

**Ames Public Library Board of Trustees
Agenda – September 21, 2017
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) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of July 20, 2017
- 3) Motion approving payment of claims
 - a) 7/1/17 – 7/31/17 fiscal year 2016/17 accruals
 - b) 7/1/17 – 7/31/17 fiscal year 2017/18
 - c) 8/1/17 – 8/31/17

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) 2016/17 Year-end Reports (Action Item)

Activity Reports

- 5) Ames Public Library Friends Foundation (APLFF) – Acker, Butler
- 6) Administrative Staff – Carey

Board Education

- 7) Preliminary Findings of Small Talk Program – Dr. Constance Beecher

Policy Review

- 8) Expressions of Concern (Action Item)
- 9) Public Participation (Action Item)
- 10) Investment Policy (Discussion, Action next month)
- 11) Petition Policy (Discussion, Action next month))

New Business

- 12) October meeting date change (Action Item)

Trustee Comments

Adjournment

Donations

BOARD OF TRUSTEES AMES PUBLIC LIBRARY September 21, 2017

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

- 1) From Peggy Chidister \$39.98
- 2) In honor of Herb Harmison from Beverly McMahon \$50.00
- 3) In memory of Grace Amemiya from Susan and Edward Jones \$25.00
- 4) In memory of Bernice Carter from
 - John and Jill Anderson \$25.00
 - Dawn Marsh \$25.00
- 5) In memory of David Henricks from Joy and John Kix..... \$25.00
- 6) In memory of Carla Jacobson from:
 - DeAnn and Steven Frisk..... \$20.00
 - Sherry Smay..... \$20.00
- 7) In memory of Gerald Smith from:
 - Charles and Rosemary Berget \$20.00
 - Pat Brown \$25.00
 - Sally and Gerald Chase..... \$75.00
 - Herb Harmison \$100.00
 - Joan Mathews \$25.00
 - Anita Nichols..... \$20.00
 - Jean Peterson \$50.00
 - Barb Seydel..... \$50.00
 - Charles and Ardeth York \$125.00

Jane Acker, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
July 20, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 20, 2017 in the Dale H. Ross Board Room, 515 Douglas Avenue.

Call to Order: The meeting was called to order at 7:00 p.m. with Acker, Barchman, Butler, Glatz, Kluesner, Marshall, and Rohret in attendance. Trustees Briese and Linch arrived a few minutes later. Library Director Carey, Adult Services Librarian Justin Armbruster, and Information Services Client Support Technician Julie Hanson were also present.

Consent Agenda:

Moved by Rohret, seconded by Marshall, to approve the following items on the consent agenda:

1) Motion approving minutes of the regular meeting of June 15, 2017

2) Motion approving payment of claims 6/1/2017 – 6/30/2017

Vote on Motion: 6-0. Motion carried unanimously.

Public Forum: None.

Financial Reports: Preliminary year-end reports for fiscal year 2016/17 (FY17) were included in meeting materials, but Carey noted that the final reports might not be ready until September. Carey was asked about the amount of unspent funds and she stated that the Library has agreed not to dip into funds designated for personnel expenses. Some of that money will remain unspent because there has been an open position.

Trustees Briese and Linch arrived at 7:02 p.m. and 7:03 p.m., respectively.

Trustee Briese said the Budget and Finance Committee is now focusing less on the general fund and will be looking more at the monies directly controlled by the trustees. He said the committee will continue dialog with Ames Public Library Friends Foundation (APLFF) representatives and will be coming to the board with ideas for spending gifts and donations.

APLFF Report: Trustee Butler spoke about Development Director Liz Beck's goals and written report. She said APLFF held \$178,000 in unrestricted donations at the end of the fiscal year, after receiving \$50,000 more than anticipated in that category. Butler said the Board approved the 2017/18 Memorandum of Understanding and a Gift Acceptance Policy. The Sales Committee reported raising \$8,379 at last week's book sale and \$3,600 last month in Literary Grounds, bringing the sales total for the fiscal year to \$58,232—well over the goal that had been set. A new member, Colleen Hamilton, has been added to the fundraising team. Upcoming APLFF activities include Pub Fiction (a literary-themed pub crawl) on August 17 and the Teen Advisory Group's (TAG) Storm Trooper's 5K fundraiser on September 16.

Art Committee: Acker said committee had not met, but pointed out the new lighting that had been installed above the artwork in the Dale H. Ross Board Room.

Administrative Staff Report: Carey related information about the following:

- APL was voted the "Best Kid Friendly/Family Place" in the Ames Tribune's Best of Story County 2017 survey. She extended special thanks to the Youth Services staff for creating such a welcoming, inviting environment.

- The Iowa Library Association’s annual conference will be held October 18-20 at Coralville, with the theme “Seeking Inclusion, Finding Success.” Trustees are welcomed.
- Sponsorships are available for APLFF’s upcoming Pub Crawl fundraiser. Tickets are available online or at the Welcome Desk for \$10. She said five or six establishments will have themes and games focused on literary works and characters, and the event is an attempt to reach out to a new audience (millennials).
- Registrations for TAG’s 5K run are open and sponsorships are available, as well.
- A complaint was received earlier in the day from a community member who is unhappy that the Library Board meeting is being televised in lieu of the Ames Municipal Band Concert, and the same thing happened in June. The citizen felt more people would be interested in the concert. Multiple issues are involved and Carey suggested that the matter be discussed next spring.
- APL decided to enter into a contract with the vendor that won the State Library’s bid for electronic resources and purchase the add-ons needed to keep the appearance of the on-line catalog. Librarian Justin Armbruster added that customers will see different products, but the new ones are very similar to what was offered before—Auto Repair Reference Center will be replaced by Chilton Auto Repair, for example—and most people will probably not notice much difference. There was brief discussion about making it easier for customers to find and access APL’s the electronic resources.
- Hoopla, a digital streaming service, was made available to customers as of July 1. Armbruster said the service seems to be easy to use and intuitive. Once a customer clicks, the item is borrowed and there are no extra steps. Materials can be downloaded or used on line. Hoopla offers audio books, e-books, comics, music, and videos.
- Small Talk classes will be offered in Marshalltown and Boone this fall. APL will handle administration and collect the data, parent educators will go out to the communities, and the classes will be run through ISU Extension and the local libraries. Two courses will also be offered at APL, so there will be 4 cohorts running at once.
- In June, 1,798 meals were served through the Summer Food Program—1,712 of them to children. Carey reported that conversations are going on at the tables and folks are engaged. She complimented the efforts and enthusiasm of APL’s youth volunteers and said she has heard good feedback about the program and everyone’s behavior.
- Nathaniel Pleasants and Jehan Faisal have been hired as new half-time library clerks.
- Two managers will be out during the month of September, so strategic planning initiatives will slow down until October.

Board Education – 2017 American Library Association (ALA) Conference: Carey said that three librarians attended the full conference and four other employees attended exhibits only.

Librarian Armbruster said that he focused on trends and found that APL already has things in place that many larger, urban libraries are just starting to offer. These include offering streaming options, using library spaces as a means of social impact and inclusivity, and emphasizing community engagement. Armbruster said the conference validated that APL is doing a lot of things correctly, but he also brought back many new ideas for his work group to consider.

Client Support Technician Hanson said that she concentrated on computers and audio-video equipment and soon realized that many of the items APL is using are the best available. She found some document scanners that offer minor improvements and some newer model microfilm readers feature higher resolution, but felt a very good job had been done in choosing new hardware and software during the building project.

Trustee Barchman indicated that she had spent most of her time with Friends and Foundation members. She learned that most libraries have separate organizations and many of them are interested in consolidating. Barchman said she realized that “APL is awesome”-- it doesn’t have the kinds of problems others were reporting and others were impressed with what she told them about our library. She received a signed copy of *The Simplicity of Cider* from author Amy Reichert, to donate to APLFF for fundraising. Barchman also related two recommendations made by a lobbyist: that trustees start to establish relationships at the state level now, in case the time comes when the libraries need to press the case for sustained funding; and to adopt positive terminology such as “community funded opportunities” in lieu of the word “taxes.”

Expressions of Concern Policy and Statement of Concern Form: It was suggested that the first bullet point in the complaint form should refer to “library resources” rather than “material,” since the same form is used for feedback about programs, displays, and services. The trustees indicated that they would like to know what had and had not been addressed with the complainants in earlier stages of the process. They felt it would be helpful to have written comments from staff members explaining how they had tried to address the concern. The trustees also requested a reminder that if the Statement of Concern went to the Library Board, it would be discussed in an open meeting where the concern and complainants’ names would be made public.

Public Participation Policy: There was some discussion about the time limit. Carey related that it was helpful to have the time restriction in place, even though it had only been an issue in a couple instances in the last 20 years. It was noted that the policy also empowers the President to suspend the rules at his/her discretion.

**Memorandum of Understanding (MOU) with APLFF for Fiscal Year 2017/18 (FY18):
Moved by Glatz, seconded by Marshall, to adopt a resolution approving the
Memorandum of Understanding with Ames Public Library Friends Foundation for
Fiscal Year 2017/18 as presented/amended.**

Acker noted that the APLFF Board approved this MOU earlier in the month.

**Vote on Motion to approve as presented: 8-0. Resolution No. 2017-L022 approved
unanimously and adopted.**

August Regular Meeting: The Board discussed changing the date and/or time of the regular meeting, since the APLFF Pub Crawl will take place on the same date at 6 p.m. It did not appear that a quorum was available for any of the proposed alternatives. Carey said she was not aware of any pressing matters.

**Moved by Barchman, seconded by Rohret, to cancel the regular August meeting and
resume again in September.
Vote on Motion: 8-0. Motion carried unanimously.**

Trustee Comments:

Barchman reminded invited listeners to visit the library to get out of the heat.

Briese said that he was pleased to hear reaffirmation of how awesome this library is

Acker related that she had visited the Summer Meal Program the previous day. She was very impressed at the number of people there, the diversity, and how smoothly the program was being handled by the youth volunteers and intern.

Butler said she had observed the same thing a few days earlier and was amazed at how calm the atmosphere in the Library remained, even with so much activity going on.

Adjournment: Agreed by consensus to adjourn at 8:09 p.m.

The next regular meeting will be on Thursday, September 21, 2017, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Karen C. Thompson, Administrative Assistant

Sarah Barchman, Board Secretary

Library Claims - FY17 Accruals
July 1, 2017 - July 31, 2017

Administration		
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 108.00
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 1.57
ACCRUE 6/16-6/30 WAGES	FICA	\$ 6.70
JUNE INFO SERVICE CHGS	CITY DATA SERVICES	\$ 2,838.84
JUNE MESSENGER CHARGES	MESSENGER SERVICE	\$ 465.00
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 5.68
JUNE 2017 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 2,198.45
JUNE 2017 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,220.00
LIBRARY/IT TRANSFER	TECHNOLOGY REPLACEMENT	\$ 50,000.00
UNITED WAY OF STORY COUNT	OUTSIDE PROFESSIONAL SVCS	\$ 600.00
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 11.14
BANK OF AMERICA	CONFERENCES	\$ 374.68
BOHLKE, SARAH	CONFERENCES	\$ 1,617.31
BARCHMAN, SARAH	CONFERENCES	\$ 1,487.15
DEX MEDIA EAST	ADVERTISING	\$ 15.50
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 89.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 15,336.89
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 165.54
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 931.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 417.42
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ (162.08)
BENJAMIN FRANKLIN PLUMBIN	STRUCTURAL REPAIRS	\$ 198.00
RECLASS 4062 TO 4063	EQUIPMENT REPAIRS	5,012.46
RECLASS 4062 TO 4063	FIXED EQUIPMENT REPAIR	\$ (5,012.46)
XEROX CORPORATION	RENTALS/LEASES	\$ 1,476.86
G & K SERVICES	NON-CITY SERVICE	\$ 27.00
CRYSTAL CLEAN	NON-CITY SERVICE	\$ 2,625.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 4,668.31
BANK OF AMERICA	OFFICE SUPPLIES	\$ 161.47
STAPLES BUSINESS ADVANTAG	OFFICE SUPPLIES	\$ 17.06
TRANSFER LIB EXPENSE	MINOR OFFICE EQUIPMENT	\$ (251.99)
QUILL CORP	MINOR OFFICE EQUIPMENT	\$ 251.99
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,317.50
BANK OF AMERICA	AG/HORT SUPPLIES	\$ 26.64
BANK OF AMERICA	CLEANING SUPPLIES	\$ 31.95
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 33.87
CAPITAL SANITARY SUPPLY I	MINOR EQUIPMENT/TOOLS	\$ 808.00
BANK OF AMERICA	FOOD	\$ 231.77
BOHLKE, SARAH	FOOD	\$ 44.17
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 539.00
	Total Administration	\$ 91,116.53
Operations Services		
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 5,256.32

Library Claims - FY17 Accruals

July 1, 2017 - July 31, 2017

ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 76.22
ACCRUE 6/16-6/30 WAGES	FICA	\$ 325.89
	Total Operations Services	\$ 5,658.43
Resource Services		
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 142.00
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 2.06
ACCRUE 6/16-6/30 WAGES	FICA	\$ 8.80
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 1.89
OCLC INC	OUTSIDE PROFESSIONAL SVCS	\$ 73.43
BANK OF AMERICA	CONFERENCES	\$ 686.56
DORNINK HAWES, ALISSA	CONFERENCES	\$ 399.84
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 52.62
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 216.03
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 56.15
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$ 539.00
BANK OF AMERICA	ELECTRONIC LICENSES	\$ 19.90
OVERDRIVE	ELECTRONIC LICENSES	\$ 1,091.28
DES MOINES REGISTER	PERIODICALS	\$ 113.40
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 14.99
AMAZON	YOUTH COLLECTION	\$ 983.09
SCHNEIDER, MIKE	YOUTH COLLECTION	\$ 20.00
RECORDED BOOKS LLC	AUDIO-VISUAL COLLECTION	\$ 195.93
AMAZON	AUDIO-VISUAL COLLECTION	\$ 187.72
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 761.70
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 334.75
AMAZON	ADULT PRINT COLLECTION	\$ 839.72
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 629.36
GALE GROUP	ADULT PRINT COLLECTION	\$ 380.91
	Total Resource Services	\$ 7,766.13
Youth Services		
ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	\$ 125.75
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 1,741.00
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 27.07
ACCRUE 6/16-6/30 WAGES	FICA	\$ 115.74
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 1.45
BOYS & GIRLS CLUB OF STOR	OUTSIDE PROFESSIONAL SVCS	\$ 394.59
UNITED WAY REIMB J HEID C	CONFERENCES	\$ (66.90)
BANK OF AMERICA	CONFERENCES	\$ 1,331.04
ANDERSON, BRIANNE	CONFERENCES	\$ 379.44
STAPLES BUSINESS ADVANTAG	MINOR OFFICE EQUIPMENT	\$ 3,481.68
BANK OF AMERICA	FOOD	\$ 600.94
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 28.87
STAPLES BUSINESS ADVANTAG	SPECIAL PROJECT SUPPLIES	\$ 6.78
	Total Youth Services	\$ 8,167.45

**Library Claims - FY17 Accruals
July 1, 2017 - July 31, 2017**

Adult Services		
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 4.13
GULDEN, MAX	TRAVEL/MEETINGS	\$ 4.25
COONEY, CATHY	TRAVEL/MEETINGS	\$ 3.00
LOGSDON, MARY	CONFERENCES	\$ 357.00
BANK OF AMERICA	CONFERENCES	\$ 1,603.74
ARMBRUSTER, JUSTIN	CONFERENCES	\$ 335.05
WORKSPACE INC	MINOR OFFICE EQUIPMENT	\$ 712.05
LOGSDON, MARY	FOOD	\$ 28.25
	Total Adult Services	\$ 3,047.47
Customer Account Services		
ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	\$ 389.91
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	\$ 220.38
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 8.85
ACCRUE 6/16-6/30 WAGES	FICA	\$ 37.84
JUNE LONG DISTANCE CHGS	LONG DISTANCE	\$ 9.35
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 332.25
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,334.31
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 18.46
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 196.90
BANK OF AMERICA	OFFICE SUPPLIES	\$ 29.74
	Total Customer Account Services	\$ 2,577.99
	GRAND TOTAL:	\$ 118,334.00
		<i>September 21, 2017</i>
Jane Acker, President	Sarah Barchman, Secretary	Date

Library Claims FY18
July 1, 2017 - July 31, 2017

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	42,280.18
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	-108
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	427.2
PAYROLL SUMMARY	IPERS DISABILITY	192.47
PAYROLL SUMMARY	LIFE INSURANCE	67.5
PAYROLL SUMMARY	HEALTH INSURANCE	7,987.62
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	-1.57
PAYROLL SUMMARY	MEDICARE FICA	608.42
ACCRUE 6/16-6/30 WAGES	FICA	-6.7
PAYROLL SUMMARY	FICA	2,601.47
PAYROLL SUMMARY	IPERS	3,813.77
PAYROLL SUMMARY	WORKERS COMP	130.05
JULY TELEPHONE BILLING	CITY PHONE SERVICE	369.68
J HANSON TIP REIMB 7/11/1	CONFERENCES	-1.8
AMER LIBRARY ASSOCIATION	DUES/MEMBERSHIPS	234
BANK OF AMERICA	DUES/MEMBERSHIPS	105.93
CENTURYLINK	OUTSIDE PHONE SERVICE	231.85
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	1,008.00
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	690
CLIO SOFTWARE	TECHNOLOGY MAINT/SUPPORT	500
ENVISIONWARE INC	TECHNOLOGY MAINT/SUPPORT	725
BIBLIOTHECA LLC	TECHNOLOGY MAINT/SUPPORT	19,819.25
G & K SERVICES	NON-CITY SERVICE	81
CH ISSUES	OFFICE SUPPLIES	209.32
OFFICE DEPOT INC	OFFICE SUPPLIES	1.75
QUILL CORP	OFFICE SUPPLIES	366.02
BANK OF AMERICA	OFFICE SUPPLIES	15.75
BANK OF AMERICA	STRUCTURAL MATERIAL	22.19
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	128
OFFICE DEPOT INC	EQUIPMENT PARTS/SUPPLIES	4.49
QUILL CORP	FOOD	13.98
	Total Administration	82,516.82
Operations Services		
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	-5,256.32
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	10,098.02
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	-76.22
PAYROLL SUMMARY	MEDICARE FICA	146.41
ACCRUE 6/16-6/30 WAGES	FICA	-325.89
PAYROLL SUMMARY	FICA	626.1
PAYROLL SUMMARY	IPERS	901.74
PAYROLL SUMMARY	WORKERS COMP	96.45
JULY TELEPHONE BILLING	CITY PHONE SERVICE	46.21
	Total Operations Services	6,256.50

Library Claims FY18
July 1, 2017 - July 31, 2017

Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	21,277.12
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	-142
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	183
PAYROLL SUMMARY	IPERS DISABILITY	99.41
PAYROLL SUMMARY	LIFE INSURANCE	47.5
PAYROLL SUMMARY	HEALTH INSURANCE	3,746.16
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	-2.06
PAYROLL SUMMARY	MEDICARE FICA	291.61
ACCRUE 6/16-6/30 WAGES	FICA	-8.8
PAYROLL SUMMARY	FICA	1,246.92
PAYROLL SUMMARY	IPERS	1,916.38
PAYROLL SUMMARY	WORKERS COMP	28.69
JULY TELEPHONE BILLING	CITY PHONE SERVICE	184.84
BAKER & TAYLOR INC	OUTSIDE PROFESSIONAL SVCS	900
OCLC INC	OUTSIDE PROFESSIONAL SVCS	20,000.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	137.38
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	1,604.04
EBSCO SUBSCRIPTION SERVIC	ELECTRONIC LICENSES	3,884.00
RECORDED BOOKS LLC	ELECTRONIC LICENSES	7,176.47
STATE LIBRARY OF IOWA	ELECTRONIC LICENSES	3,562.90
PROQUEST LLC	ELECTRONIC LICENSES	2,209.00
VALUE LINE PUBLISHING LLC	ELECTRONIC LICENSES	5,800.00
TUMBLEWEED PRESS INC	ELECTRONIC LICENSES	425
OVERDRIVE	ELECTRONIC LICENSES	2,764.86
MANGO LANGUAGES	ELECTRONIC LICENSES	5,844.00
BOOKPAGE	PERIODICALS	528
POPULAR SUBSCRIPTION SERV	PERIODICALS	11,533.41
BAKER & TAYLOR INC	YOUTH COLLECTION	1,005.71
MIDWEST TAPE	YOUTH COLLECTION	590.98
POPULAR SUBSCRIPTION SERV	YOUTH COLLECTION	1,897.86
DISCOUNT MAGAZINE SUBSCRI	YOUTH COLLECTION	127.98
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	2,414.59
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	3,240.98
C W ASSOCIATES	ADULT PRINT COLLECTION	38.5
RECORDED BOOKS LLC	ADULT PRINT COLLECTION	266.61
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	122.26
AMAZON	ADULT PRINT COLLECTION	47.66
GALE GROUP	ADULT PRINT COLLECTION	389.1
VALUE LINE PUBLISHING LLC	ADULT PRINT COLLECTION	1,000.00
MC GOVERN, PAIGE	REFUNDS	24.99
	Total Resource Services	106,405.05
Youth Services		
ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	-125.75

Library Claims FY18
July 1, 2017 - July 31, 2017

PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	35,554.59
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	-1,741.00
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	3,123.00
PAYROLL SUMMARY	IPERS DISABILITY	171.12
PAYROLL SUMMARY	LIFE INSURANCE	75
PAYROLL SUMMARY	HEALTH INSURANCE	5,993.70
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	-27.07
PAYROLL SUMMARY	MEDICARE FICA	537
ACCRUE 6/16-6/30 WAGES	FICA	-115.74
PAYROLL SUMMARY	FICA	2,295.98
PAYROLL SUMMARY	IPERS	3,453.92
PAYROLL SUMMARY	WORKERS COMP	96.39
JULY TELEPHONE BILLING	CITY PHONE SERVICE	277.26
MOVIE LICENSING USA	OUTSIDE PROFESSIONAL SVCS	1,815.00
BLANK PARK ZOO	OUTSIDE PROFESSIONAL SVCS	134.28
BRAMMER, RICK EUGENE	OUTSIDE PROFESSIONAL SVCS	700
MOTION PICTURE LICENSING	OUTSIDE PROFESSIONAL SVCS	122.24
ROOMDAD PRODUCTIONS	OUTSIDE PROFESSIONAL SVCS	450
CROW, DARRIN	OUTSIDE PROFESSIONAL SVCS	360
BANK OF AMERICA	FOOD	482.35
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	249.99
	Total Youth Services	53,882.26
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	36,070.86
PAYROLL SUMMARY	IPERS DISABILITY	151.21
PAYROLL SUMMARY	LIFE INSURANCE	70
PAYROLL SUMMARY	HEALTH INSURANCE	5,411.96
PAYROLL SUMMARY	MEDICARE FICA	506.28
PAYROLL SUMMARY	FICA	2,164.64
PAYROLL SUMMARY	IPERS	3,221.14
PAYROLL SUMMARY	WORKERS COMP	43.28
JULY TELEPHONE BILLING	CITY PHONE SERVICE	277.26
MOVIE LICENSING USA	OUTSIDE PROFESSIONAL SVCS	1,815.00
MOTION PICTURE LICENSING	OUTSIDE PROFESSIONAL SVCS	122.25
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	227.06
	Total Adult Services	50,080.94
Customer Account Services		
ACCRUE 6/16-6/30 WAGES	PERMANENT SALARIES/WAGES	-389.91
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	37,034.39
ACCRUE 6/16-6/30 WAGES	TEMPORARY SALARIES/WAGES	-220.38
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	220.38
PAYROLL SUMMARY	IPERS DISABILITY	172.95
PAYROLL SUMMARY	LIFE INSURANCE	77.5
PAYROLL SUMMARY	HEALTH INSURANCE	3,992.36

Library Claims FY18
July 1, 2017 - July 31, 2017

ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	-8.85
PAYROLL SUMMARY	MEDICARE FICA	509.1
ACCRUE 6/16-6/30 WAGES	FICA	-37.84
PAYROLL SUMMARY	FICA	2,176.80
PAYROLL SUMMARY	IPERS	3,326.85
PAYROLL SUMMARY	WORKERS COMP	44.74
JULY TELEPHONE BILLING	CITY PHONE SERVICE	277.26
	Total Customer Account Services	47,175.35
	Grand Total:	\$ 346,316.92
		<i>September 21, 2017</i>
Jane Acker, President	Sarah Barchman, Secretary	Date

Library Claims
August 1, 2017 - August 31, 2017

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,280.18
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 668.80
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 60.70
IPERS REFUND-LUCINA AMES	PAYROLL ADJUSTMENT	\$ (60.70)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 611.92
PAYROLL SUMMARY	FICA	\$ 2,616.46
PAYROLL SUMMARY	IPERS	\$ 3,828.38
IPERS REFUND-LUCINA AMES	IPERS	\$ (91.09)
PAYROLL SUMMARY	WORKERS COMP	\$ 131.08
JULY INFO SERVICE CHGS	CITY DATA SERVICES	\$ 1,266.58
JULY 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 18.00
AUG TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 369.68
JULY LONG DISTANCE CHGS	LONG DISTANCE	\$ 3.80
JULY 2017 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 534.66
JULY 2017 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
JULY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 10.43
PLUMB SUPPLY	TRAINING	\$ 71.91
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 293.07
DEX MEDIA EAST	ADVERTISING	\$ 15.50
ONESOURCE	RECRUITING COSTS	\$ 140.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 14,218.99
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 235.40
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 165.63
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 931.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 411.49
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY	NATURAL GAS	\$ 117.20
MIDWEST ALARM SERVICES	MAINTENANCE CONTRACTS	\$ 344.76
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	STRUCTURAL REPAIRS	\$ 221.03
TRF TO 239-2626-456	STRUCTURAL REPAIRS	\$ (221.03)
GOODWIN TUCKER GROUP	EQUIPMENT REPAIRS	\$ 238.95
CDW GOVERNMENT LLC	TECHNOLOGY MAINT/SUPPORT	\$ 2,599.67
ENVISIONWARE	TECHNOLOGY MAINT/SUPPORT	\$ 6,120.55
INNOVATIVE	TECHNOLOGY MAINT/SUPPORT	\$ 27,801.00
OXEN TECHNOLOGY	TECHNOLOGY MAINT/SUPPORT	\$ 2,162.67
STORAGE IT SOLUTIONS LTD	TECHNOLOGY MAINT/SUPPORT	\$ 1,266.75
WEBCLARITY	TECHNOLOGY MAINT/SUPPORT	\$ 3,366.00
XEROX CORPORATION	RENTALS/LEASES	\$ 1,138.32
MIDWEST ALARM SERVICES	NON-CITY SERVICE	\$ 763.80
G & K SERVICES	NON-CITY SERVICE	\$ 135.00

Library Claims
August 1, 2017 - August 31, 2017

NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 6,378.37
CH ISSUES	OFFICE SUPPLIES	\$ 177.31
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 13.99
BANK OF AMERICA	OFFICE SUPPLIES	\$ 567.96
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 30.82
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 806.54
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 6.91
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 327.80
QUILL CORP	CLEANING SUPPLIES	\$ 28.98
BANK OF AMERICA	CLEANING SUPPLIES	\$ 45.24
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 138.60
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$ 46.03
BANK OF AMERICA	FOOD	\$ 149.78
ROBINSON, CHRISTINA	SPECIAL PROJECT SUPPLIES	\$ 8.91
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 79.15
	Total Administration	\$ 135,249.66
Operations Services		
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 11,197.02
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 139.07
IPERS REFUND	PAYROLL ADJUSTMENT	\$ (139.07)
PAYROLL SUMMARY	MEDICARE FICA	\$ 162.33
PAYROLL SUMMARY	FICA	\$ 694.19
PAYROLL SUMMARY	IPERS	\$ 999.90
IPERS REFUND	IPERS	\$ (208.71)
PAYROLL SUMMARY	WORKERS COMP	\$ 105.55
AUG TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 46.21
	Total Operations Services	\$ 12,996.49
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,277.12
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 32.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 99.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,746.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 289.42
PAYROLL SUMMARY	FICA	\$ 1,237.56
PAYROLL SUMMARY	IPERS	\$ 1,902.90
PAYROLL SUMMARY	WORKERS COMP	\$ 26.09
AUG TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 184.84
JULY LONG DISTANCE CHGS	LONG DISTANCE	\$ 8.04
BAKER TAYLOR	OUTSIDE PROFESSIONAL SVCS	\$ 1,805.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 619.36
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 37.50
RECORDED BOOKS LLC	EQUIPMENT PARTS/SUPPLIES	\$ 204.70
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 5.30
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 228.00

Library Claims
August 1, 2017 - August 31, 2017

NEWSBANK INC	ELECTRONIC LICENSES	\$ 7,450.00
EBSCO SUBSCRIPTION SERVIC	ELECTRONIC LICENSES	\$ 3,433.00
STATE LIBRARY OF IOWA	ELECTRONIC LICENSES	\$ 59.23
OVERDRIVE	ELECTRONIC LICENSES	\$ 489.36
OVERDRIVE INC	ELECTRONIC LICENSES	\$ 7,906.22
ENCYCLOPAEDIA BRITANNICA	ELECTRONIC LICENSES	\$ 2,200.00
CHARITY WATCH	PERIODICALS	\$ 50.00
DES MOINES REGISTER	PERIODICALS	\$ 255.15
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 6,465.51
AMAZON	YOUTH COLLECTION	\$ 1,451.50
MIDWEST TAPE	YOUTH COLLECTION	\$ 1,531.57
BANK OF AMERICA	YOUTH COLLECTION	\$ 104.82
PENWORTHY COMPANY	YOUTH COLLECTION	\$ 753.78
AMAZON	AUDIO-VISUAL COLLECTION	\$ 306.25
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 12,240.15
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 7,669.06
COUNCIL OF STATE GOVERNME	ADULT PRINT COLLECTION	\$ 58.50
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 312.75
SAGE PUBLICATIONS INC	ADULT PRINT COLLECTION	\$ 608.61
AMAZON	ADULT PRINT COLLECTION	\$ 1,219.93
CENTER POINT PUBLISHING	ADULT PRINT COLLECTION	\$ 3,228.48
MIDWEST TAPE	ADULT PRINT COLLECTION	\$ 374.90
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 1,133.88
GALE GROUP	ADULT PRINT COLLECTION	\$ 1,163.75
GREY HOUSE PUBLISHING INC	ADULT PRINT COLLECTION	\$ 469.05
	Total Resource Services	\$ 92,686.35
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,428.84
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 3,476.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 540.27
PAYROLL SUMMARY	FICA	\$ 2,310.07
PAYROLL SUMMARY	IPERS	\$ 3,474.20
PAYROLL SUMMARY	WORKERS COMP	\$ 102.32
JULY 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 262.80
AUG TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 277.26
JULY LONG DISTANCE CHGS	LONG DISTANCE	\$ 2.91
BRAMMER, RICK EUGENE	OUTSIDE PROFESSIONAL SVCS	\$ 260.00
ZERR, DEREK	OUTSIDE PROFESSIONAL SVCS	\$ 300.00
JULY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.90
AMES CHAMBER OF COMMERCE	TRAINING	\$ 1,000.00
BANK OF AMERICA	RECRUITING COSTS	\$ 4.08
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 2.64

Library Claims
August 1, 2017 - August 31, 2017

BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 598.00
BANK OF AMERICA	FOOD	\$ 515.07
HEID, JERRI	FOOD	\$ 15.99
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$ 47.30
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 159.68
	Total Youth Services	\$ 55,025.95
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 36,130.80
PAYROLL SUMMARY	IPERS DISABILITY	\$ 151.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,411.96
PAYROLL SUMMARY	MEDICARE FICA	\$ 507.15
PAYROLL SUMMARY	FICA	\$ 2,168.36
PAYROLL SUMMARY	IPERS	\$ 3,226.49
PAYROLL SUMMARY	WORKERS COMP	\$ 43.35
MUNIC CODE SUPL 2017-3	PRINT SHOP SERVICES	\$ 93.38
AUG TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 277.26
JULY LONG DISTANCE CHGS	LONG DISTANCE	\$ 3.43
	Total Adult Services	\$ 48,083.39
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 39,332.43
PAYROLL SUMMARY	IPERS DISABILITY	\$ 172.95
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,992.36
PAYROLL SUMMARY	MEDICARE FICA	\$ 539.13
PAYROLL SUMMARY	FICA	\$ 2,305.20
PAYROLL SUMMARY	IPERS	\$ 3,512.37
PAYROLL SUMMARY	WORKERS COMP	\$ 47.21
AUG TELEPHONE SYSTEM CHGS	CITY PHONE SERVICE	\$ 277.26
JULY LONG DISTANCE CHGS	LONG DISTANCE	\$ 12.29
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 318.30
JULY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,272.48
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 7.96
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 24.38
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 196.90
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 67.71
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 39.00
	Total Customer Account Services	\$ 52,200.43
	Grand Total:	\$ 396,242.27
		September 21, 2017
Jane Acker, President	Sarah Barchman, Secretary	Date

PREPARED 09/15/17, 10:16:14
 PROBEREV

REVENUE WORKSHEET



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2015/16 ACTUAL	2016/17 ADOPTED	2016/17 ADJUSTED	2016/17 FINAL AMEND	2017/18 REQUESTED	2016/17 ACTUAL
010-2600-336.70-00	OPEN ACCESS/ACCESS PLUS	59,113	56,000	63,589	63,589	60,000	63,589
010-2600-337.10-00	LIBRARY COUNTY	128,342	128,000	144,923	144,923	140,000	144,923
010-2600-347.10-01	DESK RECEIPTS	102,165	95,000	92,000	92,000	95,250	100,277
010-2600-347.10-02	PRINTING/COPYING CHARGES	8,838	5,500	10,600	10,600	8,000	10,988
010-2600-376.00-00	SALE OF ASSETS	500	500	829	829	750	829
* LIBRARY		298,958	285,000	311,941	311,941	304,000	320,606
** LIBRARY		298,958	285,000	311,941	311,941	304,000	320,606
		298,958	285,000	311,941	311,941	304,000	320,606

Ames Public Library						
Expenditure Summary - All Funding Sources						
Period 13						
	General	Local	Fund 239	Fund 241	Bond	Total
	Fund	Option	Friends	Donations	Funds	Expenses
		Tax	Foundation	& Grants		
Gilman, Smith & Feinberg :						
Adult Collection (Smith)						-
Youth Collection (Gilman & Feinberg)						-
Total Bequest	-	-	-	-	-	-
Administration:						
General Administration	1,192,904	-	6,838	-	-	1,199,742
Total Administration	1,192,904	-	6,838	-	-	1,199,742
Operations Services:						
Outreach Services	191,528	-	-	-	-	191,528
Total Outreach Services	191,528	-	-	-	-	191,528
Resource Services:						
Collections Administration	402,309	-	-	-	-	402,309
Electronic Collection/Licenses	72,869	-	8,837	-	-	81,706
Periodicals	16,168	-	-	-	-	16,168
Juvenile	110,595	-	5,233	239	-	116,067
Audio/Visual Collection	101,468	-	-	-	-	101,468
Adult Collection	143,241	-	11,899	1,257	-	156,397
Refunds	614	-	-	-	-	614
Total Resource Services	847,265	-	25,969	1,496	-	874,730
Youth Services:						
Outside Professional Services			6,410			6,410
Food & Feed			71			71
Juvenile	583,960	-	-	30	-	583,990
Project Smyles	-	-	-	28,633	-	28,633
Books for Babies	-	-	-	12,090	-	12,090
Special Project Supplies			14,901	-	-	14,901
Total Youth Services	583,960	-	21,382	40,753	-	646,095
Adult Services:						
Printing/Graphics			17			17
Outside Professional Services	556,609	-	3,062	-	-	559,671
Special Project Supplies	-	-	7,676	4,732	-	12,408
Total Adult Services	556,609	-	10,755	4,732	-	572,096
Customer Account Services:						
Circulation Services	587,904	-	-	-	-	587,904
Total Customer Account Services	587,904	-	-	-	-	587,904
Library Improvements:			25,282			25,282
Small Talk Grant:			49,742			49,742
Kinney-Lindstrom Grant:				3,935		3,935
Carver Trust Grant:				44,639		44,639
Capital Improvements:						
Library Renovation Project	-	-	-	-	9,854	9,854
Total Capital Improvements	-	-	-	-	9,854	9,854
Total Expenses	3,960,169	-	139,968	95,555	9,854	4,205,546
Transfers Between Funds:						
Friends Foundation/Donations	-	-	(10,000)	10,000	-	-
Total Transfers	-	-	(10,000)	10,000	-	-

2016/17 Ames Public Library General Fund Expenditure Comparisons
 Period 13

	Year-to-Year Expenditure Comparisons		
	YTD 2015/16	YTD 2016/17	% Change from 2015/16
Totals by Category:			
Personnel Services	\$ 2,152,134	\$ 2,147,307	-0.2%
Employee Benefits	702,416	686,718	-2.2%
Internal Services	149,988	149,273	-0.5%
Contractual	435,067	441,740	1.5%
Commodities	92,132	89,016	-3.4%
Collection	434,608	444,341	2.2%
Capital	5,869	-	0.0%
Other	654	1,776	171.5%
Capital over 5,000	-	-	
Total	<u>\$ 3,972,868</u>	<u>\$ 3,960,169</u>	<u>-0.3%</u>

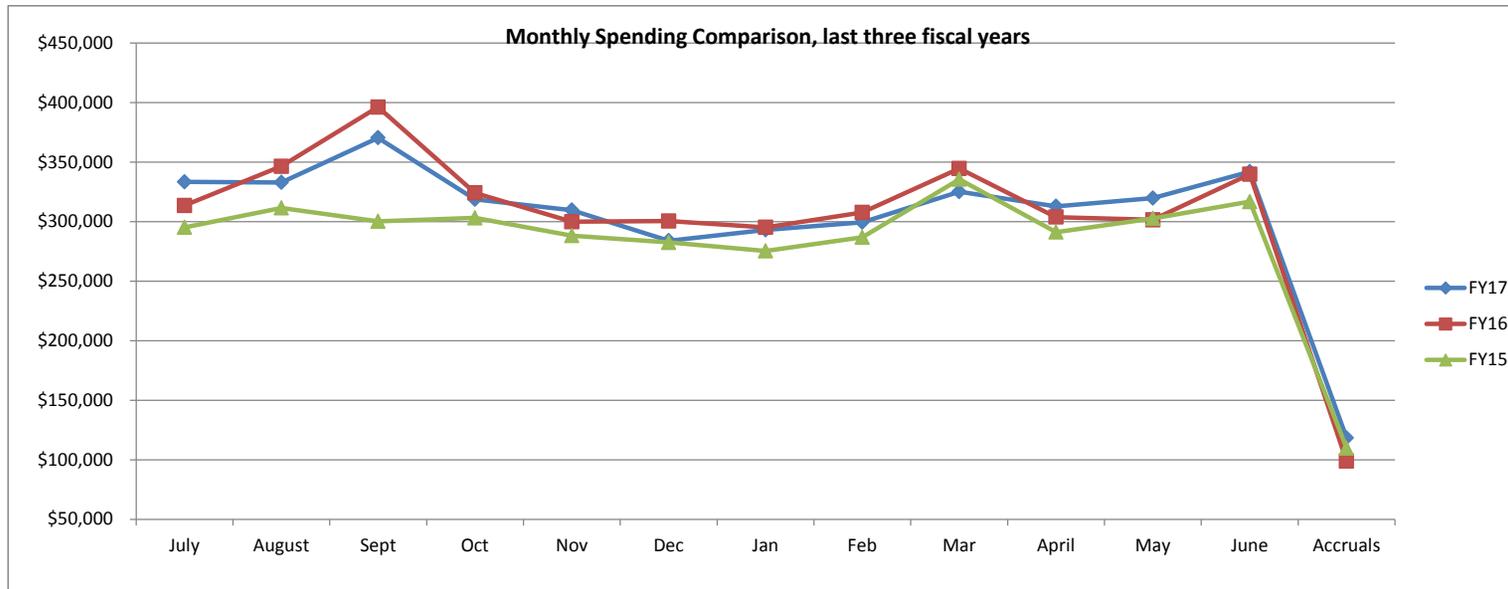
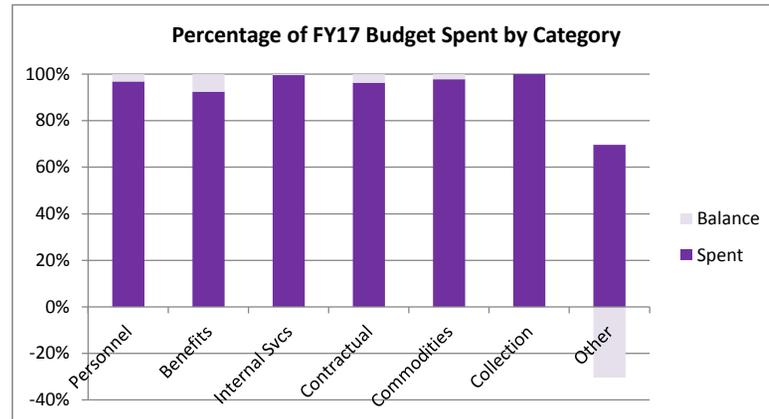
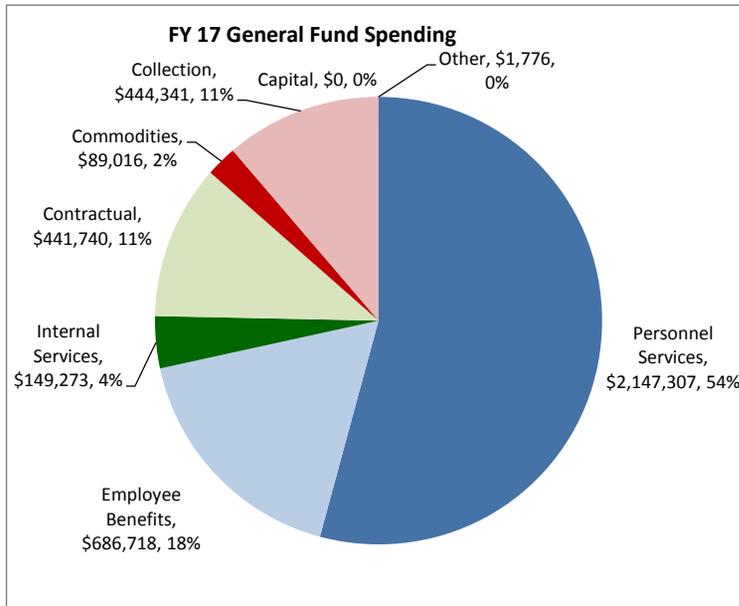
Expense-Budget Comparisons		
YTD 2016/17	Budget* 2016/17	% of Total Budget Spent
\$ 2,147,307	\$ 2,217,329	96.8%
686,718	742,433	92.5%
149,273	149,964	99.5%
441,740	458,597	96.3%
89,016	90,970	97.9%
444,341	444,321	100.0%
-	-	0.0%
1,776	1,000	177.6%
-	-	0.0%
<u>\$ 3,960,169</u>	<u>\$ 4,104,614</u>	<u>96.5%</u>

	Year-to-Year Expenditure Comparisons		
	YTD 2015/16	YTD 2016/17	% Change from 2015/16
Totals by Division:			
Administration	\$ 1,216,768	\$ 1,192,904	-2.0%
Operations	252,696	191,528	-24.2%
Resource Services	821,093	847,265	3.2%
Youth Services	550,817	583,960	6.0%
Adult Services	553,695	556,609	0.5%
Customer Account Services	577,799	587,904	1.7%
Grand Total	<u>\$ 3,972,868</u>	<u>\$ 3,960,169</u>	<u>-0.3%</u>

YTD 2016/17	Budget* 2016/17	Division % of Grand Total
\$ 1,192,904	\$ 1,225,439	30.12%
191,528	264,884	4.84%
847,265	849,884	21.40%
583,960	600,243	14.75%
556,609	563,026	14.06%
587,904	601,138	14.85%
<u>\$ 3,960,169</u>	<u>\$ 4,104,614</u>	<u>100.00%</u>

* Adjusted Budget

Unspent budgeted funds:	\$ 144,445	
Reserved amount (payroll, etc.)	<u>\$126,428</u>	
Unspent balance:	\$18,017	0.4%



Ames Public Library Donations Report				
Period 13				
FY2016/17				
	Library	Friends	Donations	
	Bequests	Foundation	& Grants	Total
Fund balance - 06/30/16	\$ -	\$ 97,744	\$ 300,291	\$ 398,035
Revenues:				
Interest revenue		196	400	597
Direct state aid			12,049	12,049
General Donations			14,345	14,345
Project Smiles Donations			1,297	1,297
Friends Foundation		104,312	-	104,312
Small Talk Grant		47,135	10,000	57,135
Total revenues	-	151,643	38,091	189,735
Expenditures:				
Gilman, Smith & Feinberg Bequest:				
Adult Collection				-
Administration:				
Personal Services		2,842		2,842
Employee Benefits		470		470
Printing/Graphics		(4)		(4)
Office Supplies		787		787
Outside Professional Services		2,500		2,500
Special Project Supplies		243		243
Resource Services:				
Electronic Collection Service		8,837		8,837
Juvenile		5,233	239	5,471
Adult collection		11,899	1,257	13,156
Youth Services:				
Outside Professional Services		6,410		6,410
Food & Feed		71		71
Project Smyles			28,633	28,633
Books for Babies			12,090	12,090
Juvenile			30	30
Special Project Supplies		14,901		14,901
Adult Services:				
Printing/Graphics		17		17
Outside Professional Services		3,062	-	3,062
Special Project Supplies		7,676	4,732	12,407
Library Improvements:				
Small Talk Grant:		49,742		49,742
Kinney-Lindstrom Grant:			3,935	3,935
Carver Trust Grant:			44,639	44,639
Total expenses	-	139,966	95,554	235,520
Transfers between funds:				
Friends Foundation/Donations	-	(10,000)	10,000	-
Total transfers	-	(10,000)	10,000	-
Current fund balance	\$ -	\$ 99,421	\$ 252,829	\$ 352,250
Less:				
Committed funds:				
Encumbrances		2,137	7,065	9,203
Reserved principal*			8,276	8,276
Total committed funds	-	2,137	15,341	17,479
Balance available for expenditure	\$ -	\$ 97,283	\$ 237,487	\$ 334,771
	-	-	-	-
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.				
** On July 21, 2011 the Ames Public Library Board of Trustees voted to pledge \$1,000,000 of bequest funds toward the Library Renewal Project. This resolution superseded the Board's previous resolution to reserve \$700,000 of bequest funds and 20% of the interest earned annually on the bequest funds for future projects.				
*** On June 30, 2016 the Bequest fund was merged into the Donations fund.				

Ames Public Library					
YTD Library Friends Foundation					
Period 13					
FY2016/17					
	Interest	Friends Foundation	Small Talk Grant	Library Improvements	Total
Fund balance - 06/30/16	\$ 1,462	\$ 57,455	\$ 4,029	\$ 34,798	\$ 97,744
Revenue:					
Interest revenue	196				196
Friends Foundation		104,312			104,312
Small Talk Grant			47,135		47,135
Total revenues	196	104,312	47,135	-	151,643
Expenditures:					
Gilman, Smith & Feinberg Bequest:					
Adult Collection					-
Administration:					
Personal Services		2,842			2,842
Employee Benefits		470			470
Printing/Graphics		(4)			(4)
Office Supplies		787			787
Outside Professional Services		2,500			2,500
Special Project Supplies		243			243
Resource Services:					
Electronic Collection Service		8,837			8,837
Juvenile		5,233			5,233
Adult collection		11,899			11,899
Youth Services:					
Outside Professional Services		6,410			6,410
Food & Feed		71			71
Special Project Supplies		14,901			14,901
Adult Services:					
Printing/Graphics		17			17
Outside Professional Services		3,062			3,062
Special Project Supplies		7,676			7,676
Library Improvements:				25,282	25,282
Small Talk Grant:			49,742		49,742
Total expenses	-	64,943	49,742	25,282	139,966
Transfers between funds:					
Friends Foundation/Donations		(10,000)			(10,000)
Total transfers	-	(10,000)	-	-	(10,000)
Current Fud Balance:	\$ 1,658	\$ 86,825	\$ 1,422	\$ 9,516	\$ 99,421
Encumbrance:					
Van Meter Industrial Inc (PO#53510)				2,137	2,137
Total Friends Foundation Encumb	-	-	-	2,137	2,137
Available balance:	\$ 1,658	\$ 86,825	\$ 1,422	\$ 7,379	\$ 97,283

Ames Public Library													
YTD Library Donations and Grants Detail													
Period 13													
FY2016/17													
	Donations	Books for Babies	Project Smyles	Small Talk	Roy J Carver Bldg Grant*	Kinney-Lindstrom Grant**	Library Improvements	Library Renovation	Uncommitted Bequests	Gilman Bequest	Smith Bequest	Tommy Feinberg	Total
Fund balance - 06/30/16	\$ 66,539	\$ (130)	\$ 32,583	\$ -	\$ 45,521	\$ 11,000	\$ 7,495	\$ 38,395	\$ 90,476	\$ 5,363	\$ 2,033	\$ 1,017	\$ 300,291
Revenues:													
Interest revenue	400												400
Direct state aid		12,049											12,049
General donations	14,345												14,345
Project Smyles donations			1,297										1,297
Small Talk donations				10,000									10,000
Transfers from Friends Foundation			10,000										10,000
Transfer	(172)	172											-
Total revenues	14,573	12,221	11,297	10,000	-	-	-	-	-	-	-	-	48,091
Expenditures:													
Administration:													
Food & Feed													-
Youth Services:													
Project Smyles			28,633										28,633
Books for Babies		12,090											12,090
Juvenile													-
Adult Services:													
Outside Professional Service													-
Special Project Supplies	4,732												4,732
Collections:													
Periodicals	30												30
Juvenile	239												239
Audio/Visual collection													-
Adult collection	1,257												1,257
Renovation project													-
Kinney-Lindstrom Grant						3,935							3,935
Carver Trust Grant					44,639								44,639
Total expenses	6,257	12,090	28,633	-	44,639	3,935	-	-	-	-	-	-	95,554
Current Fund balance:	\$ 74,854	\$ 0	\$ 15,248	\$ 10,000	\$ 883	\$ 7,065	\$ 7,495	\$ 38,395	\$ 90,476	\$ 5,363	\$ 2,033	\$ 1,017	\$ 252,829
Committed funds:													
Encumbrances						7,065							7,065
Reserved principal									5,276	2,000	1,000		8,276
Total committed funds	-	-	-	-	-	7,065	-	-	-	5,276	2,000	1,000	15,341
Available balance	\$ 74,854	\$ 0	\$ 15,248	\$ 10,000	\$ 883	\$ -	\$ 7,495	\$ 38,395	\$ 90,476	\$ 87	\$ 33	\$ 17	\$ 237,487
Library Improvements funds include revenue from the sale of salvage metal and old furnishings plus unspent money from the \$1,000,000 in bequests pledged to the Library Renewal Project in 2011.													
*241-2640													
**241-2641													

Ames Public Library					*Roy J Carver Grant (241-2640)		
Library Renovation Project - Phase 2					**Kinney-Lindstrom (241-2641)		
Period 13, FY16/17							
						Kinney -	
	Committed	Friends	Library	Bond	Roy J Carver	Lindstrom	
	Bequests	Foundation	Donations	Proceeds	Grant*	Grant**	Total
Revenues:							
Bequests	\$ 1,085,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,085,000
Friends Foundation 2012	-	300,000	-	-	-	-	300,000
Friends Foundation 2013	-	430,000	-	-	-	-	430,000
Friends Foundation 2014	-	180,000	-	-	-	-	180,000
Friends Foundation 2015	-	90,000	-	-	-	-	90,000
Friends Foundation 2016	-	-	-	-	-	-	-
Opening Day Collection 2015	-	15,291	-	-	-	-	15,291
Bond Proceeds	-	-	-	18,000,000	-	-	18,000,000
Roy J. Carver grant	-	-	-	-	60,000	-	60,000
Kinney-Lindstrom Grant	-	-	-	-	-	15,000	15,000
Misc Revenue - 2013	-	-	3,311	-	-	-	3,311
Misc Revenue - 2014	-	-	257	-	-	-	257
Misc Revenue - 2015	-	-	3,262	-	-	-	3,262
Misc Revenue - 2016	-	-	750	-	-	-	750
Misc Revenue - 2017	-	-	-	-	-	-	-
Total revenues	1,085,000	1,015,291	7,580	18,000,000	60,000	15,000	20,182,871
Expenditures:							
2012	535,297	98,971	-	18,184	-	-	652,452
2013	414,822	43,191	-	2,773,772	-	-	3,231,785
2014	-	146,305	5	11,188,392	-	-	11,334,702
2015	80,951	612,406	80	3,131,575	-	-	3,825,012
2016	15,535	14,326	-	257,825	14,479	4,000	306,165
2017	-	25,282	-	9,854	44,639	3,935	83,709
2014 Opening Day Collection	-	3,219	-	-	-	-	3,219
2015 Opening Day Collection	-	60,505	-	-	-	-	60,505
2016 Opening Day Collection	-	1,568	-	-	-	-	1,568
2017 Opening Day Collection	-	-	-	-	-	-	-
Total expenditures	1,046,605	1,005,773	85	17,379,602	59,118	7,935	19,499,117
Balance	38,395	9,518	7,495	620,398	883	7,065	683,754
Transfer between Funds							
TRF from 237 to 241	(38,395)		38,395				-
	(38,395)	-	38,395	-	-	-	-
Less encumbrances:							
Van Meter Industrial Inc		2,137					2,137
Swan Creek Cabinetry						7,065	7,065
Total encumbrances	-	2,137	-	-	-	7,065	9,203
Available balance	\$ -	\$ 7,381	\$ 45,890	\$ 620,398	\$ 883	\$ -	\$ 674,551

Expressions of Concern Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
SEPTEMBER 21, 2017**

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

Jane Acker, President

Sarah Barchman, Secretary



Expressions of Concern Policy

Section: Administration

Approved: 3/19/2009

Reviewed: 8/18/2011, 3/19/2015, 9/17/2017

Revised:

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

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

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

Expressions of Concern

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



Statement of Concern about Library Resources Complaint Form

Citizen concerns will be dealt with promptly and courteously.

Expressions of Concern:

- The appropriate ~~Collection Manager and the Community Relations Specialist~~ will first discuss the material library resource with the concerned individual or group.
- After discussion with the ~~Collection Manager and the Community Relations Specialist~~, if the individual or group wishes, they may discuss their concerns with the Library Director.
- After discussion with the Library Director, an individual or group still concerned about library resources may submit an official complaint to the Library Board of Trustees using the "Statement of Concern about Library Resources" form. Please note that this form is public information.

Formal Complaint Process:

The official complaint on the "Statement of Concern about Library Resources" form will be considered by the Library Board of Trustees at a regular meeting, where the concern and complainants' names may be made public.

- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
- The Library Director presents a staff response.
- The Library Board of Trustees will make a final ruling on the concern.
- A written response will be sent to the individual or group.

Complete this form and return it to: Ames Public Library, Attn: Library Director, 515 Douglas Ave., Ames, Iowa 50010. You may use the other side of this form or attach additional pages as necessary.

Today's Date _____

Name of Individual or Group _____

Contact person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource you are concerned with:

- Book or Magazine Video/DVD Audio recording/CD Electronic information

Title, author, artist _____

- Library program Display/exhibit Meeting Room Other _____

Title, date, time, location _____

2. Have you examined the entire resource? Yes No

3. How did you find out about the resource(s)?

4. What are your concerns about the resource(s)? What action do you seek as a result of this complaint?

5. Are there resource(s) you suggest that provide additional information and/or other viewpoints on this topic? Yes No **If yes, we welcome and encourage your recommendations.**

Library use only:

Complaint received by APL staff member: _____ Date: _____

Notes/comments/actions _____



Public Participation Policy

Section: Administration

Approved: 12/18/2003

Reviewed: 8/20/2009, 3/19/2015, [9/17/2017](#)

Revised: 12/21/2006, 10/20/2011

The Ames Public Library Board of Trustees encourages individuals to share their views. The Board agenda includes time at the beginning of each meeting for comments. In order for the Board to fulfill its obligation to complete the scheduled agenda and conduct library business in an effective and efficient manner, a maximum of 30 minutes of public participation will be permitted at the beginning of each meeting. Comments from individuals will not change the scheduled meeting agenda.

Visitors

All visitors are required to sign in prior to the call to order if they wish to speak. Those visitors who have indicated a desire to speak will be recognized in the order in which they signed in.

Each speaker is given three (3) minutes to share her/his views with the Board. If several persons wish to speak, each will be allotted three (3) minutes until the total public participation time of 30 minutes is used. No person may speak more than once per meeting. The rules may be suspended at the Board President's discretion.

If an individual wishes to share additional comments, she/he may schedule an appointment with the Library Director, who will then present a summary of that meeting to the Board of Trustees. Individuals may also choose to put their comments in writing. Comments may be directed to the Library Director. All communication with the Library Director or the Board of Trustees is public information.

Trustees

The Board President recognizes each registered speaker. The Board President introduces each speaker and keeps track of time. The trustees listen and may ask questions.

References

[Iowa Code Section 21](#), Open Meetings Law



Investments Policy

Section: Administration

Approved: 12/16/1999

Reviewed: 5/19/2005, 3/9/2006, 7/16/2009, 11/17/2011, 2/19/2015

Revised: 4/20/2006

The Ames Public Library Board of Trustees has authority over and controls the expenditure of private funds given to the City of Ames for the use of the Ames Public Library. In accordance with [Section 12B.10 \(1\)](#) of the Code of Iowa, the responsibility for conducting investment transactions resides with the City Treasurer. The City Treasurer, under the general direction of the City Council, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate activities. The Ames Public Library Board of Trustees hereby adopts the City of Ames Investment Policy as its investment policy.



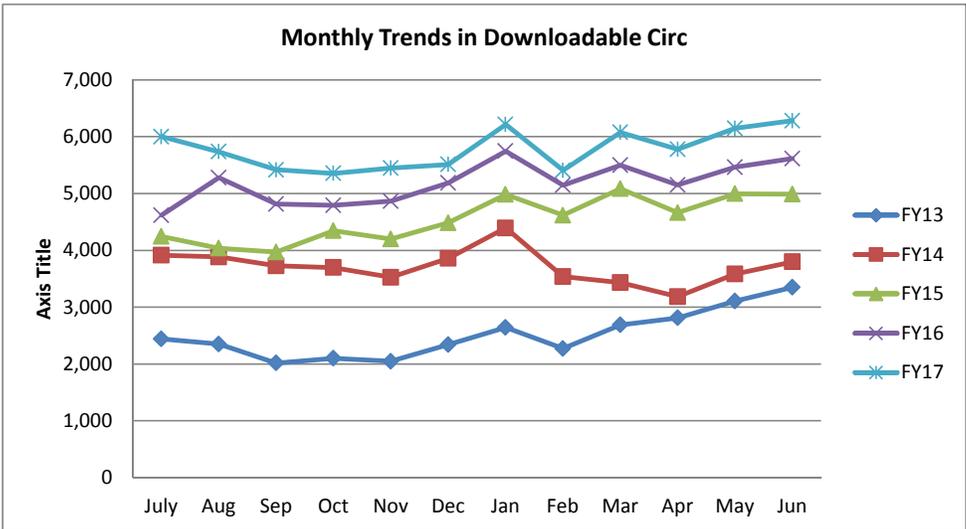
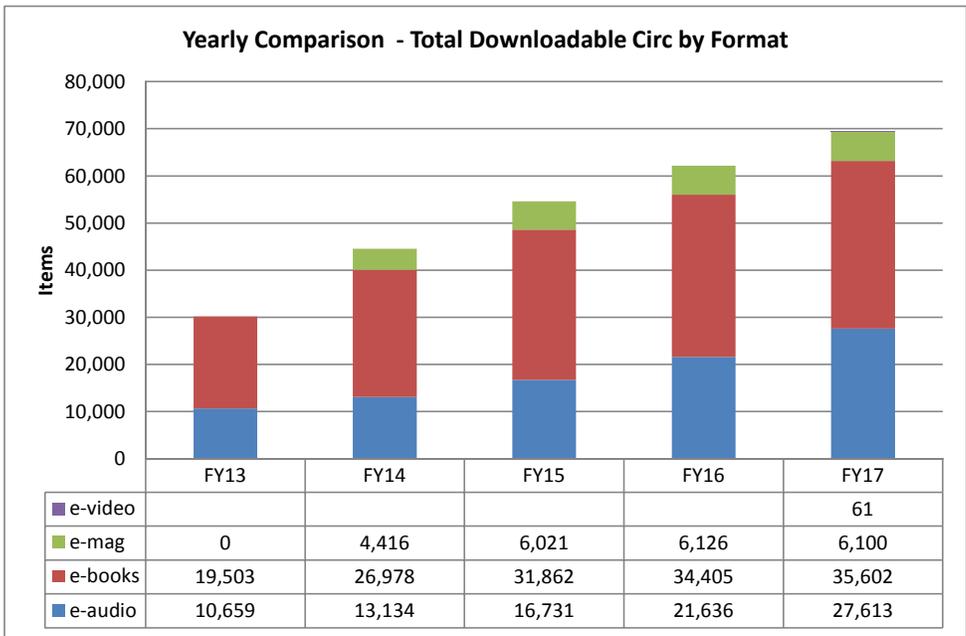
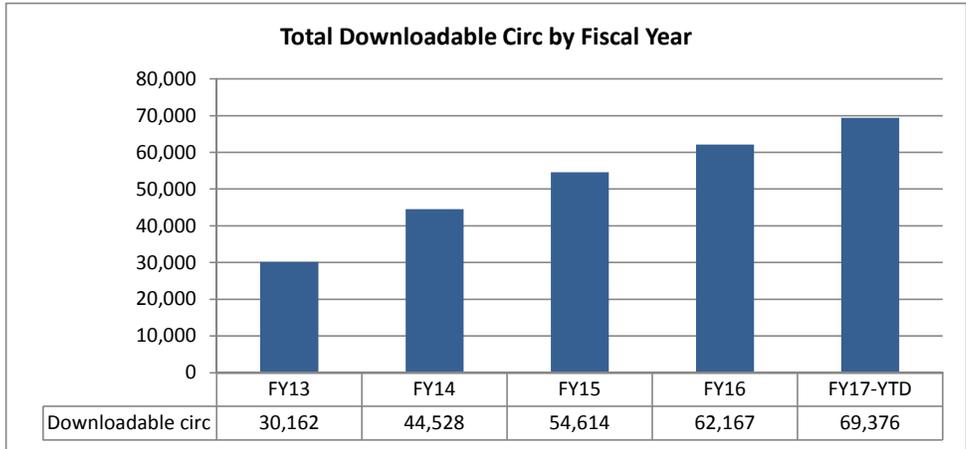
Petition Policy

Section: Library Operations

Approved: 9/16/2010
Reviewed: 2/19/2015
Revised:

Ames Public Library does not allow active or passive solicitation of petition signatures on library premises, except in a scheduled meeting or program held in a library meeting room. The term “premises” includes inside and outside areas of library property and the bookmobile.

Electronic Circulation



Year-to-Year Programming Statistics

