

**Ames Public Library Board of Trustees**  
**Agenda – December 15, 2022**  
**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 November 17, 2022
- 3) Motion approving payment of claims 11/1/22 – 11/30/22

**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 prior to the Call to Order.)

**Activity Reports**

- 4) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Thorbs-Weber/Mitchell-Conway

**Policy Review**

- 7) Expressions of Concern Policy (Action)
- 8) Director’s General Job Duties (Discussion)
- 9) Waiver of Liability for Exhibits and Displays (Discussion)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, January 19, 2023**  
**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)**

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

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
DECEMBER 15, 2022**

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

- 1) Roberta Twedt..... \$150.00

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Carolyn Myers, President

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Jon Christy, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
November 17, 2022**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, November 17, 2022, in the Dale H. Ross Board Room with Christy, Johnson, Kluesner, Marcu, Mitchell-Conway, Reynolds, and Thorbs-Weber in attendance. Myers and Torres III were excused. Assistant City Manager Schildroth and Director Schofer were also in attendance.

**Call to Order:** Vice President Marcu called the meeting to order at 7: 01 p.m.

**Consent Agenda:**

**Moved by Kluesner, seconded by Johnson, to approve the consent agenda as follows:**

1. Resolution approving Donations
  - a) Hugo & Susan Franzen in memory of Dorothy Kizer ..... \$50.00
  - b) The Ames Garden Club for gardening books..... \$28.00
2. Motion approving minutes of the regular meeting October 20, 2022
3. Motion approving payment of claims 10/1/22 – 10/31/22

**Vote on Motion: 6-0 (Marcu abstained, Myers and Torres III excused). Approved unanimously. Resolution No. 2022-L032 adopted.**

**Public Forum:** None

**Activity Reports:**

Assistant City Manager: Schildroth gave a report to the Board.

- Schildroth updated the Board on the Climate Action Plan. The last time the steering committee met was in April. That is when the consultant presented the six big moves and associated action steps that would need to be taken to work towards the target of 83% reduction by 2030 and net 0 by 2050. This is an aspirational target. City staff were directed to do a deep dive analysis of the six big moves. They are estimating a net cost of about \$900,000,000. That figure incorporates savings that will happen over time. The report is less than 30 pages long and is available on the City's [website](#) and Sustainability [website](#).
- Schildroth is helping Adult Services Librarian Cooney with a Boards and Commissions program to be held on January 26,2023. There will be a panel discussion and information on the application process.
- The Ames Human Relations Commission is accepting nominations for the Humanitarian Award until December 9th. This award recognizes a worthy individual whose contributions to our community demonstrate extraordinary quality, especially in efforts to promote diversity, inclusion and equity. Recipients are presented with the award during the community Martin Luther King Jr. Celebration held annually in January.

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

- Staff day was held November 11.
  - In previous years staff day was held only on President's Day. Last year we added a second day on Veteran's Day.
  - Jamie Niman presented via zoom about accessibility. Thorbs-Weber and Mitchell-Conway attended. Schofer received good feedback from staff.
  - Staff rotated around three stations on Niche and Professional Development Collection, Translation and World Language Resources, and Short and Impactful Advocacy.
  - Staff attended workgroup meetings after lunch that included a conversation around how to recognize and disengage from inappropriate comments or microaggressions, how to step in or support peers in the moment, and how to share and process when things happen. It is good to make space for this and recognize it is ongoing work.
  - The remainder of the workgroup time was for their teams' agendas.
  - All staff will be participating in a shared reading experience in January and February in preparation for the next staff day.
- The Migration exhibit is up. There was an author talk under the grand staircase last week.
- A waiver of liability form is being reviewed by legal.
- The annual budget PROBE meeting was today. The Library's ask includes an increase of under 3% in the general fund. We had a productive conversation around our staffing request. Our analysis called for 2.5 full-time employees (FTE). We adjusted our current budget to accommodate the .5 FTE for FY22 and are in the process of hiring for that. We requested two additional librarians and would love both of them now but understand that we may need to spread that out over the next two years since there are a range of needs across departments. Schofer feels it was a good conversation, and that our needs were heard and understood. We did identify some additional areas that we can reduce to offset the cost of one FTE without decimating our budget as it is a priority.
- The Ames Public Library Friends Foundation would like a bigger ticket item to fundraise for which works nicely with our Youth Service team looking to update their interactive play spaces and structure.
- The Annual Report is hot off the presses and posted on the library's website. Copies of the report have been distributed to staff, both the APL and APLFF Boards, and the Story County Board of Supervisors.

APLFF Report: Thorbs-Weber gave a report to the Board.

- A book sale is going on now; stop by this weekend. \$2 admission Thursday, free admission Friday & Saturday with all items \$1.00 each. \$1.00 admission Sunday with everything free.
- The Holiday Campaign fundraising letters are being mailed out next week.
- The Development Director has started. One of the first things she'll do is contact and thank donors.
- Zoom is no longer available for the APLFF Board meetings.

**Board Education:** Schofer shared a presentation on Short and Impactful Advocacy. Schofer discussed elevator speeches including 27 words, 3 points, and 9 seconds to promote various aspects of the library. The Board asked that staff provide elevator speeches to them during board education topics to make advocating for the library easier to do.

**Policy Review:**

Petition Policy: Schofer introduced the policy. This policy was reviewed by managers and had been brought to the Board last month for discussion. The recommended change includes referencing the Conduct in the Library policy.

**Moved by Christy, seconded by Thorbs-Weber, to approve the revisions to the Petition Policy as presented.**

**Vote on Motion: 6-0 (Marcu abstained, Myers and Torres III excused). Approved unanimously. Resolution No. 2022-L033 adopted.**

Expressions of Concern Policy: Schofer introduced the policy. The initial review of the policy brought about several recommendations including changing the first bullet from “direct customers to” to “provide contact information for”, changing the word “will” to “may” in the fifth bullet and changing the wording in the last bullet from “send a written response” to “may respond”. References to the Display and Exhibits policy and Public Participation policy may also be added. This policy will be reviewed by the managers and brought back next month for action.

**New Business:**

FY23 Budget Amendments and FY24 Proposed Budget: Schofer introduced the budget summary.

The City Manager requested city departments to submit adjustments to the current year’s budget (fiscal year 2022/23 or FY23) and initial requests for next year (fiscal year 2023/24 or FY24) by November 10. Schofer, Klein-Hewett and Johannes met with the City’s Finance Director, Budget Officer, and Assistant City Manager on Thursday, November 17, to review the initial entries.

- FY23 expenditures for Customer Account Services (CAS) Library Aides were reduced and expenditures for Administration, Adult Services, and Youth Service interns were shifted to Ames Public Library Friends Foundation (APLFF) funding in order to convert a .5 FTE Adult Services Library Assistant to full-time. This change also created an increase in the Adult Services wages.
- Partial audio-visual collection funding was shifted to the electronic collection to meet community interest and needs. Use of e-audio increased by 15% in FY22.
- APLFF funding will be used in FY24 to update the youth area play structure and interactive wall creating an increase in Youth Services budget. Additional APLFF funding will be used to update/replace some furniture in the Adult Services area also creating an increase.
- First floor carpet replacement is planned in FY24 as part of the capital improvement

plan.

- Story County funding is expected to decrease in FY24 as the result of a more equitable divide of county funding between the eleven Story County cities.
- Overall costs of utilities and maintenance and support contracts have increased in cost and is reflected in Commodities totals.
- The overall general fund support request shows an increase of 2.5%, with overall funding increased 4.2% (primarily APLFF funding) which they were pleased with.
- Schofer asked for two additional full-time staff as indicated in the staffing analysis needs and had a good conversation around planning for those increases. Additional funds were identified to potentially cover the cost of one FTE for FY24. The other FTE may have to wait until FY25. All FTE increases have to be approved by City Council. More conversations are expected.

**Moved by Kluesner, seconded by Johnson, to approve the FY23 budget amendments and FY24 request as presented.**

**Vote on Motion: 6-0 (Marcu abstained, Myers and Torres III excused). Approved unanimously. Resolution No. 2022-L034 adopted.**

**Trustee Comments:**

- Johnson – really appreciates the advocacy part and how easy it is to prepare and advocate for the library. It was a good meeting, thanks everyone.
- Reynolds – looks forward to more discussion on the Expressions of Concern policy.
- Mitchell-Conway – likes the book challenge, the gift that keeps on giving.
- Thorbs-Weber – thanked Marcu for stepping in and leading, thanked the Board for attending, and noted she attended the staff day Zoom presentation.
- Kluesner – thanked Schofer for the annual report. He likes the format.
- Christy – also appreciates the annual report.
- Marcu – also likes the concise format of the annual report, thanked Schofer for the nametag, and thanked the Board for the great discussions.

**Adjournment:**

**Moved by Reynolds, seconded by Christy, to adjourn at 8:23 p.m.**

**Vote on Motion: 6-0 (Marcu abstained, Myers and Torres III excused). Approved unanimously.**

The next regular meeting will be on Thursday, December 15, 2022, at 7:00 p.m. in the Dale H. Ross Board Room.

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Melissa Johannes, Library Secretary

Jon Christy, Board Secretary

**Library Claims**  
**November 1, 2022 to November 30, 2022**

<b>Administration</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,790.60
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,989.34
PAYROLL SUMMARY	MEDICARE FICA	\$	650.73
PAYROLL SUMMARY	FICA	\$	2,782.48
PAYROLL SUMMARY	IPERS	\$	4,322.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	146.18
OCT 2022 PRINTING CHRGS	PRINT SHOP SERVICES	\$	97.20
OCT LONG DISTANCE	CITY LONG DISTANCE	\$	2.06
SEP 2022 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	354.72
SEP 2022 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,173.00
OXEN TECHNOLOGY	OUTSIDE PROFESSIONAL SVCS	\$	67.50
DAVE FITZ ELECTRIC	OUTSIDE PROFESSIONAL SVCS	\$	489.20
BANK OF AMERICA	TRAINING	\$	475.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	270.00
5 FINGERS CREATIVE	ADVERTISING	\$	200.00
ONESOURCE	RECRUITING COSTS	\$	35.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,523.81
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	282.20
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	225.69
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	1,038.30
METRONET FIBERNET LLC	OUTSIDE PHONE SERVICE	\$	132.20
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	421.12
ASPEN WASTE SYSTEM OF IOWA	WASTE DISPOSAL	\$	219.90
ALLIANT ENERGY/IPL	NATURAL GAS	\$	1,012.24
OTIS ELEVATOR COMPANY	MAINTENANCE CONTRACTS	\$	250.00
DELL MARKETING LP	TECHNOLOGY MAINT/SUPPORT	\$	3,506.95
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	435.00
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/SUPPORT	\$	10,500.00
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	503.86
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	516.00
PREFERRED PEST MANAGEMENT	NON-CITY SERVICE	\$	170.00
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	5,506.23
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	156.08
CH ISSUES	OFFICE SUPPLIES	\$	149.85
VERNON CO	OFFICE SUPPLIES	\$	787.69
BANK OF AMERICA	OFFICE SUPPLIES	\$	157.30
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	25.96
ULINE	OFFICE SUPPLIES	\$	99.01

**Library Claims**  
**November 1, 2022 to November 30, 2022**

ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	52.70
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	131.13
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	1,657.65
BANK OF AMERICA	CHEMICALS/LAB SUPPLIES	\$	1,063.10
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	486.97
BANK OF AMERICA	CLEANING SUPPLIES	\$	122.97
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	81.14
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	40.45
SAMS CLUB DIRECT COMM ACC	FOOD	\$	192.37
BANK OF AMERICA	FOOD	\$	1,304.05
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	32.98
<b>Total Administration</b>		<b>\$</b>	<b>104,394.04</b>

**Resource Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	28,051.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	859.20
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	129.04
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,624.38
PAYROLL SUMMARY	MEDICARE FICA	\$	397.86
PAYROLL SUMMARY	FICA	\$	1,701.27
PAYROLL SUMMARY	IPERS	\$	2,729.17
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	34.69
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	393.39
BAKER & TAYLOR	EQUIPMENT PARTS/SUPPLIES	\$	572.03
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	28.47
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	858.98
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$	226.44
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	165.32
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,128.65
OVERDRIVE	ELECTRONIC COLLECTION	\$	7,341.64
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,068.00
CYPRESS INFORMATION SERVI	ELECTRONIC COLLECTION	\$	650.00
USA TODAY	PERIODICALS	\$	216.90
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	2,520.60
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	688.49
AMAZON	YOUTH COLLECTION	\$	1,064.32
MIDWEST TAPE	YOUTH COLLECTION	\$	1,197.98
BOOK FARM INC	YOUTH COLLECTION	\$	4,616.90
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	1,243.06
AMAZON	AUDIO-VISUAL COLLECTION	\$	335.82
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	3,489.53



**Library Claims**  
**November 1, 2022 to November 30, 2022**

BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	7,868.15
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	868.65
AMAZON	ADULT PRINT COLLECTION	\$	726.47
<b>Total Resource Services</b>		<b>\$</b>	<b>84,128.12</b>
<b>Youth Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	37,955.49
PAYROLL SUMMARY	LONGEVITY	\$	23.33
PAYROLL SUMMARY	VACATION	\$	1,477.42
PAYROLL SUMMARY	DENTAL INSURANCE	\$	326.46
PAYROLL SUMMARY	IPERS DISABILITY	\$	135.89
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,401.08
PAYROLL SUMMARY	MEDICARE FICA	\$	542.88
PAYROLL SUMMARY	FICA	\$	2,321.35
PAYROLL SUMMARY	IPERS	\$	3,585.21
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	45.53
OCT LONG DISTANCE	CITY LONG DISTANCE	\$	0.42
BANK OF AMERICA	CONFERENCES	\$	288.30
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	286.00
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	93.00
BANK OF AMERICA	FOOD	\$	55.94
<b>Total Youth Services</b>		<b>\$</b>	<b>53,610.10</b>
<b>Adult Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	35,307.74
PAYROLL SUMMARY	DENTAL INSURANCE	\$	168.82
PAYROLL SUMMARY	IPERS DISABILITY	\$	117.77
PAYROLL SUMMARY	LIFE INSURANCE	\$	64.36
PAYROLL SUMMARY	HEALTH INSURANCE	\$	3,183.06
PAYROLL SUMMARY	MEDICARE FICA	\$	506.15
PAYROLL SUMMARY	FICA	\$	2,164.24
PAYROLL SUMMARY	IPERS	\$	3,333.09
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	42.37
OCT LONG DISTANCE	CITY LONG DISTANCE	\$	7.14
BANK OF AMERICA	CONFERENCES	\$	144.15
KLEIN-HEWETT, MEGAN	CONFERENCES	\$	168.75
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	92.99
BANK OF AMERICA	FOOD	\$	64.60
<b>Total Adult Services</b>		<b>\$</b>	<b>45,365.23</b>
<b>Customer Account Services</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,098.67
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	15,094.00
PAYROLL SUMMARY	HOLIDAY PAY	\$	89.28

**Library Claims**  
**November 1, 2022 to November 30, 2022**

PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$	365.04
IPERS REFUND	PAYROLL ADJUSTMENT	\$	(365.04)
PAYROLL SUMMARY	VACATION	\$	260.45
PAYROLL SUMMARY	DENTAL INSURANCE	\$	294.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	174.02
PAYROLL SUMMARY	LIFE INSURANCE	\$	89.12
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,265.66
PAYROLL SUMMARY	MEDICARE FICA	\$	852.73
PAYROLL SUMMARY	FICA	\$	3,646.30
PAYROLL SUMMARY	IPERS	\$	5,498.44
IPERS REFUND	IPERS	\$	(547.80)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	171.44
OCT LONG DISTANCE	CITY LONG DISTANCE	\$	12.82
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	58.79
ONOVE, JESSICA	TRAVEL/MEETINGS	\$	4.88
NEAL, JESSIE	TRAVEL/MEETINGS	\$	12.50
HAMILTON, COLLEEN	TRAVEL/MEETINGS	\$	14.63
BANK OF AMERICA	TRAINING	\$	539.10
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	41.00
UNIQUE MANAGEMENT SERVICES	NON-CITY SERVICE	\$	29.55

<b><i>Total Customer Account Services</i></b>		<b>\$ 76,700.22</b>
<b>Total:</b>		<b>\$ 364,197.71</b>
<b>Carolyn Myers, President</b>	<b>Jon Christy, Secretary</b>	Date



# Expressions of Concern Policy

Section: Administration

Approved: 3/19/2009  
Reviewed: 8/18/2011, 3/19/2015  
Revised: 10/23/2017, 1/21/2021, 12/15/2022

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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. While customers are free to reject for themselves what 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 provide contact information for~~ 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 may 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~~ may present a response.
- The Board of Trustees will make a final ruling on the concern and ~~send a written response may~~ respond 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](#).

Ames Public Library [Collections Policy](#)  
Ames Public Library [Programs Policy](#)  
[Ames Public Library Display and Exhibits Policy](#)  
[Ames Public Library Public Participation Policy](#)

**Expressions of Concern Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
DECEMBER 15, 2022**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Expressions of Concern Policy as presented.

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Carolyn Myers, President

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Jon Christy, Secretary



# Director's General Job Duties Policy

Section: Administration

Approved: 1/16/1997

Reviewed: 4/17/1997, 1/21/1999, 4/20/2000, 3/15/2001, 3/27/2003, 5/13/2004, 1/17/2008, 3/15/2018, [1/19/2023](#)

Revised: 3/26/1998, 1/20/2005, 12/16/2010, 3/19/2015, 2/18/2021

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## The Director's general job duties are to:

Promote the mission and vision of the Library while fostering inclusivity.

Manage the Library's buildings, grounds and equipment in order to maintain a clean, safe, attractive and functional public institution.

- Provide for custodial care of the library building and grounds on a regular basis.
- Provide for the regular maintenance and licensing of the building's mechanical systems.
- Establish emergency procedures and provide staff training for the safety of the public, staff, and capital assets.
- Investigate and resolve problems with the library facility in a timely manner.

Manage the Library's collections so that the public may benefit from a developed body of materials that exhibits the depth, timeliness, diversity and means of access necessary to meet user interests.

- Assist and supervise the various collection managers in the development and maintenance of their collections
- Provide for the accurate, timely, economical, and useful acquisition, cataloging and classification of the collection.
- Provide guides to the collections and instruction in use of the library as appropriate.

Plan and manage the Library's expenditures and revenues.

- Submit an annual budget requisition for Trustee consideration in preparation for submission to the City.
- Supervise expenditures and revenues on an ongoing basis, recommend budget amendments as necessary and provide a summary annual report of the year's financial transactions.
- Work with the Trustees in obtaining gifts, grants, and other non-tax revenues for the furtherance of library activities.

Provide public programs and services to enhance community use of the Library's resources.

- Identify, report, and suggest solutions for any problems and successes in currently offered library services.
- Identify, report, and suggest means of implementation for services not currently offered that would benefit the community.

Favorably represent the Library and its interests in interactions with the community, other governmental entities and the library community.

- Provide an ongoing public relations program for the community to show how the Library's services and collections may be utilized.
- Work with community organizations whenever practical and possible, to achieve mutually beneficial ends.

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

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

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

Provide for the general administration of the library as Chief Agent of the Board of Trustees.

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

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

**Ames Public Library**

**Waiver of Liability for Exhibits and Displays**

Artist/Owner Name \_\_\_\_\_

Address \_\_\_\_\_

Mobile phone \_\_\_\_\_ Alt. phone \_\_\_\_\_

Email address \_\_\_\_\_

I agree to the display of my artwork and/or other property at Ames Public Library (located at 515 Douglas Avenue in Ames, Iowa) from \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy). I agree to pick up my artwork and/or other property on or before \_\_\_\_\_ (mm/dd/yy) during normal Library hours of operation.

I, (print name) \_\_\_\_\_, agree to the following:

I acknowledge that my property, including, without limitation, any artwork or other items on display, may be damaged, lost, or stolen during its exhibition and I acknowledge and understand the risk involved by allowing such property to be displayed at Ames Public Library.

I understand that the Library does not insure, or provide insurance for, any exhibits or displays. If I choose to have my property insured during its exhibition and/or display, I must acquire my own insurance. If I acquire such insurance, I agree to provide a copy of the insurance to the Library.

If I assist with the installation or removal of my artwork or other property at Ames Public Library, including the use of Library ladders and equipment, I understand that the Library is not liable for any injury or harm to me or my property that may result. If I am not on-site during the installation and/or removal of my artwork or other property, I give permission to the exhibit organizers to install and/or remove my artwork or other property, and do not hold them liable for any damage to my property.

I understand and agree that I have no more than fourteen (14) days from last day my property is on display to remove any and all property that belongs to me from Ames Public Library. If I fail to collect my property from the Library within the allotted time, I understand that the Library may consider my failure to collect my property as my abandonment of the property.

I hereby represent and warrant that I have read this Waiver of Liability for Exhibits and Displays in its entirety and fully understand its contents. I have signed the waiver voluntarily and of my own free will. By signing this waiver, I release and hold harmless Ames Public Library, its Board of Trustees, employees, or representatives from and against any and all claims of injury or damages relating to the installation, display, storage, or removal of my artwork or other property at Ames Public Library.

Artist/Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Staff Member's Name & Signature \_\_\_\_\_ Date \_\_\_\_\_