

**Ames Public Library Board of Trustees**  
**Agenda – June 21, 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 May 24, 2018
- 3) Motion approving payment of claims 5/1/18 – 5/31/18

**Public Forum**

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

**Activity Reports**

- 4) Ames Public Library Friends Foundation (APLFF)
- 5) Administrative Staff Report – Carey

**Policy Review**

- 6) Confidentiality of Library User Records (Action Item)
- 7) Library Security Cameras (Discussion)

**New Business**

- 8) Strategic Plan Review (Action Item)
- 9) Change of date of Regular August Meeting from August 16 to August 20 (Action Item)

**Board Education**

- 10) Library Director Search Process – Brian Phillips

**Trustee Comments**

**Adjournment**

Next regular meeting: Thursday, July 19, 2018  
Ames Public Library: We Connect You to the World of Ideas  
Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
June 21, 2018**

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

- 1) From the estate of Ellen R. Anderson for large print books .....\$200.00
- 2) From Nancy Rosenquist for the library gardens.....\$500.00
- 3)

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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  
May 24, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, May 24, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Glatz, Kluesner, Linch, Marshall, and Raman in attendance. Briese, Butler, and Wang were excused. Library Director Carey and Librarians Tracy Briseño, Cathy Cooney, Mary Logsdon, and Danielle Ziegler were also present.

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

**Consent Agenda:**

**Moved by Kluesner, seconded by Marshall, to approve the following items on the consent agenda:**

- 1) Resolution accepting donations:
  - a) In memory of Evon Bailey from Marlys Ladd..... \$10.00
- 2) Motion approving minutes of the Regular Meeting of April 19, 2018
- 3) Motion approving minutes of the Executive Committee meeting on April 24, 2018
- 4) Motion approving payment of claims from 4/1/18 – 4/30/18

**Vote on Motion: 5-0. Approved unanimously. Resolution No. 2018-L015 adopted.**

**Public Forum:** None.

**Ames Public Library Friends Foundation (APLFF) Report:** Trustee Glatz reported that APLFF's fundraising has exceeded the budgeted goal. It was reported that in 2017 over \$232,000 was raised and there were 775 donors. Glatz said the Board looked at a draft budget for next year, which included the Library's wish list. A deficit is projected next year, but APLFF has strong reserves and the money is there for the benefit of the library, so the Board is willing to expend it as needed. Director Carey reported on the innovation projects that were funded and Glatz said the Board was pleased with them. The Teen Advisory Group is working on a disco event taking place June 1 and a 5K hero/villain running event in August, and elected new co-presidents. The Fundraising Committee reported that the last Author Café brought in nearly \$4,000. The next one, on October 14, will feature two poets. Glatz added that the Library will be hosting a keynote event for a slam poetry conference on October 13 that will star Papi Slam.

Carey added that a new director, Sharon Drake, was voted in and Steve Sullivan has taken over as President. The nominating committee is seeking to fill two positions.

**Administrative Staff Report:** Carey spoke about personnel, including the retirement of Betty Young at the end of May; upcoming interviews for a half-time Customer Account Services Clerk and the new Community Engagement Specialist; and posting of the half-time Library Marketing Assistant position. In addition, Carey said that two Human Relations Interns were hired and interviews are being conducted for additional teen and youth services summer interns and for an intern to manage book sales and the book store.

Carey reported that the research requirements have been completed for the original Small Talk grants, but some comparison studies are still going on. More participants than ever (18) have registered for the new sessions, even though they are no longer being compensated, and staff is happy to be able to talk about the program results, now that the potential of skewing the research no longer exists. Carey said the Small Talk staff has secured permission to use unspent grant money to purchase devices that could be checked out to library customers. She

is not yet sure how they would be used, but the Library will continue to have a relationship with the LENA Foundation. The anonymous grantor has also agreed to let APL continue on until all the grant funds are depleted, as long as some new information is being gathered. The Board expressed interest in knowing some of the research results.

A reception was held on May 16, at which artist Stewart Buck gave a presentation about the pastel he created for the Heritage Room. He discussed his artistic process and included history of the Dinkey and Iowa State University in his presentation.

Carey distributed fliers about the Summer Reading Program and spoke about the Summer Lunch Program. She said the Person In Charge (PIC) Team recently had a speaker who discussed human trafficking and taught the team how to observe and properly report issues. She said teenagers, recent immigrants and other vulnerable people are often present in libraries, and there has been an uptick in incidents recently. The Ames Police are very willing to help, if necessary, and Adult Services staff is developing a way to track and compare trends.

Carey stated that a change of date for the August meeting will be requested next month because the regular meeting falls on the same day APLFF would like to hold its Pub Fiction event. The planning team feels it's important to hold the event before ISU students are back and the third Thursday seems to be the optimum date.

The 2016/17 Annual Report was distributed. Carey complimented Tracy Briseño and Jillian Ocken for pulling the data together into a pleasing design. Carey said that while the primary audience is Library stakeholders such as elected City and County Officials, the APLFF Development Director uses the brochure in discussions with potential donors and Carey herself uses it when making presentations in the community.

**Public Library Association (PLA) Conference Reports:** Librarians Mary Logsdon, Danielle Ziegler, Tracy Briseño, and Cathy Cooney spoke about the PLA Conference that they attended in March. They met prior to departing to determine which events each of them would attend, looking for broad topics related to the Library's strategic plan initiatives. During the conference, they also met daily to share ideas and reassess their plans. The four attended a variety of activities, vendor exhibits, program sessions, and "spark talks"—five-minute, fast-paced, elevator-speech type presentations.

Each of the women spoke about some of the programs they attended, as well as some ideas and practices they brought back to implement at APL. All four of the librarians were pleased to find that APL is already doing many of the activities that were being promoted. They agreed that APL's focus on community engagement and the partnerships established by both the Youth Services and Adult Services departments are on par with many of the best libraries. The librarians also shared information about new services and tools they learned about and that are now being implemented at APL or might be considered in the future.

#### **Collections Policy:**

**Moved by Raman, seconded by Kluesner, to adopt a resolution approving revisions to the Collections Policy.**

Carey said only change proposed by staff was to remove the criteria that applied only to electronic resources, which is not as important now as it was when they first came out.

Staff was asked how they determine which materials fit the public demand. The librarians explained that there is a review process in place. Staff members read review journals and

sometimes work with vendors who employ librarians who stay on top of what is coming out and has broad appeal. Requests from the public are evaluated to determine if the items should be purchased or obtained through interlibrary loan. Staff is able to analyze what materials are being sought and can see if searches are being conducted for items the Library doesn't have. Hold reports are also generated weekly and more copies of materials are purchased if demand builds up to a certain level in the hold queue.

**Vote on Motion: 5-0. Approved unanimously. Resolution No. 2018-L016 adopted.**

**Confidentiality and Library User Records:** Carey stated that staff would like to make a few changes and will start looking at other libraries' policies next week. The trustees were asked to let Carey know if they see anything that needs to be addressed.

There was some discussion about photography in the Library. Carey explained that APL used to have a photo release form; however, legal counsel at the City discourages the practice because it might give persons a false sense of security. Staff members do keep aware of who is in the building and try to observe who may be taking photos.

When asked about network security, Carey stated that the Library contracts with an outside firm that supports the Systems Administrator and they are vigilant in guarding against threats of intrusion. During discussion about how reading recommendations are made, Carey said that the catalog connects search parameters to various items in the collections, but searches are not tied back to individual customers. It was also noted that borrower records contain real time information about what a person has checked out, but the data is not retained after the items are returned. If items are not returned or there is illegal activity, however, confidentiality is not guaranteed while the Library attempts to recover materials or collect charges.

**Strategic Plan Review:** Staff explained that to incorporate the suggestions offered by the Board in April, the Manager's Team had:

- extended the plan to cover 2016 through 2019;
- added APL's mission statement across the bottom of the front cover;
- added a line which reads: "Utilize best practices related to diversity, inclusion, and multiculturalism" on page three, in the list of actions that fall under all activities;
- color coded the tasks, using green to signify that a task has been implemented (although work is not necessarily stopping) and if a task was considered, but ultimately decided against (and is therefore finished). Yellow shading indicates tasks that are in progress and red represents tasks that remain to be pursued.

Briseño noted that 477 tasks were listed in the original plan. Of those, 206 (43%) have been completed and 174 (37%) are currently in progress, which means that 97 (20%) of them are left to be tackled in the upcoming year. Carey said that activities are shown in the Phases identified on pages 26-28. They were not color-coded because each activity contains a variety of tasks. She said some review and revision may be needed in that section and in the quarterly timeline.

As a next step, it was agreed that staff should look at the things in red, decide which are not worth doing and which need additional resources, then prioritize them and assign them to the quarterly timeline in order to move forward in a strategic way.

**Moved by Barchman, seconded by Kluesner to table action on the Strategic Plan until next month, when additional details and wording for a motion will be provided.**

**Vote on Motion: 5-0. Approved unanimously.**

**FY18 Budget Amendments:**

Moved by Marshall, seconded by Barchman, to adopt a resolution approving budget amendments in the amount of \$33,575 for fiscal year 2017/18 as submitted by staff. Vote on Motion: 5-0. Approved unanimously. Resolution No. 2018-L017 adopted.

**Contract for Website Redesign:**

Moved by Linch, seconded by Barchman, to adopt a resolution approving the contract for Ames Public Library Website Redesign as presented by Library Market on May 9, 2018, in the amount of \$29,000.

Glatz noted that staff had been given the go-ahead to negotiate this contract and now an amount has been agreed on. Carey said the Legal Department approved the contract and the anticipated “go-live date” is November 12.

**Vote on Motion: 5-0. (Unanimous approval.) Resolution No. 2018-L018 adopted.**

**FY19 Request for APLFF Funding:**

Moved by Kluesner, seconded by Raman, to adopt a resolution requesting that Ames Public Library Friends Foundation provide funding in the amount of \$168,200 for fiscal year 2018/19 for the following purposes:

- Programming .....\$56,700.00
- Incentives and Promotions ..... \$1,000.00
- Collections .....\$31,500.00
- Project Smyles .....\$36,000.00
- Community Engagement Position.....\$33,000.00
- Innovations .....\$10,000.00

Carey spoke about some of the new requests, noting that the APLFF Directors seemed pleased about the enhancements they are able to support. Carey was asked to express thanks to them on behalf of the Board.

**Vote on Motion: 5-0. Approved unanimously. Resolution No. 2018-L019 adopted.**

**FY19 APLFF Memorandum of Understanding (MOU):**

Moved by Kluesner, seconded by Raman, to adopt a resolution approving the Memorandum of Understanding with Ames Public Library Friends Foundation for Fiscal Year 2018/19.

Carey explained that the MOU is an annual contract that covers the cost of staff support, facilities, and communications--items APLFF would have to purchase if its operations were located elsewhere—to ensure that public funds are not spent on a private corporation. She said the cost is based on actual costs and staff time dedicated the previous year plus raises.

**Vote on Motion: 5-0. Approved unanimously. Resolution No. 2018-L020 adopted.**

**FY19 OCLC Subscription Renewals:**

Moved by Barchman, seconded by Linch, to adopt a resolution approving renewal of OCLC Subscription Services for fiscal year 2018/19 in the amount of \$31,206.94. Vote on Motion: 5-0. Approved unanimously. Resolution No. 2018-L021 adopted.

**Trustee Comments:**

Trustees Marshall remarked that she was very pleased about a recent very nice and helpful call from a library employee named Joan.

Glatz stated that he and Carey will be meeting with Brian Phillips to discuss the process of recruiting a new Library Director. He said trustee involvement will be needed and asked the trustees to let him know how much involvement they are willing or interested in having. Glatz said he hoped to have a timeline at next month's meeting.

**Adjournment:**

**Moved by Barchman, seconded by Marshall, to adjourn at 8:36 p.m.**

**Vote on Motion: 5-0. Motion carried unanimously.**

The next regular meeting will be on Thursday, June 21, 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

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Sarah Barchman, Board Secretary

**Library Claims**  
**May 1, 2018 - May 31, 2018**

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,518.50
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 575.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 75.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 214.33
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 612.92
PAYROLL SUMMARY	FICA	\$ 2,620.76
PAYROLL SUMMARY	IPERS	\$ 3,848.26
PAYROLL SUMMARY	WORKERS COMP	\$ 130.53
APRIL 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 106.00
APRIL LONG DISTANCE CHGS	LONG DISTANCE	\$ 5.30
MAR. 2018 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 374.63
MAR. 2018 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
ARCHITECTURAL WALL SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 1,000.00
APRIL POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 83.34
BANK OF AMERICA	CONFERENCES	\$ 185.00
IA LIBRARY ASSOC	DUES/MEMBERSHIPS	\$ 140.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 333.00
AMES TRIBUNE	ADVERTISING	\$ 319.00
ONESOURCE	RECRUITING COSTS	\$ 325.50
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 7,436.99
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 234.05
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 197.83
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 678.75
CITY OF AMES UTILITIES	WATER/SEWER	\$ 380.76
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
LIB 5/30/18	NATURAL GAS	\$ (55.66)
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 559.49
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
CONFERENCE TECHNOLOGIES I	STRUCTURAL REPAIRS	\$ 525.00
FITZ ELECTRIC	EQUIPMENT REPAIRS	\$ 1,533.16
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 712.50
XEROX CORPORATION	RENTALS/LEASES	\$ 1,114.60
G & K SERVICES	NON-CITY SERVICE	\$ 108.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,235.87
CINTAS LOC 22M	NON-CITY SERVICE	\$ 27.00
CH ISSUES	OFFICE SUPPLIES	\$ 178.07
BANK OF AMERICA	OFFICE SUPPLIES	\$ 122.24
ANDERSON, JILL	OFFICE SUPPLIES	\$ 23.96
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 385.19
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 617.17
OFFICE ESSENTIALS	MINOR COMPUTER EQUIPMENT	\$ 301.85
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 388.70
BANK OF AMERICA	CLEANING SUPPLIES	\$ 69.16
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 52.39



**Library Claims**  
**May 1, 2018 - May 31, 2018**

CENT IA DISTRIBUTING INC	MINOR EQUIPMENT/TOOLS	\$	798.00
BANK OF AMERICA	FOOD	\$	99.75
HY VEE INC	FOOD	\$	888.61
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	325.53
CENT IA DISTRIBUTING INC	OTHER MOVABLE EQUIPMENT	\$	4,360.00
	<b>Total Administration</b>	<b>\$</b>	<b>94,230.29</b>
<b>Resource Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	21,277.12
PAYROLL SUMMARY	LONGEVITY	\$	12.50
PAYROLL SUMMARY	VACATION	\$	1,344.79
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	150.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	99.41
PAYROLL SUMMARY	LIFE INSURANCE	\$	47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$	3,462.80
PAYROLL SUMMARY	MEDICARE FICA	\$	305.81
PAYROLL SUMMARY	FICA	\$	1,307.58
PAYROLL SUMMARY	IPERS	\$	1,901.16
PAYROLL SUMMARY	WORKERS COMP	\$	25.54
APRIL LONG DISTANCE CHGS	LONG DISTANCE	\$	6.55
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	\$	20.00
IA OCLC USERS GROUP	TRAVEL/MEETINGS	\$	15.00
BANK OF AMERICA	CONFERENCES	\$	2,877.28
DORNINK HAWES, ALISSA	CONFERENCES	\$	85.68
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	702.99
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	24.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	1,047.50
QUILL CORP	EQUIPMENT PARTS/SUPPLIES	\$	253.78
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	111.80
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$	604.50
MIDWEST TAPE	ELECTRONIC LICENSES	\$	3,052.01
BANK OF AMERICA	ELECTRONIC LICENSES	\$	1.99
OVERDRIVE	ELECTRONIC LICENSES	\$	1,894.66
DES MOINES REGISTER	PERIODICALS	\$	113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,935.76
RECORDED BOOKS LLC	YOUTH COLLECTION	\$	867.01
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	62.42
AMAZON	YOUTH COLLECTION	\$	533.90
MIDWEST TAPE	YOUTH COLLECTION	\$	1,249.89
BANK OF AMERICA	YOUTH COLLECTION	\$	79.06
GALE GROUP	YOUTH COLLECTION	\$	130.80
BOOK FARM INC	YOUTH COLLECTION	\$	2,193.95
AMAZON	AUDIO-VISUAL COLLECTION	\$	62.30
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,609.62
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	12,103.53
C W ASSOCIATES	ADULT PRINT COLLECTION	\$	43.50
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	406.15
AMAZON	ADULT PRINT COLLECTION	\$	1,440.59

**Library Claims**  
**May 1, 2018 - May 31, 2018**

NADA APPRAISAL GUIDES	ADULT PRINT COLLECTION	\$	80.00
MIDWEST TAPE	ADULT PRINT COLLECTION	\$	164.95
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	968.43
GALE GROUP	ADULT PRINT COLLECTION	\$	1,149.85
CITY DIRECTORIES	ADULT PRINT COLLECTION	\$	420.00
	<b>Total Resource Services</b>	<b>\$</b>	<b>71,247.06</b>
<b>Youth Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	35,652.80
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	1,018.00
IPERS REFUND	PAYROLL ADJUSTMENT	\$	(74.02)
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$	50.00
PAYROLL SUMMARY	IPERS DISABILITY	\$	178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$	75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$	508.62
PAYROLL SUMMARY	FICA	\$	2,174.67
PAYROLL SUMMARY	IPERS	\$	3,274.70
IPERS REFUND	IPERS	\$	(111.09)
PAYROLL SUMMARY	WORKERS COMP	\$	55.09
APRIL LONG DISTANCE CHGS	LONG DISTANCE	\$	0.55
APRIL POSTAGE CHARGES	POSTAGE/FREIGHT	\$	1.36
BANK OF AMERICA	CONFERENCES	\$	788.00
BANK OF AMERICA	FOOD	\$	42.51
LIB 5/16/18	SPECIAL PROJECT SUPPLIES	\$	(55.45)
LIB 5/18/18	SPECIAL PROJECT SUPPLIES	\$	(13.70)
READING PROG T SHIRTS	SPECIAL PROJECT SUPPLIES	\$	(57.35)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	169.89
	<b>Total Youth Services</b>	<b>\$</b>	<b>49,672.20</b>
<b>Adult Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	34,342.94
PAYROLL SUMMARY	IPERS DISABILITY	\$	133.03
PAYROLL SUMMARY	LIFE INSURANCE	\$	75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$	4,561.80
PAYROLL SUMMARY	MEDICARE FICA	\$	486.22
PAYROLL SUMMARY	FICA	\$	2,078.97
PAYROLL SUMMARY	IPERS	\$	3,066.82
PAYROLL SUMMARY	WORKERS COMP	\$	41.22
2018-2 MUNIC CODE SUPPLMT	PRINT SHOP SERVICES	\$	29.14
APRIL LONG DISTANCE CHGS	LONG DISTANCE	\$	6.22
ISU	OUTSIDE PROFESSIONAL SVCS	\$	104.25
APRIL POSTAGE CHARGES	POSTAGE/FREIGHT	\$	0.91
BANK OF AMERICA	CONFERENCES	\$	(25.00)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	188.08
	<b>Total Adult Services</b>	<b>\$</b>	<b>45,089.60</b>
<b>Customer Account Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	41,266.67
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	11,568.15

**Library Claims**  
**May 1, 2018 - May 31, 2018**

PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 74.02
IPERS REFUND	PAYROLL ADJUSTMENT	\$ (97.30)
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 75.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.04
PAYROLL SUMMARY	LIFE INSURANCE	\$ 95.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,031.86
PAYROLL SUMMARY	MEDICARE FICA	\$ 742.31
PAYROLL SUMMARY	FICA	\$ 3,174.23
PAYROLL SUMMARY	IPERS	\$ 4,718.12
IPERS REFUND	IPERS	\$ (146.02)
PAYROLL SUMMARY	WORKERS COMP	\$ 147.96
APRIL LONG DISTANCE CHGS	LONG DISTANCE	\$ 18.44
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 293.47
APRIL POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,455.31
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 15.91
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 12.24
VACLAV, CONNIE	TRAVEL/MEETINGS	\$ 4.08
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 205.85
BANK OF AMERICA	OFFICE SUPPLIES	\$ 29.74
ULINE	OFFICE SUPPLIES	\$ 68.43
	<b>Total Customer Account Services</b>	<b>\$ 68,923.51</b>
	<b>Grand Total:</b>	<b>\$ 329,162.66</b>
<b>Charles Glatz, President</b>	<b>Sarah Barchman, Secretary</b>	<b>Date</b>

## Confidentiality and Library Records Policy

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JUNE 21, 2018**

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

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Charles Glatz, President

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Sarah Barchman, Secretary



# Confidentiality and Library User Records Policy

Section: Library Operations

Approved: 07/16/2015\*

Reviewed:

Revised: 06/21/2018

The Board of Trustees of Ames Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics. Confidentiality of Library User Records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others.

## Confidential Information

The Library will not reveal the identities of individual users for private, public or commercial use. Public access to the names of persons who hold Ames Public Library cards cardholders could discourage use of the Library. The library will hold confidential the names of card holders and their registration information.

The Library will hold confidential:

- personal registration information such as address, phone number, and e-mail address;
- information sources consulted;
- information sought or received;
- reference interviews;
- materials used or borrowed;
- interlibrary loan records;
- Internet and database search records; and
- all other personally identifiable uses of Library materials.

All parties with authorized access to Library User Records are required to uphold confidentiality as specified by Library policies and applicable Iowa laws, unless excepted below.

~~The Library requires all staff, volunteers, and third parties with access to library user records to agree to uphold confidentiality as specified by Library policies and applicable Iowa code.~~

## Exceptions

No individuals shall have access to Library User Records other than his or her own without the individual's consent, except as listed below:

- The Library Director may authorize specific uses of the data contained in the Library's user records by the Library or the Ames Public Library Friends Foundation. The information may be used to conduct library business, communicate with library users, and improve library services.
- The Library interprets possession of a card (or card number) as consent to use it, unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.

- Library User Records may be revealed to a collection agency or law enforcement personnel in the course of attempting to recover property or collect charges.
- Library User Records may be accessible by third party support personnel while providing routine software maintenance or troubleshooting.
- The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or materials borrowed from these vendors. Some vendors may gather information about library patrons through the registration or borrowing process for their own marketing purposes. Customers using these resources are subject to the individual third-party terms and privacy policies.
- Contact information for use of meeting and study rooms is provided by the user and considered public information.
- Persons attending or participating in library programs or public meetings may be videotaped or photographed. These images may be used for library programming or promotion by the Library, Ames Public Library Friends Foundation, or the City of Ames. ~~on the Government Cable channel, the Library website, the Internet, and other media.~~
- Illegal activity is not protected. The Library may review information when a violation of law or Library policy designed to protect facilities, property, equipment, or networks is suspected.
- Library User Records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will consult with City's Legal Department in the event of such request for release of Library records, and will respond to the request according to advice of counsel.
- Security cameras are installed in the Library to protect the safety and security of people, the building, and its contents. Only authorized Library staff may view recordings. Library security camera recordings may only be viewed by others in response to an open records or law enforcement request. Library security camera recordings may be shared with law enforcement in conjunction with investigations or prosecutions.

~~The Library Director may authorize specific uses of the data contained in the Library's user records by the Library or the Ames Public Library Friends Foundation. The information may be used to conduct library business, communicate with library users, and improve library services.~~

~~Public access to names of persons who hold Ames Public Library cards could discourage use of the Library. The library will hold confidential the names of card holders and their registration information.~~

~~The Library will not reveal the information sources or services individual users consult unless required by law or court order. Confidentiality extends to information sought or received and materials consulted, borrowed or acquired. Confidentiality includes Internet and database search records, reference interviews, interlibrary loan records, computer use records, and all other personally identifiable uses of Library materials.~~

~~The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather information about library patrons through the registration process and/or library transactions for their own marketing purposes.~~  
The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or received, or materials consulted or borrowed from these vendors. Some vendors may gather

~~information about library patrons through the registration process and/or library transactions for their own marketing purposes.~~

~~The library cannot ensure privacy of circulation records during the process of collecting fines and fees.~~

~~Contact information for use of meeting and study rooms is provided by the user and considered public information.~~

~~Persons attending or participating in library programs or public meetings may be videotaped or photographed. These images may be used for library programming or promotion on the Government Cable channel, the Library website, the Internet, and other media.~~

~~Unless required by court order, Library user records will only be released to the person(s) whose name(s) appear on the record.~~

## References

This policy has been developed in concert with [Code of Iowa ChapterSection 22, "Examination of Public Records \(Open Records\)"](#) and [Code of Ethics of the American Library Association](#).

\* Adopted upon removal of Confidentiality of Library Records and Use of Patron Database Policies.



# Confidentiality and Library User Records Policy

Section: Library Operations

Approved: 07/16/2015\*

Reviewed:

Revised: 06/21/2018

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The Board of Trustees of Ames Public Library respects the privacy of users and recognizes its responsibility to protect that privacy in accordance with the Code of Iowa and the American Library Association's statement of professional ethics. Confidentiality of Library User Records is central to intellectual freedom and directly related to the right to open inquiry without having the subject of one's interest examined or scrutinized by others.

## Confidential Information

The Library will not reveal the identities of individual users for private, public or commercial use. Public access to the names of cardholders could discourage use of the Library.

The Library will hold confidential:

- personal registration information such as address, phone number, and e-mail address;
- information sources consulted;
- information sought or received;
- reference interviews;
- materials used or borrowed;
- interlibrary loan records;
- Internet and database search records; and
- all other personally identifiable uses of Library materials.

All parties with authorized access to Library User Records are required to uphold confidentiality as specified by Library policies and applicable Iowa laws, unless excepted below.

## Exceptions

No individuals shall have access to Library User Records other than his or her own without the individual's consent, except as listed below:

- The Library Director may authorize specific uses of the data contained in the Library's user records by the Library or the Ames Public Library Friends Foundation. The information may be used to conduct library business, communicate with library users, and improve library services.
- The Library interprets possession of a card (or card number) as consent to use it, unless it has been reported lost or stolen, or there is reason to believe that consent has not been given.
- Library User Records may be revealed to a collection agency or law enforcement personnel in the course of attempting to recover property or collect charges.
- Library User Records may be accessible by third party support personnel while providing routine software maintenance or troubleshooting.
- The Library contracts with third party vendors and library consortia that distribute electronic content through licensing agreements. The Library cannot guarantee the confidentiality of information sought or materials borrowed from these vendors. Some vendors may gather information about library patrons through the registration or borrowing process for their own



marketing purposes. Customers using these resources are subject to the individual third-party terms and privacy policies.

- Contact information for use of meeting rooms is provided by the user and considered public information.
- Persons attending or participating in library programs or public meetings may be videotaped or photographed. These images may be used for library programming or promotion by the Library, Ames Public Library Friends Foundation, or the City of Ames.
- Illegal activity is not protected. The Library may review information when a violation of law or Library policy designed to protect facilities, property, equipment, or networks is suspected.
- Library User Records may be subject to disclosure to officials pursuant to a process, subpoena or court order authorized pursuant to a federal, state, or local law relating to civil, criminal, administrative or legislative investigative power. Library staff will consult with City's Legal Department in the event of such request for release of Library records, and will respond to the request according to advice of counsel.
- Security cameras are installed in the Library to protect the safety and security of people, the building, and its contents. Only authorized Library staff may view recordings. Library security camera recordings may only be viewed by others in response to an open records or law enforcement request. Library security camera recordings may be shared with law enforcement in conjunction with investigations or prosecutions.

## References

This policy has been developed in concert with [Code of Iowa Chapter 22, "Examination of Public Records \(Open Records\)"](#) and [Code of Ethics of the American Library Association](#).

\* Adopted upon removal of Confidentiality of Library Records and Use of Patron Database Policies.

## Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.



# Library Security Cameras Policy

Section: Library Resources

Approved: 10/23/2008  
Reviewed: 8/20/2015  
Revised: 1/19/2012

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Ames Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library and library grounds, video security cameras have been placed at selected locations in order to observe and record visible activities of persons within the library and library grounds in lieu of direct supervision.

Observation of activity, whether in real time or from digitally recorded storage, shall be limited to activities that are specific to library operations, may affect the safety and security of library patrons and staff, and provide protection for library assets or property. Real-time monitors may be set up in public areas at the discretion of the director.

## Privacy and Confidentiality

Camera placement shall be determined by the library director or his/her designee. Cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as toilet areas within restrooms.

To the extent that any recorded images include identifiable persons requesting information or checking out an item, such record shall be treated as confidential as provided in Iowa Code §22.7 (13). Only designated library staff may view real time images or screen recorded images for potential breach of confidentiality. Any inadvertent views of protected information shall be held in confidence by the library staff under the library's confidentiality policy.

## Public Notice

Signage shall be conspicuously displayed within the library advising of the recording of video images. Conversations or other audible communication shall not be monitored or recorded by the security cameras.

## Data Storage

Cameras will record activities in real time and images will be saved to the camera server's hard drive. The capacity of the storage system allows for images to be stored for at least 14 days. Current software deletes images automatically as the capacity of the hard drive is reached. The library is not obligated to store images past the 14-day limit.

Cameras will not be monitored continuously by library staff. Authorization to view stored images may be granted by the library director or his/her designee(s).

## Authority to Access Recorded Data

The library director holds the authority to designate library staff members who may access video in real time or recorded formats. Generally, authority may be delegated to the assistant director, network

systems coordinator, supervisory staff, and public service desk staff including librarian and library assistant staff during hours of operation.

Circumstances under which designated staff may access images in real time include, but are not limited to, observation of areas beyond view from designated work stations for assurance of safety and security. Access to real time or recorded imagery is also authorized to designated staff upon report of suspicious behavior, including policy violations, criminal activity, destruction or theft of library property or assets, or other activity that may be disruptive to library operations.

## **Law Enforcement**

All requests for the viewing of real time or recorded imagery by law enforcement officials must be presented to the library director. If the library director is unavailable, such requests shall be presented to the administrative or supervisory staff designated by the library director to hold such authority. Law enforcement may view recorded images unless such images include records protected by Iowa Code §22.7 (13), in which case such records would be released only pursuant to valid court order.

## **Public Disclosure**

All requests for public disclosure of recorded images shall be presented to the library director or the administrative staff member designated to act in his/her stead. Guidelines for public disclosure of video imagery shall follow the procedures established by the library director in accordance with Iowa Code Chapter 22.

**Strategic Plan Review**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JUNE 21, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, has conducted its annual review and approves the updated Ames Public Library Strategic Plan for 2016-2019.

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Charles Glatz, President

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Sarah Barchman, Secretary

# AMES PUBLIC LIBRARY STRATEGIC PLAN TIMELINE

## 2016 Q1

Implement Small Talk program. (1D)  
Create plan for dynamic literacy related play opportunities in the library. (1E)  
Evaluate Bookmobile service to service area. (10A)

## 2016 Q2

Expand staffing resources through internships, volunteers, and community partners. (2C)  
Prioritize safety and security for public and staff. (7B)  
Explore options for noise mitigation and sound quality. (7J)  
Create digital media content as a promotional tool. (6F)

## 2016 Q3

Create infrastructure for robust internship program. (3B)  
Explore streaming services. (5C)  
Explore art installations throughout facility. (7E)  
Take pride in physical appearance of the building. (7H)

## 2016 Q4

Create robust and vibrant volunteer opportunities. (4B)  
Promote library staff as hosts. (7C)  
Identify funding priorities and activities with APLFF. (8I)

## 2017 Q1

Explore opportunities to collaborate with Parks Library. (3A)  
Optimize special features and options of library software. (6B)  
Utilize Bookmobile as a promotional tool. (6D)

## 2017 Q2

Enhance community connections to promote early literacy to targeted populations. (1C)  
Explore ways to participate in and promote special community events. (4G)  
Collaborate with local schools. (8D)

## 2017 Q3

Support caregiver efforts to engage with children throughout early literacy skill development. (1A)  
Evaluate wayfinding and signage. (7D)  
Evaluate location of materials and displays. (6E)  
Examine funding resources provided by City of Ames, Story County, State of Iowa, APLFF, grants and donations. (8F)

## 2017 Q4

Assist customers in being successful and responsible library users. (2A)  
Create comprehensive staff development plan. (2E)  
Evaluate targeted collections to meet library standards and community needs. (5A)  
Develop comprehensive infrastructure for programming. (5F)  
Explore ways to improve access to e-resources. (5B)  
Evaluate hours of operation. (7I)  
Evaluate meeting room equipment and support for community use. (7F)

## **2018 Q1**

Identify needs of multi-lingual community. (4E)  
Provide passive programming. (5H)  
Update website. (7A)  
Investigate best practices for providing outreach to underserved populations. (10B)  
Evaluate emerging technology and library trends. (2G)  
Enhance City of Ames collaborations. (8G)  
Explore lending non-traditional items. (5E)

## **2018 Q2**

Increase use of self-service features. (2H)  
Evaluate library's use of social media. (4A)  
Analyze role in addressing the digital divide. (9B)  
Work with APLFF to enhance Literary Grounds. (7K)

## **2018 Q3**

Develop local interest collections. (5D)  
Improve mobile access to resources. (10C)  
Support early literacy through outreach connections with daycares and childcare centers. (1B)  
Explore methods for improving digital literacy through technology training and resources. (9D)  
Explore makerspace options for all ages. (7G)  
Evaluate opportunities for green technology/activities (7L)

## **2018 Q4**

Develop process for soliciting ongoing community feedback. (4D)  
Investigate library card initiatives. (8E)  
Explore hardware and software offerings for public use. (9C)  
Explore opportunities to collaborate with organizations serving seniors. (8C)  
Enhance readers advisory and reference services. (2F)

## **2019 Q1**

Promote website as a branch. (6C)  
Develop core competencies for staff. (2B)  
Develop a public relations, promotions, and marketing plan. (6A)

## **2019 Q2**

Develop external communication plan. (2D)  
Develop the Lab. (9A)

## **2019 Q3**

Create infrastructure for interacting with for-profit entities. (8B)

## **On-going check-in each Q4**

Partner with Iowa State students, classes and organizations. (3D)  
Collaborate with Iowa State departments, faculty, staff, and retirees. (3C)  
Provide public training to maximize use of library resources. (4C)  
Cultivate program partners. (5G)  
Identify needs of and evaluate service to targeted populations. (4F)  
Enhance partnerships with local non-profit organizations. (8A)  
Enhance support and development of Library Board of Trustees (8H)



# Library Director

Class Code:  
3123

Bargaining Unit: Non-Union

CITY OF AMES  
Revision Date: Jul 16, 2010

## SALARY RANGE

\$44.70 - \$69.38 Hourly  
\$3,874.18 - \$6,013.23 Semi-Monthly  
\$92,980.37 - \$144,317.47 Annually

### DESCRIPTION:

Under the administrative direction of the Ames Public Library Board of Trustees and in cooperation with city officials, plans, directs, and coordinates all Library fiscal, operational and personnel activities to achieve the Library mission, goals and objectives within the context of community need and priorities; performs related work as required.

### EXAMPLES OF DUTIES:

Plans, directs, coordinates, and assures the efficiency and effectiveness of all Library operations, facilities, services, collections and programs; provides information, alternatives and recommendations regarding policy and service issues to the Library Board; implements Board decisions; develops protocol and procedures for Library operations, services, and programs; develops and implements methods to measure community needs and Library effectiveness; develops and implements short and long term strategic plans; represents the Library in interactions with City administration, including active participation as a member of the City Manager's Executive Leadership Team; prepares and presents reports to the City Manager and City Council.

Establishes and maintains effective working relationships with other governmental agencies, civic and community groups and the general public; acts as liaison with a variety of local, regional and statewide organizations develop collaborative relationships and promote the goals and objectives of the Library; makes public presentations; responds to public inquiries and complaints; represents the Library in professional organizations and on local boards and committees.

Directs the selection, training, performance review and discipline of Library employees; develops Library staff as a strong team through leadership, mentoring and providing staff development opportunities; communicates with staff to determine vision and operational needs.

Directs the preparation, presentation, and administration of the Library budget and capital improvement plan; directs the application for grants and county, state and federal funds to enhance Library programs; ensures proper and efficient use of all Library funds; serves as a director on the board of the Ames Public Library Friends Foundation; advocates for the Library's interests with governmental agencies at the county, state, and federal level; ensures compliance with federal, state and local laws and regulations.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to



continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## **PHYSICAL & ENVIRONMENTAL CHARACTERISTICS:**

Required Physical Activities: Talking, hearing, grasping, and finger dexterity.

Physical Characteristics of Work: Sedentary work requiring routine lifting of objects under 10 pounds.

Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and figures and the use of a computer terminal.

Environmental Conditions: Office environment; the worker is not subject to adverse environmental conditions.

Equipment Essential for Job Function: Computer including keyboard, monitor, and mouse; general office equipment such as calculator, copy machine, writing utensils, and files. Communication equipment including telephone, e-mail, and fax machine. A wide variety of printed material such as contracts, legal documents, reports, and reference materials.

## **EMPLOYMENT STANDARDS:**

Education and Experience: Education and Experience: Masters of Library Science degree from a graduate school accredited by the American Library Association, or the ability to obtain an MLS degree within a reasonable time period. Must have seven years of increasingly responsible experience in public library management, including three years at the senior staff or management level.

Licenses and Certificates: Public Library Certification by the State Library of Iowa.

Knowledge, Skills, and Abilities: Extensive knowledge of the principles, methods and best practices used in public libraries; extensive knowledge of public library management including daily operations, personnel administration, budget preparation and monitoring, and facilities maintenance. Considerable knowledge of laws and regulations affecting public library service.

Skill in all areas of library science; skill in planning and utilization of budgetary, staff and material resources; skill in developing effective interpersonal relationships; skill in determining the community's library needs.

Ability to plan and organize activities and resources for the efficient accomplishment of library objectives; ability to analyze community needs, trends, resources, and technological developments; ability to develop programs to effectively meet public needs for library services; ability to develop, analyze, interpret, and apply library policies and operating procedures; ability to establish and maintain effective working relationships with the Library Board of Trustees, library staff and volunteers, other City departments, community groups, and the general public; ability to communicate in a clear and concise manner both verbally and in writing; ability to make presentations to groups; ability to plan, delegate, and review the work of library staff; ability to guide, develop and motivate staff; ability to function effectively in a team-oriented management environment.

## **Library Director Recruitment Planning**

### **Timing**

- 1) Lynne's planned retirement is late December/early January
- 2) Intent is a clean break transition (vs. interim director or overlapping)
- 3) Lynne announcing retirement plans during month of June
- 4) Recruitment takes approximately 16 weeks from posting to start date

### **Search Committee:**

- 1) **Membership (4-6 people total):**
  - a) Board representatives (~3 people)
  - b) Friends Foundation rep?
  - c) Community member?
  - d) Library staff liaison to facilitate scheduling, working with Library/other City staff
  - e) Human Resources Liaison (Brian) to handle posting job, following hiring best practices, following agreed-upon recruitment plan, etc.
- 2) **Role of Committee:**
  - a) Gather/synthesize feedback from stakeholders
  - b) Approve interview components (interviews, written exercises, presentations, meetings, tours, meals)
  - c) Review questions (phone, on-site interviews)
  - d) Conduct screenings to identify finalists (invites to phone interviews, on-site interviews)
  - e) Identify disqualifying criminal/credit history criteria up-front
  - f) Contact unsuccessful finalists
- 3) **Library Board will:**
  - a) Conduct an interview with finalists
  - b) Meet after on-sites to review feedback from all components of on-site process (exempt from open meetings law)
  - c) Select the final candidate and set parameters for salary negotiation

### **Determine Needs:**

- 1) Consult with employees, Board members, to identify desired characteristics of next director

### **Prepare Materials:**

- 1) Finalize Job Description (Whole Board)
- 2) Determine whether to use a search firm
  - a) If yes, determine the scope (generating interest, vetting candidates and providing finalists, full-scope recruitment, etc.)
- 3) Prepare marketing materials using the feedback collected in meetings with employees and Board
- 4) Prepare recruitment plan
  - a) Identify places to advertise
  - b) Plan the schedule, selection components, participants
  - c) Prepare interview questions (phone/live)

## **Selection Component Options:**

### **Prior to On-Site Process:**

1. Application supplemental questions
2. Post-application short essays
3. Phone interview
4. Skype interview
5. Assessment tool (personal style inventory for finalists)

### **On-Site Components (generally 1-1/2 day process):**

1. Library tour
2. Community tour
3. Library staff meet and greet (perhaps twice)
4. Library staff interview
5. Public presentation
6. Selection committee dinner
7. Department head lunch
8. Board of trustees interview
9. Written exercise
10. Meeting with city manager

### **Pre-Offer:**

Work History / Reference Checks

### **Post-Offer:**

1. Criminal Background Check
2. Credit Check
3. Physical Exam