

Ames Public Library Board of Trustees
Agenda – July 19, 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 June 21, 2018
- 3) Motion approving payment of claims 6/1/18 – 6/30/18

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.)

Financial Reports

- 4) Fiscal Year 2017/18 Preliminary Year-end Reports
 - a) Expenditure Summary – All Funds
 - b) General Fund (Operating Accounts)
 - c) General Fund Revenue
 - d) APLFF, Future Needs Fund, and Donations Accounts

Activity Reports

- 5) Ames Public Library Friends Foundation (APLFF) – Butler
- 6) 2018 American Library Association Annual Conference – Barchman
- 7) Administration – Carey

Board Education

- 8) Open Meetings/Records Law – City Attorney Mark Lambert

New Business

- 9) Response to Channel 5 June 26, 2018 News Report (Action Item)
- 10) Library Director Search
 - a) Whether to Use a Search Firm (Action Item)
 - b) Appointment of Search Committee
 - c) Review of Position Description, Information Gathering, Process (Discussion)
 - d) Charge to the Committee (Action Item)
 - e) Approval of Proposed Timeline (Action Item if not using Search Firm)

Trustee Comments

Adjournment

Next regular meeting: Monday, August 20, 2018
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JULY 19, 2018**

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

- 1) From Britta Hasiuk\$121.98
- 2) From Paul and Lynn Hauer.....\$100.00

Charles Glatz, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
June 21, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 21, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Butler, Kluesner, Linch, Marshall, and Raman in attendance and Glatz participating via telephone. Briese arrived at 7:01 p.m. Barchman and Wang were excused. Library Director Carey, Customer Accounts Services Manager Tracy Briseño, and Assistant City Manager Brian Phillips were also in attendance.

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

Consent Agenda:

Moved by Linch, seconded by Raman, to approve the following items on the consent agenda:

- 1) Resolution accepting donations:
 - a) From the estate of Ellen R. Anderson for large print books..... \$200.00
 - b) From Nancy Rosenquist for the library gardens \$500.00
- 2) Motion approving minutes of the regular meeting of May 24, 2018
- 3) Motion approving payment of claims 5/1/18 – 5/31/18

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2018-L022 adopted.

Public Forum: None

Trustee Briese arrived at 7:01 p.m.

Ames Public Library Friends Foundation (APLFF) Report: Trustee Butler reported that Renewable Energy Group will help support the Summer Lunch Program and its employees will also volunteer during lunch times. Butler said that Fresh Thyme Farmer's Market has a Giving Bag Program that allows customers who purchase a Giving Bag to direct a one-dollar donation to an area non-profit. Customers may select APLFF as the recipient of their donation any time, but APLFF has been selected to receive all undesignated Giving Bag donations in July.

Butler stated that the Board heard updates this month on the Hero Run, approved the Memorandum of Understanding for next fiscal year, amended and approved its budget, and received sales reports from the Book Sale Committee. She also said the next big book sale will be held July 5 – 8, there are plans to hire a book sales intern, income from the spring fundraising mailing exceeded the stated goal, and plans are being made for the August 16 Pub Crawl. Long-time APLFF Directors Jean Meek and Monica Porter both attended their last meeting in June and new Board Members are being sought.

Administrative Staff Report: Carey spoke about personnel matters:

- The Community Engagement Specialist position was accepted by Susan Jasper, who will start in July;
- A new half-time Customer Accounts Services Clerk, Megan Henson, recently started;
- The new Library Marketing Assistant half-time position was filled by Daniel Ramey, who has worked in another capacity at APL for about 10 years, but has a matching skill set;
- A half-time Cataloging Clerk position is currently posted;
- The half-time CAS Clerk position being vacated by Ramey will soon be posted; and
- Interviews will be take place next week for a used book sales and marketing Intern.

Carey announced that Youth Librarian Brianne Anderson is APL's most recent graduate of Leadership Ames. She also noted that the Library is busy with summer programs and a lot of people are using the building. The Summer Food Program is in full swing and she is seeing people come in early and stay afterwards.

Brian Phillips arrived at 7:09 p.m.

Confidentiality and Library User Records Policy:

Moved by Marshall, seconded by Butler, to adopt a resolution approving revisions to the Confidentiality and Library User Records Policy.

During discussion it was agreed that the first bullet under "Exceptions" should be revised to indicate that APLFF could only be granted access to a list of cardholders and their contact information for marketing or fundraising purposes; it needs to be clear that information about what library resources they have used or what they may have checked out remains confidential. It was pointed out that some people might even object to the use of their contact information and staff was asked if individuals could request that their names be removed from the list.

Customer Accounts Services Manager Tracy Briseno stated that Polaris (the integrated library system and database) does not have an "opt out" feature. Carey added that APLFF does not retain the library's database, either; it is only used for the mailing and then purged.

Staff was asked to include a reference to the Library's Security Camera Policy in the last bullet.

Moved by Raman, seconded by Butler to table the motion with a request that staff re-write the first bullet under Exceptions.
Vote on Motion: 6-0. Carried unanimously.

Library Security Cameras Policy: Carey said that the Board reviewed this policy in 2015, but some questions posed to the Legal Department were never resolved and no changes were adopted; she recommended the process start over. Carey said there are security cameras throughout the building. They cover nearly every public area and some outside areas, but staff does not do live monitoring. Security camera footage is used to get information about incidents that occur; staff may work with the Police Department to get information about crimes or potential crimes; and staff has used recordings to observe usage patterns and promotional purposes (fast motion footage of an event, for example). Carey said images are kept for a couple weeks and a limited number of staff members can operate and view the recordings.

When questioned about how ALP's policy ties in with American Library Association (ALA) standards or the City of Ames' (COA) criteria for camera use, Carey stated that confidentiality is protected even if the Library provides video for law enforcement. Assistant City Manager Brian Phillips said that cameras in other City facilities are used for different purposes and although similar issues (such as how long recordings are kept and whether people can request to access to footage) are dealt with, he was not sure a uniform standard exists.

Carey was asked how often the cameras are checked to make sure data is being recorded and that they are positioned correctly. She indicated that the system is used frequently and it is easy to see if any cameras are not working. Camera angles are reviewed periodically, but a systematic review period could be established, if there isn't one already.

Strategic Plan Review:

Moved by Linch, seconded by Raman, to adopt a resolution stating that the Board has conducted its annual review and approves the updated Ames Public Library Strategic Plan for 2016-2019.

Carey stated that since last month the quarterly timeline had been reviewed and revised, and staff is comfortable with the flow going into 2019. Staff would like to remove the Phases that appeared at the end of the 2016-2018 Strategic Plan and replace them with the revised quarterly timeline. They plan to add a short description of the original public process and how input was gained, as well. Carey said she had a long conversation with the person at State Library who reviews strategic plans for accreditation; he verbally affirmed that this would be acceptable. Carey said he also acknowledged that while APL has a “non-traditional” strategic plan, no one could say it was not an effective tool, considering APL’s overall success and popularity. Carey complimented Briseno for doing the “heavy lifting” and taking good notes during Managers’ Meetings.

Vote on Motion: 6-0. Approved unanimously. Resolution No. 2018-L024 adopted.

Change of Date of Regular August Meeting:

Moved by Raman, seconded by Butler, to hold the Regular August Meeting on August 20, 2018, rather than August 16.

Vote on Motion: 6-0. Carried unanimously.

Board Education/Library Director Search Process: Assistant City Manager Brian Phillips offered information about the Director Search process, identifying decisions the Board would have to make and ways in which the City could assist. Glatz noted that the date had not yet been set, but said that Carey’s planned retirement will be in late December or early January. The hope is to be able to find someone who can start in early January.

Phillips said that a typical department head recruitment—from job posting to start date—takes 16 weeks. Holidays and availability can interfere and, in this case, an entire board is responsible for hiring and there are a lot of stakeholders. Discussion ensued about the formation of a search committee. Phillips suggested that, in addition to reviewing the position description and soliciting feedback about the new Director’s desired characteristics, the committee would need to identify interview components. The Board will need to determine how much work it wants the committee to do and the committee’s level of authority, but it’s the entire Board’s responsibility to conduct interviews, select a candidate, and set parameters for the terms of employment (including salary, amount of vacation, etc.).

There was discussion about ways to involve staff in the process, about the possibility of employing a search firm, and how the cost of the search would be covered. Phillips said that the on-site portion of the interview typically takes one day or one day and a half. Out-of-town candidates should be allowed to tour the community, see various neighborhoods, and look at schools and hospitals. Candidates should have time to interact with staff and Phillips presumed that the community would be interested in learning about the potential candidates.

When asked if the City used any assessment tools, Phillips said the Human Resources Department is currently using the Predictive Index. Multiple individuals who know what they’re looking for complete an assessment. Their responses are then aggregated to develop a list of important characteristics. Prospective candidates are given the same test and it is possible to compare the results to assess whether or not the person is a good fit for the desired profile.

Glatz said he wants to make sure to draw in talented applicants in the first round and suggested that a search firm might have “ears to the ground” that the Library Board does not. Phillips stated that it is a candidate’s market right now and it might be worthwhile to pay an external firm to develop ads, take applications, screen them, and present 10-12 potential good fits. Kluesner and Briese indicated willingness to serve on the Search Committee. It was agreed that in July the Board should form the Search Committee and set its charge; make a decision about a search firm and the scope of its work; and approve a timeline. Phillips said he would present a list of decisions that need to be made, offer suggestions, and help maintain the timeline. He will ask staff to assist in laying out some options and noted that he found quite a bit of helpful information in the *Iowa Library Trustee’s Handbook*. He said the City would look at market comparisons and Carey said she would provide the Director position descriptions for the top 10 Iowa libraries.

Glatz mentioned that he had had a discussion with Maryann Mori from the State Library. She has posted a 59-minute Webinar on line, but might be willing to attend a meeting to help provide direction. Glatz was asked to re-send an e-mail in which he had provided some suggested links.

Trustee Comments:

Trustee Linch had some prepared comments which he requested be entered into the record:

“On June 13, 2018, I received a complaint from a citizen of Ames about an event listed in the library’s June “Page One” publication called “Camp Drag.” This event was listed in the “Special Events” section, the “Tween Programs” section, and the “Just for Teens” section. On June 14, 2018, I received two additional complaints from citizens of Ames. All three complaints were essentially, “How can the library sponsor this kind of event for young people.” I was not aware of the event; so, I determined to meet with Lynne Carey, our Executive Director before I responded.

Lynne and I met last Friday, June 15th. Lynne pointed out that the event was not being led by library personnel. I pointed out that the description was silent as to partnership or sponsorship, even when this issue was explicit for many other events, so it could easily appear that this event was a library-sponsored event. As it clearly states in our “Expressions of Concern Policy,” Ames Public Library does not endorse particular ideas, beliefs, or views.” This statement is also part of the footer at the bottom of page 3, but is not repeated elsewhere in the publication. Lynne assured me that this disclaimer of endorsement is being read at all events and would be read in a professional manner at each of the Camp Drag events. She also assured me that, in accordance with our policies, none of the library staff, in their capacity as employees, endorses the ideas, beliefs or views espoused by this program. Notwithstanding the lack of sponsorship identification, I believe that parents, students, and citizens who read the material provided can make an informed decision about the content of this program.

After my discussion with Lynne, I am convinced that her practice and directive to the staff is to encourage all types of programming, including Christian-themed programs, a good example of which was the Christmas Carol Sing advertised in the December 2017 “Page One.” That event was a partnership between the Library, the Ames Mennonite Church, and First Baptist Church. She mentioned to me how difficult it can be to find facilitators for religious topics, including, for example, Christian book clubs, but wanted me to encourage any of our citizens who are interested to make an effort in that direction.

My only recommendation to Lynne was that she consider re-evaluating outward-bound sponsorship or partnership at festivals or parades or similar events which could be construed as the library actively “endorsing particular ideas, beliefs, or views.” Outward, proactive sponsorship can more easily be misconstrued as evidencing bias than merely offering, in a more passive fashion, space, assistance, and materials to all citizens equally, regardless of beliefs.

I encourage all citizens to utilize our Expressions of Concerns process, which can be found on the library’s website, whenever they feel an issue needs to be addressed. And I am grateful that our citizens are paying attention. I am comfortable in saying that Lynne Carey is serious about making everyone in this community feel welcome at the library, regardless of beliefs, which is exactly what we desire her to promote in our wonderfully diverse community. Thank you Lynne for taking time to talk with me, and by extension, our community.”

Marshall thanked Lynne and Craig Van Pay for the presentation on Small Talk they had made at her church the previous Sunday.

Butler thanked Phillips for the material he presented and his assistance.

Glatz said he appreciated Phillips coming to the meeting; he was very pleasantly surprised to learn how helpful he will be and is sure he’ll be good to work with. Referring to Linch’s comments, Glatz wondered why no partners were listed as Camp Drag sponsors.

Carey stated that omitting the partners was a mistake that has now been corrected. All promotional materials in the library have been replaced, except the program flier (which had correctly identified the sponsors and stated the disclaimer).

Kluesner said he appreciated having policies that served well for guidance and wondered if this would be a good time to review the Programs Policy. He also thanked Phillips for his help.

Adjournment: The meeting was adjourned by consent at 8:38 p.m.

The next regular meeting will be on Thursday, July 19, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

Library Claims
June 1, 2018 - June 30, 2018

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,441.34
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 208.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 214.33
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,853.06
PAYROLL SUMMARY	MEDICARE FICA	\$ 606.97
PAYROLL SUMMARY	FICA	\$ 2,595.19
PAYROLL SUMMARY	IPERS	\$ 3,808.59
PAYROLL SUMMARY	WORKERS COMP	\$ 129.79
APR MAY MESSENGER CHGS	MESSENGER SERVICE	\$ 843.15
JUNE 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 43.33
MAY 2018 PRINTING CHARGES	PRINT SHOP SERVICES	\$ 43.50
MAY INTERNAL LONG DISTANC	LONG DISTANCE	\$ 2.11
APR. 2018 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 492.40
APR. 2018 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
CORNERSTONE COMMISSIONING	OUTSIDE PROFESSIONAL SVCS	\$ 3,040.00
WOODMAN CONTROLS COMPANY	OUTSIDE PROFESSIONAL SVCS	\$ 2,100.00
OXEN TECHNOLOGY	OUTSIDE PROFESSIONAL SVCS	\$ 4,750.00
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 17.39
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 5.44
LIBRARY TRANSFER	CONFERENCES	\$ 362.40
BANK OF AMERICA	RECRUITING COSTS	\$ 20.45
ONESOURCE	RECRUITING COSTS	\$ 70.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 9,269.64
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	\$ 386.10
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 65.66
DIVISION OF LABOR	MAINTENANCE CONTRACTS	\$ 80.00
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$ 57.00
REFLECTIONS GLASS & MIRRO	STRUCTURAL REPAIRS	\$ 651.00
ARCHITECTURAL WALL SYSTEM	STRUCTURAL REPAIRS	\$ 2,675.00
COMFORT SYSTEMS USA MIDWE	EQUIPMENT REPAIRS	\$ 340.00
ACTION INFORMATION SYSTEM	TECHNOLOGY MAINT/SUPPORT	\$ 233.33
LIB 6/13/18	RENTALS/LEASES	\$ (1,195.60)
LIBRARY RECLASS	RENTALS/LEASES	\$ 115.27
XEROX CORPORATION	RENTALS/LEASES	\$ 1,939.18
LIBRARY RECLASS	NON-CITY SERVICE	\$ (115.27)
CINTAS CORP #762	NON-CITY SERVICE	\$ 54.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,550.52
CH ISSUES	OFFICE SUPPLIES	\$ 22.49

Library Claims
June 1, 2018 - June 30, 2018

OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 90.11
SAMS CLUB DIRECT COMM ACC	OFFICE SUPPLIES	\$ 12.98
BANK OF AMERICA	OFFICE SUPPLIES	\$ 450.61
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 4,056.16
ENVISIONWARE INC	MINOR COMPUTER EQUIPMENT	\$ 1,634.88
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 737.20
BANK OF AMERICA	CLEANING SUPPLIES	\$ 15.88
JOHNSTONE SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 348.75
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 91.73
ANDERSON, JILL	EQUIPMENT PARTS/SUPPLIES	\$ 11.56
RFID LIBRARY SOLUTIONS	EQUIPMENT PARTS/SUPPLIES	\$ 3,000.00
JBR GROUP LLC	EQUIPMENT PARTS/SUPPLIES	\$ 1,132.50
PAPA JOHNS PIZZA	FOOD	\$ 32.50
BANK OF AMERICA	FOOD	\$ 202.21
HY VEE INC	FOOD	\$ 72.26
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 585.68
ANDERSON, JILL	SPECIAL PROJECT SUPPLIES	\$ 4.85
	Total Administration	\$ 108,842.89
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 19,085.54
PAYROLL SUMMARY	IPERS DISABILITY	\$ 88.34
PAYROLL SUMMARY	LIFE INSURANCE	\$ 42.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,635.94
PAYROLL SUMMARY	MEDICARE FICA	\$ 260.40
PAYROLL SUMMARY	FICA	\$ 1,113.55
PAYROLL SUMMARY	IPERS	\$ 1,704.34
PAYROLL SUMMARY	WORKERS COMP	\$ 22.90
JUNE 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 8.25
MAY 2018 PRINTING CHARGES	PRINT SHOP SERVICES	\$ 8.25
MAY INTERNAL LONG DISTANC	LONG DISTANCE	\$ 0.19
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 30.47
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 521.68
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 24.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 248.52
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 133.50
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 550.77
MIDWEST TAPE	ELECTRONIC LICENSES	\$ 3,351.23
BANK OF AMERICA	ELECTRONIC LICENSES	\$ 951.59
OVERDRIVE	ELECTRONIC LICENSES	\$ 11,930.69
DES MOINES REGISTER	PERIODICALS	\$ 113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 4,683.90
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 213.04
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 840.47
AMAZON	YOUTH COLLECTION	\$ 980.74
FOLKMANIS INC	YOUTH COLLECTION	\$ 377.78

Library Claims
June 1, 2018 - June 30, 2018

MIDWEST TAPE	YOUTH COLLECTION	\$ 629.71
GALE GROUP	YOUTH COLLECTION	\$ 47.57
BOOK FARM INC	YOUTH COLLECTION	\$ 160.90
AMAZON	AUDIO-VISUAL COLLECTION	\$ 30.47
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,687.72
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$ 106.67
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 11,166.03
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 554.60
AMAZON	ADULT PRINT COLLECTION	\$ 1,940.28
CENTER POINT PUBLISHING	ADULT PRINT COLLECTION	\$ 88.68
MIDWEST TAPE	ADULT PRINT COLLECTION	\$ 14.99
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 1,424.08
GALE GROUP	ADULT PRINT COLLECTION	\$ 1,496.85
STAMMER, RACHAEL	REFUNDS	\$ 20.24
CENT ARKANSAS LIBRARY SYS	REFUNDS	\$ 40.00
CITY OF FAIRFIELD	REFUNDS	\$ 18.00
MARSH, THOMAS	REFUNDS	\$ 70.99
	Total Resource Services	\$ 74,419.76
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,486.68
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 4,439.10
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,294.42
PAYROLL SUMMARY	MEDICARE FICA	\$ 554.21
PAYROLL SUMMARY	FICA	\$ 2,369.73
PAYROLL SUMMARY	IPERS	\$ 3,565.36
PAYROLL SUMMARY	WORKERS COMP	\$ 118.95
JUNE 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 147.33
MAY 2018 PRINTING CHARGES	PRINT SHOP SERVICES	\$ 183.17
MAY INTERNAL LONG DISTANC	LONG DISTANCE	\$ 1.55
BRAMMER, RICK EUGENE	OUTSIDE PROFESSIONAL SVCS	\$ 700.00
READ, TIMOTHY	OUTSIDE PROFESSIONAL SVCS	\$ 250.00
KOSTER, THERESA	OUTSIDE PROFESSIONAL SVCS	\$ 700.00
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.42
JERRI HEID LIB FOUNDATION	CONFERENCES	\$ (788.00)
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 251.00
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 91.41
LIB 6/14/18	SPECIAL PROJECT SUPPLIES	\$ (17.50)
INGRAM LIBRARY SERVICES	SPECIAL PROJECT SUPPLIES	\$ 436.84
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$ 222.92
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 311.22
BRAMMER, RICK EUGENE	SPECIAL PROJECT SUPPLIES	\$ 114.00
INGRAM LIBRARY SERVICES	SPECIAL PROJECT SUPPLIES	\$ 128.51
	Total Youth Services	\$ 55,816.24

Library Claims
June 1, 2018 - June 30, 2018

Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 34,342.94
PAYROLL SUMMARY	IPERS DISABILITY	\$ 133.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,831.34
PAYROLL SUMMARY	MEDICARE FICA	\$ 483.77
PAYROLL SUMMARY	FICA	\$ 2,068.58
PAYROLL SUMMARY	IPERS	\$ 3,066.82
PAYROLL SUMMARY	WORKERS COMP	\$ 41.22
MAY INTERNAL LONG DISTANC	LONG DISTANCE	\$ 4.51
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.45
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 30.47
BANK OF AMERICA	FOOD	\$ 40.10
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 10.77
	Total Adult Services	\$ 46,129.00
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 40,855.26
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 11,428.45
PAYROLL SUMMARY	LONGEVITY	\$ 26.68
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 97.30
PAYROLL SUMMARY	VACATION	\$ 159.22
PAYROLL SUMMARY	IPERS DISABILITY	\$ 160.42
PAYROLL SUMMARY	LIFE INSURANCE	\$ 90.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,424.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 733.41
PAYROLL SUMMARY	FICA	\$ 3,136.04
PAYROLL SUMMARY	IPERS	\$ 4,625.55
PAYROLL SUMMARY	WORKERS COMP	\$ 146.83
JUNE 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 8.25
MAY 2018 PRINTING CHARGES	PRINT SHOP SERVICES	\$ 8.25
MAY INTERNAL LONG DISTANC	LONG DISTANCE	\$ 9.72
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 323.14
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,485.86
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 15.91
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 12.24
HUMPHREY, JULIA	TRAVEL/MEETINGS	\$ 12.75
BRISENO, TRACY	TRAINING	\$ 36.72
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 331.15
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 125.15
BRISENO, TRACY	FOOD	\$ 73.72
	Total Customer Account Services	\$ 69,326.32
	Grand Total:	\$ 354,534.21
Charles Glatz, President	Sarah Barchman, Secretary	Date

Ames Public Library					
2017/18 Expenditure Summary - All Funding Sources					
June 30,2018					
12 month =100%					
		Fund 239	Fund 241	Future	
	General	Friends	Donations	Needs	Total
	Fund	Foundation	& Grants	Fund	Expenses
Gilman, Smith & Feinberg :					
Total Bequest	-	-	-	-	-
Administration:					
General Administration	1,221,805	1,886	1,337		1,225,028
Total Administration	1,221,805	1,886	1,337	-	1,225,028
Resource Services:					
Collections Administration	412,435				412,435
Electronic Collection/Licenses	107,905	49,490	2,292		159,687
Periodicals	15,633				15,633
Juvenile	105,382	7,914	126		113,422
Audio/Visual Collection	87,374	10,355			97,729
Adult Collection	141,470	1,738	548		143,756
Refunds	681				681
Total Resource Services	870,880	69,497	2,966	-	943,343
Youth Services:					
Outside Professional Services	616,667				616,667
Food & Feed		6,878			6,878
Project Smyles		962	1,553		2,515
Books for Babies			23,148		23,148
Special Project Supplies			14,039		14,039
HBRA		10,702	1,270		11,972
HBRA			2,121		2,121
Total Youth Services	616,667	18,542	42,131	-	677,340
Adult Services:					
Food	575,246				575,246
Outside Professional Services		278			278
Special Project Supplies		4,015			4,015
Total Adult Services	575,246	8,275	-	-	583,521
Customer Account Services:					
Circulation Services	793,738				793,738
Total Customer Account Services	793,738	-	-	-	793,738
Library Improvements:					
Small Talk Grant:		6,249			6,249
Library Merchandise		56,391			56,391
Kinney-Lindstrom Grant:		2,456			2,456
Carver Trust Grant:			7,065		7,065
			883		883
Total Expenses	4,078,336	163,296	54,382	-	4,296,014

2017/18 Ames Public Library General Fund Expenditure Comparisons
 June 30,2018
 12 month =100%

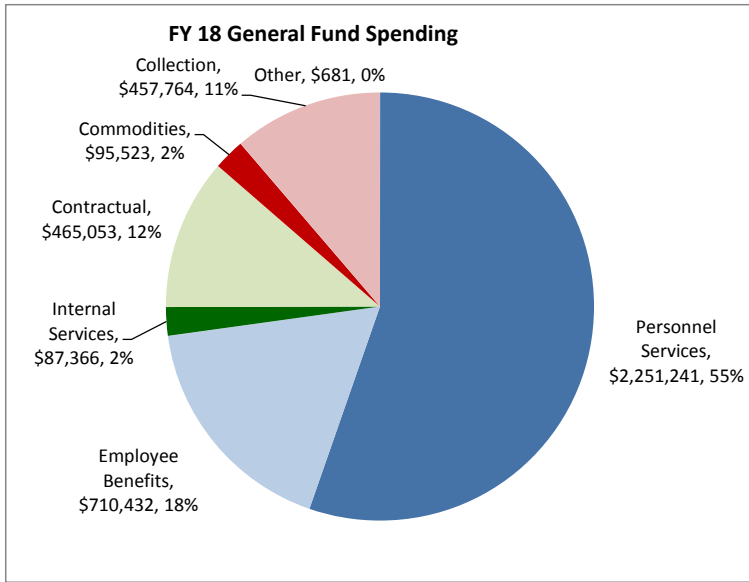
	Year-to-Year Expenditure Comparisons		
	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Totals by Category:			
Personnel Services	\$ 2,139,323	\$ 2,251,241	5.2%
Employee Benefits	686,107	710,432	3.5%
Internal Services	91,528	87,366	-4.5%
Contractual	404,296	465,053	15.0%
Commodities	80,037	95,523	19.3%
Collection	438,768	457,764	4.3%
Other	1,776	681	-61.7%
Capital over 5,000	-	10,276	
Total	\$ 3,841,835	\$ 4,078,336	6.2%

	Expense-Budget Comparisons		
	YTD 2017/18	Budget* 2017/18	% of Total Budget Spent
	\$ 2,251,241	\$ 2,280,517	98.7%
	710,432	738,689	96.2%
	87,366	144,142	60.6%
	465,053	489,732	95.0%
	95,523	114,192	83.7%
	457,764	477,651	95.8%
	681	700	97.3%
	10,276	29,925	0.0%
Total	\$ 4,078,336	\$ 4,275,548	95.4%

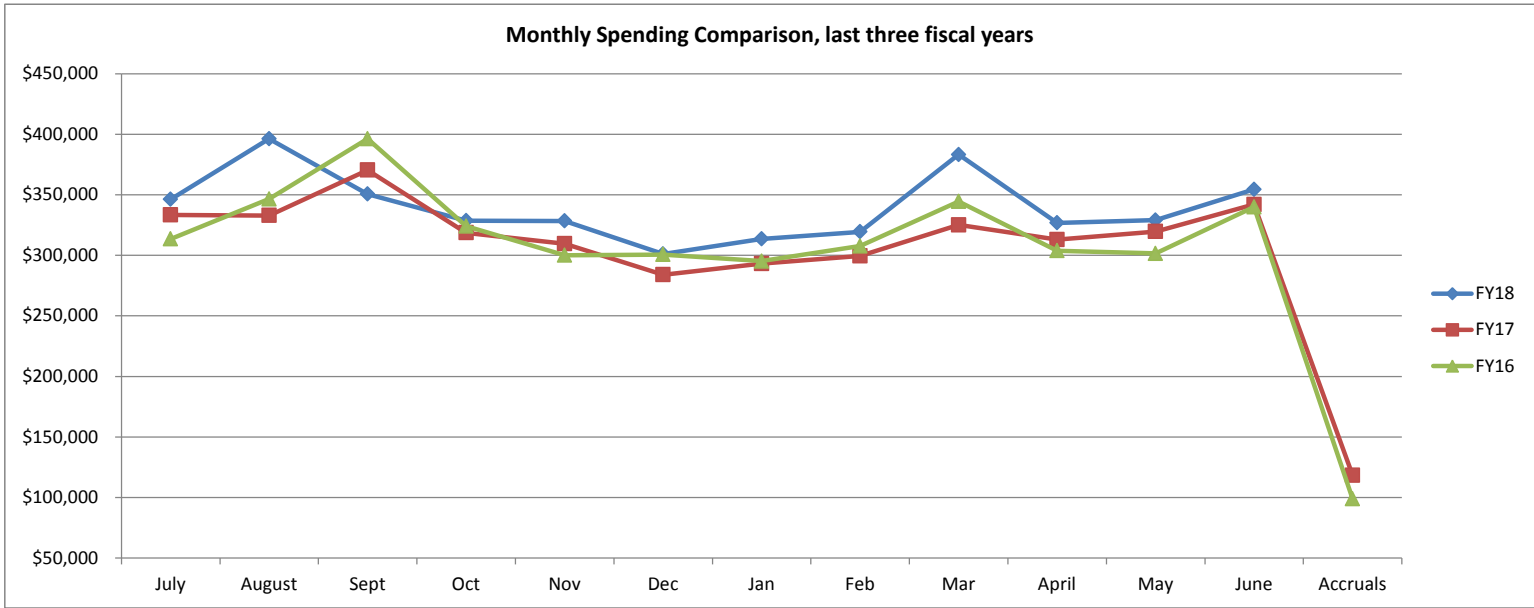
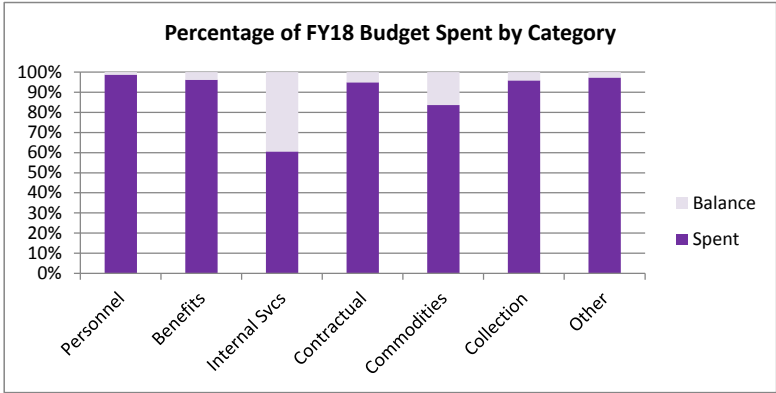
	Year-to-Year Expenditure Comparisons		
	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Totals by Division:			
Administration	\$ 1,101,787	\$ 1,221,805	10.9%
Operations	185,870	-	-100.0%
Resource Services	839,498	870,880	3.7%
Youth Services	575,793	616,667	7.1%
Adult Services	553,561	575,246	3.9%
Customer Account Services	585,326	793,738	35.6%
Grand Total	\$ 3,841,835	\$ 4,078,336	6.2%

	Expense-Budget Comparisons		
	YTD 2017/18	Budget* 2017/18	Division % of Grand Total
	\$ 1,221,805	\$ 1,309,681	29.96%
	-	-	0.00%
	870,880	920,621	21.35%
	616,667	623,455	15.12%
	575,246	588,933	14.11%
	793,738	832,858	19.46%
Total	\$ 4,078,336	\$ 4,275,548	100.00%

* Adjusted Budget



Note: Invoices for some items purchased and services received in June will be received in July. Computer replacement funds and inter-departmental charges will also be transferred in "Month 13."



Ames Public Library															
Monthly Expenditure Summary															
June 30, 2018															
	Budget	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D
Personnel Services:															
Salaries	\$ 2,113,007	\$ 171,701	\$ 174,449	\$ 172,287	\$ 174,035	\$ 170,551	\$ 171,403	\$ 173,250	\$ 174,034	\$ 176,726	\$ 176,546	\$ 175,058	\$ 172,212	\$ -	\$ 2,082,252
Temporary Salaries	160,419	6,584	15,374	13,312	12,326	14,304	12,158	11,227	13,310	12,095	12,450	13,161	16,076	-	152,376
Time & 1/2	1,208	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Longevity	5,258	-	-	-	-	3,400	-	-	-	3,633	-	13	27	-	7,072
Payroll Adjustment	-	-	-	(280)	280	-	-	-	-	-	-	(23)	97	-	74
Employee Awards	625	-	-	-	-	-	-	-	-	-	250	350	-	-	600
Comp Time	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Merit Adjustment	-	-	-	-	-	-	-	-	-	-	-	(74)	-	-	(74)
Total Personnel Svcs	2,280,517	178,285	189,823	185,319	186,640	192,241	183,408	184,792	187,343	192,454	192,536	189,829	188,571	-	2,251,241
Employee Benefits:															
Temp Salaries Benefits	28,115	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IPERS Disability	9,869	787	795	816	816	793	806	790	790	800	822	796	775	-	9,587
Life Insurance	4,240	338	343	348	348	338	338	335	345	345	355	360	350	-	4,140
Health Insurance	348,802	27,132	27,132	27,132	27,132	26,517	26,517	27,546	27,405	27,688	26,092	27,038	29,039	-	326,370
FICA Medicare	29,531	2,483	2,650	2,589	2,600	2,695	2,567	2,590	2,625	2,695	2,697	2,656	2,639	-	31,487
FICA	125,369	10,617	11,332	11,070	11,117	11,524	10,745	11,076	11,225	11,522	11,534	11,356	11,283	-	134,401
IPERS	189,312	16,634	16,644	16,154	16,641	16,446	16,378	16,474	16,730	17,186	16,877	16,552	16,771	-	199,488
Workers Comp	3,451	440	456	425	405	409	387	399	395	389	395	400	460	-	4,960
Total Employee Ben	738,689	58,430	59,351	58,534	59,059	58,722	57,737	59,211	59,515	60,625	58,773	59,158	61,316	-	710,432
Internal Services:															
City Data Services	15,199	-	1,267	1,267	1,267	-	-	-	-	11,399	-	-	-	-	15,199
City Messenger	5,232	-	-	796	404	446	402	402	416	394	516	-	843	-	4,619
Printing	1,260	-	374	201	35	31	85	36	74	25	-	135	450	-	1,447
Insurance & Bonds	19,654	-	-	-	-	-	-	-	-	19,654	-	-	-	-	19,654
Phone Operation/Maint	17,691	1,433	1,433	1,433	-	-	-	-	-	13,393	-	-	-	-	17,691
Long Distance	320	-	30	26	26	16	19	32	27	20	30	37	18	-	282
Fleet Operating/Maint	8,158	-	535	761	-	310	557	368	1,667	342	879	375	492	-	6,286
Fleet Replacement	26,628	-	2,219	2,219	-	2,219	2,219	2,219	2,219	2,219	2,219	2,219	2,219	-	22,190
Computer Replacement	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Internal Svcs	144,142	1,433	5,857	6,703	1,732	3,021	3,282	3,056	4,403	47,446	3,645	2,766	4,023	-	87,366
Contractual:															
Outside Prof Services	49,533	26,419	2,683	801	384	305	307	277	(1,558)	10,487	633	1,418	11,863	-	54,019
Flex Administration	526.00	-	-	-	-	-	-	-	577	-	-	-	-	-	577
Postage/Freight	16,150	1	1,284	1,624	1,478	1,222	1,296	1,257	1,443	1,384	1,673	1,541	1,511	-	15,714
Travel/Meetings	590	-	32	14	47	58	47	12	38	99	16	47	41	-	454
Training	4,060	-	1,072	128	-	99	-	712	-	1,504	494	-	37	-	4,046
Conferences	32,603	(2)	-	609	3,369	1,172	-	215	-	5,801	4,157	3,911	(426)	-	18,807
Dues & Memberships	4,111	339	293	-	-	100	350	120	100	1,461	105	473	251	-	3,592
Printing	200	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Advertising	869	-	16	16	16	-	181	16	16	198	537	319	-	-	1,313
Recruiting Costs	307	-	144	93	70	900	1,151	138	70	254	326	90	-	-	3,355
Electricity	111,003	-	14,219	14,995	13,679	10,772	10,309	9,346	8,970	9,448	7,834	7,437	9,270	-	116,278
Phone Operation/Maint	12,270	232	1,332	1,372	1,178	961	1,317	1,111	1,133	1,111	1,111	1,111	1,111	-	13,080
Long Distance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

	Budget	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Total
Water/Sewer	4,772	-	411	467	418	378	401	372	352	374	382	381	386	-	4,323
Waste Disposal	2,292	-	182	182	182	182	182	182	182	182	182	182	182	-	2,004
Natural Gas	4,123	-	117	60	66	812	1,273	-	2,875	1,188	1,296	504	66	-	8,256
Maintenance Contract	27,383	1,008	1,353	5,121	7,608	1,358	1,008	3,636	1,008	1,008	1,008	1,008	1,088	-	26,211
Structural Repair	500	-	-	-	-	477	-	-	-	-	144	525	3,383	-	4,529
Equipment Repair	2,500	-	239	497	75	154	304	1,782	-	-	235	1,533	340	-	5,159
Computer Maintenance	93,044	21,734	43,317	11,725	-	-	300	-	2,083	465	2,240	713	233	-	82,810
Rentals & Leases	12,000	-	1,138	1,057	1,131	1,030	(163)	1,047	1,068	1,139	1,270	1,115	859	-	10,692
Other Non-City Services	110,896	81	7,474	6,947	6,314	6,726	7,032	10,336	11,081	9,177	9,270	7,577	7,820	-	89,836
Total Contractual	489,732	49,812	75,307	45,708	36,015	26,707	25,295	30,559	29,439	45,146	32,841	30,119	38,105	-	465,053
Commodities:															
Office Supplies	11,060	593	830	840	642	1,088	2,677	986	297	1,343	1,729	422	576	-	12,024
Minor Office Equipment	5,100	-	629	146	46	1,005	-	25	198	80	187	385	278	-	2,980
Minor Computer Equip	17,000	-	807	446	377	1,165	91	1,192	-	1,851	1,056	919	5,691	-	13,595
Ag-Hort Supplies	220	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Structural Materials	3,050	22	7	97	-	620	-	-	-	-	-	-	-	-	747
Cleaning Supplies	9,000	128	402	93	692	782	435	569	205	1,763	-	458	753	-	6,279
Equip Parts/Supplies	51,406	1,746	1,233	4,271	6,429	4,573	4,054	2,195	8,488	1,949	3,595	2,797	6,063	-	47,393
Minor Equipment/Tools	1,500	-	46	-	409	-	5	10	-	762	-	798	-	-	2,030
Food	6,836	496	681	495	17	395	62	488	129	807	395	1,031	421	-	5,417
Special Project Supplies	9,020	477	334	141	327	139	200	198	-	632	256	557	1,797	-	5,059
Total Commodities	114,192	3,462	4,968	6,530	8,938	9,768	7,525	5,664	9,318	9,188	7,216	7,367	15,579	-	95,523
Collection:															
Electronic Licenses	95,055	31,666	21,538	7,224	6,700	2,621	2,422	2,231	4,772	3,034	4,516	4,949	16,234	-	107,905
Periodicals	16,653	12,061	305	1,045	113	142	123	562	799	113	142	113	113	-	15,633
Juvenile	113,913	3,623	10,307	16,392	9,319	7,369	5,785	11,937	7,810	9,877	6,977	8,053	7,934	-	105,382
Audio Visual	104,492	2,415	12,546	11,186	8,628	8,942	6,211	5,853	5,473	6,284	8,340	5,672	5,825	-	87,374
Adult Collection	147,538	5,105	16,239	11,936	11,448	12,948	9,236	9,691	10,560	9,077	11,767	16,777	16,686	-	141,470
Total Collection	477,651	54,870	60,935	47,783	36,208	32,021	23,778	30,274	29,414	28,385	31,741	35,564	46,791	-	457,764
Capital over 5,000:															
Other movable Equipment	29,925	-	-	-	-	5,916	-	-	-	-	-	4,360	-	-	10,276
Total Capital over 5,000	29,925	-	-	-	-	5,916	-	-	-	-	-	4,360	-	-	10,276
Other:															
Refunds	700	25	-	32	98	15	65	37	62	41	157	-	149	-	681
Total Other	700	25	-	32	98	15	65	37	62	41	157	-	149	-	681
GRAND TOTAL	\$ 4,275,548	\$ 346,317	\$ 396,242	\$ 350,609	\$ 328,690	\$ 328,412	\$ 301,090	\$ 313,592	\$ 319,494	\$ 383,284	\$ 326,909	\$ 329,162	\$ 354,534	\$ -	\$ 4,078,336

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015/16 ACTUAL	2016/17 ACTUAL	2017/18 ADOPTED	2017/18 ADJUSTED	2017/18 FINAL AMEND	Y-T-D ACTUAL
GENERAL FUND							
010-2600-336.70-00	OPEN ACCESS/ACCESS PLUS	59,113	63,589	60,000	56,599	56,599	56,599
010-2600-337.10-00	LIBRARY COUNTY	128,342	144,923	140,000	148,792	148,792	148,792
010-2600-347.10-01	DESK RECEIPTS	102,165	100,277	95,250	100,000	100,000	97,117
010-2600-347.10-02	PRINTING/COPYING CHARGES	8,838	10,988	8,000	11,000	11,000	11,614
010-2600-376.00-00	SALE OF ASSETS	500	829	750	750	750	785
010-2600-377.00-00	MISCELLANEOUS REVENUE	0	0	0	5,445	5,445	2,783

LEVEL	TEXT	TEXT	AMT
AJ18	RECD AUG \$74; LED BULB REBATE FR ELECTRIC \$5371		5,445
			5,445

LEVEL	TEXT	TEXT	AMT
FA18	RECD AUG \$74; LED BULB REBATE FR ELECTRIC \$5371		5,445
			5,445

*	LIBRARY	298,958	320,606	304,000	322,586	322,586	317,690
***	LIBRARY SERVICES	298,958	320,606	304,000	322,586	322,586	317,690
***	GENERAL FUND	298,958	320,606	304,000	322,586	322,586	317,690
		298,958	320,606	304,000	322,586	322,586	317,690

Note on Miscellaneous Revenue:

The anticipated revenue was for rebates from the City of Ames Municipal Utility for installation of LED bulbs throughout the building. An initial rebate request was submitted after 1120 4-foot-long bulbs were installed, but Phase 2 of the project is not yet complete.

The revenue budget for Fiscal Year 2018/19 will be adjusted to include the second rebate, which will be requested as soon as possible.

Ames Public Library Donations Report				
June 30, 2018				
FY2017/18				
	Friends	Donations	Future Needs	
	Foundation	& Grants	Fund	Total
Fund balance - 06/30/17	\$ 99,421	\$ 252,829	\$ -	\$ 352,250
Revenues:				
Interest revenue	2,054	2,095	1,660	5,808
Direct state aid		14,181		14,181
General Donations		7,783		7,783
Project Smiles Donations		794		794
Misc Revenue		15		15
Friends Foundation	155,465			155,465
Small Talk Grant	61,904	-		61,904
HBRA		5,065		5,065
Merchandise Sales	814			814
Total revenues	220,237	29,933	1,660	251,830
Expenditures:				
Gilman, Smith & Feinberg Bequest:				
Administration:				
Employee Benefits	104			104
Printing/Graphics	31			31
Office Supplies	29			29
Special Project Supplies	1,723	1,336		3,059
Resource Services:				
Electronic Collection Service	47,000	2,292		49,292
Juvenile	7,914	126		8,040
Audio-visual collection	10,355			10,355
Adult collection	1,738	548		2,286
Computer Equip/Software	2,490			2,490
Youth Services:				
Employee Benefits	354			354
Outside Professional Services	6,524			6,524
Food	962	1,553		2,515
HBRA (241-2642)		2,121		2,121
Project Smyles		23,148		23,148
Books for Babies		14,039		14,039
Special Project Supplies	10,702	1,270		11,972
Adult Services:				
Food	278			278
Outside Professional Services	4,015	-		4,015
Special Project Supplies	3,982			3,982
Library Improvements:	6,249			6,249
Small Talk Grant:	56,391			56,391
Library Merchandise	2,456			2,456
Kinney-Lindstrom Grant:		7,065		7,065
Carver Trust Grant:		883		883
Total expenses	163,296	54,382	-	217,678
Transfers between funds:				
Donations/Future Needs Fund		(178,526)	178,526	-
Friends Foundation/Donations	(16,500)	16,500		-
Total transfers	(16,500)	(162,026)	178,526	-
Current fund balance	\$ 139,862	\$ 66,353	\$ 180,186	\$ 386,401
Less:				
Committed funds:				
Encumbrances	60,385	200	-	60,585
Reserved principal*		8,276	-	8,276
Total committed funds	60,385	8,476	-	68,861
Balance available for expenditure	\$ 79,477	\$ 57,877	\$ 180,186	\$ 317,540
	-	-		-
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 January 26, 2018 a sum of \$178,526 was transferred from Donations (241) into a new Future Needs fund (240).				

Ames Public Library					
YTD Library Friends Foundation					
June 30, 2018					
FY2017/18					
	Friends	Small Talk	Library	Library	
	Foundation	Grant	Improvements	Merchandise	Total
Fund balance - 06/30/17	\$ 88,483	\$ 1,422	\$ 9,516	\$ -	\$ 99,421
Revenue:					
Interest revenue	2,054				2,054
Friends Foundation	155,465				155,465
Small Talk Grant		61,904			61,904
Merchandise Sales				814	814
Total revenues	157,519	61,904	-	814	220,237
Expenditures:					
Gilman, Smith & Feinberg Bequest:					
Administration:					
Employee Benefits	104				104
Printing/Graphics	31				31
Office Supplies	29				29
Conference	-				-
Special Project Supplies	1,723				1,723
Resource Services:					
Electronic Collection Service	47,000				47,000
Juvenile	7,914				7,914
Audio-visual collection	10,355				10,355
Adult collection	1,738				1,738
Computer Equip/Software	2,490				2,490
Youth Services:					
Employee Benefits	354				354
Outside Professional Services	6,524				6,524
Food	962				962
Special Project Supplies	10,702				10,702
Adult Services:					
Food	278				278
Outside Professional Services	4,015				4,015
Special Project Supplies	3,982				3,982
Library Improvements:			6,249		6,249
Small Talk Grant:		56,391			56,391
Library Merchandise				2,456	2,456
Total expenses	98,200	56,391	6,249	2,456	163,296
Transfers between funds:					
Friends Foundation/Merchandise	(5,000)			5,000	-
Friends Foundation/Donations	(16,500)				(16,500)
	(21,500)	-	-	5,000	(16,500)
Current Fund Balance:	\$ 126,302	\$ 6,935	\$ 3,267	\$ 3,358	\$ 139,862
Encumbrance:					
Total Friends Foundation Encumb	60,385	-	-	-	60,385
Available balance:	\$ 65,917	\$ 6,935	\$ 3,267	\$ 3,358	\$ 79,477

Ames Public Library	
YTD Library Future Needs Fund Detail	
June 30, 2018	
FY2017/18	Future
	Needs
	fund
Transfer from Donations 1/31/18	\$ 178,526
Revenues:	
Interest revenue	1,660
Misc Revenue	
Total revenues	1,660
Available balance:	\$ 180,186

Ames Public Library														
YTD Library Donations and Grants Detail														
June 30, 2018														
FY2017/18														
	Donations	Books for Babies	Project Smyles	Small Talk	HBRA	Roy J Carver Bldg Grant*	Kinney-Lindstrom Grant**	Library Improvements	Library Renovation	Uncommitted Bequests	Gilman Bequest	Smith Bequest	Tommy Feinberg	Total
Fund balance - 06/30/17	\$ 74,854	\$ 0	\$ 15,248	\$ 10,000	\$ -	\$ 883	\$ 7,065	\$ 7,495	\$ 38,395	\$ 90,476	\$ 5,363	\$ 2,033	\$ 1,017	\$ 252,829
Revenues:														
Interest revenue	2,018										49	18	9	2,095
Direct state aid		14,181												14,181
General donations	7,783													7,783
Project Smyles donations			794											794
HBRA					5,065									5,065
Misc Revenue														15
Total revenues	9,801	14,181	794	-	5,065	-	-	-	-	-	49	18	9	29,933
Expenditures:														
Administration:														
Special Project Supplies	1,336													1,336
Youth Services:														
Food	1,553													1,553
HBRA					2,121									2,121
Project Smyles			23,148											23,148
Books for Babies		14,039												14,039
Special Project Supplies	1,270													1,270
Adult Services:														
Collections:														
Electronic collection	2,292													2,292
Juvenile	126													126
Adult collection	548													548
Kinney-Lindstrom Grant							7,065							7,065
Carver Trust Grant						883								883
Total expenses	7,126	14,039	23,148	-	2,121	883	7,065	-	-	-	-	-	-	54,382
Transfers between funds:														
Donations/Future Needs Fund	(49,655)								(38,395)	(90,476)				(178,526)
Friends Foundation/Donations			16,500											16,500
Total Transfers	(49,655)	-	16,500	-	-	-	-	-	(38,395)	(90,476)	-	-	-	(162,026)
Current Fund balance:	\$ 27,875	\$ 142	\$ 9,394	\$ 10,000	\$ 2,944	\$ -	\$ -	\$ 7,495	\$ 0	\$ 0	\$ 5,412	\$ 2,051	\$ 1,026	\$ 66,353
Committed funds:														
Encumbrances	200													200
Reserved principal											5,276	2,000	1,000	8,276
Total committed funds	200	-	-	-	-	-	-	-	-	-	5,276	2,000	1,000	8,476
Available balance 2/28/18	\$ 27,675	\$ 142	\$ 9,394	\$ 10,000	\$ 2,944	\$ -	\$ -	\$ 7,495	\$ 0	\$ 0	\$ 136	\$ 51	\$ 26	\$ 57,877
*241-2640														
**241-2641														

Response to Content of Channel Five June 26, 2018 News Report

BOARD OF TRUSTEES AMES PUBLIC LIBRARY JULY 19, 2018

Whereas, the Camp Drag series of workshops hosted by the Ames Public Library and taking place on July 21, July 28, August 11, and August 18, 2018 is a program as defined by the Library's Programs Policy; and

Whereas, on June 26, 2018, the Trustees were informed by Executive Director Carey that Channel Five News had been granted access to produce a news story about Camp Drag to be aired on the 10 p.m. news that evening; and

Whereas, the news story was posted at the following website:
<https://www.weareiowa.com/news/local-news/controversy-over-ames-public-library-k-12-drag-camp/1266548037> with a video of the actual story, including its introduction by the news anchors, and an approximate transcript of the news story; and

Whereas, the news anchor's introduction to the story about Camp Drag, in contrast to the approximate transcript, contained the following statement (beginning at around 0:11 seconds of the 2:54 video): "But some people don't agree with its message. Local Five's Brynn Carman explains how the library is standing up to the haters tonight;" and

Whereas, the video (beginning at 0:41 seconds) and the approximate transcript both state, "The Ames Public Library is sending a loud and clear message to the community, and skeptics from around the country;" and

Whereas, at no point in either the video or the approximate transcript does the story cite the Library's Programs Policy or Expressions of Concern Policy; now, therefore,

Be it resolved that the Board of Trustees, Ames Public Library, strongly condemns the newscaster's use of the word "haters" to describe those who disagree with or disapprove of the Camp Drag program, and further encourages those customers who take issue with this or any program to use the process outlined in the Expressions of Concern Policy.

Be it further resolved that the Board of Trustees, Ames Public Library, in concert with the Executive Director's assurances that she and all other employees of the Ames Public Library are actually conforming to the Programs Policy's guidelines on endorsements, does not and will not endorse the content or views expressed by the participants in the Camp Drag program.

Charles Glatz, President

Sarah Barchman, Secretary



Programs Policy

Section: Library Resources

Approved: 6/23/2004

Reviewed: 1/19/2017

Revised: 10/10/2005, 10/19/2006, 9/18/2008, 8/16/2012, 12/17/2015

Ames Public Library offers programs to further its mission, “Ames Public Library – We connect you to the world of ideas.”

Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at the Bookmobile, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, film showings, interactive presentations, lectures, panel discussions, performances, puppet shows, readings, storytimes, tours, training sessions, tutorials, and workshops.

The purpose of Library programming is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current interest
- Foster cultural awareness and civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

Programming Partnership

The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library’s mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library’s role includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion, and offering supplementary Library resources.

Content

The Library’s goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Program content is determined by the presenters.

The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.

Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.

Charges, Sales, and Fundraising

All Library programs will be offered free of charge. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote his or her specific business interest. No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library by the Ames Public Library Friends Foundation or the Library itself, and
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director.

Attendance

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions.

- Attendance may be limited if the number of participants reaches the room capacity established by the Ames Fire Department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age.

Note: In the case of film programs, the Motion Picture Association of America ratings may be provided for information only. It is the responsibility of parents or legal guardians, not Ames Public Library staff, to guide their own children's use of the library and its resources and services.

Evaluation

Programs will be evaluated based on data collected from the audience, program partner(s), and staff.

Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously, as detailed in the [Expressions of Concern Policy](#).

References

This policy has been developed in concert with the following American Library Association Guidance Documents:

[Libraries: An American Value](#)

[Library Bill of Rights](#)

Interpretations of the *Library Bill of Rights*: "[Library-initiated Programs as a Resource](#)," "[Access to Library Resources and Services for Minors](#)" and "[Freedom to View Statement](#)."



Expressions of Concern Policy

Section: Administration

Approved: 3/19/2009
Reviewed: 8/18/2011, 3/19/2015
Revised: 10/23/2017

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

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

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

Expressions of Concern

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

References

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



Statement of Concern about Library Resources

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

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

Today’s Date _____

Name of Individual or Group _____

Contact person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource you are concerned with:

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

Title, author, artist _____

- Library program Display/exhibit Meeting Room Other _____

Title, date, time, location _____

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

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

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

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

Additional comments or recommendations:

Library use only:

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

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

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

Staff Report

LIBRARY DIRECTOR RECRUITMENT PRELIMINARY STEPS

July 19, 2018

BACKGROUND:

At the June 21, 2018, Library Board meeting, the Board of Trustees discussed the outline of the process that would be used to recruit the next Ames Public Library (APL) Director. At this meeting, five follow-up items were identified, which are presented below for discussion:

POSITION DESCRIPTION:

Staff has reviewed the Library Director position description and made recommendations for changes. The revised description is attached.

The Library Board is free to propose additional changes it feels are necessary to describe the work activities of the Library Director. It should be noted, however, that the Library has adopted the City of Ames process for grading the characteristics of a job description and classifying it into a pay grade.

Currently, the Library Director position is classified as a grade 65, which is the grade assigned to all but one of the City's department heads. Major changes to the job description (e.g., adjustments to education and experience requirements, significant changes to organizational control, guidance received, etc.) could affect the grading of the position. Minor changes (reflecting current terminology for programs administered, changing the order of description elements to add emphasis, etc.) do not generally result in a change in grading.

SEARCH FIRM INVOLVEMENT

The Library Board may choose to retain a search firm to assist with some or all of the recruitment process. Search firms may provide a variety of options regarding the level of their involvement. Options could include:

1. **No search firm involvement.** A search committee designated by the Board would provide direction to staff, who would prepare the recruitment materials, place advertisements, facilitate interview logistics, and complete the offer process. Staff is fully prepared to handle all these components of a potential recruitment, should the Board direct that a search firm not be retained.
2. **Search firm identifies prospective candidates.** In this option, a search firm would be retained for the purpose of getting recruitment materials into the hands of candidates the firm knows could be interested in the opportunity. This is a

more active approach than simply placing advertisements, as people who are not actively job-seeking may become aware of the opening through this option.

Following the initial outreach, staff and a designated search committee would be responsible for candidate screening, interviews, and offers. Staff estimates the cost for this option to be \$2,000 - \$5,000. The search firm may want to interview the board and/or the search committee at the outset of the recruitment, so candidates could be sought that have the experience and skills that the board desires. It therefore may take a few weeks for a firm to be identified, contracted, and prepared to launch the recruitment.

3. **Search firm conducts a limited recruitment.** This option involves a search firm placing ads, taking applications from prospective candidates, screening candidates to ensure they meet quality standards, and presenting a list of preferred candidates to the designated search committee for an invitation to the final interview stage. The deliverable product is the list of candidates. Establishing a search committee may be optional here, as the bulk of the screening would be handled by the recruitment firm.

This option requires greater involvement from the search committee and/or Board regarding what characteristics candidates should have to be acceptable. Once the list is delivered, it would be up to the search committee and/or Board to manage and conduct the on-site interview process and select a final candidate. This option could be conducted for approximately \$12,000 - \$20,000, although search firms may charge a percentage of the candidate's starting salary for this type of service. The trade-off under this option is that a firm would likely need to be selected through a request for proposals (RFP) process, which takes additional time to prepare.

4. **Search firm conducts full-service recruitment.** This is the most extensive search option. The search firm would complete all the steps of option three, in addition to organizing and conducting the on-site process. The firm would guide the board through the decision-making process and would negotiate with the selected finalist. This type of recruitment is typically done for a fee that is a percentage of the starting salary or a flat fee, and could be approximately \$20,000-\$30,000. Often there are guarantees for a successful hire, or the firm will conduct a second process at no additional charge. This option would almost certainly require an RFP process to ensure the service meets the Board's expectations.

Although funds are not budgeted for recruitment costs, typically an incoming staff member salary is lower than the incumbent, and the difference in salary can be used towards recruitment costs. If this does not occur (i.e., if the newly hired individual's salary is higher than the outgoing staff member), recruitment costs will need to be funded from another portion of the Library's budget.

SEARCH COMMITTEE COMPOSITION:

Ultimately, the entire Board of Trustees will select a candidate to whom an offer should be extended. However, the Board may identify a search committee whose membership will narrow the list of candidates prior to the on-site interviews. The choice to do this may depend on what role a search firm plays in the recruitment process. It may be possible with a limited or full-service recruitment for the search firm to interview the Board and other stakeholders separately, then present candidates for on-site interviews with the Board.

If the Library Board chooses to not use a search firm for a limited or full-service recruitment, staff's recommendation is that a prospective search committee should consist of four to six people, with potential membership as follows:

- Representatives of the Board of Trustees (perhaps 2-3)
- A representative of the Friends Foundation
- A community representative
- An APL staff representative (Tracy Briseño)

The Library Board may add or subtract representatives from this proposed list as it sees fit. The goal is to have a search committee that can represent the Library Board's wishes throughout the process, while also being small enough to quickly and efficiently make many planning decisions.

Regardless of the composition of the search committee, Assistant City Manager Brian Phillips will assist with recruitment planning and support, and administrative staff at the Library will coordinate other logistics for the recruitment.

SEARCH COMMITTEE DIRECTION AND CHARGE

Assuming a search committee is established, the Library Board should give direction regarding what decisions the committee is allowed to make without receiving further guidance from the Board. A list of suggested roles for the search committee, the Library Board, and staff is provided below. One important decision the Board will need to make now is whether the full Board intends to interview every finalist or if that should be delegated to the search committee. If the finalist interviews are delegated to the search committee, the Board members could commit to attending at least one on-site interview component of each candidate as their time allows.

PROPOSED RESPONSIBILITIES IN LIBRARY DIRECTOR SEARCH

Search Committee	Library Board of Trustees	Staff
<ul style="list-style-type: none"> • Approve advertising locations and budget, as recommended by staff • Gather feedback from stakeholders • Approve interview components (e.g., schedules, exercises, presentations, meetings, tours) • Review questions (phone interviews and on-site interviews) • Conduct screenings (review for minimum qualifications, phone interviews) • Identify any disqualifying criteria prior to finalist arrival on-site (e.g., disqualifying criminal/credit history) • Contact unsuccessful finalists 	<ul style="list-style-type: none"> • Approve job description • Establish Search Committee • Conduct finalist on-site interviews • Review feedback from other components of on-site interview process • Identify a final candidate • Authorize staff (or search firm) to negotiate with the final candidate and identify parameters 	<ul style="list-style-type: none"> • Make changes to job description as approved by the Board • Screen applicants for minimum qualifications • Prepare recommendations for advertising, interview components and questions • Prepare logistics for interviews and meetings (room reservation, materials, food, technology, etc.) • Attend interviews to ensure questions are appropriate; provide feedback as desired by the search committee • Complete routine communication with candidates (e.g., scheduling information, dismissal notices in early stages of screening) • Complete reference/background checks and provide appropriate summaries to the Board • Negotiate salary and other negotiable benefits as directed by the Library Board

The Library Board may choose to:

1. Approve the roles of the search committee, Library Board, and staff as outlined in the table above.
2. Move proposed responsibilities from one column to another.
3. Add additional or remove any listed responsibilities in the table above.

SEARCH TIMELINE

As a reminder, a department head search in the City of Ames takes approximately 16 weeks to complete, from the time the job announcement is posted until the hired candidate's first day of employment. Director Carey's proposed final day of employment will be in late December or early January. Staff's recommendation would be for the new director to start immediately following Lynne's departure (as opposed to overlapping or an extended gap). At the June Library Board meeting, Trustee Glatz proposed a timeline of the search. An adjusted version of that timeline follows below.

July 19	Search Committee makeup finalized for first meeting Job description approved by Library Board
Aug 20-24	APL staff interviews for input on criteria to emphasize
Sept 1-30	Accept applications
Oct 1-8	Screening of applicants for minimum qualifications and invitation to phone interviews
Oct 15-19	Phone interviews
Oct 22-23	Selection of on-site candidates
Nov 5-16	On-site interviews and reference/background checks
Nov 19-21	Board debrief and final selection
Nov 21-29	Make offer
Jan 2	Candidate start date

This timeline assumes no search firm involvement. If a search firm is retained for any aspect of the recruitment, the timing of individual components will need to be adjusted. However, there should be plenty of time to complete the recruitment prior to the proposed start date.

Library Director

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 to 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 an ex-officio director and administration support for 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 AND 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: Masters of Library Science degree from a graduate school accredited by the American Library Association. 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.