

Ames Public Library Board of Trustees
Agenda – November 16, 2023
Dale H. Ross Board Room, 515 Douglas Avenue

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

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

- 1) Motion approving minutes of the regular meeting October 19, 2023
- 2) Motion approving payment of claims 10/1/23 – 10/31/23

Public Forum

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary prior to the Call to Order.)

Activity Reports

- 3) Administration – Schofer
- 4) APLFF – Gibson/Myers
- 5) Budget & Finance Committee – Crain/Johnson

Board Education

- 6) Strategic Plan update – Schofer

Policy Review

- 7) Director Performance Evaluation (Action)
- 8) Exam Proctoring (Discussion)

New Business

- 9) FY24 Budget Amendments and FY25 Proposed Budget (Action)

Trustee Comments

Adjournment

Next regular meeting: Thursday, December 21, 2023
Ames Public Library: We Connect You to the World of Ideas

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

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

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
October 19, 2023**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 19, 2023, in the Dale H. Ross Board Room with Gibson, Mitchell-Conway, Myers (via conference phone), Reynolds, and Thorbs-Weber in attendance. Crain, Johnson, Reger and Torres III were excused. Director Schofer was also in attendance.

Call to Order: President Reynolds called the meeting to order at 7:03 pm

Consent Agenda:

Moved by Thorbs-Weber, seconded by Gibson, to approve the consent agenda as follows:

1. Motion approving minutes of the regular meeting September 21, 2023
2. Motion approving payment of claims 9/1/23 – 9/30/23

**Vote on Motion: 5-0 (Crain, Johnson, Reger and Torres III excused).
Approved unanimously.**

Public Forum: None

Activity Reports:

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

- Assistant City Manager interviews are taking place in the next two weeks. A press release went out with the candidate information and public presentation times.
 - Denise Arrell-Rosenquist at 4 pm on Wednesday, October 25
 - Pa Vang Goldbeck at 4pm on Monday, October 30
 - Benjamin Nielsen at 4pm on Wednesday, November 1
 - Roxanne Murphy gave her public presentation back in June 2023.
- The library is amid two recruitments. We had about 55 applicants for the Youth Services Library Assistant position and 30 applicants for the Adult Services Librarian position. It's encouraging to see good interest in our job postings. We had phone interviews and are now doing in-person interviews.
- Schofer attended the annual Iowa Library Association (ILA) conference last week as did several staff. Atwell presented on Teen Customer Service. Cooney, Atwell, and Sweeney presented on supporting local authors through an Author Fair. Klein-Hewett serves on the ILA Executive Board as Treasurer and Ziegler is Vice Chair of the Youth Services Subdivision. Ames Public Library was well represented.

- We've been sending out an Intellectual Freedom email series (6 parts) to remind staff of some of our foundational principles like the Library Bill of Rights, Freedom to Read Statement and to share information on policies and processes as well as talking points to share if they get inquiries.
- Schofer recapped a patron who had emailed the Library Board. She had responded to the patron. The Board discussed the concern.
- There is a State of Education program tonight in the Rotary Room.
- A program, Skills for Bridging the Divide, with Braver Angels is this Saturday.
- Staff Day is November 10. Trustees are invited to breakfast and Schofer's update on the strategic plan but are expected to leave following the morning session to allow staff to engage in workgroup training.
- The next strategic planning process is underway. Schofer and staff met with Stat Com at Iowa State University, who will work with us on a community survey.

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

- The APLFF Board is discussing the software used to track fundraising and donations. They had switched from Blackbaud to Salsa and are now considering Bloomerang.
- APLFF will be issuing the first payment for fiscal year 2024 to Ames Public Library at the end of October.
- They will be reviewing their retention policy and have created a plan to regularly review their policies.
- They have been in touch with a Professor of Graphic Design to have an intern work on a new logo.
- They are working with Raygun to design t-shirts that will be on sale soon.
- The Holiday Campaign will be mailed out in November.

Board Education:

Schofer gave a presentation about the Iowa Library Association conference that she recently attended highlighting a few of the sessions that resonated with her.

Policy Review:

Unattended Child: This policy was brought to the Board last month for discussion. No changes are recommended. The board discussed the policy.

Moved by Gibson, seconded by Myers, to approve the review of the Unattended Child Policy as presented.

Vote on Motion: 4-0 (Thorbs-Weber abstained; Crain, Johnson, Reger and Torres III excused). Motion approved. Resolution No. 2023-L023 adopted.

Director Performance Evaluation: Schofer introduced the policy. The Board discussed the policy. This policy will be brought back next month for action after being reviewed. No changes are expected.

Trustee Comments:

- Mitchell-Conway - can see the merit of concern over some books but upholding the first amendment is more important.
- Thorbs-Weber – thank you everyone for the work we do.
- Gibson – appreciates Schofer sharing the response to the email. She appreciates that Schofer is approachable and not intimidated by comments.
- Myers – appreciates the thoughtful response. Thank you to Schofer for advocating for Intellectual Freedom.
- Reynolds – Appreciates the conversations with the Board.

Adjournment:

Moved by Mitchell-Conway, seconded by Thorbs-Weber, to adjourn at 8:02 pm.

Vote on Motion: 5-0 (Crain, Johnson, Reger and Torres III excused).

The next regular meeting will be on Thursday, November 16, 2023, at 7:00 p.m. in the Dale H. Ross Board Room.

Melissa Johannes, Library Secretary

Richard Johnson, Board Secretary

Library Claims
October 1 - October 31, 2023

Administration FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	48,429.54
PAYROLL SUMMARY	DENTAL INSURANCE	\$	517.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	222.77
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	9,708.46
PAYROLL SUMMARY	MEDICARE FICA	\$	689.62
PAYROLL SUMMARY	FICA	\$	2,948.69
PAYROLL SUMMARY	IPERS	\$	4,571.76
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	154.58
MESSENGER ALLOCATION	MESSENGER SERVICE	\$	1,854.40
SEP 2023 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	379.47
SEP 2023 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,174.20
SEPTEMBER POSTAGE	POSTAGE/FREIGHT	\$	0.63
BANK OF AMERICA	CONFERENCES	\$	9.83
SCHOFER, SHEILA	CONFERENCES	\$	221.83
ONESOURCE	RECRUITING COSTS	\$	37.00
UB ADJ. UPDATE	ELECTRIC SERVICE	\$	(2.84)
UB CHARGE UPDATE	ELECTRIC SERVICE	\$	8,785.60
UB CREDIT CHG ADJUSTMENT	ELECTRIC SERVICE	\$	(187.72)
CENTURYLINK	OUTSIDE PHONE/DATA SVCS	\$	285.70
VERIZON WIRELESS	OUTSIDE PHONE/DATA SVCS	\$	348.95
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE/DATA SVCS	\$	1,046.63
UB CHARGE UPDATE	WATER/SANITARY SEWER	\$	441.50
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	230.90
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
WOODMAN CONTROLS COMPANY	MAINTENANCE CONTRACTS	\$	6,600.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	140.00
CONVERGINT TECHNOLOGIES L	TECHNOLOGY MAINT/SUPPORT	\$	4,955.00
PREMIER OFFICE EQUIPMENT	LEASES	\$	661.87
XEROX GOVERNMENT SYSTEMS	LEASES	\$	1,548.00
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	213.72
CH ISSUES	OFFICE SUPPLIES	\$	249.75
BANK OF AMERICA	OFFICE SUPPLIES	\$	65.96
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	37.65
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	2,026.98
BANK OF AMERICA	CLEANING SUPPLIES	\$	47.43
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	236.35
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	137.85
Total Administration		\$	100,864.63
Resource Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	29,487.64
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.50
PAYROLL SUMMARY	IPERS DISABILITY	\$	135.64

Library Claims
October 1 - October 31, 2023

PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,074.34
PAYROLL SUMMARY	MEDICARE FICA	\$	401.86
PAYROLL SUMMARY	FICA	\$	1,718.33
PAYROLL SUMMARY	IPERS	\$	2,783.64
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	35.40
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	885.43
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	298.30
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	142.82
AMAZON CAPITAL SERVICES I	EQUIPMENT PARTS/SUPPLIES	\$	12.98
INFOUSA MARKETING INC	ELECTRONIC COLLECTION	\$	5,500.00
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	8,765.44
OVERDRIVE	ELECTRONIC COLLECTION	\$	10,172.78
KANOPIY LLC	ELECTRONIC COLLECTION	\$	1,216.00
AMAZON CAPITAL SERVICES I	SPECIAL PJCT COLLECTIONS	\$	72.43
USA TODAY	PERIODICALS	\$	118.80
WT COX INFORMATION SERVIC	PERIODICALS	\$	12,836.22
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	3,657.41
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	585.00
JUNIOR LIBRARY GUILD	YOUTH COLLECTION	\$	15,697.25
AMAZON CAPITAL SERVICES	YOUTH COLLECTION	\$	459.28
BLACKSTONE PUBLISHING	AUDIO-VISUAL COLLECTION	\$	1,815.58
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	5,049.60
AMAZON CAPITAL SERVICES	AUDIO-VISUAL COLLECTION	\$	392.39
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	11,179.26
IA POETRY ASSOC	ADULT PRINT COLLECTION	\$	12.75
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	1,633.87
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	142.92
J D POWER AND ASSOCIATES	ADULT PRINT COLLECTION	\$	252.00
AMAZON CAPITAL SERVICES I	ADULT PRINT COLLECTION	\$	505.61
BEATY, SHERRI	REFUNDS	\$	40.00
SIMMONS, CJ	REFUNDS	\$	22.99
TERRELL, ASHLEY	REFUNDS	\$	15.00
Total Resource Services		\$	122,450.44
Youth Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	40,368.79
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	478.80
PAYROLL SUMMARY	DENTAL INSURANCE	\$	410.32
PAYROLL SUMMARY	IPERS DISABILITY	\$	184.05
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.27
PAYROLL SUMMARY	HEALTH INSURANCE	\$	8,475.72
PAYROLL SUMMARY	MEDICARE FICA	\$	560.51
PAYROLL SUMMARY	FICA	\$	2,396.60
PAYROLL SUMMARY	IPERS	\$	3,856.04

Library Claims
October 1 - October 31, 2023

PAYROLL SUMMARY	WORKERS COMPENSATION	\$	56.67
SEP 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$	49.75
BANK OF AMERICA	CONFERENCES	\$	116.96
ZIEGLER, DANIELLE	CONFERENCES	\$	175.15
ATWELL, ETHAN	CONFERENCES	\$	243.66
BANK OF AMERICA	DUES/MEMBERSHIPS	\$	300.00
Total Youth Services		\$	57,747.29

Adult Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	42,066.74
PAYROLL SUMMARY	DENTAL INSURANCE	\$	331.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	170.91
PAYROLL SUMMARY	LIFE INSURANCE	\$	74.26
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,254.58
PAYROLL SUMMARY	MEDICARE FICA	\$	597.88
PAYROLL SUMMARY	FICA	\$	2,556.49
PAYROLL SUMMARY	IPERS	\$	3,971.08
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	50.46
SEP 2023 PRINTING CHRGS	PRINT SHOP SERVICES	\$	49.75
SEPTEMBER POSTAGE	POSTAGE/FREIGHT	\$	1.89
KLEIN-HEWETT, MEGAN	CONFERENCES	\$	243.66
BANK OF AMERICA	RECRUITING COSTS	\$	594.00
Total Adult Services		\$	57,963.14

Customer Account Services FY24			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	51,093.28
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	14,423.67
PAYROLL SUMMARY	DENTAL INSURANCE	\$	285.74
PAYROLL SUMMARY	IPERS DISABILITY	\$	192.49
PAYROLL SUMMARY	LIFE INSURANCE	\$	96.55
PAYROLL SUMMARY	HEALTH INSURANCE	\$	6,048.82
PAYROLL SUMMARY	MEDICARE FICA	\$	917.75
PAYROLL SUMMARY	FICA	\$	3,924.24
PAYROLL SUMMARY	IPERS	\$	6,089.94
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	181.44
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	61.39
SEPTEMBER POSTAGE	POSTAGE/FREIGHT	\$	951.08
ONOVE, JESSICA	TRAVEL/MEETINGS	\$	20.44
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	108.35
Total Customer Account Services		\$	84,395.18

Total FY24:		\$	423,420.68
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Kate Reynolds, President	Richard Johnson, Secretary	Date

	Administration	Resource Services	Youth Services	Adult Services	Customer Account Services	Total General Fund Budget	Direct State Aid 238	APLFF 239	Donations 241	Total Budget	% Spent	% Remaining
10 ** PERSONAL SERVICES												
BUDGET	\$ 582,512.00	\$ 356,882.00	\$ 552,266.00	\$ 611,356.00	\$ 792,779.00	\$ 2,895,795.00		\$ 101,893.28		\$ 2,997,688.28	22.88%	77.12%
Expenses	\$ 145,603.62	\$ 89,032.92	\$ 127,099.36	\$ 126,245.87	\$ 192,224.52	\$ 680,206.29		\$ 5,732.26		\$ 685,938.55		
Remaining Funds	\$ 436,908.38	\$ 267,849.08	\$ 425,166.64	\$ 485,110.13	\$ 600,554.48	\$ 2,215,588.71		\$ 96,161.02		\$ 2,311,749.73		
20 ** EMPLOYEE BENEFITS												
BUDGET	\$ 222,908.00	\$ 137,311.00	\$ 181,750.00	\$ 161,090.00	\$ 209,900.00	\$ 912,959.00		\$ 20,301.62		\$ 933,260.62	25.04%	74.96%
Expenses	\$ 56,596.76	\$ 34,539.49	\$ 48,314.30	\$ 40,119.49	\$ 53,035.69	\$ 232,605.73		\$ 1,069.15		\$ 233,674.88		
Remaining Funds	\$ 166,311.24	\$ 102,771.51	\$ 133,435.70	\$ 120,970.51	\$ 156,864.31	\$ 680,353.27		\$ 19,232.47		\$ 699,585.74		
30 ** INTERNAL SERVICES												
BUDGET	\$ 135,977.00	\$ 3,475.00	\$ 4,695.00	\$ 4,320.00	\$ 4,507.00	\$ 152,974.00	\$ 250.00	\$ -		\$ 153,224.00	4.89%	95.11%
Expenses	\$ 7,208.70	\$ -	\$ 124.80	\$ -	\$ -	\$ 7,333.50	\$ 143.20	\$ 10.50		\$ 7,487.20		
Remaining Funds	\$ 128,768.30	\$ 3,475.00	\$ 4,570.20	\$ 4,320.00	\$ 4,507.00	\$ 145,640.50	\$ 106.80	\$ (10.50)		\$ 145,736.80		
40 ** CONTRACTUAL												
BUDGET	\$ 443,263.00	\$ 44,747.00	\$ 11,010.00	\$ 6,560.00	\$ 15,361.00	\$ 520,941.00		\$ 68,714.42	\$ -	\$ 589,655.42	55.26%	44.74%
Expenses	\$ 234,588.35	\$ 39,070.43	\$ 4,023.12	\$ 4,716.99	\$ 2,631.76	\$ 285,030.65		\$ 40,819.00	\$ -	\$ 325,849.65		
Remaining Funds	\$ 208,674.65	\$ 5,676.57	\$ 6,986.88	\$ 1,843.01	\$ 12,729.24	\$ 235,910.35		\$ 27,895.42	\$ -	\$ 263,805.77		
60 ** COMMODITIES												
BUDGET	\$ 58,483.00	\$ 30,530.00	\$ 1,800.00	\$ 1,185.00	\$ 4,625.00	\$ 96,623.00	\$ 12,250.00	\$ 135,338.05	\$ 2,000.00	\$ 246,211.05	20.74%	79.26%
Expenses	\$ 7,527.23	\$ 5,033.70	\$ 39.63	\$ 71.11	\$ 2,004.55	\$ 14,676.22	\$ 5,730.00	\$ 30,654.19	\$ -	\$ 51,060.41		
Remaining Funds	\$ 50,955.77	\$ 25,496.30	\$ 1,760.37	\$ 1,113.89	\$ 2,620.45	\$ 81,946.78	\$ 6,520.00	\$ 104,683.86	\$ 2,000.00	\$ 195,150.64		
61 ** LIBRARY COLLECTION												
BUDGET		\$ 587,518.00				\$ 587,518.00	\$ 5,000.00	\$ 82,000.00	\$ 3,500.00	\$ 678,018.00	27.72%	79.01%
Expenses		\$ 160,648.42				\$ 160,648.42	\$ -	\$ 27,297.73	\$ 31.18	\$ 187,977.33		
Remaining Funds		\$ 426,869.58				\$ 426,869.58	\$ 5,000.00	\$ 100,352.27	\$ 3,468.82	\$ 535,690.67		
75 ** CAPITAL												
BUDGET							\$ -		\$ -	\$ -	0.00%	0.00%
Expenses							\$ -		\$ -	\$ -		
Remaining Funds							\$ -		\$ -	\$ -		
80 ** OTHER												
BUDGET		\$ 1,250.00				\$ 1,250.00		\$ 39,387.94		\$ 40,637.94	0.91%	99.09%
Expenses		\$ 368.19				\$ 368.19		\$ -		\$ 368.19		
Remaining Funds		\$ 881.81				\$ 881.81		\$ 39,387.94		\$ 40,269.75		
TOTAL BUDGET	\$ 1,443,143.00	\$ 1,161,713.00	\$ 751,521.00	\$ 784,511.00	\$ 1,027,172.00	\$ 5,168,060.00	\$ 17,500.00	\$ 584,285.31	\$ 5,500.00	\$ 5,775,345.31	25.84%	73.48%
TOTAL EXPENSES	\$ 451,524.66	\$ 328,693.15	\$ 179,601.21	\$ 171,153.46	\$ 249,896.52	\$ 1,380,869.00	\$ 5,873.20	\$ 105,619.83	\$ 31.18	\$ 1,492,393.21		
TOTAL REMAINING	\$ 991,618.34	\$ 833,019.85	\$ 571,919.79	\$ 613,357.54	\$ 777,275.48	\$ 3,787,191.00	\$ 11,626.80	\$ 439,277.54	\$ 5,468.82	\$ 4,243,564.16		
% Spent	31.29%	28.29%	23.90%	21.82%	24.33%	26.72%	33.56%	18.08%	0.57%	25.84%		
% Remaining	68.71%	71.71%	76.10%	78.18%	75.67%	73.28%	66.44%	81.92%	99.43%	74.16%		

July	1/12	8.33%
August	2/12	16.67%
September	3/12	25.00%
October	4/12	33.33%
November	5/12	41.67%
December	6/12	50.00%
January	7/12	58.33%
February	8/12	66.67%
March	9/12	75.00%
April	10/12	83.33%
May	11/12	91.67%
June	12/12	100.00%



Director Performance Evaluation Process Policy

Section: Library Administration

Approved: 8//21/1997

Reviewed: 11/16/2023

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

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

Committee Appointment

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

Appointees shall include:

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

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

Procedure and Timeline

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

September:

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

November:

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

January:

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 their request.) The draft evaluation will include review and comment upon the Director's performance of job duties and achievement relative to the previous year's goals and development plan, and a salary adjustment recommendation.

At the March meeting, the Board of Trustees will:

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

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

April:

At the April meeting, the Board of Trustees will approve the Director's goals and development plan for the coming year. If at any point in time the Director feels that their goals are no longer relevant to the current situation, new goals may be submitted to the Board for approval.

May:

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

Director Performance Evaluation Process Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
NOVEMBER 16, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves the review of the Director Performance Evaluation Process Policy without changes.

Kate Reynolds, President

Richard Johnson, Secretary



Exam Proctoring Policy

Section: Library Resources

Approved: 5/19/2005
Reviewed: 12/15/2011, 12/20/2018, 11/18/2021
Revised: 11/20/2008, 1/21/2016

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

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

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

Background: The City Manager requested city departments to submit adjustments to the current year's budget (fiscal year 2023/24 or FY24) and initial requests for next year (FY25) by November 9. Schofer, Anderson and Johannes will meet with the City's Finance Director, Budget Officer, and Assistant City Manager on Friday, November 17, to review the initial entries and make adjustments per their recommendations.

Notes:

- FY23 expenditures for Customer Account Services (CAS) Library Aides were reduced and expenditures for Administration, Adult Services, and Youth Service interns were shifted to Ames Public Library Friends Foundation (APLFF) funding in order to convert a .5 FTE Adult Services Library Assistant to full-time. This change also created an increase in the Adult Services wages. FY24 and FY25 budgets reflect these changes.
- Partial youth collection funds were shifted to the audio-visual collection to better reflect the audio-visual items that were being classified as youth collection previously.
- Partial audio-visual collection funding was shifted to the electronic collection to meet community interest and needs. Use of e-audio increased by 15% in FY22 and 9.8% in FY23.
- APLFF funding will be used in FY24 to update the youth area play structure creating an increase in Youth Services budget. Additional APLFF funding will be used to update/replace some furniture in the Adult Services area in FY25.
- First floor carpet replacement is planned in FY24 as part of the capital improvement plan. Second floor carpet replacement is planned in FY25.
- Story County funding is expected to decrease in FY24 as the result of a more equitable divide of county funding between the eleven Story County cities. This is expected to be a permanent change.
- Overall costs of utilities and maintenance and support contracts have increased in cost and is reflected in Commodities totals.
- The overall general fund support request for FY25 shows an increase of 5.1%, with an overall funding increase of 3.2% (primarily decreased in APLFF funding from the play structure in FY24).
- No budget amendments for FY24 are needed currently. Additional funds may be requested after the first-floor carpet project bids are received.

Requested Action: Administration recommends that the Board of Trustees approve the FY24 Budget Adjustments and initial FY25 Requests.

Library Services 26 - 455/456

	2022/23 Actuals	2023/24 Adopted	2023/24 Adjusted	2024/25 Requested	Percentage Change from Adopted
<i>Activities:</i>					
Administration	1,465,924	1,523,262	1,523,957	1,591,825	4.5%
Resource Services	1,237,718	1,277,582	1,276,817	1,281,022	0.3%
Youth Services	784,096	969,043	972,914	965,100	-0.4%
Adult Services	605,397	808,380	768,446	868,665	7.5%
Customer Account Services	977,008	1,029,672	1,026,110	1,081,129	5.0%
Total Expenditures	5,070,143	5,607,939	5,568,244	5,787,741	3.2%

Expenditures by Category:

Personal Services	3,462,607	3,889,906	3,850,730	4,142,760	6.5%
Internal Services	155,534	154,224	153,705	162,612	5.4%
Contractual Services	531,769	584,691	584,691	589,850	0.9%
Commodities	236,558	211,850	211,850	224,524	6.0%
Collection Materials	674,147	691,018	691,018	664,995	-3.8%
Capital	7,719	75,000	75,000	-	-100.0%
Other Expenditures	1,809	1,250	1,250	3,000	140.0%
Total Expenditures	5,070,143	5,607,939	5,568,244	5,787,741	3.2%

Funding Sources:

Charges for Services	18,571	18,000	18,000	17,520	-2.7%
State of Iowa	46,922	50,000	50,000	50,000	0.0%
Story County	182,463	145,000	145,000	149,565	3.2%
Library Friends Foundation	304,868	416,879	416,879	339,879	-18.5%
Direct State Aid	17,702	17,500	17,500	17,000	-2.9%
Donations/Grants	4,501	5,500	5,500	4,000	-27.3%
Total Funding Sources	575,027	652,879	652,879	577,964	-11.5%

General Fund Support	4,495,116	4,955,060	4,915,365	5,209,777	5.1%
Total Funding Sources	5,070,143	5,607,939	5,568,244	5,787,741	3.2%

Personnel - Authorized FTE 37.50 38.50 38.50 38.50

PROBEXP ranges:

238-2600-456-1000 to 238-2699-456-9999 (Direct State Aid)
 239-2600-456-1000 to 239-2699-456-9999 (Friends Foundation)
 241-2600-456-1000 to 241-2699-456-9999 (Donations)

Operating Budget – FY24 Adjustments and FY25 Requests

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
NOVEMBER 16, 2023**

Be it resolved that the Board of Trustees, Ames Public Library, approves adjustments to the operating budget for fiscal year 2023/24 and requests for fiscal year 2024/25 as presented.

Kate Reynolds, President

Richard Johnson, Secretary