

Agenda
Ames Public Library Board of Trustees
September 27, 2004 - 6 p.m.
Board Room – Second Floor

Adoption of Agenda

Public Forum

- All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-board members who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated within the agenda.

Unfinished Business

- FY04-05 Personnel Request (Tabled from September 16, 2004 meeting) - Action Item

New Business

- FY04-05 Non-Tax Alternative Funding Requests – Review/Discussion

Trustee Comments

Adjournment

Next Meeting: Thursday, October 21, 2004, 7 p.m.

APL Staffing Request

Current situation: Grade 62 Youth Services Coordinator is retiring

Needs:

1. Additional emphasis on services to school age children and young adult services
2. Public service desk coverage by qualified staff members replacing hourly college student workers
3. Extending outreach service to preschoolers (as outlined in the Iowa library standards document and requested by our community)

Note: Daycare visits to the library have declined because of transportation barriers and daycare staffing limitations.

Reorganization: The Youth Services staff will merge with the Public Services workgroup.

Organizing around the work in this case means:

4. **Improving customer service by placing more professional, well-trained staff on the front lines**
5. Reallocating management level work:
 - Dawn will do the hiring, firing, and evaluating
 - Lynne will oversee and plan for programming
 - Marianne will oversee collection management
6. Centralized scheduling for the entire workgroup
7. Utilizing all staff members who have skills in providing program and public service where they are needed most

PROPOSAL:

OPTION 1: Hire a Grade 59 Children's Services Specialist who would:

- Serve as a lead worker for the youth staff providing guidance for day to day operations
- Initiate and develop community collaboration initiatives
- Develop and implement outreach services to preschools
- Advocate for children and family services
- Develop the Youth collection
- Provide reader's advisory and reference service to customers of all ages

Add a Grade 58 Young Adult Librarian (entry level position) who would:

- Develop and implement programs for children and young adults
- Develop the Young Adult collection
- Lead the Young Adult Committee and it's planning for space and programs
- Contribute to the overall provision of programs for children, families and others involved in the lives of children
- Provide reader's advisory and reference service to customers of all ages

-or-

OPTION 2: Hire a Grade 58 Children's Librarian

- Develop and implement programs for children and young adults
- Work with community collaborations
- Develop the Youth Collection
- Provide reader's advisory and reference service to customers of all ages

Add a Grade 57 Library Assistant

- Provide programs for children and young adults
- Assist with development of the Young Adult Collection
- Serve on the Young Adult Committee
- Provide reader's advisory and reference service to customers of all ages

STAFF RECOMMENDATION: OPTION 1

Grade 57 Library Assistant	04/05	05/06	06/07
Base Salary starting at \$32,123	\$ 16,061.50	\$ 33,729.15	\$ 35,415.61
Health Insurance using family plan	\$ 4,958.52	\$ 10,710.40	\$ 11,781.44
Social Security	\$ 995.81	\$ 2,091.21	\$ 2,195.77
Medicare	\$ 232.89	\$ 489.07	\$ 513.53
IPERS	\$ 923.54	\$ 1,939.43	\$ 2,036.40
Worker's Comp	\$ 160.62	\$ 337.29	\$ 354.16
IPERS Disability	\$ 147.77	\$ 310.31	\$ 325.82
Life Insurance	\$ 9.10	\$ 9.10	\$ 9.10
	\$ 23,489.74	\$ 49,615.96	\$ 52,631.82

Grade 58 Librarian	04/05	05/06	06/07
Base Salary starting at \$34,743	\$ 17,371.50	\$ 36,480.15	\$ 38,304.16
Health Insurance using family plan	\$ 4,958.52	\$ 10,710.40	\$ 11,781.44
Social Security	\$ 1,077.03	\$ 2,261.77	\$ 2,374.86
Medicare	\$ 251.89	\$ 528.96	\$ 555.41
IPERS	\$ 998.86	\$ 2,097.61	\$ 2,202.49
Worker's Comp	\$ 173.72	\$ 364.80	\$ 383.04
IPERS Disability	\$ 117.26	\$ 246.24	\$ 258.55
Life Insurance	\$ 108.36	\$ 108.36	\$ 108.36
	\$ 25,057.13	\$ 52,798.30	\$ 55,968.31

Total Grade 57 + Grade 58 \$ 48,546.88 \$ 102,414.25 \$ 108,600.13

Youth Services Coordinator	04/05	05/06	06/07
Base Salary starting at \$73,237	\$ 36,618.50	\$ 75,434.11	\$ 77,697.13
Health Insurance	\$ 2,334.18	\$ 5,041.83	\$ 5,546.01
Social Security	\$ 2,270.35	\$ 4,676.91	\$ 4,817.22
Medicare	\$ 530.97	\$ 1,093.79	\$ 1,126.61
IPERS	\$ 2,105.56	\$ 4,337.46	\$ 4,467.59
Worker's Comp	\$ 366.19	\$ 754.34	\$ 776.97
IPERS Disability	\$ 247.17	\$ 509.18	\$ 524.46
Life Insurance	\$ 108.36	\$ 108.36	\$ 108.36
	\$ 44,581.28	\$ 91,955.99	\$ 95,064.35

Vacation Payout for Youth Services Coordinator	\$ 8,450.42
Social Security	\$ 523.93
Medicare	\$ 122.53
Worker's Comp	\$ 8.45
	\$ 9,105.33

Pay Ranges	Minimum	Midpoint	Maximum
Grade 57	\$ 32,123.00	\$ 38,681.00	\$ 45,240.00
Grade 58	\$ 34,743.00	\$ 42,150.00	\$ 49,556.00

Grade 58 Librarian	04/05	05/06	06/07
Base Salary starting at \$34,743	\$ 17,371.50	\$ 36,480.15	\$ 38,304.16
Health Insurance using family plan	\$ 4,958.52	\$ 10,710.40	\$ 10,908.74
Social Security	\$ 1,077.03	\$ 2,261.77	\$ 2,374.86
Medicare	\$ 251.89	\$ 528.96	\$ 555.41
IPERS	\$ 998.86	\$ 2,097.61	\$ 2,202.49
Worker's Comp	\$ 173.72	\$ 364.80	\$ 383.04
IPERS Disability	\$ 159.82	\$ 335.62	\$ 352.40
Life Insurance	\$ 9.10	\$ 9.10	\$ 9.10
	\$ 25,000.43	\$ 52,788.41	\$ 55,090.20

Grade 59 Librarian	04/05	05/06	06/07
Base Salary starting at \$37,697	\$ 18,848.50	\$ 39,581.85	\$ 41,560.94
Health Insurance using family plan	\$ 4,958.52	\$ 10,710.40	\$ 10,908.74
Social Security	\$ 1,168.61	\$ 2,454.07	\$ 2,576.78
Medicare	\$ 273.30	\$ 573.94	\$ 602.63
IPERS	\$ 1,083.79	\$ 2,275.96	\$ 2,389.75
Worker's Comp	\$ 188.49	\$ 395.82	\$ 415.61
IPERS Disability	\$ 127.23	\$ 267.18	\$ 280.54
Life Insurance	\$ 108.36	\$ 108.36	\$ 108.36
	\$ 26,756.79	\$ 56,367.58	\$ 58,843.36

Total Grade 58 + 59 \$ 51,757.23 \$ 109,155.99 \$ 113,933.56

Youth Services Coordinator	04/05	05/06	06/07
Base Salary starting at \$73,237	\$ 36,618.50	\$ 75,434.11	\$ 77,697.13
Health Insurance	\$ 2,334.18	\$ 5,041.83	\$ 5,546.01
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Vacation Payout for Youth

Services Coordinator	\$ 8,450.42
Social Security	\$ 523.93
Medicare	\$ 122.53
Worker's Comp	\$ 8.45
	<u>\$ 9,105.33</u>

Pay Ranges	Minimum	Midpoint	Maximum
Grade 58	\$ 34,743.00	\$ 42,150.00	\$ 49,556.00
Grade 59	\$ 37,697.00	\$ 46,067.00	\$ 54,438.00

ALTERNATIVE FUNDING REQUESTS BY PRIORITY FY 04/05

REQUEST	CATEGORY	PRIORITY	AMOUNT	NEW/ONGOING	FUND
Adult Books on CD	Collection	1	\$5,000	N	Friends & APLF
Adult Multiple Copies	Collection	1	\$14,000	N	Friends & APLF
Adult Topic Development	Collection	1	\$6,000	N	Friends & APLF
Juvenile DVDs	Collection	1	\$7,000	N	Friends & APLF
Large Print Books	Collection	1	\$1,000	N	Smith Endowment
Parent Packs	Collection	1	\$280	N	Feinberg Memorial
Read About Kits	Collection	1	\$4,800	N	Gilman Fund
	Collection Total		\$38,080		
Digital camera/Comm. Relations Specialist	Equipment	5	\$500	N	TE
Digital camera/printer-bookmobile	Equipment	6	\$500	N	TE
Laser fax/printer-info desk	Equipment	4	\$800	N	TE
LCD Projector Youth Services	Equipment	3	\$2,300	N	TE
	Equipment Total		\$4,100		
Teen Space	Facility	7	\$12,000	N	TE
Web Development	Facility	2	\$10,000	N	RIIF
	Facility Total		\$22,000		
APL Unplugged	Programs		\$3,000	O	Friends
Bookends at the Bandshell	Programs		\$2,000	O	Friends
Books for Babies	Programs		\$9,000	O	Enrich Iowa
Literary Perks	Programs		\$3,000	O	Friends
Read to your Bunny	Programs		\$1,100	O	Friends
Youth reading programs	Programs		\$1,800	O	Friends
	Programs Total		\$19,900		
MLS Scholarships	Staff/CE		\$1,000	O	Friends
	Staff/CE Total		\$1,000		
	Grand Total		\$85,080		
Key for above abbreviations					
APLF = APL Foundation					
CE = Continuing Education					
RIIF = Rebuild Iowa Infrastructure Fund					
TE = Trustee Endowment					

C PAY PLAN
EFFECTIVE 7/1/04

<u>PAY GRADE</u>	<u>PAY PERIOD</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
51	Annual	21,563	24,789	28,015
	Hourly	10.3669	11.9178	13.4688
52	Annual	22,839	26,504	30,170
	Hourly	10.9803	12.7424	14.5049
53	Annual	24,285	28,371	32,458
	Hourly	11.6755	13.6400	15.6049
54	Annual	25,921	30,510	35,097
	Hourly	12.4621	14.6683	16.8736
55	Annual	27,744	32,907	38,073
	Hourly	13.3385	15.8207	18.3044
56	Annual	29,797	35,611	41,427
	Hourly	14.3255	17.1207	19.9169
57	Annual	32,123	38,681	45,240
	Hourly	15.4438	18.5967	21.7500
58	Annual	34,743	42,150	49,556
	Hourly	16.7034	20.2645	23.8250
59	Annual	37,697	46,067	54,438
	Hourly	18.1236	22.1476	26.1722
60	Annual	41,049	50,531	60,012
	Hourly	19.7351	24.2938	28.8520
61	Annual	44,840	55,612	66,381
	Hourly	21.5577	26.7366	31.9140
62	Annual	49,158	61,395	73,632
	Hourly	23.6337	29.5169	35.4000
62*	Annual	49,158	61,395	73,632
	Hourly	16.8812	21.0835	25.2858
63	Annual	54,061	68,006	81,950
	Hourly	25.9909	32.6952	39.3991
90	Annual	49,995	60,284	70,573
	Hourly	24.0361	28.9827	33.9294
91	Annual	53,578	65,103	76,629
	Hourly	25.7587	31.2996	36.8409
92	Annual	57,455	70,321	83,188
	Hourly	27.6226	33.8082	39.9943
93	Annual	61,584	75,937	90,290
	Hourly	29.6077	36.5082	43.4087

D PAY PLAN
EFFECTIVE 7/1/04

<u>PAY GRADE</u>	<u>PAY PERIOD</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
64	Annual	59,635	75,561	91,487
	Hourly	28.6707	36.3275	43.9842
65	Annual	66,003	84,224	102,445
	Hourly	31.7323	40.4924	49.2525
66	Annual	73,318	94,210	115,100
	Hourly	35.2491	45.2933	55.3366

Lname	Fname	Title	FTE	Pay Grade
ALEXANDER	JAMES	Library Maint Supv	1.00	53
ANDERSON	JILL	Principal Clerk	1.00	56
BORN	EILEEN	Library Processing	1.00	53
BURDICK	DEBORAH	Library Assistant	0.75	57
CAREY	LYNNE	Library Division Coordinator	1.00	62
COBB	BARBARA	Library Assistant	0.50	57
DEMPSEY	MARGARET	Library Assistant	0.50	57
DERMONT	SCOTT	Library Virtual Svs	1.00	59
DOBBS	ANN	Librarian	1.00	58
DONNELL	VALERIE	Library Assistant	1.00	57
DUGGAN	JILLIAN	Community Relations Specialist	0.75	58
ELBERT	CAROL	Library Division Coordinator	1.00	62
FISHER	JOYCE	Library Assistant	1.00	57
GILMORE	CONNIE	Library Assistant	0.50	57
HARRIS	MARK	Library Automation Specialist	1.00	59
HAYSLETT	DAWN	Assistant Library Director	1.00	63
HERRNSTADT	MARY	Library Assistant	0.75	57
HEUSS	JAN	Library Assistant	1.00	57
HOP	ROGER	Library Assistant	0.50	57
KLAAS	JANET	Librarian	1.00	58
LEEK	VICKIE	Library Assistant	0.50	57
LOGSDON	MARY	Librarian	0.50	58
MALINOWSKI	MARIANNE	Library Division Coordinator	1.00	62
MARNER	KAY	Library Assistant	0.75	57
MILLSAP	GINA	Library Director	1.00	64
NORTH	SUSAN	Librarian	1.00	58
PETRA	ROSS	Librarian	1.00	58
QUINN	MICHAEL	Reference Specialist	1.00	59
ROBINSON	CHRISTINA	Library Assistant	0.75	57
ROSENBERG	TERESA	Library Assistant	0.50	57
SILLS	KENNETH	Custodian	0.50	51
VAN BROCKLIN	CATHY	Library Assistant	0.75	57
VAN VALIN	M. LYNNE	Library Assistant	0.50	57
WAGAMAN	CAMILLE	Tech Services Assistant	1.00	56
WOO	PATTI	Library Administrative Assistant	1.00	58
YOUNG	BETTY	Tech Services Assistant	0.50	56
ZBARACKI	JACQUELINE	Senior Library Assistant	0.75	58
	FTE=Full-Time Equivalent			