

**Ames Public Library Board of Trustees
Agenda – February 18, 2021**

***DUE TO THE COVID-19 PANDEMIC THIS WILL BE AN ELECTRONIC MEETING.**

If you wish to provide input on any item you may call 515-239-5630, email libraryboard@amespubliclibrary.org, or you may be a video participant by going to www.zoom.com, click “Join a Meeting”, and enter this meeting ID and Passcode:

Zoom Meeting ID: 861 9599 1978

Passcode: 8675309

Please announce yourself at the start of the meeting to be reflected in the minutes. If you join during the meeting, please use the chat feature to announce your presence in order to avoid disrupting the meeting. Anyone wishing to comment during the Public Forum can do so by raising your hand in the chat feature; you will then be called on to speak following our Public Participation Policy. Please use the “mute” feature to minimize background noise when not speaking. Thank you for your cooperation during these unprecedented times.

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 January 21, 2021
- 3) Motion approving payment of claims 1/1/21 – 1/31/21

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please type your full name and address in the chat feature to sign in)

Activity Reports

- 4) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Butler/Myers

Board Education

- 7) Iowa Library Trustee’s Handbook – Schofer

Policy Review

- 8) Director’s General Job Duties (Action)
- 9) Sex Offender Policy (Discussion)

Unfinished Business

- 10) Service Offerings (Discussion)

New Business

- 11) Slate of Officers (Discussion)
- 12) FY22 APLFF Ask (Action)

Trustee Comments

Adjournment

**Next regular meeting: Thursday, March 18, 2021
Ames Public Library: We Connect You to the World of Ideas**

Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
February 18, 2021**

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

- 1) In memory of Bill and Winnie Carlson from Deborah McIntosh Flaherty \$20.00
- 2) In memory of Suzette Anderson
 - from Janet Alvestad \$20.00
 - from Lori and Michael Anderson \$20.00
- 3) In memory of Margaret (Peggy) Gurau
 - from Lynne Van Valin \$20.00
 - from Roberta Abraham \$100.00
 - from Tom and Mary Jo Glanville \$25.00
- 4) In memory of Bill Stevenson \$25.00
- 5) For costs associated with printing by anonymous donor \$20.00
- 6) From Theresa Fisher \$12.00

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
January 21, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 21, 2021, via Zoom, with Barchman, Butler, Glatz, Kluesner, Marcu, Myers, Raman, and Thorbs-Weber in attendance. Marshall has resigned. Director Schofer was also in attendance.

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

Consent Agenda:

Moved by Myers, seconded by Butler, to approve the consent agenda items as follows:

1. Resolution approving donation:
 - A. From Brenda and Robert Brown..... \$50.00
 - B. From Jake Graves in thanks for curbside service..... \$20.00
 - C. From Mike Lazere..... \$17.74
 - D. In memory of Helen and Leonard Bergman from Al Bergman..... \$100.00
 - E. In memory of Phyllis Harris from Linda and Al Carver \$50.00
 - F. From Donna and James Kienzler \$100.00
2. Motion approving minutes of the regular meeting December 17, 2020
3. Motion approving payment of claims 12/1/20 – 12/31/20

Vote on Motion: 8-0. Approved unanimously. Resolution No. 2021-L001 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager Schildroth: Schildroth was unable to attend but had emailed updates to Schofer to share.

- City Council had a workshop this past Tuesday to listen and ask questions about CIP projects for 2021-2026. This item will be on next Tuesday’s Council agenda for public input.
- Updates will be provided on the Downtown Plaza and Indoor Aquatic Center during next Tuesday’s Council meeting. These two projects are part of the larger Reinvestment District pre-application to the state.
- Budget presentations will be held February 2-4, 2021 via Zoom.
- Department Heads have been asked to talk with staff about the importance of staying home will ill with COVID-like symptoms. This is a City policy and employees are subject to disciplinary action if the policy is not adhered to.

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

- Today Rastogi and Gent presented at the Iowa Library online conference about Black Arts and Music Festival.
- We made an offer that was accepted for the Adult Services Librarian position; it is pending the background check, but moving forward. We have narrowed the pool for the Principal Clerk position to six candidates. Those individuals will be taking skills tests next week with interviews scheduled for the first week of February. The Adult Services Library Assistant position will be posted next. We received the resignation of our Teen Librarian, who will be leaving the end of January.
- Schofer is on the search committee for ISU Parks Library Dean.
- Leadership Ames began.
- The budget presentation to City Council is February 2, 2021 at 5:15 p.m. Briseno will be joining Scoffer. We will send out the link when it is available.
- City Council had the CIP piece yesterday which includes the Library's carpet replacement project. We may receive funding for the front entryway doors this fiscal year. The Board discussed the doors.
- The City did a curbside video for the Library to show everything that goes in to curbside service. The City is going to do another video to highlight some of the other things that are available like the grab and go bags, hotspots, or at home activity kits. Eventually we will update our tour video.
- We are preparing for staff day which is February 15. We are mapping out an agenda. We will have a hybrid between Zoom and the auditorium.
- We received an art donation inquiry for a single piece of art that Schofer shared with Art Committee. Schofer hasn't connected with the person yet.

Raman asked about the City's request regarding APLFF finances. The Board discussed the request. The Director did take the request to the President of APLFF. The APLFF is a separate 501(c)(3) with their own bylaws and Board. Their finances are confidential. The APLFF 990 form is available to the public. The City may request any information from the APLFF Board directly as they would any other outside entity. Donor intent, limitations on bequests, and the APLFF bylaws direct how their funding is spent. The APL receives monies from the APLFF through an MOU and annual ask.

APLFF Report: Myers and Butler gave a report to the Board.

- The solicited donations and holiday mailing are both doing well noting that even with the different service model donors are giving at a higher level.
- They applied for a grant from Great Western Bank that would be used for more hotspots.
- They will be having a Planned Giving workshop with the Story County Community Foundation providing a speaker.
- They are working on updating their mission statement.
- The Fundraising Committee just had a retreat. They reviewed the role of the committee versus the role of the Development Officer, their strategic plan, and goals.

- There is an ad hoc committee looking at software to possibly replace their current software system. The current system is paid for through November 2021.

Budget and Finance Committee Report: Glatz gave a report to the Board.

- Glatz explained that the percentages spent to date are based on the adopted budget. The adjusted budget will be less, so this percentage will need to be adjusted accordingly.
- Spending is tracking nicely.

Board Education: Schofer introduced Volunteer Services Coordinator Bohlke and highlighted some of the ways Bohlke and staff have stayed in touch with volunteers. Bohlke gave a presentation to the Board about the Library's Volunteer Program.

- 511 volunteers contributed nearly 17,000 hours of assistance in 2018/19. That's an average of 48 hours each day the library was open.
- 326 volunteers contributed nearly 10,867 hours of assistance in 2019/20; this is with the Library closing March 16, 2020 and not being able to have our volunteers working the rest of the fiscal year.
- Volunteers of all ages help with a variety of projects. Volunteers help shelf books, work on processing interlibrary loans, Project Smyles, home deliveries to homebound patrons, hosting programs, selling books, sorting donations, pulling holds, summer meal programs, etc. We couldn't do what we do without them.
- When curbside services started we invited some volunteers back to assist with pulling holds lists. Normal holds lists are 25-30 pages a day, which requires 2-3 people. With curbside this jumped to 75 pages a day, requiring 6-8 people a day, seven days a week.
- Devine, an Inspire Program tutor, researched models available virtually, trained volunteers, and kept the program going so that none of the students have had to end tutoring services.
- The Teen Advisory Group (TAG) group never stopped meeting, they adapted and used Discord as a platform for meetings, discussions, and online events.
- Volunteers immediately started making masks and continue to do so.
- The Literary Grounds area was needed to shelf holds. Volunteers adapted and created book bundles in order to have some books available for sale.
- The Library has served as a site for the summer meal program, giving out 5,500 lunches every summer between June and August. This summer eight of the most experienced youth volunteers and an intern provided the grab and go meals, which included free book giveaways. Story County has been one of highest food insecurity counties in Iowa.
- Policies had to be adapted to keep staff and volunteers safe. We are bringing volunteers back in to the library as we are able. Even those that have been with us for decades have had to be reoriented. Half of the crew of volunteers that process interlibrary loan materials was brought back in August.
- Programming has continued online with story times, Reading Radio, two book clubs meeting are meeting virtually, and Project Smyles are meeting virtually with classrooms and daycare centers.
- Home delivery is just getting back under way.

- Volunteer recognition and staying connected is to our volunteers is extremely important to the staff and the volunteers. In the past we held volunteer lunches but it was cancelled in 2020. Staff have been creative in keeping in touch with the volunteers through greeting cards, phone calls, emails, and check-ins. Bohlke has sent out weekly updates, letting them know updates to service models, staff departures, COVID information, online service access, etc. Staff made several videos to stay connected and celebrated National Volunteer Month on Facebook to thank volunteers and let them know they are missed.

Bohlke thanked the Board, stating through the whole experience the volunteers have felt safe and are grateful the Library is taking COVID seriously. Through support the Board gives to staff, staff are able to support the volunteers.

- Thorbs-Weber asked how long volunteers stay and what does their orientation look like. Bohlke does a tour, policy and procedure review, all volunteers have background checks, they review job duties but other staff do most of the training of the duties. We have volunteers that have been here 30 years, and others that come to fulfill a specific requirement. We are able to accommodate the person that needs a one- time project or those that want to come in on a regular schedule.
- Marcu thanked Bohlke for the wonderful presentation. She had previously known very little about the volunteer program. Marcu is impressed with all the ways staff have engaged and appreciated the volunteers. Marcu asked what the minimum wage was to volunteer. Bohlke said most are around 11 years of age, around 5th grade. Some younger children do come in with families, for example a homeschooling family with three children, their youngest was 5 when they started but they were supervised by mom. Bohlke would love to see that expand.
- Butler has appreciated the curbside service; staff always run out with a smile and make it look fun. There is a curbside video, and it is as fun as it looks.
- Kluesner asked if it is predominately high school students. Service Learning tract is all high school seniors, and some silver cord students through Gilbert, but the majority of youth were much younger, 12-13 year olds. Of the 100 volunteers during the summers, very seldom are any of them forced by parents.
- Kluesner asked about the homebound delivers. Bohlke doesn't know exact statistics but knows there are 10 volunteers that deliver. It could be an individual person or a home.

Kluesner thanked Bohlke for the presentation.

Policy Review:

Expressions of Concern Policy: Schofer introduced the policy. The recommended revisions included correcting a typo a typo in the second paragraph "While customers are free to reject for themselves what that they do not approve of", removing the first sentence in the second paragraph "Ames Public Library does not endorse particular ideas, beliefs, or views", combining the fifth and sixth bullets under the Expression of Concern, and added "may" schedule an appointment on third bullet.

Moved by Raman, seconded by Myers, to approve the amendments to the Petition Policy as presented.

Vote on Motion: 8-0. Approved unanimously. Resolution No. 2021-L002 adopted.

Director's General Job Duties Policy: Schofer introduced the policy for the initial review. It will be brought back next month as an action item. The Board discussed the policy.

Suggestions include adding maintaining the State Accreditation, any professional license requirements if needed, and reaching out to colleagues to see if other changes should be made.

Unfinished Business:

Service Offerings: Schofer reviewed the current service model with the Board. The Library will shift to lobby services on February 1, 2021. The situation will continue to be monitored and discussed at the next Board meeting.

Trustee Comments:

- Thorbs-Weber – no comments, thank you everyone have a good evening and weekend
- Glatz – had an enjoyable time with everyone this evening
- Raman –thank you all
- Barchman –thank you, no comments
- Marcu – let's hope it is the last stretch
- Butler – lot of things to catch up on, thank you all
- Myers – thanks to Schofer for being so flexible and helping to keep the staff and patrons safe
- Kluesner – thank you for everything Johannes, thank everyone for being here and doing what we can for the community.

Adjournment:

**Moved by Butler, seconded by Myers, to adjourn at 8:47 pm.
Vote on Motion: 7-0 (Kluesner abstaining; Marshall resigned). Motion approved unanimously.**

The next regular meeting will be on Thursday, February 18, 2021, at 7:00 p.m., via Zoom.

Melissa Johannes, Library Secretary

Sandra Marcu, Board Secretary

Library Claims
January 1 - January 31, 2021

	A	B	C
1	Administration		
2	PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 39,486.21
3	PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 95.00
4	PAYROLL SUMMARY	TIME AND 1/2	\$ 1,196.33
5	PAYROLL SUMMARY	LONGEVITY	\$ 133.33
6	PAYROLL SUMMARY	SICK LEAVE	\$ 4,870.60
7	PAYROLL SUMMARY	VACATION	\$ 7,358.18
8	BANK OF AMERICA	EMPLOYEE AWARDS	\$ 157.93
9	PAYROLL SUMMARY	DENTAL INSURANCE	\$ 367.20
10	PAYROLL SUMMARY	IPERS DISABILITY	\$ 222.67
11	PAYROLL SUMMARY	LIFE INSURANCE	\$ 63.25
12	PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,022.06
13	PAYROLL SUMMARY	MEDICARE FICA	\$ 763.94
14	PAYROLL SUMMARY	FICA	\$ 3,266.43
15	PAYROLL SUMMARY	IPERS	\$ 3,862.01
16	PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 133.29
17	JUL-DEC MESSENGER CHGS	MESSENGER SERVICE	\$ 3,349.27
18	DEC 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 46.00
19	DEC LONG DISTANCE	CITY LONG DISTANCE	\$ 1.97
20	NOV LONG DISTANCE	CITY LONG DISTANCE	\$ 5.26
21	PUBLIC SURPLUS	OUTSIDE PROFESSIONAL SVCS	\$ 0.08
22	DEC POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 24.43
23	POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 12.65
24	BANK OF AMERICA	TRAINING	\$ 190.68
25	AMES CHAMBER OF COMMERCE	DUES/MEMBERSHIPS	\$ 563.20
26	ROTARY CLUB OF AMES IOWA	DUES/MEMBERSHIPS	\$ 100.00
27	AMES MAIN STREET	DUES/MEMBERSHIPS	\$ 500.00
28	BANK OF AMERICA	RECRUITING COSTS	\$ 275.00
29	CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 5,752.99
30	CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 277.55
31	VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 187.70
32	IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 978.00
33	CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 293.31
34	ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$ 189.76
35	ALLIANT ENERGY/IPL	NATURAL GAS	\$ 1,476.64
36	ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$ 1,008.00
37	BANK OF AMERICA	EQUIPMENT REPAIRS	\$ 35.00
38	BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 620.00
39	UNIQUE MANAGEMENT SERVICE	TECHNOLOGY MAINT/SUPPORT	\$ 50.00
40	OCLC INC	TECHNOLOGY MAINT/SUPPORT	\$ 4,017.00
41	ACTION INFORMATION SYSTEM	TECHNOLOGY MAINT/SUPPORT	\$ 233.33
42	CONVERGINT TECHNOLOGIES L	TECHNOLOGY MAINT/SUPPORT	\$ 2,627.50
43	ZOOBEAN INC	TECHNOLOGY MAINT/SUPPORT	\$ 914.58

Library Claims
January 1 - January 31, 2021

	A	B	C
44	LIBRARY MARKET	TECHNOLOGY MAINT/SUPPORT	\$ 3,100.00
45	XEROX CORPORATION	RENTALS/LEASES	\$ 1,567.24
46	ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 2,953.08
47	LAWNPRO	NON-CITY SERVICE	\$ 2,482.50
48	CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 181.75
49	CH ISSUES	OFFICE SUPPLIES	\$ 142.54
50	OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 62.99
51	STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 72.11
52	BANK OF AMERICA	OFFICE SUPPLIES	\$ 66.57
53	BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,813.92
54	CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 901.60
55	BANK OF AMERICA	CLEANING SUPPLIES	\$ 152.89
56	BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 498.53
57	BANK OF AMERICA	FOOD	\$ 278.31
58	BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 85.00
59	BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 15.40
60		Total Administration	\$ 106,102.76
61	Resource Services		
62	PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 25,495.78
63	PAYROLL SUMMARY	DENTAL INSURANCE	\$ 266.32
64	PAYROLL SUMMARY	IPERS DISABILITY	\$ 119.62
65	PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.76
66	PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,006.12
67	PAYROLL SUMMARY	MEDICARE FICA	\$ 351.89
68	PAYROLL SUMMARY	FICA	\$ 1,504.69
69	PAYROLL SUMMARY	IPERS	\$ 2,406.81
70	PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 30.61
71	DEC LONG DISTANCE	CITY LONG DISTANCE	\$ 0.14
72	NOV LONG DISTANCE	CITY LONG DISTANCE	\$ 0.44
73	LIBRARY JOURNALS, LLC	TRAINING	\$ 180.00
74	BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,064.64
75	DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 2,062.61
76	MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 165.55
77	BANK OF AMERICA	PURCHASE CARD CLEARI	\$ 110.00
78	MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 6,396.58
79	OVERDRIVE	ELECTRONIC COLLECTION	\$ 7,252.09
80	KANOPY LLC	ELECTRONIC COLLECTION	\$ 1,125.00
81	USA TODAY	PERIODICALS	\$ 113.40
82	BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 3,234.36
83	INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 743.57
84	AMAZON	YOUTH COLLECTION	\$ 833.26
85	MIDWEST TAPE	YOUTH COLLECTION	\$ 554.47
86	BANK OF AMERICA	YOUTH COLLECTION	\$ 20.97

Library Claims
January 1 - January 31, 2021

	A	B	C
87	FINDAWAY WORLD LLC	YOUTH COLLECTION	\$ 718.66
88	AMAZON	AUDIO-VISUAL COLLECTION	\$ 601.11
89	MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,919.66
90	BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$ 33.35
91	BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 8,671.24
92	INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 1,228.25
93	SAGE PUBLICATIONS INC	ADULT PRINT COLLECTION	\$ 387.49
94	AMAZON	ADULT PRINT COLLECTION	\$ 753.45
95	BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 230.36
96	SIEVERS, HOPE	REFUNDS	\$ 12.99
97	TFR REFUND TO DONATIONS	REFUNDS	\$ 17.74
98		Total Resource Services	\$ 77,670.98
99	Youth Services		
100	PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,331.27
101	PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 462.00
102	PAYROLL SUMMARY	DENTAL INSURANCE	\$ 317.68
103	PAYROLL SUMMARY	IPERS DISABILITY	\$ 206.87
104	PAYROLL SUMMARY	LIFE INSURANCE	\$ 90.80
105	PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,304.44
106	PAYROLL SUMMARY	MEDICARE FICA	\$ 597.64
107	PAYROLL SUMMARY	FICA	\$ 2,555.27
108	PAYROLL SUMMARY	IPERS	\$ 4,039.71
109	PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 58.73
110	DEC LONG DISTANCE	CITY LONG DISTANCE	\$ 0.47
111	NOV LONG DISTANCE	CITY LONG DISTANCE	\$ 1.62
112	LIBRARY JOURNALS, LLC	TRAINING	\$ 540.00
113		Total Youth Services	\$ 56,506.50
114	Adult Services		
115	PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 25,965.78
116	PAYROLL SUMMARY	DENTAL INSURANCE	\$ 113.22
117	PAYROLL SUMMARY	IPERS DISABILITY	\$ 131.12
118	PAYROLL SUMMARY	LIFE INSURANCE	\$ 55.02
119	PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,938.48
120	PAYROLL SUMMARY	MEDICARE FICA	\$ 367.40
121	PAYROLL SUMMARY	FICA	\$ 1,570.98
122	PAYROLL SUMMARY	IPERS	\$ 2,451.16
123	PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 31.16
124	DEC LONG DISTANCE	CITY LONG DISTANCE	\$ 6.47
125	NOV LONG DISTANCE	CITY LONG DISTANCE	\$ 9.95
126	DEC POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 9.66
127	POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.94
128	LIBRARY JOURNALS, LLC	TRAINING	\$ 180.00
129		Total Adult Services	\$ 32,831.34

Library Claims
January 1 - January 31, 2021

	A	B	C
130	Customer Account Services		
131	PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 45,046.42
132	PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 12,428.83
133	PAYROLL SUMMARY	DENTAL INSURANCE	\$ 307.34
134	PAYROLL SUMMARY	IPERS DISABILITY	\$ 182.95
135	PAYROLL SUMMARY	LIFE INSURANCE	\$ 96.31
136	PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,985.18
137	PAYROLL SUMMARY	MEDICARE FICA	\$ 805.14
138	PAYROLL SUMMARY	FICA	\$ 3,442.49
139	PAYROLL SUMMARY	IPERS	\$ 5,425.62
140	PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 150.84
141	DEC LONG DISTANCE	CITY LONG DISTANCE	\$ 9.04
142	NOV LONG DISTANCE	CITY LONG DISTANCE	\$ 9.24
143	AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 85.54
144	DEC POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 423.04
145	POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 454.69
146	LIBRARY JOURNALS, LLC	TRAINING	\$ 180.00
147	ONESOURCE	RECRUITING COSTS	\$ 70.00
148	OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 134.04
149		Total Customer Account Services	\$ 74,236.71
150	COVID		
151	4IMPRINT INC	SPECIAL PROJECT SUPPLIES	\$ 2,920.78
152		Total COVID	\$ 2,920.78
153		Total:	\$ 350,269.07
154			
155	Roger Kluesner, President	Sandra Marcu, Secretary	Date



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:

- Promote the mission and vision of the library while fostering inclusivity.

Manage-Oversee the management of 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.

Oversee the management of 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.

Oversee the provision of 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.

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

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

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

Provide for the general administration of the library as chief agent of the board of trustees.

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

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

Director's General Job Duties Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 18, 2021**

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

Roger Kluesner, President

Sandra Marcu, Secretary

Approved: 9/24/2009

Reviewed:

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

Iowa Code

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

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

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

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 and may consult with law enforcement, social service agencies, and/or other appropriate governmental officials. The Board of Trustees will not entertain any appeals of the Director’s determination.

Access to Materials

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

Enforcement

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

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

In February, the following slate of officer candidates for 2021/22 was presented by the Nominating Committee:

- Ruxandra (Sandra) Marcu, President
- Carolyn Myers, Vice President
- Chuck Glatz, Secretary

Further nominations may be made from the floor at this meeting or the Board may opt to elect the slate.

Some notes from *The Standard Code of Parliamentary Procedure*, Chapter 18:

- An election becomes effective immediately if the candidate is present and does not decline.
- Election of a candidate who is absent and has consented to nomination becomes effective as soon as the person is notified.
- Officers assume office when declared elected; no formal installation is necessary.

APL Request for APLFF Funding	FY22 Ask	
Programming		
Youth Programming		\$ 38,000.00
<i>Presenters & Performers</i>	\$ 7,000	
<i>Food at programs</i>	\$ 1,000	
<i>Program supplies</i>	\$ 2,500	
<i>Youth Reading Incentives</i>	\$ 5,500	
<i>Book giveaways</i>	\$ 12,000	
<i>Activity Kits</i>	\$ 10,000	
Teen Programming		\$ 8,000.00
<i>Presenters & Performers</i>	\$ 2,000	
<i>Food at programs</i>	\$ 500	
<i>Program supplies</i>	\$ 1,000	
<i>Teen Reading Incentives</i>	\$ 1,500	
<i>Teen Advisory Group</i>	\$ 3,000	
Adult Programming and Supplies		\$ 13,000.00
<i>Presenters & Performers</i>	\$ 5,000	
<i>Food at programs</i>	\$ 500	
<i>Programming Supplies</i>	\$ 4,500	
<i>Adult reading incentives</i>	\$ 3,000	
Book Clubs		\$ 4,000.00
<i>All Iowa Reads – Teen & Youth</i>	\$ 2,000	
<i>Adult Book Clubs</i>	\$ 2,000	
Collections		\$ 79,000.00
Youth Collection (formerly materials to bridge fiscal years)	\$ 5,000	
Adult Collection (formerly materials to bridge fiscal years)	\$ 5,000	
Large Print materials	\$ 10,000	
Electronic Collections (Digital Support)	\$ 25,000	
Adventure Passes	\$ 2,000	
Special Project Collections (Hotspots, Translators, RPG kits)	\$ 20,000	
STEM kits	\$ 3,000	
ReadAbout Bag Project	\$ 2,000	
Adult World Languages (Welcome Collection)	\$ 2,000	
Professional Development Collection	\$ 1,000	
Quick Picks	\$ 4,000	
Marketing and Promotion		\$ 26,500.00
Page One Production	\$ 5,000	
Promotional Items	\$ 1,500	
Marketing	\$ 5,000	
Outdoor Digital Signage	\$ 15,000	
Professional Development		\$ 10,250.00
Staff Development (webinars, trainings)	\$ 8,000	
BoardSource (APLFF \$500; APL \$1750)	\$ 2,250	
Project Smyles		\$ 31,000.00
Community Engagement Position		\$ 36,050.00
Innovation Grants		\$ 10,000.00
Summer Food		\$ 6,500
	TOTALS:	\$ 262,300

Library Request to APLFF for FY22 Funding

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 18, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, requests that Ames Public Library Friends Foundation provide funding in the amount of \$262,300 for fiscal year 2021/22 for the following purposes.

Programming.....	\$63,000.00
Collections.....	\$79,000.00
Marketing and Promotions	\$26,500.00
Project Smyles	\$31,000.00
Community Engagement Position	\$36,050.00
Innovations.....	\$10,000.00
Professional Development	\$10,250.00
Summer Food	\$6,500.00