

Ames Public Library Board of Trustees
Agenda – August 21, 2025
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) Motion approving minutes of the regular meeting July 17, 2025
- 2) Motion approving payment of claims 7/1/25 – 7/31/25

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

- 3) Assistant City Manager – Goldbeck
- 4) Administration – Schofer
- 5) APLFF – Gibson/Myers

Board Education

- 6) Volunteer Resources- Faisal

Policy Review

- 7) Director's General Job Duties (Discussion)
- 8) Sex Offender (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, September 18, 2025
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org

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

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
July 17, 2025**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 19, 2025, in the Dale H. Ross Board Room with Arora, Gibson, Gordillo, Johnson, Reger, Reynolds, and Thorbs-Weber in attendance. Myers was excused. One seat is open. Director Schofer and Teen Librarian Coffey were also in attendance.

Call to Order: President Gibson called the meeting to order at 7:05 p.m.

Consent Agenda:

Moved by Thorbs weber, seconded by Reynolds, to approve the consent agenda as follows:

1. Resolution approving donations:
 - a. Susan North (credit refund 2/27/25)\$32.99
 - b. Rachel Eash (credit refund 4/9/25)\$12.99
 - c. Susan Dow (credit refund 5/11/25).....\$16.99
 - d. Erica Dalluge (credit refund 5/22/25)\$22.49
 - e. Louis Ratsimbazafy (credit refund 6/13/25).....\$4.99
 - f. Hannah Manyara (credit refund 6/19/25)\$8.99
 - g. Rachel De Bruin (credit refund 6/22/25).....\$4.99
 - h. Golden Kiwanis Club of Ames Public Library.....\$1000.00
2. Motion approving minutes of the regular meeting June 19, 2025
3. Motion approving payment of claims 6/1/25 – 6/30/25

Vote on Motion: 6-0 (Gibson abstained, Myers excused; one seat open). Approved unanimously. Resolution No. 2025-L021 adopted.

Public Forum: None

Activity Reports:

Assistant City Manager: Goldbeck was unable to attend but sent updates to Schofer to share in her absence.

- The City Manager office is gearing up for Rummage Rampage – The City partners with Iowa State University to raise community awareness about diverting waste from the landfill to reuse if possible. Rummage RAMPage 2025 will be Friday, July 25, to Saturday, August 2, this year. Last year, more than 132,782 pounds of furniture and housewares were diverted. Roughly \$62,300 were raised for local non-profit agencies and there were fifty-one participating volunteer organizations who came to help make the event possible.
- Last Thursday, July 10, was the ribbon cutting for the agility course (ninja course) at Carr Park. The Parks and Rec Commission focuses on bringing a diverse array of recreational experiences to Ames’s residents, so this was a new addition.
- On August 7 at 4 p.m. there will be a ribbon cutting on the Friedrich mini-pitch (mini-soccer) court at Lloyd Kurtz Park.

- The 3.2-mile path at Ada Hayden Heritage Park will be replaced starting in August and completed by November. This new path will be two feet wider and concrete, replacing the current 10-foot asphalt path.
- The Council has also recently awarded a contract to TK Concrete for the construction of Daley Park Splash Pad which is expected to be completed by June 1, 2026.
- At the Council meeting, the Council will also discuss the City's nuisance ordinance and whether to make changes to it or not. The City receives a variety of maintenance complaints about private properties, and if it's not outlined in the nuisance ordinance, there's nothing the City can enforce. This will be a Council discussion on whether changes are needed or desired.
- The ASSET Partners (City, County, ISU Student Government and United Way) have been working to try and outline some shared priorities amongst the funders. Creating alignment in funding priorities is one of the recommendations from the homelessness action plan report that Analytic Insights provided this past spring. This work should be wrapped up in the next month in time for the new funding cycle to begin. The County has also added a case manager position and is currently recruiting for that job:
<https://www.governmentjobs.com/careers/storyia/jobs/5005096-0/housing-stability-case-manager-liaison> It closes 8/1/2025.
- Next Tuesday, July 22, the Council will hear the annual update from the Sustainability Coordinator about what work has been done and what's ahead.

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

- Schofer shared another email correspondence from Monahan. He seems to have a particular point of view and is not interested in clarifying misconceptions or skewed interpretation of data. The City Council and Mayor were copied. Schofer did receive a thank you and the data speaks for itself email from City Council Member Betcher. The City Council does not respond unless there is a specific question or request.
- Schofer received an update from the City Attorney on the new DEI legislation. We will be reviewing our website for compliance and staff training offerings, ensuring there isn't any required training (does not impact optional training). This legislation does not impact our programming or collection offerings.
- Summer Lunches are going well. Anderson and Schofer talked with someone who is doing a write up for Mary Greeley's newsletter as a funder. An average of 130 meals are served each day with Tuesday often going higher since we have special performers. The youth volunteers are amazing. When Schofer popped in yesterday to ask them some questions in anticipation of the interview, they shared that they have more confidence speaking with the public, enjoy the service-minded opportunity and the ability to problem solve, plus its lots of fun to hang out with other teens. The food waste diversion aspect is always a surprise hit as they learn about recycling.
- Jehan Faisal, our Volunteer Coordinator, starts on Monday. We will be going through all the onboarding tasks to help her get re-acclimated. I plan to invite her to a meeting soon.
- A Library of Congress colleague, who is a lead on the Center for the Book, visited us last Monday. She was super impressed and really talked us up at the national

meeting on Zoom. She shared some LOC grant opportunities using Primary Sources. We did apply for a smaller LOC connected grant related to the PBS Kens Burns American Revolution series and will explore one of the larger regional grants as Anderson and Schofer will be attending the National Book Festival event in early September along with a Center for the Book meeting with national colleagues. We'll do a live screening of the festival as a program, a book discussion of the adult title in September, and author visits with both the adult and youth authors.

- Our in-reach with the Bridge Home has stopped as they do some re-organization. Their previous Director resigned, and they are being managed in the short term by a shelter service out of Des Moines. Hopefully, this is more of a pause than an end. I plan to reach out to say that we remain open and interested in partnering with them as they get their re-organization finalized either for in-reach or some other collaboration.
- We have had more building issues. We had a sewage leak one weekend in late June. Duckett, Library Building Maintenance Supervisor, came in and an emergency plumber and avoided any major issues although cleaning and sanitizing was a lot of work. On July 6, there was condensation "raining" down from our chiller beams in the youth services area. Staff were great. Duckett was out of town but was able to communicate with local staff and walk them through the software to troubleshoot the system and stop the system from raining until Duckett could follow up with our Woodmen consultants. We learn something new every time. Schofer did call our Risk Manager to inquire about the process and level of a formal insurance claim for future knowledge. About one hundred youth books were damaged.

Ames Public Library Friends Foundation (APLFF) Report: Gordillo gave a report to the Board.

- APLFF met this afternoon instead of last week. It was Gordillo's first meeting.
- They are doing well financially.
- It was the last meeting for Luze. She will be leaving at the end of August. The Foundation Development Director position is advertised and will remain open until it is filled. The APLFF Executive Committee will start reviewing candidates next week.
- The new website is live. They will be working to push more traffic towards it.
- Pub Fiction ticket sales are live. Pub Fiction is on August 14.

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

- This month's meeting looked at a fiscal year 2025 summary. It shows we are about 98% spent with some outstanding expenses, bringing us to almost 99% spent in the general fund which is in line with what we were expecting. No questions or concerns. The reports are always detailed and there is always more information available to us if we ever have questions.

Moved by Reger, seconded by Johnson, to approve the financial report as presented.

Vote on Motion: 6-0 (Gibson abstained, Myers excused; one seat open). Approved unanimously.

Board Education: Teen Librarian Coffey gave a presentation on the teen space and teen programming. The teen space aims to address the developmental needs of teens by providing opportunities for them to gain confidence and experience achievement, explore identity, express themselves creatively, and engage in positive social interactions.

Coffey considered the design of the space to include flexible seating areas to accommodate concurrent activities and social preferences, teen agency in altering/contributing to the space, and numerous "low risk" activities near the entrance to encourage teens to come in.

There are active program offerings including recurring programs such as a weekly video game night, a bi-weekly silent book club, and a monthly Anime Club and Teen Advisory Group and special one-time programs such as movie nights, board game nights, puzzle competitions, and teen wellness programming with partnership groups.

There are also passive program offerings. Permanent activities such as Perler Beads, project boxes, video games, and puzzles to allow for consistent options. Rotating options such as interactive wall activities, interactive bulletin boards, and a teen input board to provide novelty and seasonal/timely tie-ins.

Policy Review:

Expression of Concern: This policy was brought to the Board last month for discussion and reviewed by staff. The recommended changes include adding wording in the fourth bullet under "Expressions of Concern" that limit the consideration of requests to City of Ames residents only. Once an item has been formally considered by the Board of Trustees, it will not be reconsidered until at least 3 years since the date of its last discussion. The words "made public" were also changed to "part of the public record."

Moved by Johnson, seconded by Reynolds, to approve the review of the Expression of Concern Policy as presented.

Vote on Motion: 6-0 (Gibson abstained, Myers excused; one seat open). Approved unanimously. Resolution No. 2025-L022 adopted.

Director's General Job Duties: Schofer introduced the policy. The Board discussed the policy. This policy will be reviewed by staff and brought back next month for action.

Trustee Comments:

- Thorbs-Weber – asked if we knew how much the last booksale raised.
- Arora – can't believe Coffey has only been here six months, how much she is promoting community, connection, and confidence. So thank you to Coffey.
- Gordillo – it was super interesting to go to the APLFF meeting. She is happy to be back. She is super impressed with the budget. It is super difficult to handle the money the way to it is, let alone to have all the repairs that came up and to still be on budget, it is really impressive. She knows a lot of teens and knows how hard it is for them to be comfortable and to make connections. Teens have lost the ability to make connections, so to have a space, even if they are not interacting, that the teens can be

in and be comfortable in together is fabulous and it speaks a lot about the library. She is very impressed.

- Johnson – thank you so much Coffey. It sounds like great work. He loves the ways she is opening paths for the youth to comment and how she is welcoming more people in. Thanks for that. It was another good meeting. It's good to be here helping out.
- Reger – The teen space presentation was excellent. He can tell you have a pulse for that work. Great job.
- Reynolds – has a teen that she will encourage to use the teen space. She just loves that her neighborhood has so many librarians.

Adjournment:

Moved by Reger, seconded by Reynolds, to adjourn at 8:26 p.m.

Vote on Motion: 6-0 (Gibson abstained, Myers excused; one seat open). Approved unanimously.

The next regular meeting will be on Thursday, August 21, 2025, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
July 1 - July 31, 2025

Administration FY25			
JUNE EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	403.22
MAY 2025 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	753.38
JUNE EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,265.00
MAY 2025 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,265.00
DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	2.87
BANK OF AMERICA	CONFERENCES	\$	(394.96)
ONESOURCE	RECRUITING COSTS	\$	311.00
IA COMMUNICATION NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	349.55
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
ALLIANT ENERGY/IPL	NATURAL GAS	\$	76.50
BANK OF AMERICA	STRUCTURAL REPAIRS	\$	442.80
OTIS ELEVATOR COMPANY	STRUCTURAL REPAIRS	\$	2,941.88
TRANE US INC	EQUIPMENT REPAIRS	\$	1,155.00
BELL BROTHERS HEATING	EQUIPMENT REPAIRS	\$	10,063.00
EBSCO SUBSCRIPTION SERVICES	TECHNOLOGY MAINT/SUPPORT	\$	(2,522.00)
WEBCLARITY SOFTWARE INC	TECHNOLOGY MAINT/SUPPORT	\$	(3,977.00)
BIBLIOTHECA LLC	TECHNOLOGY MAINT/SUPPORT	\$	(17,507.48)
BIBLIOTHECA LLC	TECHNOLOGY MAINT/SUPPORT	\$	1,145.33
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	368.63
PREMIER OFFICE EQUIPMENT	LEASES	\$	1,616.42
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	13,841.04
TODAY'S BUSINESS SOLUTION	NON-CITY SERVICE	\$	115.68
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	21.60
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	259.80
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	1,124.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	88.67
Total Administration		\$	16,537.76
Resource Services FY25			
DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	2.70
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	193.66
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	253.23
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	35.82
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	502.45
EBSCO SUBSCRIPTION SERVICES	ELECTRONIC COLLECTION	\$	(10,359.00)
OVERDRIVE	ELECTRONIC COLLECTION	\$	14,330.45
USA TODAY	PERIODICALS	\$	98.10
BANK OF AMERICA	YOUTH COLLECTION	\$	125.94
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,117.38
PERMA BOUND	YOUTH COLLECTION	\$	2,631.83
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,769.51
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	175.33
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	99.88
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	1,479.07
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	728.53

Library Claims
July 1 - July 31, 2025

BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	2,306.06
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	4,096.50
FARM & HOME PUBLISHERS LT	ADULT PRINT COLLECTION	\$	121.20
INFOUSA MARKETING INC	ADULT PRINT COLLECTION	\$	600.00
GALE GROUP	ADULT PRINT COLLECTION	\$	961.41
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	1,515.62
ZIEGLER, DANIELLE	REFUNDS	\$	169.82
THOMAS, JENNIFER	REFUNDS	\$	7.95
Total Resource Services		\$	22,963.44

Adult Services FY25

DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	1.38
SWEENEY, CLELIA	TRAVEL/MEETINGS	\$	18.00
Total Adult Services		\$	19.38

Customer Account Services FY25

2024/2025 WAGE ACCRUAL	PERMANENT SALARIES/WAGES	\$	470.62
2024/2025 WAGE ACCRUAL	TEMPORARY SALARIES/WAGES	\$	6,703.65
2024/2025 WAGE ACCRUAL	MEDICARE FICA	\$	104.03
2024/2025 WAGE ACCRUAL	FICA	\$	444.80
AUTOMATED MERCHANT SYSTEM	CREDIT CARD/BANK CHARGES	\$	65.66
DEPT ALLOCATIONS	POSTAGE/FREIGHT	\$	786.05
HARTZLER, DARLA	TRAVEL/MEETINGS	\$	8.47
MATOS, BETSY	TRAVEL/MEETINGS	\$	5.60
VACLAV, CONNIE	TRAVEL/MEETINGS	\$	5.60
KOZAKOVA, KATARINA	TRAVEL/MEETINGS	\$	6.77
NEAL, JESSIE	TRAVEL/MEETINGS	\$	98.19
GARTIN, KELSEY	TRAVEL/MEETINGS	\$	81.90
VAN ROEKEL, GRACE	TRAVEL/MEETINGS	\$	11.20
SCACE, KENDRA	TRAVEL/MEETINGS	\$	21.84
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	29.55

Total Customer Account Services **\$ 8,843.93**

Total FY25: **\$ 48,364.51**

Administration FY26

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	49,023.97
PAYROLL SUMMARY	DENTAL INSURANCE	\$	454.84
PAYROLL SUMMARY	IPERS DISABILITY	\$	215.03
PAYROLL SUMMARY	LIFE INSURANCE	\$	59.40
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,957.06
PAYROLL SUMMARY	MEDICARE FICA	\$	701.82
PAYROLL SUMMARY	FICA	\$	3,000.83
PAYROLL SUMMARY	IPERS	\$	4,627.85
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	162.14
BANK OF AMERICA	CONFERENCES	\$	412.18
AMES REGIONAL ECONOMIC AL	DUES/MEMBERSHIPS	\$	593.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	320.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(1.34)

Library Claims
July 1 - July 31, 2025

UB CHARGE UPDATE	ELECTRIC SERVICE	\$	9,065.75
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(155.95)
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,196.63
METRONET FIBERNET LLC	OUTSIDE PHONE/DATA SVCS	\$	132.20
MIDWEST ALARM SERVICES	OUTSIDE PHONE/DATA SVCS	\$	1,008.00
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	509.30
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	254.56
ALLIANT ENERGY/IPL	NATURAL GAS	\$	121.49
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
IA DEPT OF INSPECTIONS, A	MAINTENANCE CONTRACTS	\$	200.00
MIDWEST ALARM SERVICES	MAINTENANCE CONTRACTS	\$	462.00
TRANE US INC	EQUIPMENT REPAIRS	\$	1,155.00
ERV GRP #5194 (EBSCO / WEBCLARITY / BIBLIOTHECA)	TECHNOLOGY MAINT/SUPPORT	\$	24,006.48
CONVERGINT TECHNOLOGIES LLC	TECHNOLOGY MAINT/SUPPORT	\$	1,300.69
WEBCLARITY SOFTWARE INC	TECHNOLOGY MAINT/SUPPORT	\$	3,977.00
INSIGHT PUBLIC SECTOR INC	TECHNOLOGY MAINT/SUPPORT	\$	1,432.50
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	50.00
INNOVATIVE INTERFACES INC	TECHNOLOGY MAINT/ SUPPORT	\$	32,915.36
TODAY'S BUSINESS SOLUTION	TECHNOLOGY MAINT/SUPPORT	\$	6,153.60
XEROX GOVERNMENT SYSTEMS	LEASES	\$	516.00
IA DEPT OF INSPECTIONS,	LICENSES/PERMITS	\$	150.00
VESTIS SERVICES, LLC	NON-CITY SERVICE	\$	64.80
MIDWEST ALARM SERVICES	NON-CITY SERVICE	\$	1,257.48
CH ISSUES	OFFICE SUPPLIES	\$	103.98
QUILL CORP	OFFICE SUPPLIES	\$	32.46
BANK OF AMERICA	OFFICE SUPPLIES	\$	115.91
ODP BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$	170.48
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	118.95
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	326.10
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	458.00
BANK OF AMERICA	CLEANING SUPPLIES	\$	16.34

Total Administration **\$ 157,649.89**

Resource Services FY26

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	32,389.32
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	149.00
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,085.14
PAYROLL SUMMARY	MEDICARE FICA	\$	439.50
PAYROLL SUMMARY	FICA	\$	1,879.12
PAYROLL SUMMARY	IPERS	\$	3,057.54
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	38.86
BAKER & TAYLOR INC	LICENSES/PERMITS	\$	2,106.41
BAKER & TAYLOR INC	LICENSES/PERMITS	\$	1,019.70
OCLC INC	LICENSES/PERMITS	\$	39,100.43

Library Claims
July 1 - July 31, 2025

BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	191.44
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	18.98
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	942.47
EBS CO SUBSCRIPTION SERVICES	ELECTRONIC COLLECTION	\$	10,359.00
GREY HOUSE PUBLISHING INC	ELECTRONIC COLLECTION	\$	2,395.00
SCHOLASTIC LIBRARY PUBLISHING	ELECTRONIC COLLECTION	\$	4,145.00
PROQUEST LLC	ELECTRONIC COLLECTION	\$	2,827.34
OVERDRIVE	ELECTRONIC COLLECTION	\$	24,530.73
AMAZON CAPITAL SERVICES	SPECIAL PJCT COLLECTIONS	\$	11.03
BOOKPAGE	PERIODICALS	\$	1,134.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	615.68
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	613.86
JUNIOR LIBRARY GUILD	YOUTH COLLECTION	\$	12,448.16
BANK OF AMERICA	YOUTH COLLECTION	\$	125.94
PENWORTHY COMPANY	YOUTH COLLECTION	\$	550.92
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	142.71
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	717.69
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	335.54
PLAYAWAY PRODUCTS LLC	AUDIO-VISUAL COLLECTION	\$	176.67
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	412.03
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	2,900.70
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,612.05
GALE GROUP	ADULT PRINT COLLECTION	\$	59.23
J D POWER AND ASSOCIATES	ADULT PRINT COLLECTION	\$	215.00
TSAI FONG BOOKS INC	ADULT PRINT COLLECTION	\$	25.61
AMAZON CAPITAL SERVICES	ADULT PRINT COLLECTION	\$	209.02
SHIRBROUN, BEVERLY	REFUNDS	\$	5.99

Total Resource Services **\$ 155,318.29**

Youth Services FY26

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	41,044.51
PAYROLL SUMMARY	HOLIDAY TIME AND 1/2	\$	77.57
PAYROLL SUMMARY	DENTAL INSURANCE	\$	313.12
PAYROLL SUMMARY	IPERS DISABILITY	\$	130.33
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,834.68
PAYROLL SUMMARY	MEDICARE FICA	\$	580.66
PAYROLL SUMMARY	FICA	\$	2,482.76
PAYROLL SUMMARY	IPERS	\$	3,881.93
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	49.24
MOTION PICTURE LICENSING	LICENSES/PERMITS	\$	192.14
BANK OF AMERICA	FOOD	\$	40.92

Total Youth Services **\$ 55,699.66**

Adult Services FY26

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	52,861.78
PAYROLL SUMMARY	DENTAL INSURANCE	\$	371.40
PAYROLL SUMMARY	IPERS DISABILITY	\$	217.90

Library Claims
July 1 - July 31, 2025

PAYROLL SUMMARY	LIFE INSURANCE	\$	84.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,499.08
PAYROLL SUMMARY	MEDICARE FICA	\$	757.67
PAYROLL SUMMARY	FICA	\$	3,239.73
PAYROLL SUMMARY	IPERS	\$	4,990.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	63.42
MOTION PICTURE LICENSING	LICENSES/PERMITS	\$	192.15
BANK OF AMERICA	FOOD	\$	146.19
Total Adult Services		\$	71,423.62

Customer Account Services FY26			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	55,219.31
2024/2025 WAGE ACCRUAL	PERMANENT SALARIES/WAGES	\$	(470.62)
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	13,473.55
2024/2025 WAGE ACCRUAL	TEMPORARY SALARIES/WAGES	\$	(6,703.65)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	368.92
PAYROLL SUMMARY	IPERS DISABILITY	\$	242.31
PAYROLL SUMMARY	LIFE INSURANCE	\$	94.08
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,355.18
PAYROLL SUMMARY	MEDICARE FICA	\$	949.68
2024/2025 WAGE ACCRUAL	MEDICARE FICA	\$	(104.03)
PAYROLL SUMMARY	FICA	\$	4,060.66
2024/2025 WAGE ACCRUAL	FICA	\$	(444.80)
PAYROLL SUMMARY	IPERS	\$	6,484.61
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	82.47
BANK OF AMERICA	FOOD	\$	14.84

Total Customer Account Services	\$	81,622.51
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Total FY26:	\$	521,713.97
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Total FY25 & FY26 COMBINED:	\$	570,078.48
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Deb Gibson, President	Richard Johnson, Secretary	Date



Director's General Job Duties Policy

Section: Administration

Approved: 1/16/1997

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

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

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](#).

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Iowa Code

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

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

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

Exceptions

There are two exceptions to this law. A sex offender who has been convicted of a sex offense against a minor may be present: 1) during the period of time reasonably necessary to transport the offender’s own minor child or ward to or from the library; and 2) during the period of time reasonably necessary to vote in a public election if the polling place is located in the library.

Other exceptions to this policy can occur only with written permission of the Library Director. The Library Director will determine eligibility to be on Library property and may consult with law enforcement, social service agencies, and/or other appropriate governmental officials. The Board of Trustees will not entertain any appeals of the Director’s determination.

Access to Materials

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

Enforcement

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

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