

**Ames Public Library Board of Trustees  
Agenda – September 20, 2018  
Dale H. Ross Board Room, 515 Douglas Avenue**

**Call to Order** 7:45 p.m.

**Consent Agenda** (Action Item)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Resolution approving donations
- 2) Motion approving minutes of the Regular Meeting of August 20, 2018
- 3) Motion approving minutes of the Executive Committee Meeting of September 17, 2018
- 4) Motion approving payment of claims, 8/1/2018 – 8/31/18

**Public Forum**

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

**Financial Reports**

- 5) FY18 Final Reports – Briese, Kluesner

**Activity Reports**

- 6) Ames Public Library Friends Foundation (APLFF) – Butler
- 7) Administrative Staff Report – Carey
- 8) Director Search Committee – Briseño

**Board Education**

- 9) Director Candidate Interviews – Phillips

**Trustee Comments**

**Adjournment**

Next regular meeting: Thursday, October 18, 2018  
Ames Public Library: We Connect You to the World of Ideas  
Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
SEPTEMBER 20, 2018**

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

- 1) In memory of George H. Junkhan from Joy Serovy ..... \$50.00

---

Charles Glatz, President

---

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
August 20, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Monday, August 20, 2018 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Briese, Butler, Glatz, Kluesner, Linch, Raman, and Wang in attendance. Marshall was excused. Library Director Carey, Assistant City Manager Brian Phillips, and Customer Accounts Services Manager Tracy Briseño were also present.

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

**Consent Agenda:**

**Moved by Butler, seconded by Wang, to approve the following items on the consent agenda:**

- 1) Resolution accepting donations:
  - a) From Anonymous, in gratitude for reference assistance ..... \$20.00
- 2) Motion approving minutes of the regular meeting of July 19, 2018
- 3) Motion approving payment of claims 7/1/2018 – 7/31/2018 (2017/18 accruals)
- 4) Motion approving payment of claims 7/1/2018 – 7/31/2019 (fiscal year 2018/19)

Glatz stated that he had made up the quorum at last month's meeting and was counted as having voted in the minutes, but said he didn't actually vote. He also remarked that the claims show payments made to Bank of America, but don't show what items are actually being purchased; he wondered how conflict of interest was monitored on credit card purchases and suggested that the Budget and Finance Committee discuss the issue at its next meeting.

**Vote on Motion: 7-0. Approved unanimously. Resolution No. 2018-L025 adopted.**

**Recognition of Jerri Heid's Induction into the Grade Level Reading (GLR) Council of Champions:** Jean Kresse, President and Chief Executive Officer of United Way of Story County, congratulated Youth Services Manager Jerri Heid on being inducted into the GLR Council of Champions during the national conference in Philadelphia last month. Kresse spoke about the history of this nation-wide movement to ensure that all children accomplish third-grade reading proficiency by the time they reach third grade. The project began in Ames in 2012 and has steadily expanded to include more programs, more partners, more students, and to extend across Story County. Kresse said that Heid has been involved from the beginning and was nominated for this honor by Story County Reads because her enthusiasm and dedication has been instrumental in the growth and success of the GLR program.

Heid expressed thanks to Carey and her co-workers, saying that their support had been crucial.

**Public Forum:** None.

**Ames Public Library Friends Foundation (APLFF) Report:** Glatz reported that Literary Grounds had \$2,800 in earnings in July; the Teen Advisory Group is seeking volunteers for its 5K fundraiser on August 25; a successful Pub Fiction fundraiser was held on August 16; and the next Author Café will take place on October 14. The APLFF Directors were sent the survey inviting input on qualities desired in the next library director by the APLFF Board President.

**Administrative Staff Report:** Library Director Carey started with personnel changes, stating

that Melissa Ulbrich had joined the staff as a Cataloging Clerk. Interviews are to take place later in the week for person to fill a clerk position in Youth Services which is open as a result of Emily Filos' departure, and Customer Account Services also has an opening.

Carey said that the Summer Food Program was to run through Wednesday. She was pleased that members of the School Board, Board of Supervisors, State House, and Library Board had visited over the summer. Many of them were surprised at the level of engagement they observed in the kids and were impressed by the evident dedication of the youth volunteers.

Carey reported that the last Camp Drag program had been held August 18. She said feedback from community dropped off after first event. An All Ages Drag Show will be taking place in September. Carey said that about half of the kids who attended the camps will appear in the show. She said an article on the programs by Teen Librarian Tanvi Rastogi appeared in a recent edition of *Library Journal*.

Community Relations Specialist Susan Jasper has started new collaborations with Iowa State University (ISU). Carey highlighted two upcoming library programs: "Why Farmer Archives Matter" on September 11, which goes along with an exhibit at Parks Library; and a presentation on September 27 by President Wendy Wintersteen on ISU opportunities for women, entitled "Working My Way Up the Ranks."

Also coming in September, said Carey, are the Maximum Ames Music Festival, a Community Sing sponsored by the Ames Mennonite and First Baptist Churches, and author programs.

Carey said an excerpt of a *Washington Post* article recently appeared in the *Ames Tribune*. The reporter was looking at Ames' low unemployment rate and said that APL kept popping up in conversations with persons at social service agencies, schools, and elsewhere. He came to the Library while the free lunch was being offered and wrote about the difficulties many people continue to face in spite of Ames' low unemployment rate. Trustee Butler said the *Cedar Rapids Gazette* ran the article on its front page.

**Director Search Committee (DSC) Report:** Assistant City Manager Brian Phillips updated the Board on the committee's recent work. He said 81 responses were received from staff and volunteers on the qualities they desire in the next director—60 of them were face-to-face interviews. Phillips had tried to draw major themes from the input and distributed his summary around the table. Phillips said the next step will be to work on the marketing materials and he hoped the job advertisement could be posted by September 1. On a personal note, Phillips said he was pleased to hear the passion staff and volunteers expressed about the library.

Board President Glatz thanked Phillips for his dedication to the effort and his fine work.

The committee sought Board direction on whether Ames residency should be a condition for employment, what provisions for relocation should be offered, and how much involvement the entire group would have in the on-site interview process. Considerations were detailed in the staff report Phillips had prepared for the meeting.

**Moved by Kluesner, seconded by Raman, to indicate that the Board would prefer Ames residency, but not require it.**

There was agreement that it will be important for the director to be involved in the community and responsive to the taxpayers, but the overriding concern was to attract the very best candidates and it was felt that a residency requirement could potentially be a deal-breaker for

some candidates, depending on their personal or family circumstances.

**Wang offered a friendly amendment to restate the motion to indicate that the Board “would strongly prefer Ames residency, but not require it.”**

**Amendment accepted by Kluesner.**

**Vote on Motion as Amended: 7-0. Motion carried unanimously.**

Phillips explained that the City’s practice is to reimburse department heads up to 10% of salary for relocation expenses, which could include temporary housing, as long as the person relocated to Ames.

**Moved by Raman, seconded by Wang, that the relocation stipend be paid only if the individual is moving to Ames.**

It was suggested that the two motions might send a mixed message, but others maintained that the stipend would serve as an incentive to relocate to Ames without limiting the recruiting pool.

**Vote on Motion: 4-1-2 (Kluesner, Linch, Raman, and Wong voting aye; Briese voting no; Barchman and Butler abstaining). Motion declared carried.**

Discussion ensued about the on-site interview process. The trustees agreed that it would be important to meet privately with each candidate. It was suggested that the board interview take place shortly after the public presentation so that it could form the basis of the conversation.

Recognizing that the trustees’ schedules might preclude the possibility that all nine of them could attend every interview, Briseño was asked to conduct a poll about their availability between November 5 and 16. Phillips stressed that the formal interviews needed to be very consistent, with the same interviewers, the same questions, conducted in the same order, etc. It was determined that if one or two trustees couldn’t be present when the rest were available, the committee would find another way for them to have some sort of substantive meeting with each candidate. Phillips also said that if certain persons could not commit to attending all sessions, another possibility, while not favorable, would be to let them opt out.

When asked how the open meetings law applied to the director selection process, Phillips stated that if all the trustees conducted an interview, it would be considered a public meeting; however, candidates may request that their interview be held in closed session. When it meets to wrap up the process—evaluate the candidates, consider conditions of employment, discuss the salary levels, etc.—the Board itself has the option of voting to go into closed session.

**Moved by Raman, seconded by Barchman, to make an interview with the Board part of the on-site process.**

**Vote on Motion: 7-0.**

#### **Confidentiality and Library User Records Policy:**

**Moved by Raman , seconded by Kluesner, to adopt a resolution approving revisions to the Confidentiality and Library Records Policy as presented/amended.**

When asked if customers understood that possession of a library card implied that the holder’s consent had been given, Briseño stated that the matter is discussed with everyone when their card is issued.

Staff was asked how the Library’s confidentiality agreement worked and if it could be enforced.

Carey replied that the issue is taken seriously and discussed with staff. She said there are circumstances in which a breach could be an oversight, but a supervisor would have a discussion with an employee if he/she broke confidentiality. Every attempt is made to thoroughly cover the matter in training.

**Vote on Motion (as presented): 7-0. Approved unanimously. Resolution No. 2018-L026 adopted.**

**Library Security Cameras Policy:**

**Moved by Wang, seconded by Butler, to adopt a resolution approving revisions to the Confidentiality and Library Records Policy as presented/amended.**

**Vote on Motion (as presented): 7-0. Approved unanimously. Resolution No. 2018-L027 adopted.**

**Internet Use Policy and Guidelines Policy:** It was noted that the policy applies to all Internet usage and devices.

The trustees questioned what “some information about checkout of devices and computers” was meant in the Library Practices section. Briseño explained that staff can check to see who used a particular computer or checked out a laptop—information that is useful if any damage has been done, for example. The trustees thought the terminology was ambiguous and felt the policy would be clearer if the opening phrase in the first sentence were eliminated.

Glatz said that the hyperlink to the *Library Bill of Rights* needed to be updated; it directed a person to the *Interpretations of the Library Bill of Rights*, rather than the bill itself.

**Moved by Raman, seconded by Wang, to adopt a resolution approving revisions to the Internet Use Policy and Guidelines Policy with a change in the first sentence under Library Practices to read “The Library does not retain browser history or personal information,” and correction of the hyperlink directing persons to the *Library Bill of Rights* under References.**

**Vote on Motion: 7-0 . Approved unanimously. Resolution No. 2018-L028 adopted.**

**Social Networking Policy:** There was general discussion about the policy. When asked if deleting “off topic” comments were a form of censorship, staff explained that the practice was simply an attempt to keep conversation threads focused on library-related matters.

Questions were raised about the reference to “liking” and “following” on social media sites. Staff explained that the disclaimer about online relationships with persons or organizations was analogous to the neutral position the Library takes with respect to the content of books or programs. When asked what might be lost if APL didn’t “like” or “follow” any author or organization, staff stated that the Library would lose the opportunity to push content, engage in conversations, and see what others are saying about the Library. It was noted that an added benefit of social media is that it goes beyond advertising—it can promote community building and on-going relationships.

Asked if other platforms were being used, Carey stated that APL has a Twitter account, but has been cautious in using it, in part because it would demand a huge time commitment.

**Moved by Barchman, seconded by Wang, to table this matter and direct staff to look at other libraries to see what they are doing with regard to a Social Networking Policy. Vote on Motion 7-0: Approved unanimously.**

**Conduct in the Library Policy:** Carey said that any illegal behavior is against policy, but certain issues are put into writing to ensure that the community knows how the Library functions and to aid staff. It was suggested that staff check to make sure the policy conforms to the Department of Justice's new laws with respect to animals.

**Unattended Children Policy:** The trustees wondered how it was determined that nine-year-olds could be alone in the library, but those eight and under needed to be accompanied. Carey said that APL looked at other libraries and other City departments. She said that age may not determine whether or not a child is mature enough to be at the Library alone, and there may be times when children under nine are unaccompanied, but APL's Unattended Children Policy points to a child who draws attention to himself. The Conduct in the Library Policy applies to a child who is older than eight and disruptive.

**Board Meeting Videography:** Video recording of the Board's Regular Meetings had been suspended during the summer so the equipment could be used at Municipal Band Concerts. It was reported that there had only been one viewing of the on-demand recording since January.

**Moved by Raman , seconded by Briese, to discontinue videography of Library Board Regular Meetings.**

**Vote on Motion: 7-0. Approved unanimously.**

**Trustee Comments:**

Raman recommended that the Board President ask to hear the votes of those in favor, opposed, or abstaining separately, so responses could be heard better.

Kluesner complimented Brian Phillips' thorough and helpful work with the DSC.

Briese also thanked Briseño for her assistance on the DSC and congratulated Jerri Heid for her service to the community and inspiration.

Butler stated that she was impressed with APL being featured in so many newspapers.

Wang said she very much appreciated the award presentation.

Glatz acknowledged Briseño's valuable support—her beating the bushes for participants in the Search Committee's feedback sessions was crucial.

**Adjournment:**

**Moved by Barchman, seconded by Wang, to adjourn at 8:56 p.m.**

**Vote on Motion: 7-0. Motion carried unanimously.**

The next regular meeting will be on Thursday, September 20, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

---

Karen C. Thompson, Administrative Assistant

---

Sarah Barchman, Board Secretary

**Ames Public Library Board of Trustees  
Executive Committee Meeting Minutes  
September 17, 2018**

The Executive Committee of the Ames Public Library (APL) Board of Trustees met via electronic mail on September 17, 2018. President Charles Glatz, Vice President Roger Kluesner, Secretary Sarah Barchman, and Library Director Lynne Carey participated.

On September 17, Carey advised the committee and Library Administrative Assistant Karen Thompson that the September 20 meeting agenda was relatively light, except for a presentation that was to be made by Assistant City Manager Brian Phillips. Phillips had advised staff that he would be unable to arrive until 7:45 or 8:00 p.m.

Article IV(1) of the Library Board's bylaws allows the time of the Board's Regular Meeting to be changed by a vote of the Executive Committee.

**Moved by Glatz, seconded by Barchman, to change the time of the September 20, 2018, meeting from 7:00 p.m. to 7:45 p.m.  
Vote on Motion: 3-0. Motion carried unanimously.**

---

Karen Thompson, Administrative Assistant

---

Sarah Barchman, Secretary



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

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 44,051.00
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,476.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 222.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,853.06
PAYROLL SUMMARY	MEDICARE FICA	\$ 648.49
PAYROLL SUMMARY	FICA	\$ 2,772.80
PAYROLL SUMMARY	IPERS	\$ 4,297.75
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 156.51
CORR JULY PRINTING CHRGS	PRINT SHOP SERVICES	\$ (33.20)
JULY 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 66.40
JULY TELEPHONE CHARGES	CITY PHONE SERVICE	\$ 380.48
JULY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 7.86
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 351.67
REV 17/18 ACCR ACCT PYBLE	RECRUITING COSTS	\$ (70.00)
ONESOURCE	RECRUITING COSTS	\$ 70.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 8,924.90
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 247.75
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 197.49
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 678.75
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 501.00
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 58.43
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 1,280.79
ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	\$ 725.00
XEROX CORPORATION	RENTALS/LEASES	\$ 1,211.29
CINTAS INV 22M101425	NON-CITY SERVICE	\$ (27.00)
CINTAS INV 22M102423	NON-CITY SERVICE	\$ (12.60)
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 7,564.17
CINTAS LOC 22M	NON-CITY SERVICE	\$ 190.60
CH ISSUES	OFFICE SUPPLIES	\$ 189.12
OFFICE DEPOT 139448545001	OFFICE SUPPLIES	\$ (56.25)
OFFICE DEPOT 140117298001	OFFICE SUPPLIES	\$ (23.10)
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 92.57
QUILL CORP	OFFICE SUPPLIES	\$ 15.59
BANK OF AMERICA	OFFICE SUPPLIES	\$ 25.99
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 9.99
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 265.61
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 431.54
AMER HOTEL REGISTER COMPA	CLEANING SUPPLIES	\$ 557.20
	<b>Total Administration</b>	<b>\$ 86,566.51</b>

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

<b>Resource Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 23,207.03
PAYROLL SUMMARY	IPERS DISABILITY	\$ 101.64
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,231.02
PAYROLL SUMMARY	MEDICARE FICA	\$ 310.66
PAYROLL SUMMARY	FICA	\$ 1,328.29
PAYROLL SUMMARY	IPERS	\$ 2,190.77
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 27.86
JULY TELEPHONE CHARGES	CITY PHONE SERVICE	\$ 190.24
JULY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 6.56
OCLC INC	OUTSIDE PROFESSIONAL SVCS	\$ 28,000.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 625.54
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 16.00
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 197.10
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 111.95
EBSCO SUBSCRIPTION SERVIC	ELECTRONIC COLLECTION	\$ 2,250.00
NEWSBANK	ELECTRONIC COLLECTION	\$ 7,675.00
BANK OF AMERICA	ELECTRONIC COLLECTION	\$ 31.89
VALUE LINE PUBLISHING LLC	ELECTRONIC COLLECTION	\$ 5,900.00
OVERDRIVE	ELECTRONIC COLLECTION	\$ 2,526.92
AMES TRIBUNE	PERIODICALS	\$ 995.00
BANK OF AMERICA	PERIODICALS	\$ 14.99
DES MOINES REGISTER	PERIODICALS	\$ 113.40
REV 17/18 ACCR ACCT PYBLE	YOUTH COLLECTION	\$ (429.95)
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,378.39
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 64.35
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 1,261.14
JUNIOR LIBRARY GUILD	YOUTH COLLECTION	\$ 11,355.10
AMAZON	YOUTH COLLECTION	\$ 1,121.09
MIDWEST TAPE	YOUTH COLLECTION	\$ 1,234.21
BANK OF AMERICA	YOUTH COLLECTION	\$ 278.43
PENWORTHY COMPANY	YOUTH COLLECTION	\$ 539.02
CAVENDISH SQUARE	YOUTH COLLECTION	\$ 195.54
REV 17/18 ACCR ACCT PYBLE	AUDIO-VISUAL COLLECTION	\$ (1,105.87)
AMAZON	AUDIO-VISUAL COLLECTION	\$ 1,518.27
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 7,246.52
REV 17/18 ACCR ACCT PYBLE	ADULT PRINT COLLECTION	\$ (905.91)
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 5,523.69
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 199.42
AMAZON	ADULT PRINT COLLECTION	\$ 1,401.28
CENTER POINT PUBLISHING	ADULT PRINT COLLECTION	\$ 88.68
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 773.30

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

GALE GROUP	ADULT PRINT COLLECTION	\$ 289.39
VALUE LINE PUBLISHING LLC	ADULT PRINT COLLECTION	\$ 1,000.00
GREY HOUSE PUBLISHING INC	ADULT PRINT COLLECTION	\$ 478.05
INFOGROUP	ADULT PRINT COLLECTION	\$ 550.00
CHARITY WATCH	ADULT PRINT COLLECTION	\$ 50.00
HERMSEN, HEATHER	REFUNDS	\$ 31.75
	<b>Total Resource Services</b>	<b>\$ 115,235.25</b>
<b>Youth Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,370.05
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 4,695.43
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 52.76
IPERS REFUND-WILLIAMSON	PAYROLL ADJUSTMENT	\$ (52.76)
PAYROLL SUMMARY	VACATION	\$ 524.49
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.94
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,294.42
PAYROLL SUMMARY	MEDICARE FICA	\$ 578.40
PAYROLL SUMMARY	FICA	\$ 2,473.32
PAYROLL SUMMARY	IPERS	\$ 3,876.56
IPERS REFUND-WILLIAMSON	IPERS	\$ (79.20)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 124.33
JULY 2018 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 25.40
JULY TELEPHONE CHARGES	CITY PHONE SERVICE	\$ 285.36
JULY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 1.14
ALBRIGHT, BRIDGIT	OUTSIDE PROFESSIONAL SVCS	\$ 50.00
WAGNER, NEVA	OUTSIDE PROFESSIONAL SVCS	\$ 50.00
ZERR, DEREK	OUTSIDE PROFESSIONAL SVCS	\$ 300.00
WALLACE, ROSS	OUTSIDE PROFESSIONAL SVCS	\$ 50.00
CASTLE, ANDRA	OUTSIDE PROFESSIONAL SVCS	\$ 130.00
LIB 8/8/18	CONFERENCES	\$ (390.98)
BANK OF AMERICA	CONFERENCES	\$ 408.98
BANK OF AMERICA	FOOD	\$ 17.70
HEID, JERRI	FOOD	\$ 15.88
REV 17/18 ACCR ACCT PYBLE	SPECIAL PROJECT SUPPLIES	\$ (8.99)
AMAZON	SPECIAL PROJECT SUPPLIES	\$ 63.43
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 162.35
HEID, JERRI	SPECIAL PROJECT SUPPLIES	\$ 3.81
	<b>Total Youth Services</b>	<b>\$ 56,270.82</b>
<b>Adult Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,104.40
PAYROLL SUMMARY	IPERS DISABILITY	\$ 138.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,831.34

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

PAYROLL SUMMARY	MEDICARE FICA	\$ 509.32
PAYROLL SUMMARY	FICA	\$ 2,177.80
PAYROLL SUMMARY	IPERS	\$ 3,408.26
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 43.31
MUNIC CODE 2018-3	PRINT SHOP SERVICES	\$ 41.00
JULY TELEPHONE CHARGES	CITY PHONE SERVICE	\$ 285.36
JULY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 3.02
	<b>Total Adult Services</b>	<b>\$ 48,617.38</b>
<b>Customer Account Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 43,255.91
REVERSE FY18 WAGE ACCRUAL	PERMANENT SALARIES/WAGES	\$ (239.84)
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 12,222.55
REVERSE FY18 WAGE ACCRUAL	TEMPORARY SALARIES/WAGES	\$ (5,394.78)
REVERSE FY18 WAGE ACCRUAL	COMPENSATORY TIME	\$ (84.71)
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 8.03
OLTMAN, KATHLEEN	PAYROLL ADJUSTMENT	\$ (343.19)
REVERSE FY18 WAGE ACCRUAL	VACATION	\$ (254.17)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 184.01
PAYROLL SUMMARY	LIFE INSURANCE	\$ 87.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,721.84
PAYROLL SUMMARY	MEDICARE FICA	\$ 772.29
REVERSE FY18 WAGE ACCRUAL	MEDICARE FICA	\$ (86.62)
PAYROLL SUMMARY	FICA	\$ 3,302.22
REVERSE FY18 WAGE ACCRUAL	FICA	\$ (370.36)
PAYROLL SUMMARY	IPERS	\$ 5,237.90
OLTMAN, KATHLEEN	IPERS	\$ (515.07)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 154.19
JULY TELEPHONE CHARGES	CITY PHONE SERVICE	\$ 332.92
JULY LONG DISTANCE CHGS	CITY LONG DISTANCE	\$ 11.80
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 387.56
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 12.04
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 12.24
BANK OF AMERICA	TRAINING	\$ 18.29
MORTON, MARY	TRAINING	\$ 111.18
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 241.65
OFFICE DEPOT 130807132001	OFFICE SUPPLIES	\$ (155.28)
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 155.28
	<b>Total Customer Account Services</b>	<b>\$ 64,785.38</b>
	<b>Grand Total:</b>	<b>\$ 371,475.34</b>
<b>Charles Glatz, President</b>	<b>Sarah Barchman, Secretary</b>	<b>Date</b>

Ames Public Library					
2017/18 Expenditure Summary - All Funding Sources					
Period 13					
12 month =100%					
		Fund 239	Fund 241	Future	
	General	Friends	Donations	Needs	Total
	Fund	Foundation	& Grants	Fund	Expenses
Gilman, Smith & Feinberg :					
Adult Collection (Smith)					
					-
Youth Collection (Gilman & Feinberg)					
					-
Total Bequest					
	-	-	-	-	-
Administration:					
General Administration					
	1,311,955	2,442	-		1,314,398
Total Administration					
	1,311,955	2,442	-	-	1,314,398
Resource Services:					
Collections Administration					
	413,667				413,667
Electronic Collection/Licenses					
	112,773	47,000	2,292		162,065
Periodicals					
	15,775				15,775
Juvenile					
	109,352	9,013	126		118,491
Audio/Visual Collection					
	92,013	9,199			101,212
Adult Collection					
	146,804	6,337	548		153,689
Refunds					
	728				728
Total Resource Services					
	891,111	71,548	2,966	-	965,625
Youth Services:					
	620,041				620,041
Outside Professional Services					
		10,100			10,100
Food & Feed					
		996	1,553		2,549
Project Smyles					
			23,728		23,728
Books for Babies					
			14,197		14,197
Special Project Supplies					
		10,797	2,606		13,403
HBRA					
			2,486		2,486
Total Youth Services					
	620,041	21,892	44,571	-	686,504
Adult Services:					
	576,176				576,176
Food					
		278			278
Outside Professional Services					
		4,015			4,015
Special Project Supplies					
		4,554			4,554
Total Adult Services					
	576,176	8,847	-	-	585,023
Customer Account Services:					
Circulation Services					
	802,727				802,727
Total Customer Account Services					
	802,727	-	-	-	802,727
Library Improvements:					
		6,249			6,249
Small Talk Grant:					
		57,246	-		57,246
Library Merchandise					
		2,456			2,456
Kinney-Lindstrom Grant:					
			7,065		7,065
Carver Trust Grant:					
			883		883
Total Expenses					
	4,202,011	170,681	55,485	-	4,428,176

2017/18 Ames Public Library General Fund Expenditure Comparisons

Period 13

12 month =100%

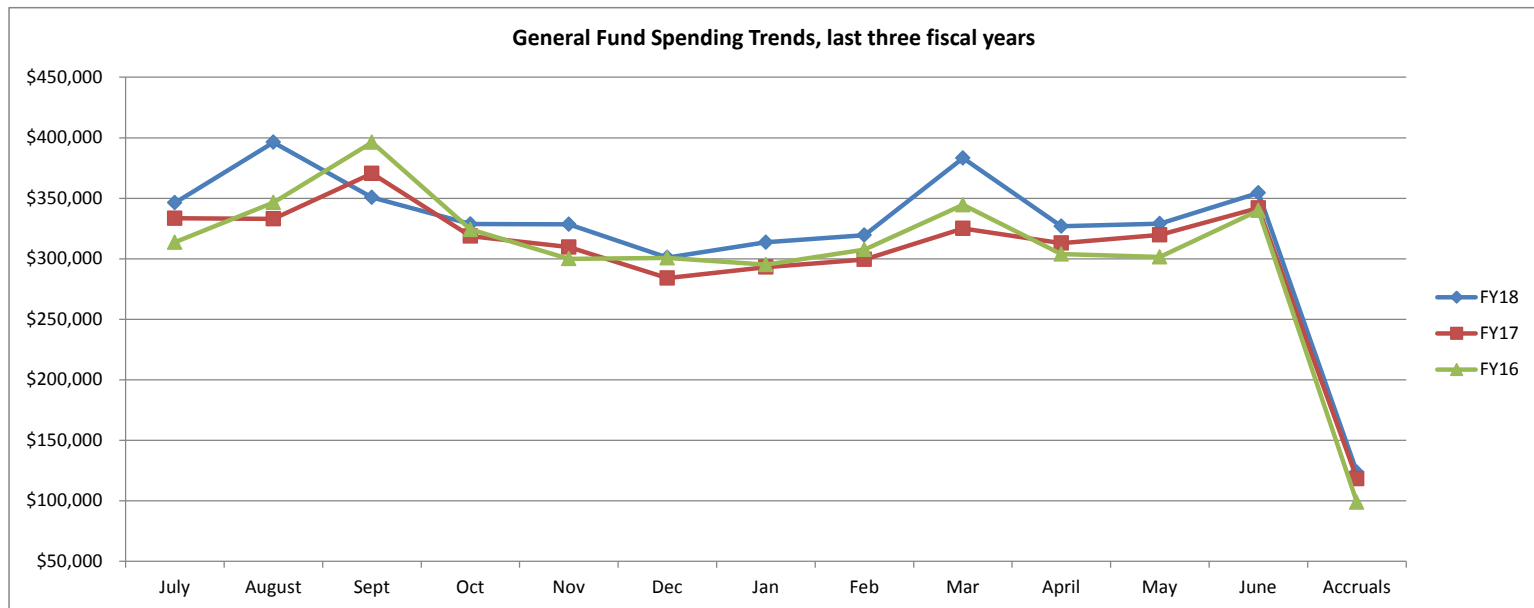
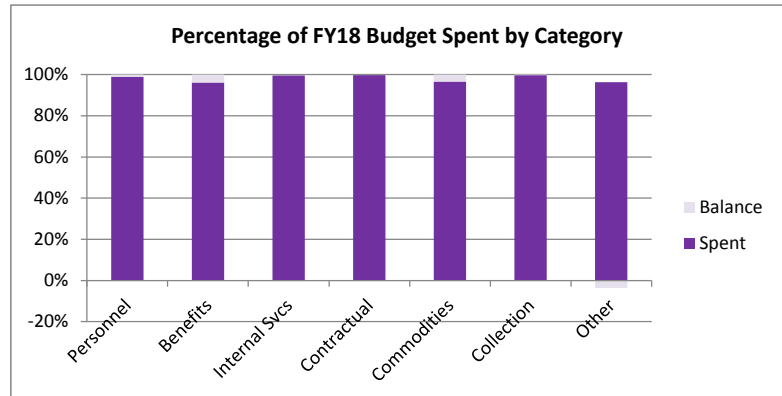
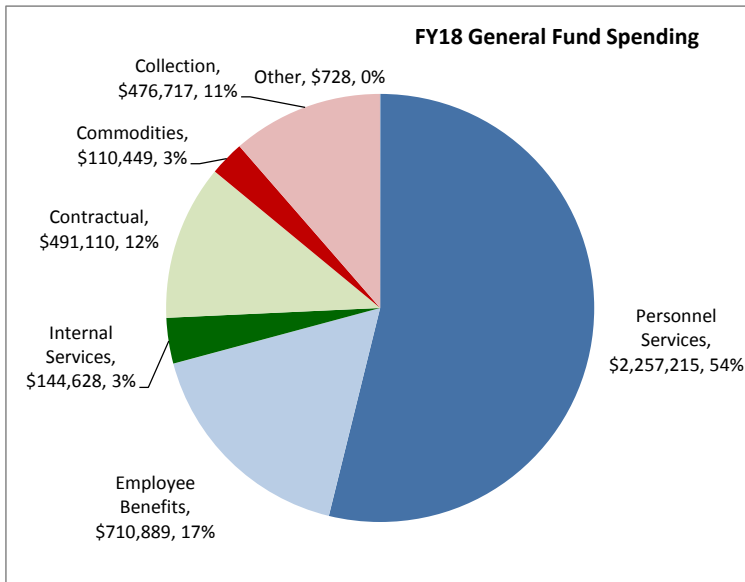
Year-to-Year Expenditure Comparisons			
	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Totals by Category:			
Personnel Services	\$ 2,147,307	\$ 2,257,215	5.1%
Employee Benefits	686,718	710,889	3.5%
Internal Services	149,273	144,628	-3.1%
Contractual	441,740	491,110	11.2%
Commodities	89,016	110,449	24.1%
Collection	444,341	476,717	7.3%
Other	1,776	728	-59.0%
Capital over 5,000	-	10,276	
<b>Total</b>	<b>\$ 3,960,169</b>	<b>\$ 4,202,011</b>	<b>6.1%</b>

Expense-Budget Comparisons		
YTD 2017/18	Budget* 2017/18	% of Total Budget Spent
\$ 2,257,215	\$ 2,280,517	99.0%
710,889	738,689	96.2%
144,628	144,142	100.3%
491,110	489,732	100.3%
110,449	114,192	96.7%
476,717	477,651	99.8%
728	700	104.0%
10,276	29,925	0.0%
<b>\$ 4,202,011</b>	<b>\$ 4,275,548</b>	<b>98.3%</b>

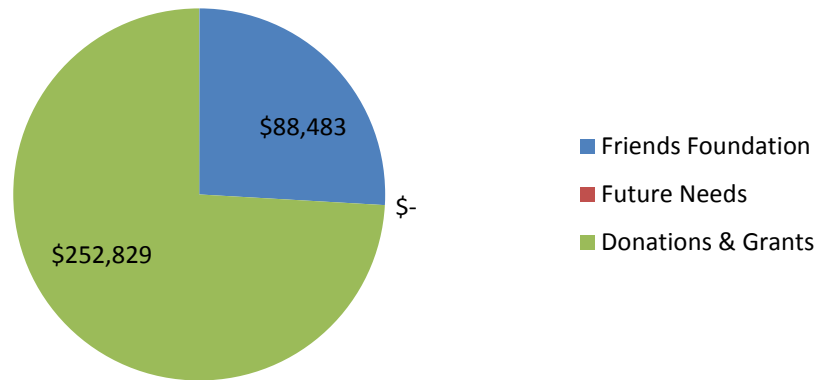
Totals by Division:			
	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Administration	\$ 1,192,904	\$ 1,311,955	10.0%
Operations	191,528	-	-100.0%
Resource Services	847,265	891,111	5.2%
Youth Services	583,960	620,041	6.2%
Adult Services	556,609	576,176	3.5%
Customer Account Services	587,904	802,727	36.5%
<b>Grand Total</b>	<b>\$ 3,960,169</b>	<b>\$ 4,202,011</b>	<b>6.1%</b>

YTD 2017/18	Budget* 2017/18	Division % of Grand Total
\$ 1,311,955	\$ 1,309,681	31.22%
-	-	0.00%
891,111	920,621	21.21%
620,041	623,455	14.76%
576,176	588,933	13.71%
802,727	832,858	19.10%
<b>\$ 4,202,011</b>	<b>\$ 4,275,548</b>	<b>100.00%</b>

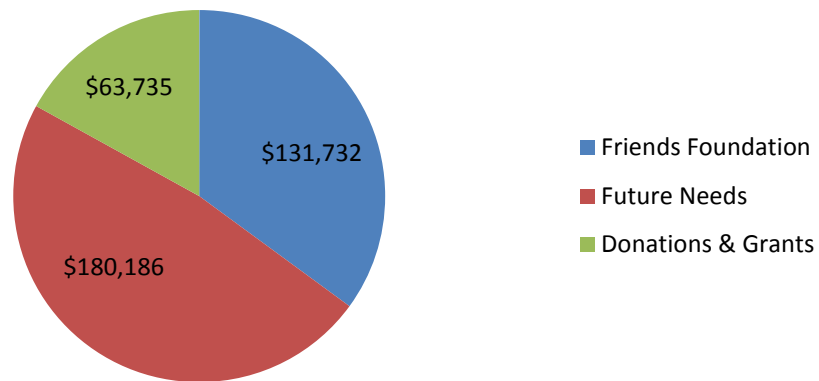
\* Adjusted Budget



**APL Financial Assets as of July 1, 2017 - \$341,311**



**APL Financial Assets as of June 30, 2018 - \$375,652**



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 to the Library Renewal Project on July 21, 2011; and
- \$49,655 received from the estate of Mary Beth Henney in 2016.





TO: Library Board of Trustees  
FROM: Lynne Carey, Library Director  
DATE: September 17, 2018  
SUBJECT: Social Networking Policy Review

You will see that Policy Review is not included on this month's meeting agenda. A small team of employees has been reviewing the Library's Social Networking Policy over the last couple months, but is not yet ready to bring proposed revisions to the Board for a vote.

The Library' existing policy was primarily based on the City of Ames' *Social Media Policy* and *Facebook Terms of Use*. Another, more comprehensive document created by the City's Information Services Division was recently found and several questions were raised in the American Library Association's *Social Media Guidelines for Public and Academic Libraries* which were adopted in June 2018. Staff needs more time to study these documents and may need the advice of legal counsel.

If possible, proposed changes to the Social Networking Policy will be presented in October.

## Guide to Interviews and Questions

### **Introduction:**

The interview process is an important opportunity to verify background information about a candidate and appraise how they think and problem-solve. Below are some suggestions to ensure the interview process meets the City's goals of being legal, objective, and effective.

### **Before the interview:**

**Prepare the questions and the scoring** – The questions should be agreed upon in advance of the first interview, and should not change once interviewing begins. Review the grading scale and think about what you would like to learn with each question. What would you expect to hear in a well-formed answer, and what would you think makes for a less effective answer?

**Review the candidates' materials** – It is important to review the candidate's application materials prior to the interview. Familiarize yourself with the candidate's background so your time can be spent gaining new information from the candidate. It is also helpful to review the job description prior to the interview, so you can answer questions from the candidate.

### **Interview Time:**

**Make the candidate feel welcome** – The goal is not to intimidate. When the candidate arrives, introduce yourself and welcome the candidate. The person leading the interview should clearly and slowly explain how many questions there are and how much time is allotted for the interview, along with any other important reminders (e.g., if time will be provided for the candidate to ask questions at the end of the interview, mention that now). The first one or two questions are usually designed to allow the candidate to get into a groove and feel more comfortable, before the trickier, more in-depth questions are asked.

When the candidate begins to respond to a question, pause a few moments to make eye contact and listen before you begin to write down notes, to signal to the candidate you are paying attention. For longer interviews, it may be helpful to provide a reminder halfway through of how many questions and how much time remain, so the candidate can adjust. Offering time for the candidate to ask questions is a great way for the candidate to be able to interview you, too. Remember, the candidate has to feel good about working here, just as you have to feel good about the candidate!

**Stay consistent** – It is important to ensure candidates are judged through similar lines of questions, but it is okay to ask follow-up questions and probe further if you need clarification. Ask for examples, the candidate's specific role in a project, or the philosophy that guided the candidate's approach if you feel it would help explain things further to you. Do not be afraid to ask tough questions if there is a job-related area that has you concerned. Feel free to ask your H.R. representative for help in advance if you wish to strategize about the way you approach a question.

**Keep questions independent** – If a candidate does exceptionally well (or poorly) on one question, do not use that as a basis to grade the person higher (or lower) on other questions. Judge each response independently from the other responses given by the candidate.

**Take care with your signals** – When a candidate finishes a response and is ready to move to the next question, it can be tempting for the interviewer to acknowledge the response with “great!” or “excellent!” This can send the wrong signal if the candidate’s response was not actually that great. A more neutral response, such as “thank you”, signals acknowledgement that the question has been responded to without inadvertently judging the quality of the response.

**Keep all questions job-related** – This goes for every stage of the process while a candidate is present. Ask about previous work experiences, education, and professional values. DO NOT ask about personal characteristics (e.g., gender, race, religion, national origin, disability, age, family, sexual orientation, political affiliation, pregnancy status). The candidate may choose to mention personal information on their own, but it is not appropriate for the employer to ask about it. If an inappropriate question is asked during the interview, the H.R. representative should intervene and note that the question is off-limits and will not be used in the evaluation process. In certain circumstances, it can be appropriate to ask about a disability and the impact on the person’s ability to perform the job. However, this is a conversation that should be handled by an H.R. professional in the right setting; not in the interview.

**Other notes:**

Some candidates will prepare responses in advance for some of the likely questions they will be asked. The key for the interviewer is to continue probing beyond those planned responses to determine what the candidate genuinely knows and feels.

A longer interview process is an opportunity to compare the candidate’s responses throughout the day, in different settings, with different people. Generally, as people lose energy and tire out, you see responses with less polish. Look for consistency when the candidate is asked about the same thing by a different group.

Recognize that interviews have limitations. They cannot tell you everything about a candidate. An interview does not tell you much about the quality of work, approach to complex issues, and how a person operates when the spotlight is off them.

Look for thoughtfulness. Many candidates can memorize a few key facts or bullet points from the values system based on website research. Look for a candidate to have done research appropriate for the position. Do they know what is happening in the community? Have they read meeting minutes, or looked at the local paper? Do they have a sense for what the City *organization* is and does, or do they focus on the City as a geographic area?

Candidates should ask thoughtful questions and know who their audience is. Asking no questions could signal a lack of interest in the job. Asking a procedural question about the interview process is a start, but not very thoughtful. Look for a candidate who asks those present about things they are uniquely positioned to shed light on.

Listen for specifics when a candidate is providing examples. Do they say “we” did this? If so, it is helpful to get clarification about what their specific role was. Make sure you know what the candidate’s contribution was and separate it from their workgroup’s overall accomplishment.