

**Ames Public Library Board of Trustees
Agenda – July 16, 2020**

***DUE TO THE COVID-19 PANDEMIC THIS WILL BE AN ELECTRONIC MEETING. IF YOU WISH TO PROVIDE INPUT ON ANY ITEM, PLEASE CALL 515-239-5630 OR EMAIL libraryboard@amespubliclibrary.org**

ACCESS TO THE PUBLIC REQUIRED BY STATE LAW:

Since the outbreak of COVID-19, the Governor recently released the following order,

Electronic Meetings and Hearings

“Pursuant to Iowa Code § 29C.6(6), and at the request of the Iowa League of Cities on behalf of numerous local governmental bodies, I temporarily suspend the regulatory provisions of Iowa Code §§ 21.8, 26.12, and 414.12, or any other statute imposing a requirement to hold a public meeting or hearing, to the extent that the statutes could be interpreted to prevent a governmental body from holding the meeting by electronic means, provided that the governmental body properly notices the meeting or hearing and includes a telephone conference number or website address that permits the public to participate in the meeting or hearing. I also temporarily suspend those statutes to the extent they could be interpreted to prevent a governmental body from limiting the number of people present at an in-person location of the meeting, provided that the governmental body provides a means for the public to participate by telephone or electronically as provided in this section.”

This meeting will be held on Zoom via this link: <https://us02web.zoom.us/j/82633232974>

Please announce yourself at the start of the meeting to be reflected in the minutes. If joining during the meeting, please use the chat feature to announce your presence without disrupting the meeting. Anyone wishing to comment during the Public Forum can do so by raising your hand in the chat feature and will 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 June 18, 2020
- 3) Motion approving payment of claims 6/1/20 – 6/30/20

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.)

Financial Reports

- 4) Fiscal Reports

Activity Reports

- 4) Assistant City Manager - Schildroth
- 5) Administration – Schofer
- 6) APLFF – Barchman/Myers

New Business

- 7) Board Education
- 8) Director Performance Evaluation Policy (Action)
- 9) Closed session in accordance with the provisions of Sections 21.5(1)(i) and 21.9, Code of Iowa, for the discussion of the Director’s evaluation.
- 10) Approval of the Director’s salary (Action)

Trustee Comments

Adjournment

**Next regular meeting: Thursday, August 20, 2020
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 July 16, 2020

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

- 1) For books for Ames school children provided in spring 2020 from:
 - Fellows Elementary School PTO \$728.91
 - Kate Mitchell PTA \$728.90
 - Sawyer Elementary School PTO \$728.90
- 2) From Ames Golden K Kiwanis for STEM kits \$2,000.00
- 3) From Kiwanis Club of Ames for STEM kits \$1,000.00
- 4) From the Rotary Club of Ames for Summer Literacy Program books \$5,250.00
- 5) In honor of Herb Harmison from Theodore Hutchcroft (two gifts) \$75.00
- 6) In memory of William "Bill" Carlson from:
 - Deborah and Stephen Adams \$25.00
 - Jim and Judy Amfahr \$25.00
 - Cynthia Larson Anderson \$25.00
 - Kim and Mike Andresen \$50.00
 - Karen Ball, Elizabeth Burnell, Kathy McCormack, Daniel Ball, and Amy Thomas Paul and families \$50.00
 - Pat Brown \$25.00
 - Trudy Hodson \$50.00
 - Len Thiede \$50.00

Roger Kluesner, President

Sandra Looft, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
June 18, 2020**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 18, 2020, via Zoom, with Barchman, Butler, Kluesner, Looft, Marshall, Myers, Raman, and Thorbs-Weber in attendance. Glatz was excused. Director Schofer was 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 the Ames Morning Rotary for books for Ames school children..... \$7,500.00
 - B. From Judith P. Anthony in honor of Jonie Fitzsimmons..... \$100.00
 - C. From Theodore Hutchcroft in honor of Herb Harmison..... \$25.00
2. Motion approving minutes of the regular meeting May 21, 2020
3. Motion approving payment of claims 5/1/20 – 5/31/20

Vote on Motion: 8-0. Approved unanimously. Resolution No. 2020-L013 adopted.

Public Forum: None

Financial Reports: Myers gave a report to the Board. The Budget & Finance Committee met and reviewed the reports through April 30, 2020. The budget is on track with no unexpected expenses. The budget was slightly reduced due to COVID including slight reductions in a few line items and the front door project being postponed. The overall reduction will not impact the operations of the library. The Committee also met with City finance personnel on Monday to learn more about the overall process.

Moved by Barchman, seconded by Looft to approve the financial reports as presented. Vote on Motion: 8-0. Approved unanimously.

Activity Reports:

Assistant City Manager Schildroth: Schildroth was not able to attend. Schofer did discuss the proposed re-opening plan with her prior to tonight's meeting to ensure there wasn't any objections to the plan. Schofer will share the approved plan back to the City.

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

- We are managing curbside pickup. We have checked out approximately 15,000 items since we started. We are scheduling about 450 people a week to come pick

items up and pulling 500-600 items each day. This is about four times the normal amount of pulls.

- We did bring in some select volunteers to help with the pull list. The volunteers are wearing masks, and did review safety expectations upon returning.
- We just completed the annual staff evaluations. Schofer wrote for her direct reports and the Adult Services staff.
- The re-opening plan has been the focus. Schofer has shared drafts with the Board but this is an agenda item so it will be discussed later.
- Summer meals will be starting next Monday. It will be a drive-up or walk-up service. The meals are grab and go style this year so nobody will be eating on site. We are partnering with the Ames Public Schools this summer receiving our meals from them. Each participant will each receive a lunch and a breakfast for the next day. We did receive a generous donation from the Ames Morning Rotary to be used to purchase books to give to Ames community school children at the summer meal programs. Books will be distributed four times over the course of the summer.
- We have already started the summer reading program. We are doing weekly STEAM videos on YouTube and Facebook. These videos introduce a science concept, highlight some books, and talk you through activities you can do at home with everyday objects. Upon reopening we will have some stem kids available for pickup.
- We did put out our anti-racism statement and welcomed feedback. We haven't received any program requests in. Someone recommended some books they saw in an article, another person asked about donating money towards purchasing more books, and another person shared their concerns regarding how fines disproportionately affect low income individuals and recommended APL go fine free. Most Iowa Urban Public Libraries have gone fine free.
 - The Board discussed going fine free, what research would need done, and the process that should be taken. It will be a future agenda topic.
- The strategic plan is still being worked on however it hasn't been a top priority. Schofer is hopeful to have something in place by September 1.
- The managers have reviewed Library policies to see if changes were necessary due to COVID. They have not found anything drastic that needs to be changed. Staff will be dropping in on volunteer lead online programs. Messaging to the public will be available to know what is expected upon their return such as "masks expected".

APLFF Report: Myers gave a report to the Board.

- There were some changes to the APLFF budget.
 - The number of transactions have been reduced with COVID.
 - Danfoss has reduced the amount of their donation in order to donate to other causes instead.
 - R.E.G. will be donating more money for summer meals.
 - May be a large donation coming in but they haven't heard more about it.
 - Beck will be retiring in September from the Development Officer position.
 - The teen group has been trying to be more creative since they can't meet in person. They have been having Zoom meetings every two weeks. They are going to read the book Stamped and discussing it online.
 - They are using Discord to meet up and have watch parties and discussions.

New Business:

FY21 OCLC renewal: This is the renewal of the cataloging software.

Moved by Raman, seconded by Marshall, to approve the FY21 OCLC renewal as presented in the amount of \$32,377.20.

Vote on motion: 8-0. Motion approved unanimously. Resolution 2020-L014 adopted.

2020/21 APLFF Memorandum of Understanding: This is our annual agreement which describes the work staff will do on behalf of the APLFF and the cost the APLFF will pay for those services. Kluesner gave background information on the MOU.

Moved by Butler, seconded by Myers, to approve the Memorandum of Understanding with Ames Public Library Friends Foundation for Fiscal Year 2020/2021 as presented.

Raman is very supportive but did question the cost of a single line phone. Beck does have a line in her office for APLFF use with voicemail. Barchman asked if that included the cost of internet. Internet is included in the use of facilities cost.

Vote no motion: 8-0. Motion approved unanimously. Resolution 2020-L015 adopted.

Proposed Re-opening Plan: Schofer reviewed the draft of the re-opening plan with the Board. This plan is a multi-phased plan.

Considerations for reopening the Library to the public will include:

- Direction from State and County health officials, Governor, City Council, and Board.
- The ability for the area healthcare system to accommodate an outbreak.
- The library having sufficient access to personal protective equipment, cleaning supplies, and staff.
- Physical space adaptations in place to foster staff and community safety.

The first phase will be a lobby only phase with a slight reduction of hours. Curbside service will end when lobby service opens. Computers and meeting rooms will not be available during this phase. Grab and Go bags will be prepared for people to check out, tax forms will be available, and holds will be able to be picked up. Phone and email reference will be available and programming will continue virtually.

Circumstances will be monitored and services such as browsing, computer use, meeting room use, and time in the building will increase slowly over the course of the other phases.

Moved by Raman, seconded by Looft, to approve the re-opening plan as presented.

Vote on motion: 8-0. Motion approved unanimously.

Director's Evaluation

Moved by Raman, seconded by Barchman, to table the Director's evaluation until the July 16, 2020 meeting.

Vote on motion: 8-0. Motion approved unanimously.

Trustee Comments:

- Butler – appreciate all the work Schofer has been doing during this time.
- Looft – thank you to Schofer and staff for all the work with the curbside pickup. Her daughter was very happy to get a new book.
- Barchman – no comments
- Thorbs-Weber – no comments
- Marshall – no comments
- Myers – no additional comments
- Raman – what a great job that has been done keeping the library vibrant during this time, so thank you to Schofer and all the staff for everything they have done.
- Kluesner - echoes the gratitude to Schofer and staff, and to the Board for all their work. He's looking forward to the day we can all meet in person.

Adjournment:

Moved by Barchamn, seconded by Butler, to adjourn at 8:29 pm.

Vote on Motion: 8-0. Motion approved unanimously.

The next regular meeting will be on Thursday, July 16, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Sandra Looft, Board Secretary

Library Claims
6/1/2020 - 6/30/2020

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,455.90
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 337.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 75.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 426.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 160.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 74.25
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,584.10
PAYROLL SUMMARY	MEDICARE FICA	\$ 608.91
PAYROLL SUMMARY	FICA	\$ 2,603.67
PAYROLL SUMMARY	IPERS	\$ 4,039.65
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 137.96
APRIL MESSENGER CHGS	MESSENGER SERVICE	\$ 502.01
APR 2020 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 191.05
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 4.60
MARCH 2020 EQUIPMENT CHRG	FLEET MAINTENANCE	\$ 282.86
MARCH 2020 EQUIPMENT CHRG	FLEET REPLACEMENT	\$ 2,219.00
NEW MACHINE PACKAGE	POSTAGE/FREIGHT	\$ 5.08
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 104.07
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	\$ 366.00
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 20.00
SPRING HILL PRESS	ADVERTISING	\$ 775.00
ONESOURCE	RECRUITING COSTS	\$ 140.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 4,901.86
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 255.00
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 188.76
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$ 311.86
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 190.89
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 232.57
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$ 60.00
ACI MECHANICAL INC	EQUIPMENT REPAIRS	\$ 3,745.05
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 1,944.10
RMC IMAGING INC	TECHNOLOGY MAINT/SUPPORT	\$ 845.00
XEROX CORPORATION	RENTALS/LEASES	\$ 725.71
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$ 5,621.96
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$ 108.06
CH ISSUES	OFFICE SUPPLIES	\$ 41.51
AMER MARKING INC	OFFICE SUPPLIES	\$ 15.20
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 6.76
BANK OF AMERICA	OFFICE SUPPLIES	\$ 34.66
STOREY KENWORTHY CO	MINOR OFFICE EQUIPMENT	\$ 61.28
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 299.58

Library Claims
6/1/2020 - 6/30/2020

CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 200.00
BANK OF AMERICA	CLEANING SUPPLIES	\$ 127.98
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 402.08
BANK OF AMERICA	FOOD	\$ 288.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 57.87
	Total Administration	\$ 85,764.48
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 24,385.22
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 125.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 256.24
PAYROLL SUMMARY	IPERS DISABILITY	\$ 114.38
PAYROLL SUMMARY	LIFE INSURANCE	\$ 57.76
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,818.18
PAYROLL SUMMARY	MEDICARE FICA	\$ 329.57
PAYROLL SUMMARY	FICA	\$ 1,409.14
PAYROLL SUMMARY	IPERS	\$ 2,301.96
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 29.26
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 4.01
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 280.71
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 8.50
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 26.75
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 14.08
MIDWEST TAPE	ELECTRONIC COLLECTION	\$ 6,388.70
OVERDRIVE	ELECTRONIC COLLECTION	\$ 4,130.27
KANOPI LLC	ELECTRONIC COLLECTION	\$ 2,708.00
THE NEW YORK TIMES	ELECTRONIC COLLECTION	\$ 2,101.20
WEB CHARGES:4/10/20-6/30	ELECTRONIC COLLECTION	\$ (525.30)
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 2,354.05
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 2,328.23
AMAZON	YOUTH COLLECTION	\$ 365.88
MIDWEST TAPE	YOUTH COLLECTION	\$ 693.93
BANK OF AMERICA	YOUTH COLLECTION	\$ 113.80
BOOK FARM INC	YOUTH COLLECTION	\$ 2,233.06
PENWORTHY COMPANY	YOUTH COLLECTION	\$ 297.77
AMAZON	AUDIO-VISUAL COLLECTION	\$ 524.81
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,389.38
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 4,931.08
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 1,060.98
AMAZON	ADULT PRINT COLLECTION	\$ 618.05
GALE GROUP	ADULT PRINT COLLECTION	\$ 493.31
GENT, STEVE	REFUNDS	\$ 63.94
PATIENCE, REBECCA A CHRIS	REFUNDS	\$ 37.00
	Total Resource Services	\$ 70,468.90

Library Claims
6/1/2020 - 6/30/2020

Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 38,423.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 751.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 250.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 345.76
PAYROLL SUMMARY	IPERS DISABILITY	\$ 194.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 79.78
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,679.40
PAYROLL SUMMARY	MEDICARE FICA	\$ 548.86
PAYROLL SUMMARY	FICA	\$ 2,346.83
PAYROLL SUMMARY	IPERS	\$ 3,698.08
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 59.04
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 0.62
BRAMMER, RICK EUGENE	OUTSIDE PROFESSIONAL SVCS	\$ 700.00
STEPHENS, CAROLE H	OUTSIDE PROFESSIONAL SVCS	\$ 350.00
OSMAN, MIKAYLA	OUTSIDE PROFESSIONAL SVCS	\$ 200.00
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 191.84
LIBRARY STAFF REIMB.	SPECIAL PROJECT SUPPLIES	\$ (115.25)
COLLABORATIVE SUMMER LIBR	SPECIAL PROJECT SUPPLIES	\$ 51.75
	Total Youth Services	\$ 53,754.84
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 27,507.68
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 220.00
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 25.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 185.64
PAYROLL SUMMARY	IPERS DISABILITY	\$ 95.33
PAYROLL SUMMARY	LIFE INSURANCE	\$ 66.02
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,105.12
PAYROLL SUMMARY	MEDICARE FICA	\$ 392.47
PAYROLL SUMMARY	FICA	\$ 1,678.10
PAYROLL SUMMARY	IPERS	\$ 2,617.51
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 36.80
2020-2 MUNIC CODE BILLING	PRINT SHOP SERVICES	\$ 34.33
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 1.28
POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.41
	Total Adult Services	\$ 35,966.69
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,112.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 9,202.04
PAYROLL SUMMARY	COVID19 LEAVE	\$ (360.03)
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 97.08
PAYROLL SUMMARY	EMPLOYEE AWARDS	\$ 75.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$ 287.54
PAYROLL SUMMARY	IPERS DISABILITY	\$ 209.10

Library Claims
6/1/2020 - 6/30/2020

PAYROLL SUMMARY	LIFE INSURANCE	\$ 101.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,654.40
PAYROLL SUMMARY	MEDICARE FICA	\$ 696.28
PAYROLL SUMMARY	FICA	\$ 2,977.03
PAYROLL SUMMARY	IPERS	\$ 4,724.88
PAYROLL SUMMARY	WORKERS COMPENSATION	\$ 99.97
LONG DISTANCE CHARGES	CITY LONG DISTANCE	\$ 5.02
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 87.99
	Total Customer Account Services	\$ 63,970.33
	Grand Total:	\$ 309,925.24
Roger Kluesner, President	Sandra Looft, Secretary	Date

Ames Public Library						
2019/20 Expenditure Summary - All Funding Sources						
June 30, 2020						
12 month = 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	1,191,818	4,136	18,919	-	-	1,214,873
Total Administration	1,191,818	4,136	18,919	-	-	1,214,873
Resource Services:						
Collections Administration	472,617					472,617
Electronic Collection/Licenses	211,132	1,163	-	-		212,295
Periodicals	14,935					14,935
Juvenile	93,791	-	3,632	1,208		98,631
Audio/Visual Collection	71,122	-	-			71,122
Adult Collection	112,272	-	6,237	12,122		130,631
Refunds	415					415
Computer Equipment/Software	-	-	-			-
Total Resource Services	976,284	1,163	9,869	13,330	-	1,000,646
Youth Services:	648,709					648,709
Employee Benefits		-	292			292
Outside Professional Services		-	3,772			3,772
Food & Feed		-	1,507	-		1,507
Juvenile		-	-	-		-
Special Project Supplies		-	14,488	2,430		16,918
Total Youth Services	648,709	-	20,059	2,430	-	671,198
Adult Services:	567,242					567,242
Food		-	538			538
Printing/Graphics						-
Outside Professional Services		-	7,347	2,150		9,497
Licenses/Permits			236			
Special Project Supplies		-	5,201			5,201
Total Adult Services	567,242	-	13,322	2,150	-	582,478
Customer Account Services:	879,063					879,063
Circulation Services		-	-			-
Total Customer Account Services	879,063	-	-	-	-	879,063
Coronavirus Response:	19,728					19,728
Special Project Supplies						-
Total Coronavirus Response	19,728	-	-	-	-	19,728
Library Improvements:						
Small Talk Grant:		-	336	-		336
Project Smyles:			22,985	-		22,985
Books for Babies:		4,140		-		4,140
Harrison Barnes Reading Academy:				946		946
Large-Print Books Bequest:		-	10,287	-		10,287
Gilman, Smith & Feinberg :						
Adult Collection (Smith)						-
Youth Collection (Gilman & Feinberg)						-
Total Bequest	-	-	-	-	-	-
Total Expenses	4,282,844	9,440	95,777	18,856	-	4,406,681

2019/20 Ames Public Library Expenditure Summary						
June 30, 2020						
12 month = 100%						
	Actual	Budget	YTD	YTD	Current	% of total
	2018/19	2019/20	2018/19	2019/20	Balance	Budget Spent
Personnel Services:						
Salaries	\$ 2,133,543	\$ 2,213,009	\$ 2,133,047	\$ 2,172,053	\$ 40,956	
Temporary Salaries	178,033	201,616	170,493	163,744	37,872	
Time & 1/2	2,540	-	2,540	-	-	
Longevity	6,687	5,030	6,687	5,973	(943)	
Payroll Adjustment	(22)	19,450	(22)	(398)	19,848	
Employee Awards	275	550	275	550	-	
Merit Adjustment	-	125	-	17,038	(16,913)	
Comp Time	-	-	-	67	(67)	
Sick Leave	42,635	-	42,635	3,995	(3,995)	
Holiday	-	-	-	-	-	
Vacation	32,040	-	32,040	20,521	(20,521)	
Total Personnel Services	2,395,731	2,439,780	2,387,694	2,383,542	56,238	97.7%
Employee Benefits:						
Temp Salaries Benefits	-	36,310	-	-	36,310	
Dental Insurance	1,619	19,937	1,619	18,611	1,326	
IPERS Disability	9,390	9,311	9,390	9,318	(7)	
Life Insurance	4,481	4,750	4,481	4,646	104	
Health Insurance	348,897	362,873	348,897	321,118	41,755	
FICA Medicare	33,423	31,195	33,306	33,541	(2,346)	
FICA	142,453	133,029	141,955	143,416	(10,387)	
IPERS	217,085	211,219	217,085	221,136	(9,917)	
Workers Compensation	5,195	3,662	5,195	5,200	(1,538)	
Total Employee Benefits	762,544	812,286	761,929	756,987	55,299	93.2%
Internal Services:						
City Data Services	8,350	8,595	8,350	8,595	-	
City Messenger	6,257	6,564	5,710	5,877	687	
Pool Vehicle Usage	-	-	-	-	-	
Printing	930	1,325	834	965	360	
Insurance & Bonds	20,096	20,965	20,096	20,965	-	
Phone Operation/Maintenance	18,224	18,786	18,224	18,790	(4)	
Long Distance	376	350	346	212	138	
Fleet Operating/Maintenance	9,582	8,971	7,623	6,127	2,844	
Fleet Replacement	26,628	26,628	22,190	19,971	6,657	
Computer Replacement	50,000	50,000	-	2,219	47,781	
Total Internal Services	140,442	142,184	83,372	83,720	58,464	58.9%
Contractual:						
Outside Professional Services	56,995	57,473	52,681	46,959	10,514	
Flex Administration	518	586	518	-	586	
Postage/Freight	19,753	18,240	18,221	13,409	4,831	
Travel/Meetings	621	1,000	571	582	418	
Training	1,816	4,283	1,816	3,392	891	
Conferences	26,126	25,114	16,143	23,318	1,796	
Dues & Memberships	3,216	6,411	3,182	6,514	(103)	
Printing	78	500	78	177	323	
Advertising	219	1,219	219	775	444	
Recruiting Costs	10,727	15,380	10,554	16,020	(640)	
Electricity	83,749	90,000	75,178	67,940	22,060	
Phone Operation/Maintenance	15,235	17,104	14,069	15,915	1,189	
Long Distance	-	-	-	-	-	
Water/Sewer	5,219	5,817	4,739	4,530	1,287	
Waste Disposal	4,128	2,326	3,938	2,100	226	
Natural Gas	8,932	8,834	8,932	5,346	3,488	
Maintenance Contract	20,010	25,120	23,971	27,929	(2,809)	
Structural Repair	3,521	15,000	546	28,356	(13,356)	

2019/20 Ames Public Library Expenditure Summary						
June 30, 2020						
12 month = 100%						
	Actual	Budget	YTD	YTD	Current	% of total
	2018/19	2019/20	2018/19	2019/20	Balance	Budget Spent
Equipment Repair	13,373	17,000	13,373	5,745	11,255	
Fixed Equipment Repair	-		-		-	
Computer Maintenance	98,883	111,265	101,606	104,071	7,194	
Rentals & Leases	12,609	12,000	10,400	11,568	432	
Other Non-City Services	105,956	111,968	97,745	76,148	35,820	
Total Contractual	491,685	546,640	458,481	460,790	85,850	84.3%
Commodities:						
Office Supplies	15,349	16,500	14,643	12,257	4,243	
Minor Office Equipment	2,652	3,625	2,652	273	3,352	
Minor Computer Equipment	10,164	15,000	6,125	14,033	967	
Ag-Hort Supplies	215	100	215	114	(14)	
Structural Materials	806	1,250	806	593	657	
Cleaning Supplies	7,175	9,000	7,175	6,775	2,225	
Equipment Parts/Supplies	35,976	37,500	33,946	34,528	2,972	
Minor Equipment & Tools	2,853	2,500	2,853	511	1,989	
Food	6,892	4,565	5,801	4,543	22	
Special Project Supplies	2,842	3,675	2,640	20,510	(16,835)	
Total Commodities	84,924	93,715	76,858	94,137	(422)	100.5%
Collection:						
Electronic Collection/Licenses	158,636	177,917	152,741	211,132	(33,215)	118.7%
Periodicals	14,811	18,431	14,698	14,935	3,496	81.0%
Juvenile	111,989	117,000	95,177	93,791	23,209	80.2%
Audio Visual	89,127	97,000	86,493	71,122	25,878	73.3%
Adult Collection	126,957	135,000	118,887	112,272	22,728	83.2%
Total Collection	501,520	545,348	467,996	503,252	42,096	92.3%
Other:						
Withdrawals	-		-	-	-	
Refunds	384	700	339	415	285	
Total Other	384	700	339	415	285	59.3%
Capital over 5,000:						
Other movable Equipment	13,590	-	13,590	-	-	
Buildings / Structures	-	-	-	-	-	
Total Capital over 5,000	13,590	-	13,590	-	-	
Total	\$ 4,390,821	\$ 4,580,653	\$ 4,250,258	\$ 4,282,844	\$ 297,809	93.5%
						% of
						Grand Total
Totals by Division:						
Administration	\$ 1,336,595	\$ 1,339,389	\$ 1,244,128	\$ 1,191,818	\$ 147,571	27.83%
Resource Services	948,188	1,024,917	912,851	976,284	48,633	22.80%
Youth Services	648,937	694,743	648,335	648,709	46,034	15.15%
Adult Services	574,943	584,147	572,956	567,242	16,905	13.25%
Customer Account Services	882,158	937,457	871,988	879,063	58,394	20.53%
Coronavirus Response	-	-	-	19,728.18	(19,728.18)	0.46%
Grand Total	\$ 4,390,821	\$ 4,580,653	\$ 4,250,258	\$ 4,282,844	\$ 297,809	100.00%

2019/20 Ames Public Library General Fund Expenditure Comparisons

June 30, 2020

12 month = 100%

Year-to-Year Expenditure Comparisons

	YTD 2018/19	YTD 2019/20	% Change from 2018/19
Totals by Category:			
Personnel Services	\$ 2,387,694	\$ 2,383,542	-0.2%
Employee Benefits	761,929	756,987	-0.6%
Internal Services	83,372	83,720	0.4%
Contractual	458,481	460,790	0.5%
Commodities	76,858	94,137	22.5%
Collection	467,996	503,252	7.5%
Other	339	415	22.5%
Capital over 5,000	13,590	-	
Total	\$ 4,250,258	\$ 4,282,844	0.8%

19,728

Totals by Division:

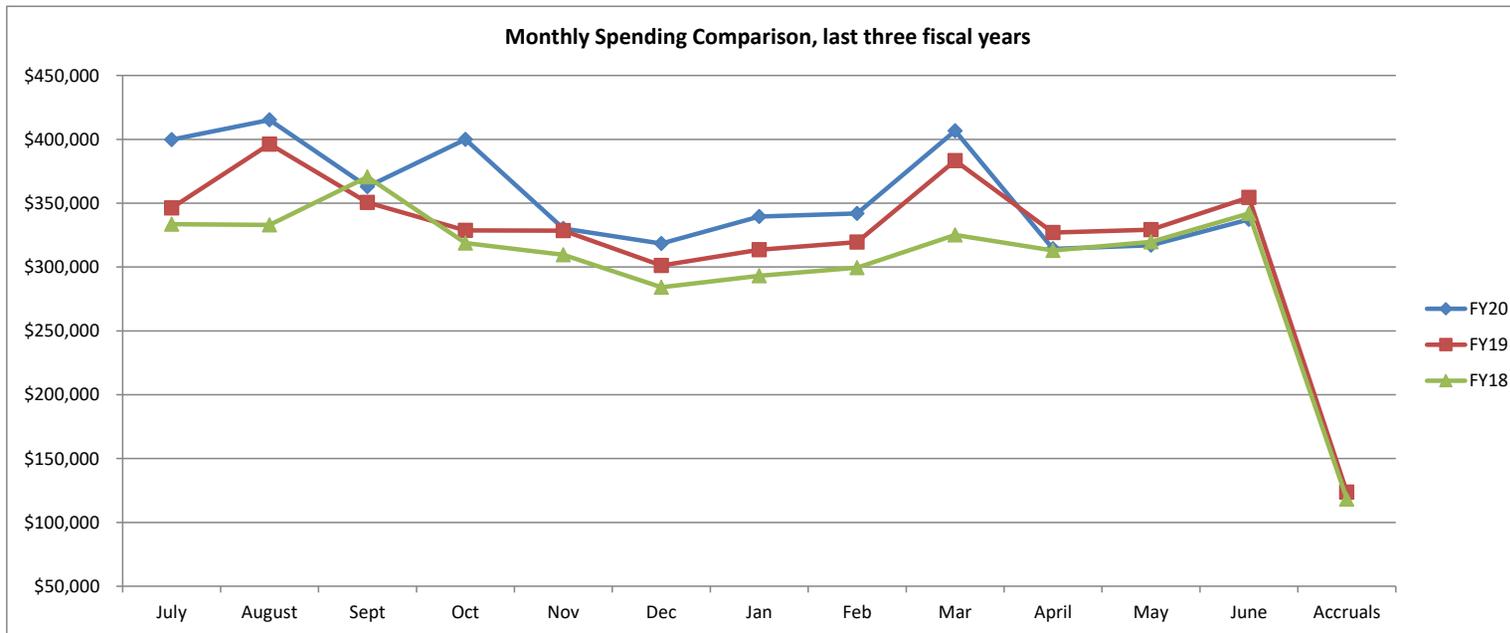
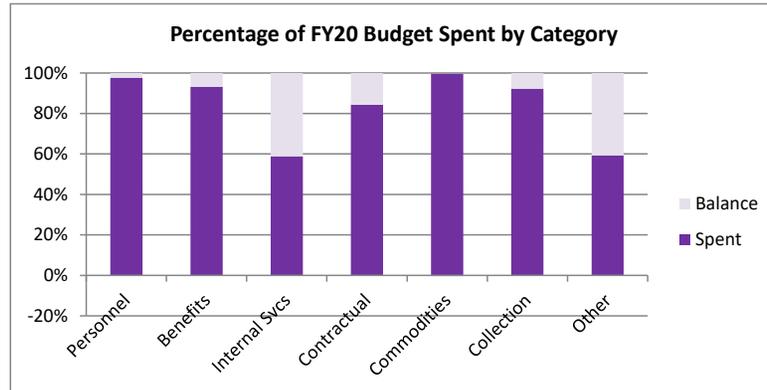
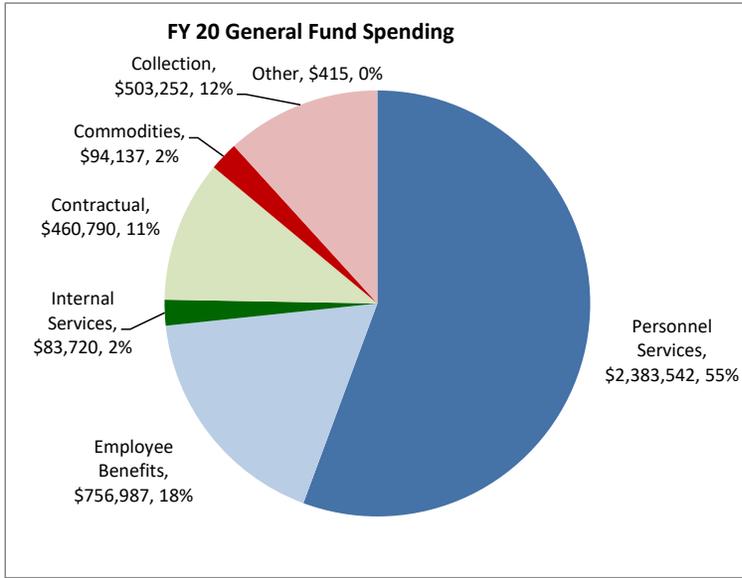
	YTD 2018/19	YTD 2019/20	% Change from 2017/18
Administration	\$ 1,244,128	\$ 1,191,818	-4.2%
Resource Services	912,851	\$ 976,284	6.9%
Youth Services	648,335	\$ 648,709	0.1%
Adult Services	572,956	\$ 567,242	-1.0%
Customer Account Services	871,988	\$ 879,063	0.8%
Coronavirus Response	-	\$ 19,728	
Grand Total	4,250,258	4,282,844	0.8%

* Adjusted Budget

Expense-Budget Comparisons

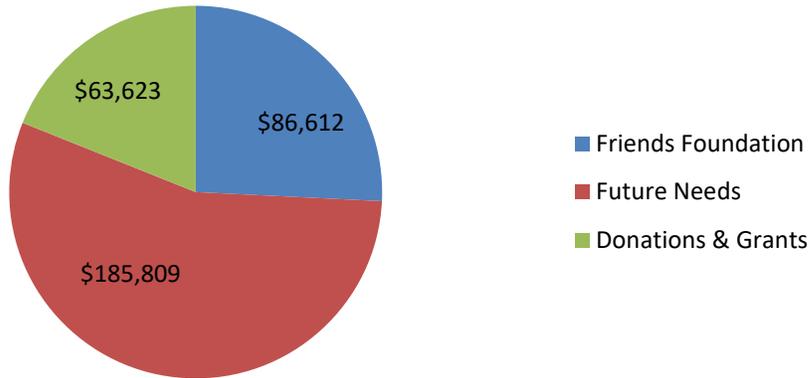
YTD 2019/20	Budget* 2019/20	% of Total Budget Spent
\$ 2,383,542	\$ 2,439,780	97.7%
756,987	812,286	93.2%
83,720	142,184	58.9%
460,790	546,640	84.3%
94,137	93,715	100.5%
503,252	545,348	92.3%
415	700	59.3%
-	-	0.0%
\$ 4,282,844	\$ 4,580,653	93.5%

YTD 2019/20	Budget* 2019/20	Division % of Grand Total
\$ 1,191,818	\$ 1,339,389	27.83%
976,284	1,024,917	22.80%
648,709	694,743	15.15%
567,242	584,147	13.25%
879,063	937,457	20.53%
19,728	-	0.00%
4,282,844	4,580,653	100.00%

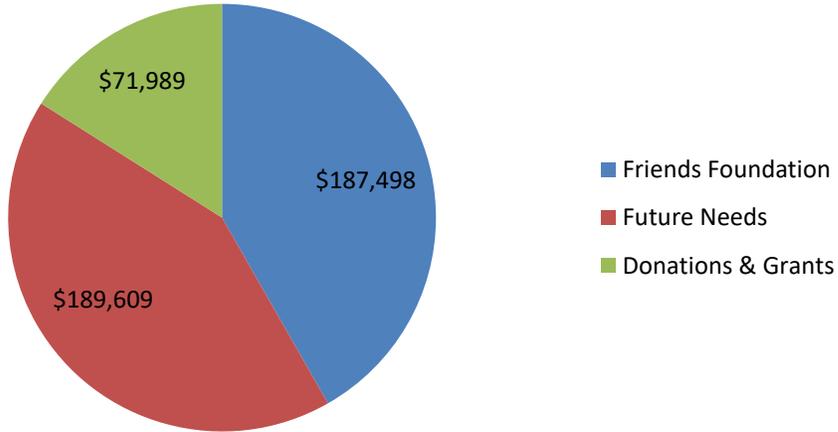


Ames Public Library Donations Report					
June 30, 2020					
FY2019/20					
	Fund 238	Fund 239	Fund 241	Fund 240	
	Direct	Friends	Donations	Future	
	State Aid	Foundation	& Grants	Needs	Total
Fund balance - 06/30/19	\$ -	\$ 86,612	\$ 63,623	\$ 185,809	\$ 336,044
Revenues:					
Interest revenue	162	2,985	1,353	3,800	8,301
Direct state aid	15,306		-		15,306
General Donations			24,292		24,292
Project Smiles Donations			1,576		1,576
Misc Revenue			-		-
Friends Foundation		172,731			172,731
Small Talk Grant		10,408	-		10,408
Large-Print Book Bequest		10,261			10,261
Harrison Barnes Reading Academy			-		-
Merchandise Sales		278			278
Total revenues	15,468	196,663	27,222	3,800	243,153
Expenditures:					
Administration:					
Minor Office Equipment			-		-
Personal Services/Interns	-	-			-
Printing/Graphics	-	418			418
Food	-		-		-
Office Supplies	-	(2,029)			(2,029)
Outside Professional Services	-	15,967			15,967
Minor Computer Equipment	-	-			-
Special Project Supplies	4,136	4,563	-		8,699
Resource Services:					
Special Project Supplies	288				
Collection administration/Interns	-				-
Electronic Collection Service	875	-	-		875
Periodicals	-				-
Juvenile	-	3,632	1,208		4,840
Audio-visual collection	-	-			-
Adult collection	-	6,237	12,122		18,359
Computer Equip/Software	-	-			-
Youth Services:					
Employee Benefits (Interns)	-	292			292
Outside Professional Services	-	3,772			3,772
Minor Office Equipment	-				-
Food	-	1,507	-		1,507
Juvenile Collection	-	-			-
Special Project Supplies	-	14,488	2,430		16,918
Adult Services:					
Food	-	538			538
Printing/Graphics	-	-			-
Outside Professional Services	-	7,347	2,150		9,497
Licenses/Permits	-	236			236
Special Project Supplies	-	5,201			5,201
Library Improvements:					
Gilman, Smith & Feinberg Bequests:					
Juvenile Collection					-
Adult Collection					-
Small Talk Grant:		336			336
Books for Babies:	4,140		-		4,140
Project Smyles:		22,985	-		22,985
Harrison Barnes Reading Academy:			946		946
Large-Print Books Bequest:		10,287			10,287
Library Merchandise		-			-
Total expenses	9,440	95,777	18,856	-	123,549
Transfers between funds:					
Donations/Future Needs Fund	-				-
Friends Foundation/Donations	-	-	-		-
Total transfers	-	-	-		-
Current fund balance	\$ 6,029	\$ 187,498	\$ 71,989	\$ 189,609	\$ 455,648
Less:					
Committed funds:					
Encumbrances	-	2,442	7,723	-	10,165
Reserved principal*			8,276	-	8,276
Total committed funds		2,442	15,999	-	18,441
Balance available for expenditure	\$ 6,029	\$ 185,056	\$ 55,989	\$ 189,609	\$ 437,207
	-	-	-		524.06
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, 2019 - \$336,044



Current Financial Assets - \$455,648



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.



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Begins **07/23/2020** - Central Time
Available Capacity: **33**

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The third installment in the Boardroom 2020 series is The Board's Role in Storytelling. This + [Learn More](#)



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Begins **10/08/2020** - Central Time
Available Capacity: **13**

The fourth installment in the Boardroom 2020 series debuts the new edition of the Iowa Library + [Learn More](#)



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Begins **11/12/2020** - Central Time
Available Capacity: **18**

The fifth and final installment in the Boardroom 2020 series centers on recruiting new board + [Learn More](#)



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

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 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.

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 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.

June:

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 Board meeting.

Director Performance Evaluation Process Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JULY 16, 2020**

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

Roger Kluesner, President

Sandra Looft, Secretary

Director's Salary

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JULY 16, 2020**

Be it resolved that the Board of Trustees, Ames Public Library, sets the Director's salary effective July 1, 2020 at \$_____.

Roger Kluesner, President

Sandra Looft, Secretary