

**Ames Public Library Board of Trustees
Agenda – October 21, 2021
Rotary 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 September 16, 2021
- 3) Motion approving payment of claims 9/1/21 – 9/30/21

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 – Kluesner/Myers
- 7) Budget & Finance Committee

Board Education

- 8) Diversity, Equity, and Inclusion Team – Flores & Schrag

Policy Review

- 9) Director Performance Evaluation Policy (Action)
- 10) Exam Proctoring Policy (Discussion)

Unfinished Business

- 11) Service Offerings (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, November 18, 2021

Ames Public Library: We Connect You to the World of Ideas

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

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

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
October 21, 2021**

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

- 1) Mr. & Mrs. Schnosenberg in memory of Tom Sweeney \$60.00
- 2) The Raman Family in memory of Fred Brown \$100.00

Sandra Marcu, President

Charles Glatz, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
September 16, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, September 16, 2021, in the Rotary Room with Christy, Johnson, Kluesner, Marcu, Myers, and Reynolds in attendance. Barchman, Glatz, and Thorbs-Weber were excused. Director Schofer and Teen Librarian Atwell were also in attendance.

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

Consent Agenda:

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

1. Motion approving minutes of the regular meeting August 19, 2021
2. Motion approving payment of claims 8/1/21 – 8/31/21

Vote on Motion: 5-0 (Marcu abstaining; Barchman, Glatz, and Thorbs-Weber excused). Approved unanimously.

Public Forum: None

Activity Reports:

Assistant City Manager: Schildroth was not able to attend but gave Schofer updates to report on her behalf.

- An Inclusive Crosswalk will be added at the intersection of Chamberlain and Welch in Campustown next spring. The same design as the crosswalk near the Library will be used.
- The Indoor Aquatic Center project will move forward without a bond referendum as no petitions were filed (deadline was Monday, Sept 13th at 5pm). The cost of the project is \$31.2M and approximately \$10M in donations have been pledged. At Tuesday's meeting, Council approved issuing up to \$21.2M in general obligation bonds for the project. (Report is online as part of Tuesday's Council agenda packet)
- Council also approved the creation of a Resident Police Advisory Committee. The City Manager's report "Policing in Ames: A Path Forward" identified this committee as being a key step in improving the involvement of community members in the Ames PD. It provides an opportunity to gather resident perspective more intentionally regarding policies and complaints. Committee members will be appointed by the Mayor and approved by Council just like other city boards and commissions. (Report and draft ordinance are online as part of Tuesday's Council agenda packet)
- Two additional sessions of Mental Health First Aid Training will be offered. One in October and one in February.

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

- Heid's retirement public event was lovely with approximately 85 people in attendance. A nice article was in the Ames Tribune on Monday.
- The Youth Services Manager position is posted. It closes September 23, 2021 with interviews tentatively scheduled for the week of October 20th.
- Interviews for the Adult Services Library Assistant are scheduled for later this month.
- We will have two additional vacancies, an Adult Librarian and a Customer Account Services Clerk. Those positions will be posted soon.
- We had Pridefest signs and events September 5-12, 2021. Marcu was a guest for storytime and painting kindness rocks. We had a nice turnout. We had to postpone the Gender Affirming Healthcare as the presenter had their own health emergency, but we will reschedule that program.
- Over 2,200 people participated in the summer reading challenge, logging over 2 million minutes of reading!
- Weekly Storytimes have started back up. We may do a ticketed approach if needed to keep the programs appropriately sized.
- Kids Create, Book Club and Science programming are also starting up.
- The library will be a satellite voting site on Saturday October 30th from 10-4 and a polling place on Election Day for the full hours usually 7-9. They will have a voting registration event Sept 28 with the League of Women's Voters and the City just reached out today about hosting and information session with Martin, County, Auditor on September 30, 2021.
- Strategic Plan Teams are moving along. The Diversity, Equity, and Inclusion team (DEI) has identified a trainer/consultant to work with us beginning with a 2-hour session at our Staff Day on November 11th. The DEI team should be joining us for the Board Education piece next month.
- Library Card Sign up month has gone well. We amped up our Thursday at Parks Library with popcorn and stickers and conversations with our adult services staff in addition to bookmobile drivers. Staff interacted with 200 or so individuals each time and gave out 20-50 cards at each event.

APLFF Report: Myers gave a report to the Board.

- TAG members are working on recruiting more members since several students graduated. They are also working on details of a zero waste incentive program.
- Finances are still going well.
- The Development Director position remains open. They do have a couple possible candidates but interviews have not been scheduled yet.
- The Ames Public Library Friends Foundation has had several recent changes. Foreman has resigned from the Board. They are looking at rebuilding the fundraising committee, and future goals.
- The holiday mailing is planned to be sent.
- They discussed Author Café programs at length.

Director's Evaluation Committee: Marcu gave a report to the Board.

- The committee met with Schofer and reviewed the goals.

- Goals are still relevant.
- The Director is making progress towards meeting each goal.

Board Education: Schofer introduced Atwell, the Teen Librarian. Atwell introduced himself giving background information and sharing his vision for the teen space and programming. The Board welcomed and thanked Atwell.

Policy Review:

Unattended Child Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Managers' Team. Changes included rewording the last sentence.

Moved by Johnson, seconded by Christy, to approve the Unattended Child Policy as presented.

Vote on Motion: 5-0 (Marcu abstaining; Barchman, Glatz, and Thorbs-Weber excused). Approved unanimously. Resolution No. 2021-L026 adopted.

Director Performance Evaluation Policy: Schofer introduced the policy. The Board reviewed the policy and recommended adding wording to allow for the Director's goals to be modified and approved if they are no longer relevant/pertinent in September and to change the appointment times to align with other committee appointments in May. The policy will be reviewed by the Managers' Team and brought back for approval at the October meeting.

Unfinished Business:

Service Offerings: Schofer reviewed and discussed the current service model with the Board. The teen space will remain closed. Programming for youth and teens will be offered in the auditorium; adult programming remains mostly virtual.

Trustee Comments:

- Myers – Thank you Schofer and staff for continuing to do an excellent job providing services for the community and maintaining safety. Thank you to the Director's Evaluation Committee for their work.
- Kluesner – I appreciate Atwell joining us. It's good to meet the new staff.
- Reynolds – Really excited to see all the children and youth programs that are happening even with the uncertainty. It feels like a really good place for kids to be coming.
- Johnson – It was a good meeting.
- Christy – was able to attend the retirement reception. Schofer's remarks were very well done. He could tell there was a connection there.
- Marcu - thanks everyone. She continues to appreciate the board education piece

Adjournment:

**Moved by Myers, seconded by Reynolds, to adjourn at 8:22 p.m.
Vote on Motion: 5-0 (Marcu abstaining; Barchman, Glatz, and Thorbs-Weber
excused). Approved unanimously.**

The next regular meeting will be on Thursday, October 21, 2021, at 7:00 p.m. in the Rotary Room.

Melissa Johannes, Library Secretary

Charles Glatz, Board Secretary

Library Claims
September 1 - September 30, 2021

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,914.28
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	546.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$	185.59
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$	647.77
PAYROLL SUMMARY	FICA	\$	2,769.77
PAYROLL SUMMARY	IPERS	\$	4,239.92
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	151.01
JULY 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	60.00
JULY 2021 POSTAGE	POSTAGE/FREIGHT	\$	2.03
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	240.00
BANK OF AMERICA	OUTSIDE PRINTING SERVICE	\$	(1.40)
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	7,809.43
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	277.80
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	188.27
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	398.08
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	191.22
ALLIANT ENERGY/IPL	NATURAL GAS	\$	102.35
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
IA DIVISION OF LABOR SERV	MAINTENANCE CONTRACTS	\$	80.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	661.57
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	520.14
XEROX CORPORATION	RENTALS/LEASES	\$	584.98
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	7,077.16
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	184.42
CH ISSUES	OFFICE SUPPLIES	\$	65.61
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	(9.02)
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	139.51
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$	158.58
BANK OF AMERICA	OFFICE SUPPLIES	\$	305.97
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	257.16
CDW GOVERNMENT LLC	MINOR COMPUTER EQUIPMENT	\$	2,186.98
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	275.94
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$	116.00
DOORS INC	EQUIPMENT PARTS/SUPPLIES	\$	35.26
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	85.34
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	7.55
BANK OF AMERICA	FOOD	\$	315.08
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$	237.46

Library Claims
September 1 - September 30, 2021

TODAY'S BUSINESS SOLUTION	TECHNOLOGY EQP/SOFTWARE	\$	37,628.00
	Total Administration	\$	123,785.02
Resource Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	371.14
PAYROLL SUMMARY	FICA	\$	1,586.94
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
JULY 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	412.80
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	249.98
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	26.25
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	40.18
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	92.00
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	7,073.09
OVERDRIVE	ELECTRONIC COLLECTION	\$	4,444.43
MANGO LANGUAGES	ELECTRONIC COLLECTION	\$	12,219.90
KANOPY LLC	ELECTRONIC COLLECTION	\$	846.00
DOW JONES & COMPANY INC	ELECTRONIC COLLECTION	\$	1,200.00
BANK OF AMERICA	SPECIAL PJCT COLLECTIONS	\$	83.58
BOOK FARM INC	SPECIAL PJCT COLLECTIONS	\$	65.96
WT COX INFORMATION SERVIC	PERIODICALS	\$	5,737.90
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,333.08
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,263.65
AMAZON	YOUTH COLLECTION	\$	441.96
MIDWEST TAPE	YOUTH COLLECTION	\$	349.24
BANK OF AMERICA	YOUTH COLLECTION	\$	52.04
BOOK FARM INC	YOUTH COLLECTION	\$	79.88
CAVENDISH SQUARE	YOUTH COLLECTION	\$	195.54
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	52.24
LIBRARY IDEAS LLC	YOUTH COLLECTION	\$	767.10
WT COX INFORMATION SERVIC	YOUTH COLLECTION	\$	2,000.00
BLACKSTONE AUDIO BOOKS	AUDIO-VISUAL COLLECTION	\$	212.48
AMAZON	AUDIO-VISUAL COLLECTION	\$	295.77
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,975.95
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	324.71
BAKER & TAYLOR	ADULT PRINT COLLECTION	\$	5,672.95
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,627.74
AMAZON	ADULT PRINT COLLECTION	\$	319.40
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	1,117.14

Library Claims
September 1 - September 30, 2021

CHAMBERLAIN, SETH	REFUNDS	\$	30.90
ERCSE, DIANE	REFUNDS	\$	94.00
Total Resource Services		\$	91,807.25

Youth Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	42,325.44
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	2,242.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	405.30
PAYROLL SUMMARY	IPERS DISABILITY	\$	171.74
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.85
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,406.72
PAYROLL SUMMARY	MEDICARE FICA	\$	620.83
PAYROLL SUMMARY	FICA	\$	2,654.66
PAYROLL SUMMARY	IPERS	\$	4,079.14
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	89.37
JULY 2021 PRINTING CHRGS	PRINT SHOP SERVICES	\$	26.00
LAUGHING MATTERS	OUTSIDE PROFESSIONAL SVCS	\$	400.00
SPARKLEHOOPDANCE LLC	OUTSIDE PROFESSIONAL SVCS	\$	315.00
BANK OF AMERICA	RECRUITING COSTS	\$	249.00
BANK OF AMERICA	OFFICE SUPPLIES	\$	53.41
BANK OF AMERICA	FOOD	\$	8.97
Total Youth Services		\$	60,114.43

Adult Services FY21

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	36,477.49
PAYROLL SUMMARY	DENTAL INSURANCE	\$	151.06
PAYROLL SUMMARY	IPERS DISABILITY	\$	124.75
PAYROLL SUMMARY	LIFE INSURANCE	\$	69.31
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,661.62
PAYROLL SUMMARY	MEDICARE FICA	\$	517.84
PAYROLL SUMMARY	FICA	\$	2,214.23
PAYROLL SUMMARY	IPERS	\$	3,443.49
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	43.79
2021-3 MUNIC CODE	SUPPLMT	\$	19.03
JULY 2021 POSTAGE REV	POSTAGE/FREIGHT	\$	4.93
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	(51.27)
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	51.27
Total Adult Services		\$	45,727.54

Customer Account Services FY21

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	46,734.90
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	13,355.86
PAYROLL SUMMARY	DENTAL INSURANCE	\$	312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	174.03
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,234.30

Library Claims
September 1 - September 30, 2021

PAYROLL SUMMARY	MEDICARE FICA	\$	841.26
PAYROLL SUMMARY	FICA	\$	3,597.02
PAYROLL SUMMARY	IPERS	\$	5,672.55
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	155.99
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	101.63
JULY 2021 POSTAGE	POSTAGE/FREIGHT	\$	599.96
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$	7.96
FLAMING, BILLIE	TRAVEL/MEETINGS	\$	16.22
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	26.85
BANK OF AMERICA	OFFICE SUPPLIES	\$	114.73
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	80.78
Total Customer Account Services		\$	77,123.03
Total:		\$	398,557.27
Sandra Marcu, President	Charles Glatz, Secretary		Date

2021/22 Ames Public Library Expenditure Summary					
July - September, 2021					
3 months = 25%					
	Actual	Budget	YTD	Current	% of total
	2020/21	2021/22	2021/22	Balance	Budget Spent
Personnel Services:					
Salaries	\$ 2,152,942	\$ 2,371,445	\$ 584,782	\$ 1,786,663	
Temporary Salaries	172,860	188,236	38,343	149,893	
Time & 1/2	5,655	-	-	-	
Longevity	5,553	5,388	2,925	2,463	
Payroll Adjustment	-	50	-	50	
Employee Awards	908	400	-	400	
Merit Adjustment	-	46,542	-	46,542	
Comp Time	-	-	-	-	
Sick Leave	5,503	-	8,092	(8,092)	
Holiday	154	-	386	(386)	
Vacation	15,394	-	11,577	(11,577)	
Total Personnel Services	2,358,969	2,612,061	646,104	1,965,957	24.7%
Employee Benefits:					
Temp Salaries Benefits	-	34,052	-	34,052	
Dental Insurance	17,573	22,801	4,595	18,206	
IPERS Disability	10,050	11,415	2,313	9,102	
Life Insurance	4,396	4,886	1,064	3,822	
Health Insurance	302,093	429,972	80,029	349,943	
FICA Medicare	33,200	33,379	9,168	24,211	
FICA	141,956	141,661	39,199	102,462	
IPERS	220,020	224,373	59,416	164,957	
Workers Compensation	5,033	3,895	1,388	2,507	
Total Employee Benefits	734,321	906,434	197,172	709,262	21.8%
Internal Services:					
City Data Services	10,601	10,601	-	10,601	
City Messenger	6,761	7,138	-	7,138	
Pool Vehicle Usage	-	-	-	-	
Printing	758	1,150	782	368	
Insurance & Bonds	22,166	27,248	-	27,248	
Phone Operation/Maintenance	18,786	18,786	-	18,786	
Long Distance	270	420	46	374	
Fleet Operating/Maintenance	7,896	9,898	322	9,576	
Fleet Replacement	26,628	26,628	2,219	24,409	
Computer Replacement	12,372	38,000	-	38,000	
Total Internal Services	106,238	139,869	3,369	136,500	2.4%
Contractual:					
Outside Professional Services	2,355	13,700	906	12,794	
Flex Administration	-	-	-	-	
Postage/Freight	5,439	8,290	1,321	6,969	
Travel/Meetings	35	1,000	61	939	
Training	4,852	4,450	95	4,355	
Conferences	2,124	33,623	545	33,078	
Dues & Memberships	39,654	43,038	36,815	6,223	
Printing	418	250	70	180	
Advertising	869	2,193	-	2,193	
Recruiting Costs	7,530	1,750	6,469	(4,719)	
Electricity	75,359	85,000	17,308	67,692	
Phone Operation/Maintenance	17,241	17,844	3,166	14,678	
Long Distance	-	-	-	-	
Water/Sewer	3,781	5,750	813	4,937	
Waste Disposal	3,855	2,792	574	2,218	
Natural Gas	7,596	9,000	298	8,702	
Maintenance Contract	39,193	39,861	23,292	16,569	
Structural Repair	9,688	5,000	400	4,600	

2021/22 Ames Public Library Expenditure Summary					
July - September, 2021					
3 months = 25%					
	Actual	Budget	YTD	Current	% of total
	2020/21	2021/22	2021/22	Balance	Budget Spent
Equipment Repair	13,565	9,500	5,133	4,367	
Fixed Equipment Repair	-	-	-	-	
Computer Maintenance	120,656	119,259	66,172	53,087	
Rentals & Leases	16,682	16,443	2,299	14,144	
Other Non-City Services	55,412	109,312	13,945	95,367	
Total Contractual	428,378	529,998	179,809	350,189	33.9%
Commodities:					
Office Supplies	15,691	17,525	4,456	13,069	
Minor Office Equipment	1,332	2,750	81	2,669	
Minor Computer Equipment	19,251	15,000	3,791	11,209	
Ag-Hort Supplies	522	100	-	100	
Structural Materials	45	500	-	500	
Cleaning Supplies	4,842	8,500	1,706	6,794	
Equipment Parts/Supplies	33,076	38,500	4,987	33,513	
Minor Equipment & Tools	2,201	2,500	371	2,130	
Food	1,742	4,520	818	3,702	
Special Project Supplies	839	3,450	618	2,832	
Total Commodities	79,542	93,345	16,828	76,517	18.0%
Collection:					
Electronic Collection/Licenses	228,828	196,007	99,886	96,121	51.0%
Special Project Collections	-	2,000	150	1,850	7.5%
Periodicals	18,049	20,477	7,733	12,744	37.8%
Youth	100,463	121,000	11,879	109,121	9.8%
Audio Visual	76,333	84,500	14,976	69,524	17.7%
Adult Print Collection	138,814	137,700	24,736	112,964	18.0%
Total Collection	562,487	561,684	159,361	402,323	28.4%
Other:					
Coronavirus Response (2617)	-	-	-	-	
Refunds	1,092	700	144	556	
Total Other	1,092	700	144	556	20.6%
Capital over 5,000:					
Buildings / Structures	-	101,228	37,628	63,600	
Total Capital over 5,000	-	101,228	37,628	63,600	
Total	\$ 4,271,026	\$ 4,945,319	\$ 1,240,416	\$ 3,704,903	25.1%
	-	-	-	-	
					% of
					Grand Total
Totals by Division:					
Administration	\$ 1,228,990	\$ 1,415,295	\$ 371,025	\$ 1,044,270	29.91%
Resource Services	1,058,459	1,088,376	312,078	776,298	25.16%
Youth Services	669,013	769,798	199,866	569,932	16.11%
Adult Services	452,053	607,090	134,391	472,699	10.83%
Customer Account Services	862,511	1,001,160	223,056	778,104	17.98%
Coronavirus Response	-	63,600	-	63,600	0.00%
Main Entrance Improvement	-	-	-	-	0.00%
Grand Total	\$ 4,271,026	\$ 4,945,319	\$ 1,240,416	\$ 3,704,903	100.00%

2021/22 Ames Public Library General Fund Expenditure Comparisons

July - September, 2021

3 months = 25%

Year-to-Year Expenditure Comparisons

	YTD 2020/21	YTD 2021/22	% Change from 2020/21
Totals by Category:			
Personnel Services	\$ 571,249	\$ 646,104	13.1%
Employee Benefits	184,467	197,172	6.9%
Internal Services	2,531	3,369	33.1%
Contractual	151,179	179,809	18.9%
Commodities	16,708	16,828	0.7%
Collection	169,880	159,361	-6.2%
Other	3,617	144	-96.0%
Capital over 5,000	-	37,628	
Total	\$ 1,099,631	\$ 1,240,416	12.8%

3,405

Totals by Division:

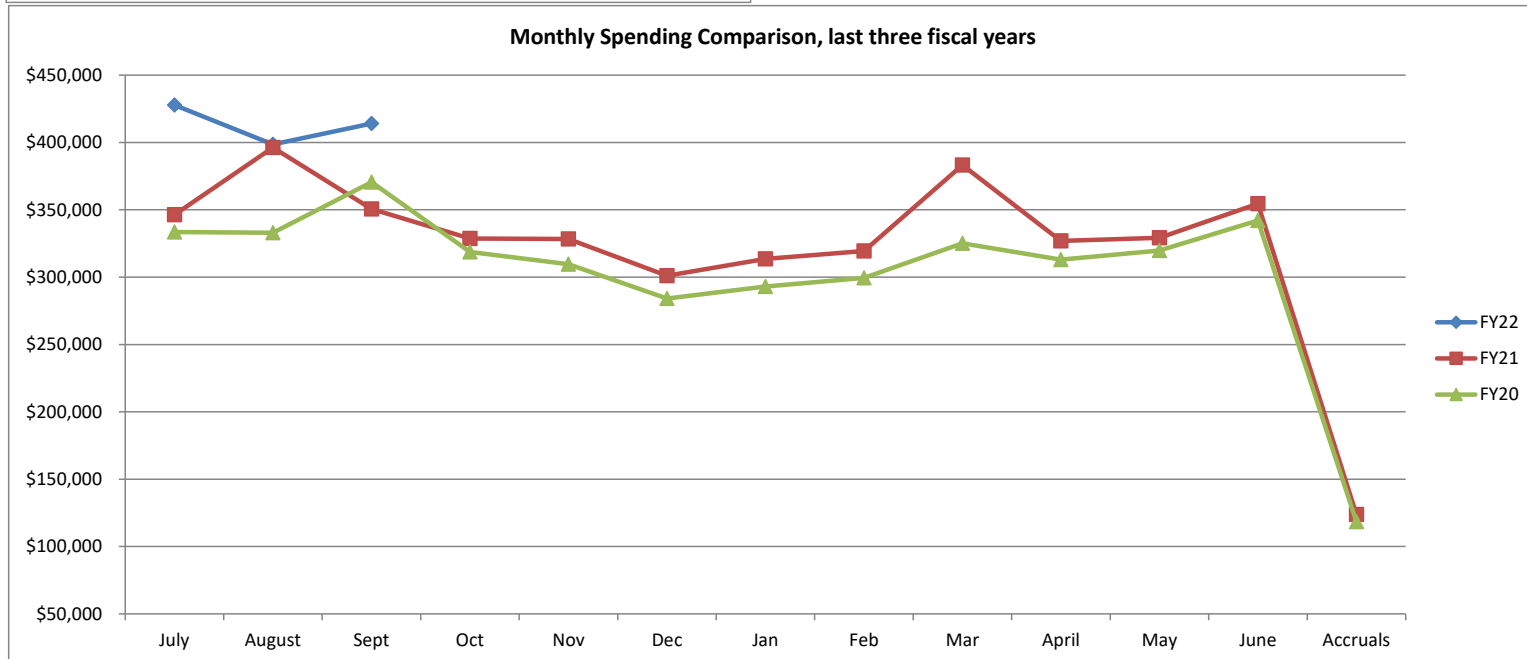
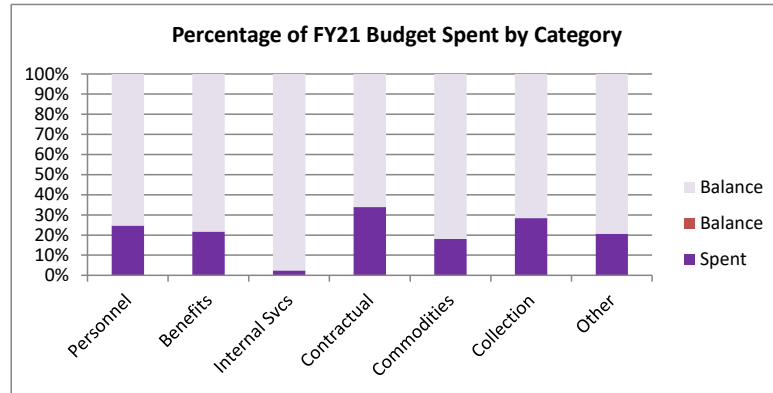
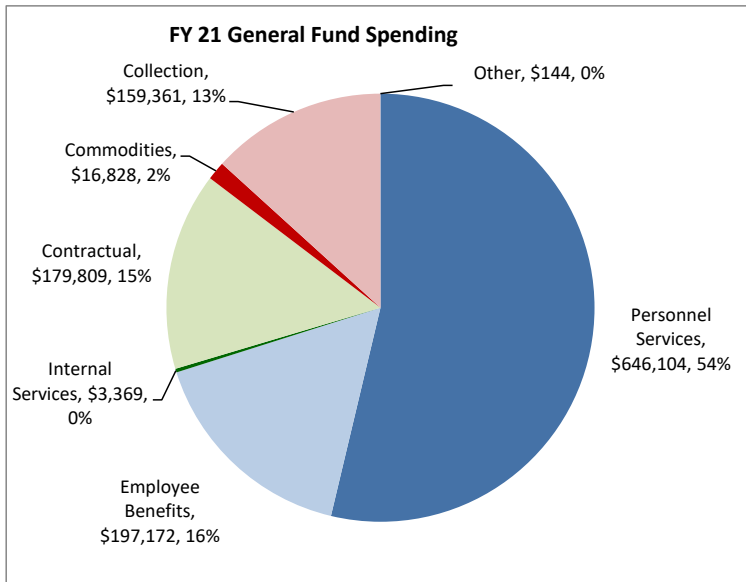
	YTD 2020/21	YTD 2021/22	% Change from 2020/21
Administration	\$ 308,452	\$ 371,025	20.3%
Resource Services	312,828	312,078	-0.2%
Youth Services	167,811	199,866	19.1%
Adult Services	114,815	134,391	17.1%
Customer Account Services	192,320	223,056	16.0%
Coronavirus Response	3,405	-	-100.0%
Main Entrance Improvement	-	-	
Grand Total	1,099,631	1,240,416	12.8%

Expense-Budget Comparisons

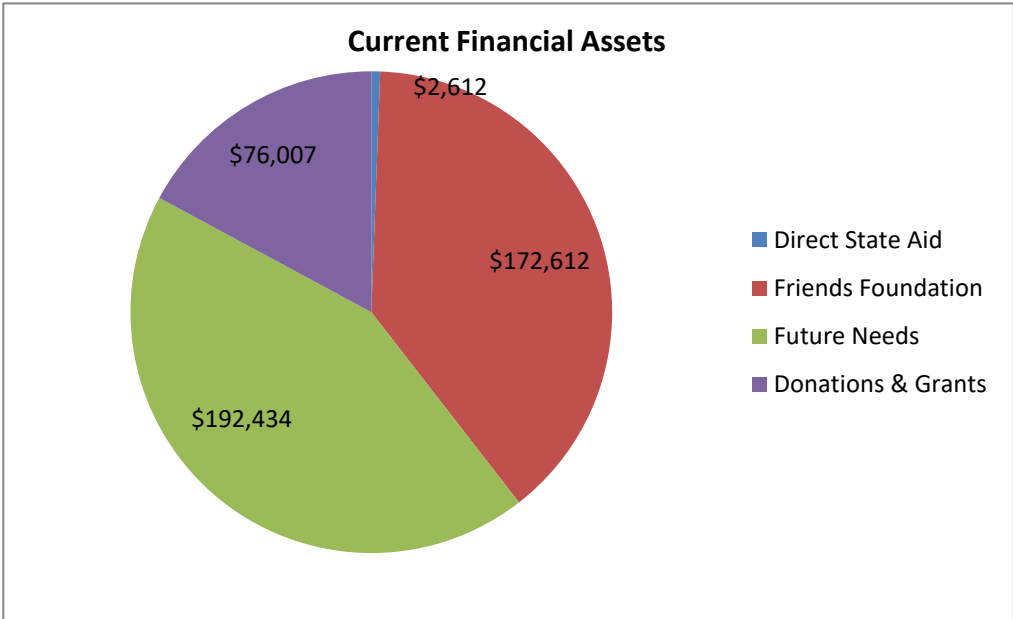
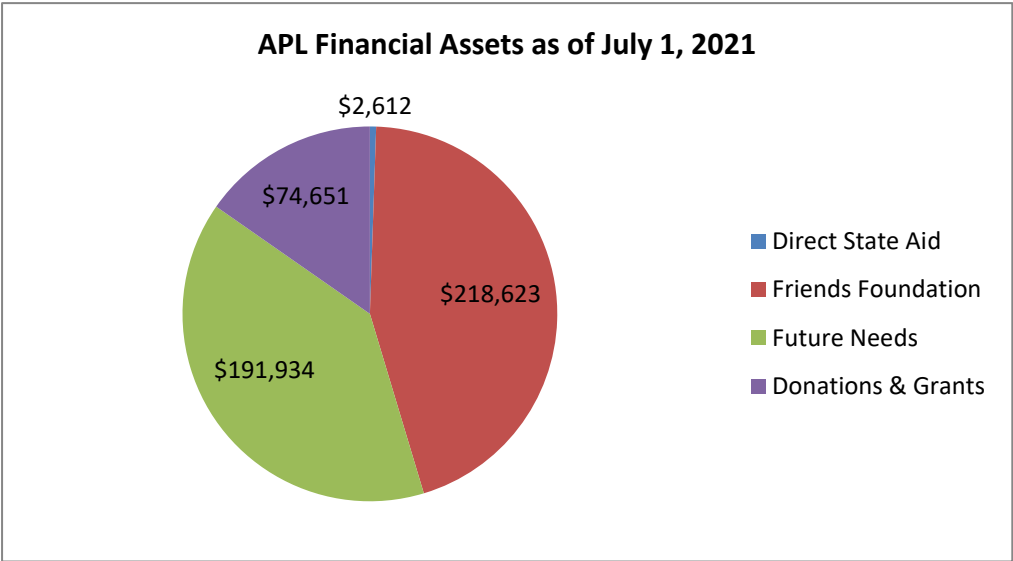
YTD 2021/22	Budget* 2021/22	% of Total Budget Spent
\$ 646,104	\$ 2,612,061	24.7%
197,172	906,434	21.8%
3,369	139,869	2.4%
179,809	529,998	33.9%
16,828	93,345	18.0%
159,361	561,684	28.4%
144	700	20.6%
37,628	101,228	0.0%
\$ 1,240,416	\$ 4,945,319	25.1%

YTD 2021/22	Budget* 2021/22	Division % of Grand Total
\$ 371,025	\$ 1,415,295	29.91%
312,078	1,088,376	25.16%
199,866	769,798	16.11%
134,391	607,090	10.83%
223,056	1,001,160	17.98%
-	-	0.00%
-	63,600	0.00%
1,240,416	4,945,319	100.00%

* Adopted Budget



Ames Public Library Donations Report					
July - September, 2021					
FY2021/22					
	Fund 238	Fund 239	Fund 241	Fund 240	
	Direct	Friends	Donations	Future	
	State Aid	Foundation	& Grants	Needs	Total
Fund balance - 06/30/21	\$ 2,612	\$ 218,623	\$ 74,651	\$ 191,934	\$ 487,820
Revenues:					
Interest revenue	0	339	211	500	1,050
Direct state aid	-	-	-	-	-
General Donations	-	-	2,063	-	2,063
Project Smiles Donations	-	-	25	-	25
Misc Revenue	-	-	-	-	-
Friends Foundation	-	-	-	-	-
Small Talk Grant	-	-	-	-	-
Large-Print Book Bequest	-	-	-	-	-
Harrison Barnes Reading Academy	-	-	18	-	18
Merchandise Sales	-	18	-	-	18
Total revenues	0	357	2,316	500	3,173
Expenditures:					
Administration:					
Personal Services	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Internal Services	-	-	-	-	-
Training	-	5,500	-	-	5,500
Dues / Memberships	-	1,750	-	-	1,750
Advertising	-	250	-	-	250
Printing/Graphics	-	-	-	-	-
Food	-	-	-	-	-
Office Supplies	-	892	-	-	892
Outside Professional Services	-	-	-	-	-
Minor Computer Equipment	-	-	-	-	-
Special Project Supplies	-	1,240	-	-	1,240
Resource Services:					
Collection administration/Interns	-	-	-	-	-
Electronic Collection Service	-	-	-	-	-
Special Project Collection	-	12,465	-	-	12,465
Juvenile	-	-	-	-	-
Audio-visual collection	-	-	-	-	-
Adult collection	-	1,180	63	-	1,243
Computer Equip/Software	-	-	-	-	-
Youth Services:					
Employee Benefits (Interns)	-	-	-	-	-
Outside Professional Services	-	2,050	-	-	2,050
Minor Office Equipment	-	-	-	-	-
Food	-	172	-	-	172
Minor Office Equipment	-	-	-	-	-
Special Project Supplies	-	7,855	-	-	7,855
Adult Services:					
Food	-	-	-	-	-
Printing/Graphics	-	-	-	-	-
Outside Professional Services	-	2,600	-	-	2,600
Special Project Supplies	-	790	-	-	790
Library Improvements:					
Gilman, Smith & Feinberg Bequests:					
Juvenile Collection	-	-	-	-	-
Adult Collection	-	-	-	-	-
Small Talk Grant:	-	-	-	-	-
Books for Babies:	-	-	-	-	-
Project Smyles:	-	1,679	-	-	1,679
Harrison Barnes Reading Academy:	-	-	898	-	898
Large-Print Books Bequest:	-	7,945	-	-	7,945
Library Merchandise	-	-	-	-	-
Total expenses	-	46,368	961	-	47,329
Transfers between funds:					
Donations/Future Needs Fund	-	-	-	-	-
Friends Foundation/Donations	-	-	-	-	-
Total transfers	-	-	-	-	-
Current fund balance	\$ 2,612	\$ 172,612	\$ 76,007	\$ 192,434	\$ 443,665
Less:					
Committed funds:					
Encumbrances	-	0	-	-	0
Reserved principal*	-	-	8,276	-	8,276
Total committed funds	-	0	8,276	-	8,276
Balance available for expenditure	\$ 2,612	\$ 172,612	\$ 67,731	\$ 192,434	\$ 435,389
	-	-	-	-	-
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.					



Resolution No. 2018-L002, adopted on January 18, 2018, established the Library's new Future Needs Fund in the amount of \$178,526. Funding sources were:

- \$90,476 in unrestricted bequest funds that had accumulated over many years;
- \$38,395 in unspent funds from the \$1,000,000 pledged from the bequest fund
- \$49,655 received from the estate of Maribeth Henney in 2016.

Ames Public Library						
2020/21 Expenditure Summary - All Funding Sources						
Period 13 - 2021						
12 months = 100%						
		Fund 238	Fund 239	Fund 241	Fund 240	
	General	Direct	Friends	Donations	Future	Total
	Fund	State Aid	Foundation	& Grants	Needs	Expenses
Administration:						
General Administration	\$ 1,234,782.25	\$ -	\$ 40,012.01	\$ 4,806.44	\$ -	\$ 1,279,600.70
Total Administration	\$ 1,234,782.25	\$ -	\$ 40,012.01	\$ 4,806.44	\$ -	\$ 1,279,600.70
Resource Services:						
Collections Administration	\$ 494,879.99					\$ 494,879.99
Electronic Collection/Licenses	\$ 228,827.69	\$ 8,340.00	\$ 33,623.41	\$ -		\$ 270,791.10
Periodicals / Special Project Collections	\$ 18,049.16		\$ 31,265.74			\$ 49,314.90
Juvenile	\$ 100,462.87	\$ -	\$ 9,532.63	\$ 669.32		\$ 110,664.82
Audio/Visual Collection	\$ 76,332.82	\$ -	\$ -			\$ 76,332.82
Adult Collection	\$ 138,814.46	\$ -	\$ 9,795.58	\$ 1,106.39		\$ 149,716.43
Refunds	\$ 1,091.91					\$ 1,091.91
Computer Equipment/Software	\$ -	\$ -	\$ -			\$ -
Total Resource Services	\$ 1,058,458.90	\$ 8,340.00	\$ 84,217.36	\$ 1,775.71	\$ -	\$ 1,152,791.97
Youth Services:	\$ 669,012.53					\$ 669,012.53
Employee Benefits		\$ -	\$ -			\$ -
Outside Professional Services		\$ -	\$ 2,200.00			\$ 2,200.00
Food & Feed		\$ -	\$ 35.88	\$ -		\$ 35.88
Minor Office Equipment		\$ -	\$ 30,909.89	\$ -		\$ 30,909.89
Special Project Supplies		\$ -	\$ 15,437.06	\$ -		\$ 15,437.06
Total Youth Services	\$ 669,012.53	\$ -	\$ 48,582.83	\$ -	\$ -	\$ 717,595.36
Adult Services:	\$ 452,053.16					\$ 452,053.16
Food		\$ -	\$ -			\$ -
Printing/Graphics						\$ -
Outside Professional Services		\$ -	\$ 2,774.21	\$ -		\$ 2,774.21
Special Project Supplies		\$ 7,071.91	\$ 9,919.66			\$ 16,991.57
Total Adult Services	\$ 452,053.16	\$ 7,071.91	\$ 12,693.87	\$ -	\$ -	\$ 471,818.94
Customer Account Services:						
Circulation Services	\$ 862,511.42	\$ -	\$ -			\$ 862,511.42
Total Customer Account Services	\$ 862,511.42	\$ -	\$ -	\$ -	\$ -	\$ 862,511.42
Library Improvements:		\$ -	\$ -			\$ -
Small Talk Grant:		\$ -	\$ -	\$ -		\$ -
Project Smyles:			\$ 4,837.49	\$ -		\$ 4,837.49
Books for Babies:		\$ -		\$ -		\$ -
Harrison Barnes Reading Academy:				\$ 5,004.53		\$ 5,004.53
Large-Print Books Bequest:		\$ -	\$ 10,004.94	\$ -		\$ 10,004.94
Gilman, Smith & Feinberg :						
Adult Collection (Smith)						\$ -
Youth Collection (Gilman & Feinberg)						\$ -
Total Bequest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 4,276,818.26	\$ 15,411.91	\$ 200,348.50	\$ 11,586.68	\$ -	\$ 4,504,165.35
budget	\$ 4,498,067.00	\$ 15,411.91	\$ 297,240.00	\$ 4,969.00	\$ -	
remaining	\$ 221,248.74	\$ -	N/A	N/A	N/A	
	5%	-				
expensed	94%	100%	N/A	N/A	N/A	



Director Performance Evaluation Process Policy

Section: Library Administration

Approved: 8//21/1997

Reviewed:

Revised: 1/16/2003, 1/15/2004, 1/14/2005, 1/17/2008, 1/20/2011, 3/21/2013, 12/17/2015, 11/15/2018, 10/21/2021

The Board of Trustees will evaluate the performance of the Library Director annually. This performance evaluation provides a basis for professional development and growth, pay decisions, disciplinary actions, and dismissal.

Committee Appointment

In ~~June~~ May of each year, the President of the Board of Trustees shall appoint a three-person committee to oversee this process. This committee will be called the Director Evaluation Committee (DEC).

Appointees shall include:

- At least one member of the Executive Committee;
- At least one non-member of the Executive Committee;
- At least one individual who has previously participated in a DEC.

(The qualifications of one trustee may satisfy two of the conditions.)

Procedure and Timeline

The Director's performance is evaluated against (1) a set of written goals which are approved each year in April, (2) the responsibilities described in the Director's General Job Duties Policy, and (3) the City of Ames' expectations of management.

September:

The DEC will conduct a mid-year discussion of progress toward goals and report back to the Board of Trustees. This meeting also provides an opportunity to begin to develop goals for the following year.

November:

Prior to December 1, the Board President will request information about the salaries and longevity of other library directors and Ames City peers for the purpose of comparison. This data will be furnished to the DEC no later than the date of the Trustees' regular December Board meeting.

January:

~~Each year,~~ The DEC will obtain feedback on the Director's performance from selected Library staff and external reviewers.

The Director will submit a self-evaluation based on three to five specific, measurable annual goals, as requested by the DEC.

February:

The DEC will:

- Gather and compile evaluation feedback.

- Prepare a summary of the results of the feedback and hold a preliminary meeting with the Director.
- Analyze the salary and longevity data provided by the Board President, with the following factors in mind:
 - Performance
 - Internal Equity (as compared to other Library Directors and City of Ames Department Directors)
 - Market (State and Regional)

March:

At least one week prior to the regular March Board meeting, the DEC will submit its draft evaluation with appropriate supporting materials to the Trustees and Director. (Original material submitted to the DEC is confidential, but may be made available to any trustee at ~~his/her~~their request.) The draft evaluation will include review and comment upon the Director’s performance of job duties and achievement relative to the previous year’s goals and development plan, and a salary adjustment recommendation.

At the March meeting, the Board of Trustees will:

- Review the draft prepared by the DEC;
- Revise (if desired) and approve the Director's performance evaluation; and
- Set the Director's salary for the fiscal year beginning July 1.

After the March meeting, the DEC and Director will meet to finalize goals for the upcoming year, based on the evaluation as approved by the Board.

April:

At the April meeting, the Board of Trustees will approve the Director's goals and development plan for the coming year. If at any point in time the Director feels that their goals need to be amended new goals may be submitted to the Board for approval.

~~June~~May:

The President of the Board will appoint a DEC to determine a process and conduct the next evaluation no later than the date of the regular ~~June~~May Board meeting.

Director Performance Evaluation Process Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
OCTOBER 21, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves the revisions to the Director Performance Evaluation Process Policy as presented.

Sandra Marcu, President

Charles Glatz, Secretary



Exam Proctoring Policy

Section: Library Resources

Approved: 5/19/2005

Reviewed: 12/15/2011, 12/20/2018, 11/18/2021

Revised: 11/20/2008, 1/21/2016

Ames Public Library offers proctoring of examinations to further its role in supporting life-long learning.

Library staff will administer either written or online exams at Ames Public Library during business hours of 9:00 AM - 5:00 PM; Monday through Friday. The library will accept examination reservations based on availability of proctoring staff.

- Ames Public Library does not restrict eligibility for exam proctoring services.
- The Library does not charge for providing proctoring services. Students are responsible for any incidental costs, such as postage to mail back exams. Payment of costs will be due prior to the time of the examination.
- Any individual needing exam proctoring must first register with the Principal Clerk.
- The institutions requiring proctored testing are responsible for making sure that the Library staff receives the examinations.
- The Library is not responsible for completed examinations lost or damaged due to factors beyond the Library's control, such as postal delays or email transmission problems.
- Unless otherwise agreed upon with the students or their institutes of learning, the Library will shred and dispose of all exams left in the care of the Library for over four months.
- The Library reserves the right to deny a proctoring request that is beyond the Library's ability to administer.