

**Ames Public Library Board of Trustees
Agenda – January 21, 2021**

***DUE TO THE COVID-19 PANDEMIC THIS WILL BE AN ELECTRONIC MEETING.**

If you wish to provide input on any item you may call 515-239-5630, email libraryboard@amespubliclibrary.org, or you may be a video participant by going to www.zoom.com, click “Join a Meeting”, and enter this meeting ID and Passcode:

Zoom Meeting ID: 860 9558 9296

Passcode: 8675309

Please announce yourself at the start of the meeting to be reflected in the minutes. If you join during the meeting, please use the chat feature to announce your presence in order to avoid disrupting the meeting. Anyone wishing to comment during the Public Forum can do so by raising your hand in the chat feature; you will then be called on to speak following our Public Participation Policy. Please use the “mute” feature to minimize background noise when not speaking. Thank you for your cooperation during these unprecedented times.

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 December 17, 2020
- 3) Motion approving payment of claims 12/1/20 – 12/31/20

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please type your full name and address in the chat feature to sign in)

Activity Reports

- 4) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Butler/Myers
- 7) Budget and Finance Committee Meeting

Board Education

- 8) Volunteer Services – Bohlke

Policy Review

- 9) Expressions of Concern Policy (Action)
- 10) Director’s General Job Duties (Discussion)

Unfinished Business

- 11) Service Offerings (Discussion)

Trustee Comments

Adjournment

Next regular meeting: Thursday, February 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
January 21, 2021**

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

- 1) From Brenda and Robert Brown \$50.00
- 2) From Jake Graves in thanks for curbside service \$20.00
- 3) From Mike Lazere \$17.74
- 4) In memory of Helen and Leonard Bergman from Al Bergman \$100.00
- 5) In memory of Phyllis Harris from Linda and Al Carver \$50.00
- 6) From Donna and James Kienzler..... \$100.00

Roger Kluesner, President

Sandra Marcu, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
December 17, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 17, 2020, via Zoom, with Butler, Glatz, Kluesner, Looft, Marshall, Myers, Raman, and Thorbs-Weber in attendance. Barchman was excused. Assistant City Manager Schildroth and Director Schofer were also in attendance.

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

Consent Agenda:

Moved by Butler, seconded by Raman, to approve the consent agenda items as follows:

1. Resolution approving donation:
 - A. From Worldly Goods fundraiser for Project Smyles..... \$74.30
 - B. In honor of Herb Harmison from Duane Aske..... \$50.00
 - C. In memory of Winnie Lee Carlson from:
 - Deborah and Stephen Adams..... \$25.00
 - Deean Clancy \$85.00
 - Debra Hintze..... \$35.00
 - Trudy Hodson \$50.00
 - Teresa Beer Larson \$25.00
 - Mary Maack \$50.00
 - Joan Peterson and Joe Burris..... \$50.00
 - Len Thiede..... \$20.00
 - Various cash memorials via Dawn Marsh \$30.00
 - D. In memory of Robert Kern from Herb Harmison \$150.00
2. Motion approving minutes of the regular meeting November 19, 2020
3. Motion approving payment of claims 11/1/20 – 11/30/20

Vote on Motion: 7-0 (Kluesner abstaining; Barchman excused). Approved unanimously. Resolution No. 2020-L031 adopted.

Public Forum: None

Activity Reports:

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

- We did receive some feedback from our initial budget request. The City Manager requested that the Library make almost \$60,000 in reductions to the general fund budget to offset the loss of revenue from going fine free. We reduced our planned conference attendance. We shifted some of our intern expenses to

carryover APLFF funds. We reduced the amount we normally set aside for technology replacement. We also made small cuts to various other budget lines. We were able to make the reductions without any major impacts.

- The Adult Services Librarian recruitment is moving forward. They have made a selection and are undergoing the background check process. The next recruitment will be the Principal Clerk. Anderson's last day will be January 4, 2021. Johannes will be taking on the additional roles in the interim. An Adult Services Library Assistant will be posted after the Principal Clerk is filled.
- Final touches are being made to the Annual Report. There will be an insert highlighting the Library's adaptation to services during the pandemic.
- We did receive our Iowa Urban Public Library Association (IUPLA) statistics. Johannes will be formatting those results to share with the Board at the next meeting.
- We are working with the Ames Community School District on getting students library cards as part of registration. This will require a memorandum of understanding. There will be a limit on the number items each student may have out at a time.
- The staff is keeping professionally engaged. Anderson and Kramer did a presentation "Checking Your Work Using Diversity Audits to Make Collection Development Decisions" at an online conference. Youth Services took some of their STEM and storytime videos and put them out on a portal for the school Parent Teacher Organization. Rastogi and Francis are filming some training for the State Library. Rastogi and Gent are going to present about the Black Arts and Music Festival at the Innovative Libraries online conference.
- Schofer was accepted into Leadership Ames.
- Schofer is on the recruitment team for the Parks Library Director at Iowa State University.
- Schofer was contacted by United Way to act as a mentor to a protégé, so she will be matched to someone soon for that program as well.

APLFF Report: Myers gave a report to the Board.

- REG is donating \$7200 to APLFF.
- The goal for solicited donations was \$40,000. They have received about \$31,000 so they are getting close to meeting their goal.
- The TAG group hasn't had any meeting lately but they are planning on having a Zoom meeting with Christopher Schell from the University of Washington who is going to talk about the impacts of structural inequality on wildlife. They are also looking into having a team compete at the Iowa Teen Trivia Competition. They did have a Boundary Waters program with about 25 people in attendance virtually.
- The holiday campaign flyers did get sent out.
- There is a subcommittee researching software programs to handle volunteer and donor management.

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

- City Council is working on extending the mask ordinance that is set to expire the end of December. They have one more reading, and if passed it will extend the mask requirement until June 30, 2021. They can rescind it at any point in time if the situation warrants doing so.
- The City is applying for the State's Reinvestment District Program (RDP). This program allows new state sales and hotel/motel taxes generated by new developments constructed within a City Council created Reinvestment District to be rebated in a pre-approved amount to that municipality over a 20-year time period. The initial application is due the end of February, and a final application would be due about a year later. The City is looking at an indoor aquatic center, downtown plaza, and some type of walkway connecting the indoor aquatic center to downtown.
- The current employee COVID numbers are currently under 10. This includes persons out with illness, caring for family members, and quarantining. The City was as high as 55 before Thanksgiving. Kudos to everyone taking the responsibility and playing it safe.

Board Education:

United for Libraries has "Short Takes" for Trustees along with other resources. These video training sessions are approximately ten minutes long. The Board viewed the Short Take "Succession Planning and New Board Orientation".

Policy Review:

Petition Policy: Schofer introduced the policy. The recommended revisions included the additions of the Meeting Room, Displays and Exhibits, and the Social Media policies listed as related policies.

Moved by Myers, seconded by Marshall, to approve the amendments to the Petition Policy as presented.

Vote on Motion: 7-0 (Kluesner abstaining; Barchman excused). Approved unanimously. Resolution No. 2020-L032 adopted.

Expressions of Concern Policy: Schofer introduced the policy for the initial review. It will be brought back next month as an action item. The Board discussed the language of the current policy in detail.

- Butler pointed out a typo in the second paragraph "While customers are free to reject for themselves what that they do not approve of" that needs to be corrected.
- Marshall brought up concerns over the first sentence in the second paragraph "Ames Public Library does not endorse particular ideas, beliefs, or views" because the Library is against censorship and supports freedom speech.

- Marcu asked about the final bullet under Expressions of Concern regarding the Board making a final ruling and sending a written response. The Board discussed this bullet and the difference between someone commenting at a Board meeting versus someone filling out the formal Expressions of Concern form.
 - Comments in the Public Forum at a Board meeting do not require a response, and action cannot be taken at the meeting since it is not an agenda item. The concern could be addressed on a future agenda.
 - The formal Expressions of Concern form would be submitted prior to a Board meeting. The Director would follow the protocol. The concern would be brought to the Board if the person or group sought further action. The item would be an agenda item. The person or group would present the concern, the Director would respond, and the Board would make a final ruling. The President would draft the written response if the need arose.
- Raman recommended combining the fifth and sixth bullets under the Expression of Concern.

Unfinished Business:

Service Offerings: Schofer reviewed the current service model with the Board. The Library will continue to offer curbside services. The situation will continue to be monitored and discussed at the next Board meeting.

New Business:

Upcoming Board Vacancies & Recruitment:

The Board discussed upcoming vacancies and the need to recruit candidates. Anyone wishing to serve on the Library Board must submit an application by 5:00 pm on Friday, 5, 2021.

Trustee Comments:

- Thorbs-Weber – no comment, have a good holiday everyone.
- Butler – appreciates everything Schofer and staff are doing. You are respected and appreciated. Thank you so much.
- Glatz – very nice discussions, he appreciates everyone chiming in with their thoughts.
- Raman - likewise
- Marcu – To Raman, Butler, and Marshall, it was such a pleasure to meet you though this board and work with you, and she hopes to run into them in the community. Thank you for serving.
- Myers – reiterates everything everyone else has already said. She will be updating her mailing address.
- Kluesner – thank you to the Director Evaluation Committee for their work. Please respond to the survey before the deadline. Commends Schofer and the staff on the day to day work. Reiterates the thanks to the three members going

off the Board, and how great it has been to meet everyone. Congratulations again to Marshall, what an honor that took her from us.

- Marshall – thank you so much for the support and kind words. She has really enjoyed serving on the Board and learning all the behind the scenes things. Everyone has been great to serve with. She appreciates everyone that has served as Presidents. She is glad they were able to hire Schofer, and all she has learned about the City. She is delighted to have been part of it. She hopes to keep up with everyone.

Adjournment:

**Moved by Glatz, seconded by Marshall, to adjourn at 8:47 pm.
Vote on Motion: 7-0 (Kluesner abstaining; Barchman excused). Motion approved unanimously.**

The next regular meeting will be on Thursday, January 21, 2021, at 7:00 p.m., via Zoom.

Melissa Johannes, Library Secretary

Sandra Marcu, Board Secretary

Library Claims
December 1 - December 31, 2020

Administration			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,091.80
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	129.00
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$	10.07
IPERS REFUND-WILLIAMS	PAYROLL ADJUSTMENT	\$	(10.07)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	442.72
PAYROLL SUMMARY	IPERS DISABILITY	\$	222.67
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,879.90
PAYROLL SUMMARY	MEDICARE FICA	\$	628.18
PAYROLL SUMMARY	FICA	\$	2,685.96
PAYROLL SUMMARY	IPERS	\$	4,174.45
IPERS REFUND-WILLIAMS	IPERS	\$	(15.11)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	139.40
NOV 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$	139.95
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$	0.86
NOV 2020 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	246.86
NOV 2020 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
POSTAGE CHARGES	POSTAGE/FREIGHT	\$	5.21
AMES CHAMBER OF COMMERCE	CONFERENCES	\$	1,000.00
BANK OF AMERICA	OUTSIDE PRINTING SERVICE	\$	418.04
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	5,057.68
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	275.15
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	187.70
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	299.55
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	189.76
ALLIANT ENERGY/IPL	NATURAL GAS	\$	1,779.04
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
DRAKE ROOFING INC	STRUCTURAL REPAIRS	\$	1,007.00
EBSCO SUBSCRIPTION SERVIC	TECHNOLOGY MAINT/SUPPORT	\$	1,362.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	1,019.93
UNIQUE MANAGEMENT SERVICE	TECHNOLOGY MAINT/SUPPORT	\$	370.00
OCLC INC	TECHNOLOGY MAINT/SUPPORT	\$	1,545.00
XEROX CORPORATION	RENTALS/LEASES	\$	715.55
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	145.40
CH ISSUES	OFFICE SUPPLIES	\$	13.75
OFFICE DEPOT INC	OFFICE SUPPLIES	\$	45.22
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	1,080.21
CONVERGINT TECHNOLOGIES L	MINOR COMPUTER EQUIPMENT	\$	6,138.30
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	147.13
Total Administration		\$	87,847.51

Library Claims
December 1 - December 31, 2020

Resource Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	25,495.78
PAYROLL SUMMARY	DENTAL INSURANCE	\$	266.32
PAYROLL SUMMARY	IPERS DISABILITY	\$	119.62
PAYROLL SUMMARY	LIFE INSURANCE	\$	57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,006.12
PAYROLL SUMMARY	MEDICARE FICA	\$	349.28
PAYROLL SUMMARY	FICA	\$	1,493.60
PAYROLL SUMMARY	IPERS	\$	2,406.80
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	30.60
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	400.21
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$	25.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	773.26
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$	15.19
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	42.65
STAPLES BUSINESS ADVANTAG	EQUIPMENT PARTS/SUPPLIES	\$	80.00
OVERDRIVE	ELECTRONIC COLLECTION	\$	4,058.04
DOW JONES & COMPANY INC	ELECTRONIC COLLECTION	\$	800.00
USA TODAY	PERIODICALS	\$	113.40
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	986.45
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	477.67
AMAZON	YOUTH COLLECTION	\$	266.43
MIDWEST TAPE	YOUTH COLLECTION	\$	552.46
PENWORTHY COMPANY	YOUTH COLLECTION	\$	291.35
AMAZON	AUDIO-VISUAL COLLECTION	\$	79.48
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,768.77
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	9.96
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	7,537.28
OMNIGRAPHICS INC	ADULT PRINT COLLECTION	\$	202.23
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	753.61
AMAZON	ADULT PRINT COLLECTION	\$	1,326.68
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	667.61
ACCOUNTING RESEARCH & ANA	ADULT PRINT COLLECTION	\$	430.00
GERHARD, KRISTIN	REFUNDS	\$	28.00
SWITZER, STACI	REFUNDS	\$	23.99
Total Resource Services		\$	60,936.10

Youth Services			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	43,047.86
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	804.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	354.62
PAYROLL SUMMARY	IPERS DISABILITY	\$	206.87
PAYROLL SUMMARY	LIFE INSURANCE	\$	85.30
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,900.88

Library Claims
December 1 - December 31, 2020

PAYROLL SUMMARY	MEDICARE FICA	\$	612.86
PAYROLL SUMMARY	FICA	\$	2,620.41
PAYROLL SUMMARY	IPERS	\$	4,139.65
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	65.47
NOV 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$	44.64
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$	0.29
POSTAGE CHARGES	POSTAGE/FREIGHT	\$	0.47
BANK OF AMERICA	TRAINING	\$	27.00
ONESOURCE	RECRUITING COSTS	\$	39.00
BANK OF AMERICA	LICENSES/PERMITS	\$	130.23
FAREWAY STORES INC	OFFICE SUPPLIES	\$	4.19
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$	206.74
FAREWAY STORES INC	FOOD	\$	11.98
Total Youth Services		\$	58,302.46

Adult Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	25,965.78
PAYROLL SUMMARY	DENTAL INSURANCE	\$	113.22
PAYROLL SUMMARY	IPERS DISABILITY	\$	131.12
PAYROLL SUMMARY	LIFE INSURANCE	\$	55.02
PAYROLL SUMMARY	HEALTH INSURANCE	\$	1,938.48
PAYROLL SUMMARY	MEDICARE FICA	\$	367.40
PAYROLL SUMMARY	FICA	\$	1,570.98
PAYROLL SUMMARY	IPERS	\$	2,451.16
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	31.16
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$	7.00
POSTAGE CHARGES	POSTAGE/FREIGHT	\$	6.57
BANK OF AMERICA	TRAINING	\$	43.00
NOV 2020 PRINTING CHRGS	RECRUITING COSTS	\$	21.00
BANK OF AMERICA	LICENSES/PERMITS	\$	130.23
Total Adult Services		\$	32,832.12

Customer Account Services

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,127.33
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	12,573.68
PAYROLL SUMMARY	HOLIDAY PAY	\$	154.38
PAYROLL SUMMARY	COVID19 LEAVE	\$	115.68
PAYROLL SUMMARY	VACATION	\$	733.71
PAYROLL SUMMARY	DENTAL INSURANCE	\$	307.34
PAYROLL SUMMARY	IPERS DISABILITY	\$	182.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	90.81
PAYROLL SUMMARY	HEALTH INSURANCE	\$	4,985.18
PAYROLL SUMMARY	MEDICARE FICA	\$	807.55
PAYROLL SUMMARY	FICA	\$	3,452.97
PAYROLL SUMMARY	IPERS	\$	5,378.03

Library Claims
December 1 - December 31, 2020

PAYROLL SUMMARY	WORKERS COMPENSATION	\$	149.51
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$	8.35
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	94.90
POSTAGE CHARGES	POSTAGE/FREIGHT	\$	429.69
ONESOURCE	RECRUITING COSTS	\$	70.00
QUILL CORP	OFFICE SUPPLIES	\$	23.29
BANK OF AMERICA	OFFICE SUPPLIES	\$	527.28

Total Customer Account Services		\$	74,212.63
--	--	-----------	------------------

	Total:	\$	314,130.82
--	---------------	-----------	-------------------

--	--	--

Roger Kluesner, President	Sandra Marcu, Secretary	Date
----------------------------------	--------------------------------	-------------

2019/20 Ames Public Library Expenditure Summary						
December 2020						
6 months = 50%						
	Actual	Budget	YTD	YTD	Current	% of total
	2019/20	2020/21	2019/20	2020/21	Balance	Budget Spent
Personnel Services:						
Salaries	\$ 2,171,890	\$ 2,269,328	\$ 1,102,215	\$ 1,069,055	\$ 1,200,273	
Temporary Salaries	169,828	205,581	88,652	80,510	\$ 125,071	
Time & 1/2	-	-	-	227	\$ (227)	
Longevity	5,973	5,358	3,105	2,623	\$ 2,736	
Payroll Adjustment	-	30,000	(135)	-	\$ 30,000	
Employee Awards	675	475	-	-	\$ 475	
Merit Adjustment	-	45,026	9,828	-	\$ 45,026	
Comp Time	67	-	-	-	\$ -	
Sick Leave	20,673	-	-	632	\$ (632)	
Holiday	-	-	-	154	\$ (154)	
Vacation	20,521	-	9,488	2,694	\$ (2,694)	
Total Personnel Services	2,389,626	2,555,768	1,213,152	1,155,895	1,399,873	45.2%
Employee Benefits:						
Temp Salaries Benefits	-	37,190	-	-	37,190	
Dental Insurance	18,611	21,577	9,463	8,962	12,615	
IPERS Disability	9,318	10,556	4,603	5,130	5,426	
Life Insurance	4,646	4,818	2,357	2,168	2,650	
Health Insurance	321,118	398,254	163,639	155,049	243,205	
FICA Medicare	33,630	32,062	17,196	16,196	15,866	
FICA	143,794	136,335	73,525	69,254	67,081	
IPERS	221,136	216,859	112,814	109,413	107,446	
Workers Compensation	5,200	3,727	2,786	2,532	1,195	
Total Employee Benefits	757,453	861,378	386,383	368,705	492,673	42.8%
Internal Services:						
City Data Services	8,595	10,601	-	-	10,601	
City Messenger	6,478	6,839	-	-	6,839	
Pool Vehicle Usage	-	-	-	-	-	
Printing	849	1,300	202	230	1,070	
Insurance & Bonds	20,965	22,731	-	-	22,731	
Phone Operation/Maintenance	18,786	18,786	-	-	18,786	
Long Distance	271	425	113	79	346	
Fleet Operating/Maintenance	6,500	9,780	1,656	4,569	5,211	
Fleet Replacement	26,628	26,628	8,876	11,095	15,533	
Computer Replacement	50,000	50,000	-	-	50,000	
Total Internal Services	139,072	147,090	10,846	15,973	131,117	10.9%
Contractual:						
Outside Professional Services	47,062	60,384	40,518	1,691	58,693	
Flex Administration	-	586	-	-	586	
Postage/Freight	13,511	18,240	9,220	1,186	17,054	
Travel/Meetings	597	1,000	455	-	1,000	
Training	3,333	2,850	1,539	1,309	1,541	
Conferences	24,552	50,066	5,480	1,919	48,147	
Dues & Memberships	5,299	5,919	2,471	36,945	(31,026)	
Printing	177	500	177	418	82	
Advertising	823	1,343	-	569	774	
Recruiting Costs	16,020	950	15,633	531	419	
Electricity	74,554	99,119	36,102	32,480	66,639	
Phone Operation/Maintenance	17,082	17,104	7,380	7,445	9,659	
Long Distance	-	-	-	-	-	
Water/Sewer	4,824	5,817	2,340	1,565	4,252	
Waste Disposal	2,291	2,792	954	1,139	1,653	
Natural Gas	5,346	9,557	2,155	2,011	7,546	
Maintenance Contract	27,929	24,671	20,523	32,945	(8,274)	

2019/20 Ames Public Library Expenditure Summary						
December 2020						
6 months = 50%						
	Actual	Budget	YTD	YTD	Current	% of total
	2019/20	2020/21	2019/20	2020/21	Balance	Budget Spent
Structural Repair	28,356	6,000	13,540	1,007	4,993	
Equipment Repair	5,745	15,000	1,626	5,109	9,891	
Fixed Equipment Repair	-	-	-	-	-	
Computer Maintenance	104,071	115,952	94,580	80,881	35,071	
Rentals & Leases	12,227	13,237	5,852	6,565	6,672	
Other Non-City Services	80,280	108,997	39,689	15,345	93,652	
Total Contractual	474,078	560,084	300,235	233,133	326,951	41.6%
Commodities:						
Office Supplies	13,590	17,000	6,510	4,117	12,883	
Minor Office Equipment	254	3,575	19	997	2,578	
Minor Computer Equipment	15,491	15,000	6,592	16,336	(1,336)	
Ag-Hort Supplies	138	100	29	73	27	
Structural Materials	593	1,500	151	45	1,455	
Cleaning Supplies	6,790	9,000	3,783	1,577	7,423	
Equipment Parts/Supplies	35,982	38,500	13,101	9,629	28,871	
Minor Equipment & Tools	511	2,500	112	833	1,667	
Food	4,543	7,885	2,044	214	7,671	
Special Project Supplies	1,219	7,475	(127)	-	7,475	
Total Commodities	79,110	102,535	32,213	33,822	68,713	33.0%
Collection:						
Electronic Collection/Licenses	230,328	182,803	123,614	117,655	65,148	64.4%
Periodicals	15,531	18,681	14,237	17,058	1,624	91.3%
Juvenile	104,772	120,829	49,670	40,456	80,373	33.5%
Audio Visual	75,671	101,671	39,378	32,500	69,171	32.0%
Adult Collection	118,895	137,700	56,345	55,619	82,081	40.4%
Total Collection	545,197	561,684	283,244	263,287	298,397	46.9%
Other:						
Coronavirus Response (2617)	28	-	-	2,872	(2,872)	
Refunds	415	700	185	320	380	
Total Other	444	700	185	3,191	(2,491)	455.9%
Capital over 5,000:						
Other movable Equipment	-	-	-	-	-	
Total Capital over 5,000	-	-	-	-	-	
Total	\$ 4,384,978	\$ 4,789,239	\$ 2,226,257	\$ 2,074,006	\$ 2,715,233	43.3%
						% of
						Grand Total
Totals by Division:						
Administration	\$ 1,263,079	\$ 1,381,828	\$ 623,763	\$ 596,082	\$ 785,746	28.74%
Resource Services	1,019,316	1,069,916	530,295	519,022	550,894	25.03%
Youth Services	649,579	765,655	323,077	340,742	424,913	16.43%
Adult Services	567,290	593,247	299,398	216,050	377,197	10.42%
Customer Account Services	885,685	978,593	449,725	402,112	576,481	19.39%
Grand Total	\$ 4,384,950	\$ 4,789,239	\$ 2,226,257	\$ 2,074,006	\$ 2,715,233	100.00%

2019/20 Ames Public Library General Fund Expenditure Comparisons

December 2020

6 months = 50%

Year-to-Year Expenditure Comparisons

	YTD 2019/20	YTD 2020/21	% Change from 2019/20
Totals by Category:			
Personnel Services	\$ 1,213,152	\$ 1,155,895	-4.7%
Employee Benefits	386,383	368,705	-4.6%
Internal Services	10,846	15,973	47.3%
Contractual	300,235	233,133	-22.3%
Commodities	32,213	33,822	5.0%
Collection	283,244	263,287	-7.0%
Other / Coronavirus Response	185	3,191	1625.0%
Capital over 5,000	-	-	
Total	\$ 2,226,257	\$ 2,074,006	-6.8%

Expense-Budget Comparisons

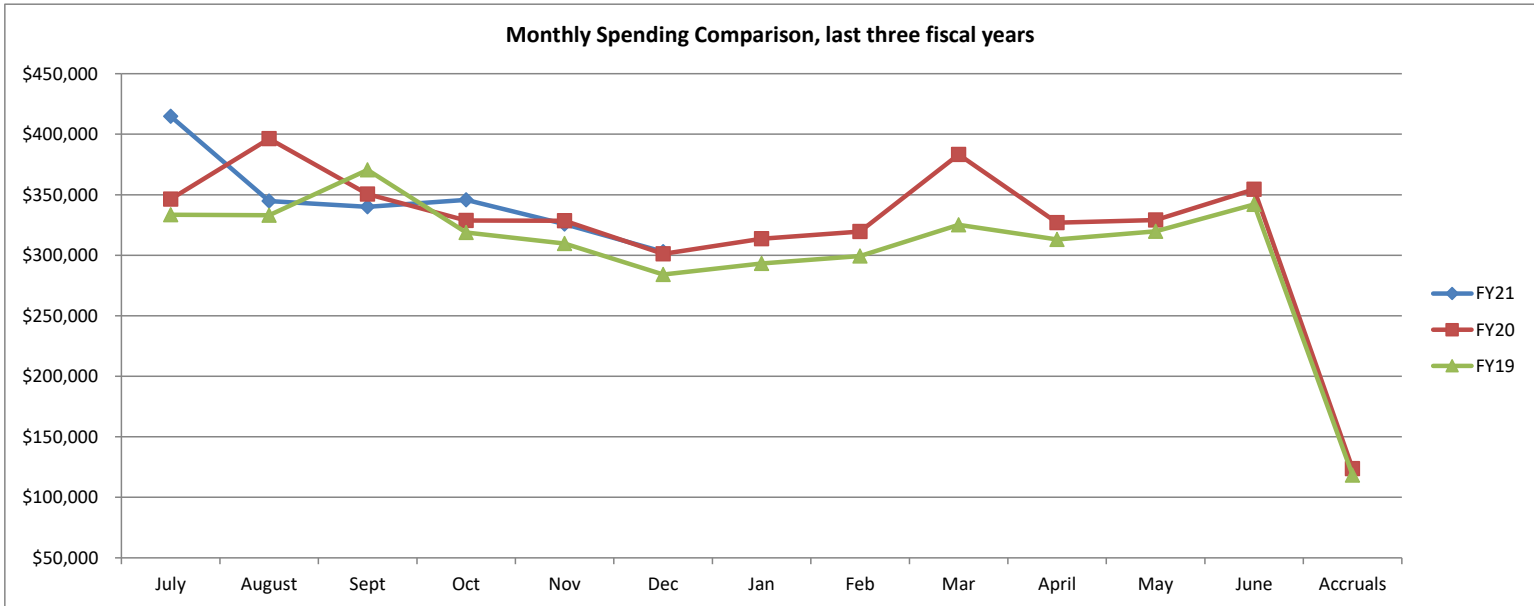
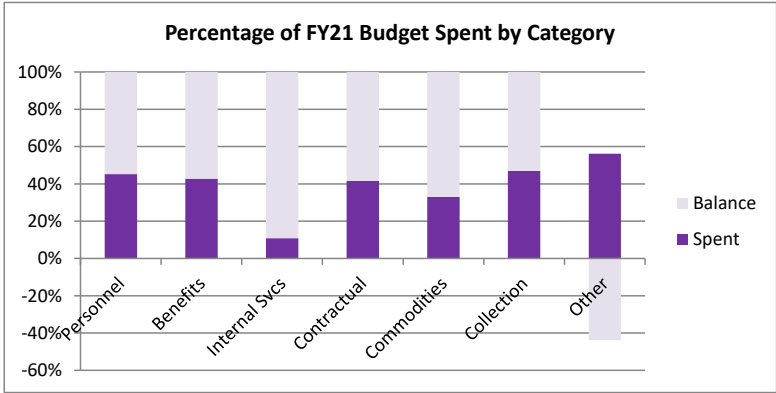
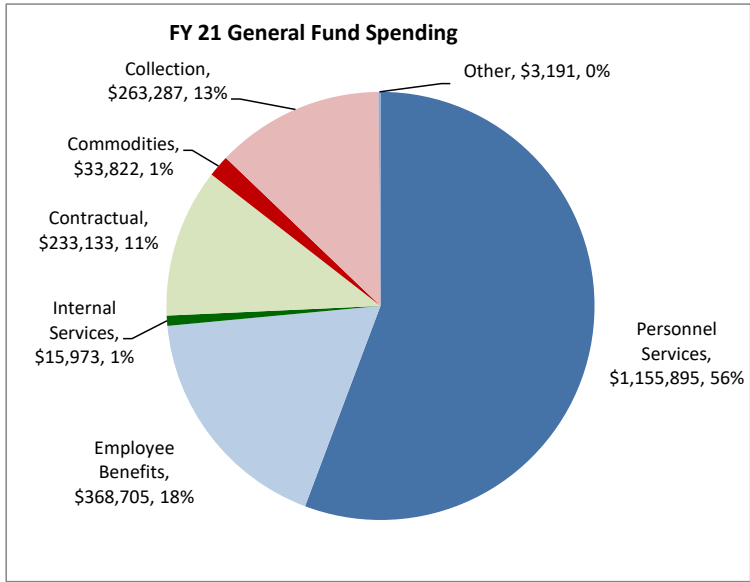
	YTD 2020/21	Budget* 2020/21	% of Total Budget Spent
Totals by Category:			
Personnel Services	\$ 1,155,895	\$ 2,555,768	45.2%
Employee Benefits	368,705	861,378	42.8%
Internal Services	15,973	147,090	10.9%
Contractual	233,133	560,084	41.6%
Commodities	33,822	102,535	33.0%
Collection	263,287	561,684	46.9%
Other / Coronavirus Response	3,191	700	455.9%
Capital over 5,000	-	-	0.0%
Total	\$ 2,074,006	\$ 4,789,239	43.3%

Year-to-Year Expenditure Comparisons

	YTD 2019/20	YTD 2020/21	% Change from 2019/20
Totals by Division:			
Administration	\$ 623,763	\$ 596,082	-4.4%
Resource Services	530,295	519,022	-2.1%
Youth Services	323,077	340,742	5.5%
Adult Services	299,398	216,050	-27.8%
Customer Account Services	449,725	402,112	-10.6%
Grand Total	2,226,257	2,074,006	-6.8%

	YTD 2020/21	Budget* 2020/21	Division % of Grand Total
Totals by Division:			
Administration	\$ 596,082	\$ 1,381,828	28.74%
Resource Services	519,022	1,069,916	25.03%
Youth Services	340,742	765,655	16.43%
Adult Services	216,050	593,247	10.42%
Customer Account Services	402,112	978,593	19.39%
Grand Total	2,074,006	4,789,239	100.00%

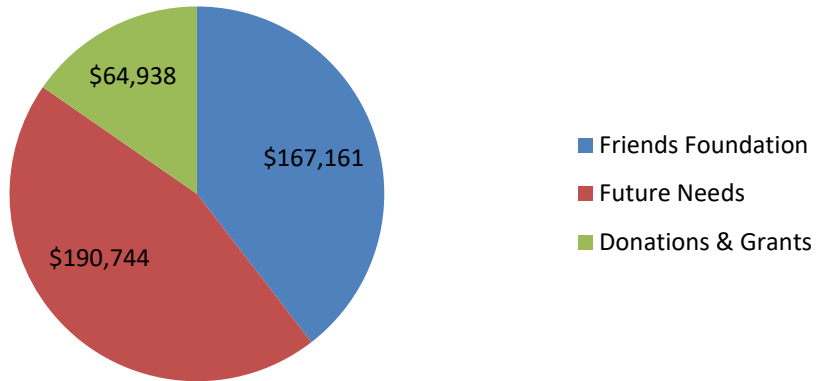
* Adjusted Budget



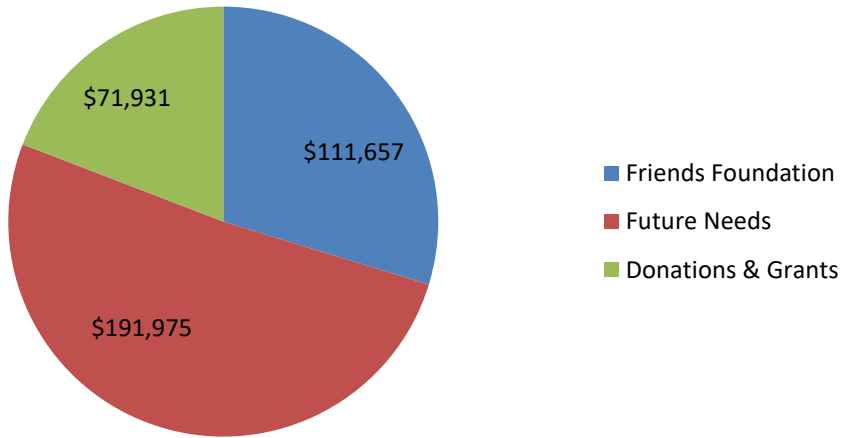
Ames Public Library						
2020/21 Expenditure Summary - All Funding Sources						
December 2020						
6 months = 50%						
		Fund 238	Fund 239	Fund 241	Fund 240	
	General	Direct	Friends	Donations	Future	Total
	Fund	State Aid	Foundation	& Grants	Needs	Expenses
Administration:						
General Administration	596,082	-	3,123	4,806	-	604,011
Total Administration	596,082	-	3,123	4,806	-	604,011
Resource Services:						
Collections Administration	255,415					255,415
Electronic Collection/Licenses	117,655	8,340	24,287	-		150,282
Periodicals / Special Project Collections	17,058		19,461			36,519
Juvenile	40,456	-	9,334	62		49,852
Audio/Visual Collection	32,500	-	-			32,500
Adult Collection	55,619	-	5,427	313		61,359
Refunds	320					320
Computer Equipment/Software	-	-	-			-
Total Resource Services	519,022	8,340	58,509	375	-	586,246
Youth Services:						
Employee Benefits	340,742					340,742
Outside Professional Services		-	1,025			1,025
Food & Feed		-	-	-		-
Minor Office Equipment		-	7,045	-		7,045
Special Project Supplies		-	6,363	-		6,363
Total Youth Services	340,742	-	14,433	-	-	355,175
Adult Services:						
Food	216,050					216,050
Printing/Graphics		-	-			-
Outside Professional Services		-	500	-		500
Special Project Supplies		-	1,496			1,496
Total Adult Services	216,050	-	1,996	-	-	218,046
Customer Account Services:						
Circulation Services	402,112	-	-			402,112
Total Customer Account Services	402,112	-	-	-	-	402,112
Library Improvements:						
Small Talk Grant:		-	-	-		-
Project Smyles:			1,419	-		1,419
Books for Babies:				-		-
Harrison Barnes Reading Academy:				2,188		2,188
Large-Print Books Bequest:		-	7,331	-		7,331
Gilman, Smith & Feinberg :						
Adult Collection (Smith)						-
Youth Collection (Gilman & Feinberg)						-
Total Bequest	-	-	-	-	-	-
Total Expenses	2,074,006	8,340	86,812	7,369	-	2,176,527

Ames Public Library Donations Report					
December 2020					
FY2020/21					
	Fund 238	Fund 239	Fund 241	Fund 240	
	Direct	Friends	Donations	Future	
	State Aid	Foundation	& Grants	Needs	Total
Fund balance - 06/30/20	\$ 2,612	\$ 167,161	\$ 64,938	\$ 190,744	\$ 425,455
Revenues:					
Interest revenue	(3)	423	626	1,231	2,277
Direct state aid	15,412		-		15,412
General Donations			13,637		13,637
Project Smiles Donations			99		99
Misc Revenue			-		-
Friends Foundation		30,830			30,830
Small Talk Grant			-		-
Large-Print Book Bequest			-		-
Harrison Barnes Reading Academy			-		-
Merchandise Sales		56			56
Total revenues	15,409	31,308	14,362	1,231	62,310
Expenditures:					
Administration:					
Minor Office Equipment			-		-
Personal Services/Interns	-	-			-
Printing/Graphics	-	-			-
Food	-		-		-
Office Supplies	-	290			290
Outside Professional Services	-	-			-
Minor Computer Equipment	-	-			-
Special Project Supplies	-	2,833	4,806		7,640
Resource Services:					
Collection administration/Interns	-				-
Electronic Collection Service	8,340	24,287	-		32,627
Special Project Collection	-	19,461			19,461
Juvenile	-	9,334	62		9,396
Audio-visual collection	-	-			-
Adult collection	-	5,427	313		5,740
Computer Equip/Software	-	-			-
Youth Services:					
Employee Benefits (Interns)	-	-			-
Outside Professional Services	-	1,025			1,025
Minor Office Equipment	-	-			-
Food	-	-			-
Minor Office Equipment	-	7,045			7,045
Special Project Supplies	-	6,363			6,363
Adult Services:					
Food	-	-			-
Printing/Graphics	-	-			-
Outside Professional Services	-	500			500
Special Project Supplies	-	1,496			1,496
Library Improvements:					
Gilman, Smith & Feinberg Bequests:					
Juvenile Collection					-
Adult Collection					-
Small Talk Grant:					
Books for Babies:	-				-
Project Smyles:		1,419			1,419
Harrison Barnes Reading Academy:			2,188		2,188
Large-Print Books Bequest:		7,331			7,331
Library Merchandise		-			-
Total expenses	8,340	86,812	7,369	-	102,521
Transfers between funds:					
Donations/Future Needs Fund	-				-
Friends Foundation/Donations	-	-			-
Total transfers	-	-			-
Current fund balance	\$ 9,682	\$ 111,657	\$ 71,931	\$ 191,975	\$ 385,244
Less:					
Committed funds:					
Encumbrances	5,890	55,865	-	-	61,755
Reserved principal*			8,276	-	8,276
Total committed funds		55,865	8,276	-	70,031
Balance available for expenditure	\$ 9,682	\$ 55,792	\$ 63,655	\$ 191,975	\$ 315,213
	-	(0.14)	-		
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.					

APL Financial Assets as of July 1, 2020 - \$438,579



Current Financial Assets - \$385,244



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 Meribeth Henney in 2016.



Expressions of Concern Policy

Section: Administration

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

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

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

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

Expressions of Concern

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

References

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

Ames Public Library [Collections Policy](#)
Ames Public Library [Programs Policy](#)

Expressions of Concern Policy

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

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

Roger Kluesner, President

Sandra Marcu, Secretary



Director's General Job Duties Policy

Section: Administration

Approved: 1/16/1997

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

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

The Director's general job duties are to:

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 government.
- Work cooperatively with the City of Ames organization to ensure that the library functions successfully as a city department.
- Maintain a working relationship with regional and state library agencies.
- 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](#).