

**Ames Public Library Board of Trustees  
Agenda – November 18, 2021  
PEO 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 21, 2021
- 2) Motion approving payment of claims 10/1/21 – 10/31/21

**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) Assistant City Manager - Schildroth
- 4) Administration – Schofer
- 5) APLFF – Kluesner/Myers

**Board Education**

- 6) Library Accreditation overview – Mori, State Library

**Policy Review**

- 7) Exam Proctoring Policy (Action)
- 8) Donations Policy (Discussion)

**Unfinished Business**

- 9) Service Offerings (Discussion)

**New Business**

- 10) FY22 Budget Amendments and FY23 Proposed Budget (Action)
- 11) Strategic Plan (Discussion)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, December 16, 2021  
Ames Public Library: We Connect You to the World of Ideas**

**Website: [www.amespubliclibrary.org](http://www.amespubliclibrary.org) | E-mail: [libraryboard@amespubliclibrary.org](mailto:libraryboard@amespubliclibrary.org)**

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 21, 2021**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, October 21, 2021, in the Rotary Room with Barchman, Christy, Glatz, Kluesner, Marcu, Reynolds, and Thorbs-Weber in attendance. Johnson and Myers were excused. Assistant City Manager Schildroth, Director Schofer, Youth Services Library Assistant Schrag, and Adult Services Library Assistant Flores were also in attendance.

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

**Consent Agenda:**

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

1. Resolution approving donations
  - A. Mr. & Mrs. Schnosenberg in memory of Tom Sweeney ..... \$60.00
  - B. The Raman Family in memory of Fred Brown..... \$100.00
2. Motion approving minutes of the regular meeting September 16, 2021
3. Motion approving payment of claims 9/1/21 – 9/30/21

**Vote on Motion: 6-0 (Marcu abstaining; Johnson and Myers excused).  
Approved unanimously. Resolution 2021-L027 adopted.**

**Public Forum:** None

**Activity Reports:**

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

- The annual townhall meeting will take place November 4, 2021 in the council chambers at 7:00 p.m. It will also be live streamed on Facebook and Youtube and broadcast on channel 12. This is a brief overview of the budget and a chance for the public to provide input.
- The City's disaster response plan was just updated. The Executive Leadership Team had some training Monday on the updated plan with a large-scale training with Story County Emergency Management planned for the spring of 2023.
- The Climate Action Plan steering committee, which is the City Council, and the citizens input committee have each been able to meet. A townhall meeting that is open to the public will be held on October 25 at 6 p.m. in council chambers. It will also be live streamed on Facebook and Youtube and broadcast on channel 12.
- The Ames Human Relations Commission is seeking nominations for its yearly Humanitarian Award which recognizes those who stand out in their pursuit of making a more equitable community. The Ames Humanitarian Award is for nominees who've made extraordinary community contributions, particularly those that "promote diversity, inclusion and equity." The recipient is recognized at the

Rev. Dr. Martin Luther King Jr. celebration which will be held January 17, 2022. Applications are due by December 10, 2021.

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

- Tostado, the new Adult Services Library Assistant started this week.
- There is an offer in the works for the new Youth Services Manager.
- There are two Library Clerk and two Librarian positions open that we will be recruiting for.
- Satellite Absentee Voting will be held on October 30<sup>th</sup> with Election Day on November 2<sup>nd</sup>.
- Martin, Story County Auditor, came the end of September and talked about the legal changes that impact voting and registration. There are links to current voting information on the Library's website in the Civics Center.
- The League of Women Voters had a candidate forum on October 7, 2021 with standing room only; two overflow rooms were also used.
- A candidate forum that focused on Diversity, Equity, and Inclusion was hosted by Ames Youth and Schools Action Team (AYSAT), Anti-Racism Collaborative of Ames (ARC of Ames), Ames branch of the NAACP, and Ames Black Lives Matter on October 14; this forum was also well attended.
- Another forum hosted by the Parents of Ames Schools will be held on October 27 at 5:30 p.m.
- Staff Day will be held on Thursday, November 11. Much of the day will focus around Diversity, Equity, Inclusion training with Dr. Coleman.
- YWCA International Students and Spouses had a welcome event; they will have a tour of the library next week.
- Climate Change Theater had a beautiful day and a nice crowd.
- The partnership with Bridge Home is about a month in. They have regular hours at the library with some appointments, some roving, and some hands on with applications with clients when they are here.
- Mental Health First Aid Training was put into action- it was the perfect example of why this training is important. The staff involved kept their composure and handled it exceptionally well.
- Schofer asked the Board for two calls for action:
  - Help promote the Understanding Social Injustice program.
  - Help promote Share Your Stories. Those participating will have a chance to win a gift card.
- Wallet cards are going to be printed that highlight local resources for food, rent, clothes, etc. Information is also available on the Library's website under Civics Center.

APLFF Report: Kluesner gave a report to the Board.

- A candidate was interviewed for the Development Director position.
- The Board discussed cash equity.
- The sales at Literary Grounds have picked up.
- The holiday campaign mailing will be going out soon.

APLFF Report: Reynolds gave a report to the Board.

- The Committee reviewed the financial reports through September; these account for the first quarter of the year.
- Pages 11-12 of the Board packet show a couple expense lines with spending above 25%; these lines have higher spending due to front end payouts on contractual items which is normal.
- No concerns were noted.
- Schofer and Johannes are working on FY22 amendments and the FY23 request.

**Approval of the financial reports was brought by the Budget and Finance Committee, Moved by Kluesner to approve, a second is not needed.**

**Vote on Motion: 6-0 (Marcu abstaining; Johnson and Myers excused).  
Approved unanimously.**

**Board Education:** Schofer introduced Schrag & Flores. Schrag and Flores are part of the Diversity, Equity, and Inclusion Strategic Plan Implementation team (DEI) which is one of three implementation committees. The DEI committee focuses on diversity, equity, and inclusion initiatives within the organization, to include training and staff conversations around DEI topics and providing equitable, inclusive access to Library services.

Amfahr from United Way met with the committee monthly to identify tasks and timelines for the committee.

The committee has established a timeline which includes Anti-Racism and Equity-mindedness: Critical Examination of Policies, Practices, Programs, Services, and Resources for Social Justice training at the November staff day as well as a Global Diversity, Equity, and Inclusion benchmark (GDEIB) analysis. Small group discussions will take place using the DEI toolkit between scheduled all staff days. The February staff day will include Cultural Competence Introduction, GDEIB results and strategic planning session.

The Board thanked Schrag and Flores for their wonderful presentation. The Board requested that they return after the February staff day to give a follow-up report. Johannes will email the toolkit to the Board.

**Policy Review:**

Director Performance Evaluation Policy: Schofer reviewed the policy. It was brought to the Board last month for discussion and reviewed by the Mangers' Team. Changes included changing the committee appointments to align with other committee appointments, and adding wording that allows the Director to modify goals if needed.

**Moved by Christy, seconded by Glatz, to approve the Director Performance Evaluation Policy as presented.**

**Vote on Motion: 6-0 (Marcu abstaining; Johnson and Myers excused).  
Approved unanimously. Resolution No. 2021-L028 adopted.**

Exam Proctoring Policy: Schofer introduced the policy. The Board reviewed the policy and recommended to strike the first sentence, add that one does not have to be a cardholder, and change Principal Clerk to administration office. The policy will be reviewed by the Managers' Team and brought back for approval at the November meeting.

**Unfinished Business:**

Service Offerings: Schofer reviewed and discussed the current service model with the Board. Phases re-opening of the teen space, bringing out more toys in the youth area, and discussing adding additional bookmobile stops.

**Trustee Comments:**

- Glatz – really appreciates the education session
- Thorbs-Weber – no comments
- Kluesner – appreciates Schofer engaging staff in the process of reopening and reintroducing toys. Thanks to the finance committee for getting together and providing the information. Thanks for Schrag and Flores for the fantastic job; looking forward to the update in the spring.
- Reynolds – excited to hear more in the spring from the DEI committee.
- Christy – impressed with the host and attendees at the candidate forum.
- Barchman – no comments
- Marcu – thank you to everyone for being here and engaging.

**Adjournment:**

**Moved by Glatz, seconded by Reynolds, to adjourn at 8:22 p.m.  
Vote on Motion: 6-0 (Marcu abstaining; Johnson and Myers excused).  
Approved unanimously.**

The next regular meeting will be on Thursday, November 18, 2021, at 7:00 p.m. in the PEO Room.

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Melissa Johannes, Library Secretary

Charles Glatz, Board Secretary

**Library Claims**  
**October 1 - October 31, 2021**

<b>Administration</b>			
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	45,093.10
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	826.00
PAYROLL SUMMARY	DENTAL INSURANCE	\$	421.10
PAYROLL SUMMARY	IPERS DISABILITY	\$	185.59
PAYROLL SUMMARY	LIFE INSURANCE	\$	66.83
PAYROLL SUMMARY	HEALTH INSURANCE	\$	7,675.28
PAYROLL SUMMARY	MEDICARE FICA	\$	654.45
PAYROLL SUMMARY	FICA	\$	2,798.22
PAYROLL SUMMARY	IPERS	\$	4,312.03
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	156.05
SEP 2021 PRINTING CHARGES	PRINT SHOP SERVICES	\$	160.00
SEPTEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	3.34
AUG 2021 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$	912.96
AUG 2021 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$	2,219.00
ALEMON, SADRAC	OUTSIDE PROFESSIONAL SVCS	\$	25.00
SEPTEMBER POSTAGE	POSTAGE/FREIGHT	\$	1.26
BANK OF AMERICA	TRAVEL/MEETINGS	\$	14.00
SCHOFER, SHEILA	TRAVEL/MEETINGS	\$	40.32
BANK OF AMERICA	CONFERENCES	\$	210.00
BANK OF AMERICA	ADVERTISING	\$	249.37
ONESOURCE	RECRUITING COSTS	\$	70.00
SEP 2021 PRINTING CHARGES	RECRUITING COSTS	\$	25.50
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$	7,029.07
CENTURYLINK	OUTSIDE PHONE SERVICE	\$	276.45
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$	188.06
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$	978.00
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	\$	391.18
ASPEN WASTE SYSTEM OF IOW	WASTE DISPOSAL	\$	191.22
ALLIANT ENERGY/IPL	NATURAL GAS	\$	110.25
ACI MECHANICAL INC	MAINTENANCE CONTRACTS	\$	1,008.00
DRAINTECH	MAINTENANCE CONTRACTS	\$	240.00
WOODMAN CONTROLS COMPANY	MAINTENANCE CONTRACTS	\$	6,600.00
FITZ ELECTRIC	EQUIPMENT REPAIRS	\$	195.00
MIDWEST ALARM SERVICES	EQUIPMENT REPAIRS	\$	375.75
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$	642.60
PREMIER OFFICE EQUIPMENT	RENTALS/LEASES	\$	355.47
XEROX CORPORATION	RENTALS/LEASES	\$	127.86
XEROX GOVERNMENT SYSTEMS	RENTALS/LEASES	\$	1,032.00
REV GRP #5101	NON-CITY SERVICE	\$	(1,515.32)
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	\$	5,985.24
CITY LAUNDERING COMPANY	NON-CITY SERVICE	\$	195.10
CH ISSUES	OFFICE SUPPLIES	\$	0.52

**Library Claims**  
**October 1 - October 31, 2021**

BANK OF AMERICA	OFFICE SUPPLIES	\$	750.19
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$	49.48
ULINE	OFFICE SUPPLIES	\$	154.52
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$	2,514.30
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$	727.00
ELECTRICAL ENG & EQUIPMEN	EQUIPMENT PARTS/SUPPLIES	\$	302.35
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	344.85
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$	48.27
BANK OF AMERICA	FOOD	\$	28.02
<b>Total Administration</b>		<b>\$</b>	<b>95,444.83</b>

**Resource Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	26,878.82
PAYROLL SUMMARY	DENTAL INSURANCE	\$	279.52
PAYROLL SUMMARY	IPERS DISABILITY	\$	114.95
PAYROLL SUMMARY	LIFE INSURANCE	\$	51.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,256.40
PAYROLL SUMMARY	MEDICARE FICA	\$	371.14
PAYROLL SUMMARY	FICA	\$	1,586.94
PAYROLL SUMMARY	IPERS	\$	2,537.38
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	32.28
SEP 2021 PRINTING CHARGES	PRINT SHOP SERVICES	\$	0.40
SEPTEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	0.45
BANK OF AMERICA	CONFERENCES	\$	10.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$	296.26
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$	972.28
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$	176.90
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$	1,021.19
MIDWEST TAPE	ELECTRONIC COLLECTION	\$	6,298.72
OVERDRIVE	ELECTRONIC COLLECTION	\$	665.95
KANOPY LLC	ELECTRONIC COLLECTION	\$	1,220.00
USA TODAY	PERIODICALS	\$	109.58
WT COX INFORMATION SERVIC	PERIODICALS	\$	6,717.64
BAKER & TAYLOR INC	YOUTH COLLECTION	\$	1,576.55
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$	1,060.24
JUNIOR LIBRARY GUILD	YOUTH COLLECTION	\$	12,971.67
MIDWEST TAPE	YOUTH COLLECTION	\$	241.34
BANK OF AMERICA	YOUTH COLLECTION	\$	416.66
PENWORTHY COMPANY	YOUTH COLLECTION	\$	304.96
FINDAWAY WORLD LLC	YOUTH COLLECTION	\$	679.11
BAKER & TAYLOR INC	AUDIO-VISUAL COLLECTION	\$	22.00
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$	2,256.85
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$	142.01
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$	3,772.36

**Library Claims**  
**October 1 - October 31, 2021**

INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$	693.16
BANK OF AMERICA	ADULT PRINT COLLECTION	\$	573.35
J D POWER AND ASSOCIATES	ADULT PRINT COLLECTION	\$	109.00
WATTS, EMILY CELESTE	REFUNDS	\$	55.00
<b>Total Resource Services</b>		<b>\$</b>	<b>79,473.04</b>

**Youth Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	35,515.30
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	542.00
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$	170.46
BAILEY REFUND 10/15	PAYROLL ADJUSTMENT	\$	(170.46)
PAYROLL SUMMARY	DENTAL INSURANCE	\$	371.64
PAYROLL SUMMARY	IPERS DISABILITY	\$	133.28
PAYROLL SUMMARY	LIFE INSURANCE	\$	71.80
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,569.64
PAYROLL SUMMARY	MEDICARE FICA	\$	500.59
PAYROLL SUMMARY	FICA	\$	2,140.51
PAYROLL SUMMARY	IPERS	\$	3,352.62
BAILEY REFUND 10/15	IPERS	\$	(255.83)
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	51.94
SEP 2021 PRINTING CHARGES	PRINT SHOP SERVICES	\$	220.80
SEPTEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	0.31
BANK OF AMERICA	POSTAGE/FREIGHT	\$	44.50
BANK OF AMERICA	TRAVEL/MEETINGS	\$	14.98
ANDERSON, BRIANNE	TRAVEL/MEETINGS	\$	60.48
BANK OF AMERICA	CONFERENCES	\$	180.00
BANK OF AMERICA	RECRUITING COSTS	\$	195.63
ONESOURCE	RECRUITING COSTS	\$	35.00
LAFFERTY, BETHANY	RECRUITING COSTS	\$	262.91
BANK OF AMERICA	OFFICE SUPPLIES	\$	139.96
BANK OF AMERICA	FOOD	\$	115.69
<b>Total Youth Services</b>		<b>\$</b>	<b>49,263.75</b>

**Adult Services**

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	31,344.86
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	941.00
PAYROLL SUMMARY	COMPENSATORY TIME	\$	51.33
PAYROLL SUMMARY	SICK LEAVE	\$	2,818.73
PAYROLL SUMMARY	VACATION	\$	6,327.40
PAYROLL SUMMARY	DENTAL INSURANCE	\$	133.28
PAYROLL SUMMARY	IPERS DISABILITY	\$	88.66
PAYROLL SUMMARY	LIFE INSURANCE	\$	54.46
PAYROLL SUMMARY	HEALTH INSURANCE	\$	2,348.48
PAYROLL SUMMARY	MEDICARE FICA	\$	596.10
PAYROLL SUMMARY	FICA	\$	2,548.98



**Library Claims**  
**October 1 - October 31, 2021**

PAYROLL SUMMARY	IPERS	\$	2,963.80
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	53.88
SEPTEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	6.39
SEPTEMBER POSTAGE	POSTAGE/FREIGHT	\$	4.41
BANK OF AMERICA	CONFERENCES	\$	35.00
CH ISSUES	OFFICE SUPPLIES	\$	0.06
BANK OF AMERICA	FOOD	\$	43.49
<b>Total Adult Services</b>		<b>\$</b>	<b>50,360.31</b>

<b>Customer Account Services</b>			
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PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$	44,928.48
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$	12,695.70
PAYROLL SUMMARY	HOLIDAY PAY	\$	83.37
PAYROLL SUMMARY	VACATION	\$	1,042.17
PAYROLL SUMMARY	DENTAL INSURANCE	\$	312.44
PAYROLL SUMMARY	IPERS DISABILITY	\$	174.03
PAYROLL SUMMARY	LIFE INSURANCE	\$	91.60
PAYROLL SUMMARY	HEALTH INSURANCE	\$	5,234.30
PAYROLL SUMMARY	MEDICARE FICA	\$	821.81
PAYROLL SUMMARY	FICA	\$	3,513.89
PAYROLL SUMMARY	IPERS	\$	5,447.62
PAYROLL SUMMARY	WORKERS COMPENSATION	\$	153.80
SEPTEMBER LONG DISTANCE	CITY LONG DISTANCE	\$	13.85
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$	87.65
SEPTEMBER POSTAGE	POSTAGE/FREIGHT	\$	785.42
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$	17.74
FLAMING, BILLIE	TRAVEL/MEETINGS	\$	17.80
ONESOURCE	RECRUITING COSTS	\$	70.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$	44.75
BANK OF AMERICA	OFFICE SUPPLIES	\$	14.94

<b>Total Customer Account Services</b>		<b>\$</b>	<b>75,551.36</b>
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<b>Total:</b>		<b>\$</b>	<b>350,093.29</b>
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<b>Sandra Marcu, President</b>	<b>Charles Glatz, Secretary</b>	Date



# 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

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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.

- ~~The Ames Public Library does not restrict eligibility for exam proctoring services.~~ **Proctoring services are available to customers and 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 ~~Principal Clerk~~ **staff in the Library 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.

## **Exam Proctoring Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
NOVEMBER 18, 2021**

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

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Sandra Marcu, President

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Charles Glatz, Secretary



# Donations Policy

Section: Administration

Approved: 12/18/1996

Reviewed: 4/17/2003

Revised: 8/24/2000, 8/18/2005, 10/23/2008, 11/17/2011, 3/21/2013, 11/21/2013, 1/21/2016, 12/20/2018

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Ames Public Library welcomes donations to further the Library's mission, "Ames Public Library – We connect you to the world of ideas."

## Acceptance of Donations

Acceptance of any donation, including cash, securities, real or personal property, will be determined by the Library Board, based on its suitability to the purposes and needs of the Library, laws and regulations that govern the ownership of the donation, and the Library's ability to meet the requirements, if any, associated with the donation. Donations must be legally owned by the donor(s) and free of liens or claims.

Donations to Ames Public Library are accepted only on the condition that they may be retained, sold, given away, or disposed of. The Library will not accept donations which would require or cause the Library to act in violation of established policies forbidding discrimination, particularly on the grounds of age, color, creed, gender identity, mental disability, national origin, physical disability, race religion, sex or sexual orientation. The Library Board reserves the right to refuse or reject any donation.

Donations may also be directed to the Ames Public Library Friends Foundation (APLFF), which operates exclusively for the benefit of Ames Public Library.

## Monetary Donations

All donations will be used for the public benefit of the Library as approved by the Library Board of Trustees.

Donations made to APLFF are managed in keeping with its Investment Policy and transferred to the Library in accordance with donor intent and the Library Board's requests for funding. APLFF consults with and includes the Library Board of Trustees in all decisions that involve potential donor restrictions which would affect Library operations.

Ames Public Library, in cooperation with APLFF, will make an effort to inform potential donors of the options for donations and the possible tax credits for endowment donations under the Endow Iowa Tax Credit Program.

## Books and Other Media

Donated books and media items become the property of APLFF. They may be added to the Library collection in accordance with Ames Public Library Collections Policy, sold for the benefit of the Library, donated to other libraries or non-profit agencies, or discarded. Items will not be returned to the donor and may be withdrawn according to the Collections Policy. Upon request, the APLFF will provide a receipt for the donated items but will not set a fair market or appraised value to any item.

## **Works of Art and Other Personal Property of Value**

Acceptance of donations of personal property, art objects, portraits, antiques, collectibles, and museum objects is at the sole discretion of the Library Board of Trustees. The Library's Art Collection Policy details the acceptance of donations of works of art. Other property of value will be considered according to the following criteria:

- Relevance to the Library or Ames history
- Availability of adequate and appropriate space to display or house the item(s)
- Expenses involved in the maintenance, care, security, or display of the item(s).

Works of art and other personal property of value may either be retained as property of the Library or liquidated for cash funds, at the sole discretion of the Library Board of Trustees. Donations are tax deductible within the limits prescribed by the Federal Internal Revenue Code. Appraisal of value will be the responsibility of the donor(s). Donors are expected to inform the Library, prior to acceptance of the donations, of any associated costs, such as delivery or maintenance. Donors will be expected to pay any expenses not disclosed prior to acceptance.

Upon acceptance of a donation, an appropriate deed of gift or similar document transferring sole and exclusive ownership of the item(s) to Ames Public Library will be executed, with a copy provided to the donor.

Placement and display of a work of art or real item is at the sole discretion of the Library.

## **Real Property**

Donations and bequests of real property are accepted at the sole discretion of the Library Board of Trustees. The Board may require appraisal, title opinion, boundary survey, environmental assessment, or other professional evaluations at the expense of the donor prior to acceptance of real estate.

## **Confidentiality**

The Library will require all staff, volunteers, and third parties with access to information about donations made to the Library or APLFF to attest and agree to uphold confidentiality, as specified by Library policy, APLFF policy, and applicable law.

## **Donor Recognition**

Donors to Ames Public Library or APLFF may be recognized for financial contributions that benefit the programs, projects, and services of Ames Public Library. The purpose of such recognition is to thank donors, to encourage others to give, and to build long-term relationships with donors. Every effort will be made to ensure that recognition is timely, meaningful to the donor, appropriate and equitable. Recognition efforts are coordinated by APLFF.

During specific campaigns, APLFF may recommend guidelines for donor recognition, including naming or inclusion on a donor board, to the Library Board of Trustees for consideration and approval.

## References

This policy has been developed in accordance with:

- City of Ames [Municipal Code Section 15.7 \(9\)](#) Powers, Duties of Trustees.
- Iowa Code
  - [Section 392.5](#) Library Board
  - [Section 22.7 \(14\) and \(52\)](#) Confidential Records
- Relationship Agreement Between Ames Public Library Board of Trustees and Ames Public Library Friends Foundation *and*
- Ames Public Library [Art Collection Policy](#)

**Background:** The City Manager requested city departments to submit adjustments to the current year's budget (fiscal year 2021/22 or FY22) and initial requests for next year (FY23) by November 10. Schofer and Johannes meet with the City's Finance Director, Budget Officer, and Assistant City Manager on Wednesday, November 17, to review the initial entries and make adjustments per their recommendations.

Notes on the General Fund:

- Expenditures in the current year (FY22) will be slightly lower than projected due to vacancies that are in the process of being filled, a reduction in conference budgets, a reduction of food and program supplies due to a more gradual return to in-person programming, and other general expenses down due to Covid19.
- In assessing customer collection usage, we adjusted our current year funding to shift money towards our electronic collections while reducing our physical audio-visual collections. In doing so we have also been able to add an additional online resource, Comics Plus.
- FY23 budget requests include anticipated increases for salary and benefits. The Library requested additional money for hourly workers and interns to bring their pay rate a bit closer to current competitive wages.
- The Library requested additional collection funding to cover cost increases for electronic database, to build our world language collections and keep pace with increased demand for downloadable electronic materials.
- We restored conference and training budgets to their previous levels as in-person opportunities resume as we strive to build staff capacity to meet the priorities outlined in our Strategic Plan.

**Requested Action:** Administration recommends that the Board of Trustees approve the FY22 Budget Adjustments and initial FY23 Requests.

## Library Services 26 - 455/456

	2020/21 Actuals	2021/22 Adopted	2021/22 Adjusted	2022/23 Requested	Percentage Change from Adopted
<i>Activities:</i>					
Administration	1,281,866	1,446,642	1,490,379	1,501,922	3.8%
Resource Services	1,162,552	1,164,376	1,213,975	1,254,069	7.7%
Youth Services	727,661	904,388	879,952	891,986	-1.4%
Adult Services	464,751	630,660	617,167	656,942	4.2%
Customer Account Services	869,968	1,001,160	960,319	1,017,161	1.6%
<b>Total Expenditures</b>	<b>4,506,798</b>	<b>5,147,226</b>	<b>5,161,792</b>	<b>5,322,080</b>	<b>3.4%</b>

### *Expenditures by Category:*

Personal Services	3,102,890	3,579,530	3,501,806	3,685,832	3.0%
Internal Services	106,939	141,169	140,148	157,168	11.3%
Contractual Services	466,847	589,048	582,801	609,051	3.4%
Commodities	162,449	204,095	198,725	186,745	-8.5%
Collection Materials	666,581	632,684	678,184	682,534	7.9%
Capital	-	-	59,428	-	
Other Expenditures	1,092	700	700	750	7.1%
<b>Total Expenditures</b>	<b>4,506,798</b>	<b>5,147,226</b>	<b>5,161,792</b>	<b>5,322,080</b>	<b>3.4%</b>

### *Funding Sources:*

Charges for Services	11,967	22,000	18,000	20,000	-9.1%
State of Iowa	47,952	55,500	48,000	50,000	-9.9%
Story County	162,829	160,000	176,241	170,000	6.3%
Library Friends Foundation	200,327	281,489	353,507	268,283	-4.7%
Direct State Aid	15,412	15,500	16,555	16,000	3.2%
Donations/Grants	11,587	6,146	19,421	7,000	13.9%
<b>Total Funding Sources</b>	<b>450,074</b>	<b>540,635</b>	<b>631,724</b>	<b>531,283</b>	<b>-1.7%</b>

General Fund Support	4,056,724	4,606,591	4,530,068	4,790,797	4.0%
<b>Total Funding Sources</b>	<b>4,506,798</b>	<b>5,147,226</b>	<b>5,161,792</b>	<b>5,322,080</b>	<b>3.4%</b>

Personnel - Authorized FTE                      37.00                      37.00                      37.00                      37.00

### 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)

Budget subject to change - PROBE 11/17/2021, final review 1/7/2022, City Council presentation early February, public hearing in March



## **Operating Budget – FY22 Adjustments and FY23 Requests**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
NOVEMBER 18, 2021**

Be it resolved that the Board of Trustees, Ames Public Library, approves adjustments to the operating budget for fiscal year 2021/22 and requests for fiscal year 2022/23 as presented.

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Sandra Marcu, President

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Charles Glatz, Secretary