires a caregiver unattended in the Library.
- Intentionally leaving personal items on the premises. The Library assumes no responsibility for any personal belongings left unattended.
- Photographing or video recording in a manner that disturbs other Library users (setting up tripods or using flash, for example) or is disrespectful of others' privacy.
- Consuming food or beverages in a manner that creates an unclean environment, disrupts others, or is harmful to Library resources or premises.
- Not wearing shoes.
- Entering the Library with infestations of bed bugs, fleas, or other pests.
- Bringing animals into the Library, except trained service animals or as authorized for Library-sponsored events.

*[Ames Public Library welcomes trained service animals. The Americans with Disabilities Act (ADA) defines service animals as “dogs that are individually trained to do work or perform tasks for people with disabilities.” It also states that “the provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition.” In addition, ADA regulations state if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, the animal may be excluded. Service animals are working animals, not pets. Under ADA regulations, staff may ask if an animal is required because of a disability; they may also ask what work or tasks the animal has been trained to perform.]*

- Leaving an animal unattended anywhere on Library premises.
- Using public restroom facilities for bathing, shaving, or laundering clothes.

## Consequences

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

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

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

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

U.S. Department of Justice:

[Americans with Disabilities Act, Title II, State and Local Governments](#) Section 35.136  
[ADA Requirements: Service Animals](#)  
[Frequently Asked Questions about Service Animals and the ADA](#)

Code of Iowa:

Rights of Persons with Disabilities, [Chapter 216C](#)  
Dangerous Weapons, [§702.7](#)  
Disorderly Conduct, [§723.4](#)  
Assault, [§708.1](#)  
Harassment, [§708.7](#)  
Harassment of Public Officers, Employees, [§718.4](#)  
Willful Disturbance, [§718.3](#)  
Iowa Smokefree Air Act, [§142D.3](#)  
Intoxication, [§123.46](#)  
Theft, [§714.1](#)  
Trespass, [§716.7](#)  
Criminal Mischief, [§716.1](#)  
Indecent Exposure, [§709.9](#)  
Unlawful Assembly, [§723.2](#)  
Use of Computers, [§622.51A](#), [§714.1](#), and [§716.6B](#).

City of Ames Municipal Code:

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

Library Policies:

[Internet Use](#)  
[Meeting Rooms and Study Rooms](#)  
[Petition](#)  
[Programs](#)  
[Unattended Child](#)

## **Unattended Child Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
OCTOBER 18, 2018**

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

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Charles Glatz, President

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Sarah Barchman, Secretary

**Background:** While reviewing the existing Unattended Child Policy, staff compared the policies of several other Iowa libraries. While similar in requiring that very young children be accompanied by an older responsible person or parent, the minimum age for being present without supervision varied from 6 to 11. Some libraries specify a minimum age for the party assigned with taking responsibility for a child, but others (including Ames) use other criteria.

When an unattended child is identified, some libraries wait for a specified period of time before attempting to locate a responsible party and others respond immediately. Two Des Moines-area libraries' policies state that staff will attempt to contact caregivers for those under age 18 who are left unattended at the time the facility closes.

After discussion, staff feels that APL's existing policy works well in practice and is proposing only a few changes. These include:

- reformatting the first section for ease of reading;
- including the definition of the library premises to make it clear that the policy applies on all property, inside and outside, and the APL Bookmobile; and
- changing the phrase "in the library" to "on Library premises" throughout.

**Requested Action:** Administration recommends that the Library Board adopt the changes proposed by staff.



# Unattended Child Policy

Section: Library Operations

Approved: 10/29/1986

Reviewed: 3/25/2004

Revised: 9/21/2000, 9/20/2001, 9/19/2002, 2/16/2006, 11/19/2009, 9/20/2012, 10/18/2018

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## Definitions

For the purposes of this policy, the following definitions apply:

- Child – a person~~a child~~ is anyone eight (8) years old or younger.
- Premises – inside and outside areas of Library property and the Bookmobile.
- Responsible caregiver – a parent, guardian, or other person who takes responsibility for a child, has emergency contact information, stays within visual contact of the child, and remains in the child's immediate vicinity.
- 
- Unattended Child – a child who is out of visual contact or not in the direct vicinity of a responsible caregiver or who is left alone on Library premises.
- For the purposes of this policy, a responsible caregiver is either a parent/guardian or is another person who takes responsibility for a child by carrying emergency contact information and staying within eye contact in the immediate vicinity of the child.
- For the purposes of this policy, an unattended child is a child who is out of visual contact or not in the direct vicinity of a responsible caregiver or left alone in the building.

## Statement of Philosophy

Ames Public Library welcomes children of all ages. Children age eight (8) or younger must be accompanied by a responsible caregiver. ~~The~~ Responsible caregivers assume the responsibility for the safety, comfort, and behavior of their child/children on Library premises in the library and must not leave the child unattended on Library premises in the library. Library employees cannot assume the~~this~~ role of responsible caregiver.

## Policy

### **Unattended Children**

Children must have a responsible caregiver within visual contact and in their immediate vicinity while on Library premises.

Exceptions may be made by Library staff for children age three (3) and older who are attending select Library programs. When an exception is made, the responsible caregiver is expected to remain *in the library building and available* during the program and to immediately join the child at the end of the program.

When ~~library staff is~~ made aware of an unattended child, Library staff will make a reasonable attempt to locate the responsible caregiver. If the responsible caregiver is not located, ~~library staff will notify~~ the police [will be notified](#).

~~Although young persons age nine (9) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers.~~ The Library's [Conduct in the Library Policy](#) defines misconduct and states that some behaviors will result in a request for the person to leave the Library. [Although young persons age nine \(9\) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers.](#) A young person who is not able to leave the Library [or Bookmobile](#) without an adult should not be left alone [on Library premises, at the library.](#)



# Unattended Child Policy

Section: Library Operations

Approved: 10/29/1986

Reviewed: 3/25/2004

Revised: 9/21/2000, 9/20/2001, 9/19/2002, 2/16/2006, 11/19/2009, 9/20/2012, 10/18/2018

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## Definitions

For the purposes of this policy, the following definitions apply:

- Child – a person eight (8) years old or younger.
- Premises – inside and outside areas of Library property and the Bookmobile.
- Responsible caregiver – a parent, guardian, or other person who takes responsibility for a child, has emergency contact information, stays within visual contact of the child, and remains in the child's immediate vicinity.
- Unattended Child – a child who is out of visual contact or not in the direct vicinity of a responsible caregiver or who is left alone on Library premises.

## Statement of Philosophy

Ames Public Library welcomes children of all ages. Children age eight (8) or younger must be accompanied by a responsible caregiver. Responsible caregivers assume responsibility for the safety, comfort, and behavior of their child/children on Library premises and must not leave the child unattended on Library premises. Library employees cannot assume the role of responsible caregiver.

## Policy

Children must have a responsible caregiver within visual contact and in their immediate vicinity while on Library premises. Exceptions may be made by Library staff for children age three (3) and older who are attending select Library programs. When an exception is made, the responsible caregiver is expected to remain *in the library building and available* during the program and to immediately join the child at the end of the program.

When made aware of an unattended child, Library staff will make a reasonable attempt to locate the responsible caregiver. If the responsible caregiver is not located, the police will be notified.

The Library's [Conduct in the Library Policy](#) defines misconduct and states that some behaviors will result in a request for the person to leave the Library. Although young persons age nine (9) and older may use the library on their own, their actions and well-being remain the responsibility of their parents and caregivers. A young person who is not able to leave the Library or Bookmobile without an adult should not be left alone on Library premises.

## **Director Evaluation Process Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
OCTOBER 18, 2018**

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

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Charles Glatz, President

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Sarah Barchman, Secretary



# Director Performance Evaluation Process Policy

Section: Library Administration

Approved: 8/21/1997

Reviewed:

Revised: 1/16/2003, 1/15/2004, 1/14/2005, 1/17/2008, 1/20/2011, 3/21/2013, 12/17/2015, 10/18/2018

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

## Committee Appointment

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

Appointees shall include:

- At least one member of the Executive Committee;
  - At least one non-member of the Executive Committee;
  - At least one individual who has previously participated in a DEC.
- (The qualifications of one trustee may satisfy two of the conditions.)

## Procedure and Timeline

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

### October:

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

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

### January:

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

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

### February:

The DEC will:

- Gather and compile evaluation feedback.
- Prepare a summary of the results of the feedback and hold a preliminary meeting with the Director.

- Analyze the salary and longevity data provided by the Board President, with the following factors in mind:
  - Performance
  - Internal Equity (as compared to other Library Directors and City of Ames Department Directors)
  - Market (State and Regional)

### **March-April:**

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

At the March-April meeting, the Board of Trustees will:

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

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

### **April-May:**

At the April-May meeting, the Board of Trustees will approve the Director's goals and development plan for the coming year.

### **June:**

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