

**Ames Public Library Board of Trustees  
Agenda – October 17, 2019  
Danfoss Meeting 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 September 19, 2019
- 3) Motion approving payment of claims 9/1/19 – 9/30/19

**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) First Quarter Financial Reports (Action Item)

**Activity Reports**

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

**Board Education**

- 8) Overview of Project Smyles - Anderson

**New Business**

- 9) Innovative Interfaces Maintenance Agreement Renewal (Action)

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, November 21, 2019  
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.

**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
October 17, 2019**

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

- 1) From Ames Golden K Kiwanis Foundation for books..... \$1,000.00
- 2) From Ames Morning Rotary Club..... \$456.46
- 3) From the Dean & Mary Harms Memorial Fund (via the Rotary Club  
of Ames Foundation) for Step Into Storybooks ..... \$1,000.00
- 4) In honor of Herb Harmison from LaRue Clark..... \$50.00
- 5) In memory of Ella Marten from anonymous donors ..... \$60.00

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Roger Kluesner, President

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Joanne Marshall, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
September 19, 2019**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, September 19, 2019, in the Dale H. Ross Board Room, with Barchman, Butler, Glatz, Kluesner, Looft, Marshall, and Myers in attendance. Raman was in attendance via conference telephone. Briese was excused. Assistant City Manager Schildroth, Director Schofer, and Youth Services Manager Heid were also present.

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

**Consent Agenda:**

**Moved by Glatz, seconded by Butler, to approve the following items on the consent agenda:**

1. Resolution approving donation:
  - A. In memory of Ella Marten from
    - Carol and Eric Weber ..... \$40.00
    - Cynthia Marten and Dallas Theis ..... \$20.00
  - B. From Kay and Roger Berger in honor of Mark Harris ..... \$50.00
2. Minutes of the regular meeting of August 15, 2019
3. Payment of the claims 8/1/19 – 8/31/19

**Vote on Motion: 8-0. Approved unanimously. Resolution No. 2019-L024 adopted.**

**Public Forum:** Schildroth introduced herself to the Board as the new Assistant City Manager. Schildroth began with the City on July 1, and will be working with the Library, Parks and Rec, CyRide, Fleet Services, Water & Pollution Control, Legal, and Public Relations as well as serving as the staff liaison for ASSET, the Human Relations Commission, and the Campus and Community Commission. She let the Board know that the City is working on updating the Personnel Policy. The Director will have the opportunity to weigh in on recommended changes. The Library Board of Trustees will then need to review the Library’s Personnel Policy and see if changes are necessary.

**Administrative Staff Report:**

- A. The Director gave a report to the Board.
  - The Director started a weekly staff newsletter to foster communication, promote awareness, and instill a collective ownership of what's happening at the library. The newsletter highlights programs that have just passed, things that are coming, relevant city news, staff changes, and comments that are received on comment cards. We did have a contest to name the newsletter; the winner received a small prize for the name “Director’s Cuts”.

- We ended the Summer Reading programs with a bang as some 555 participants attended the Dance Party on Friday 8/23! Dancing, face painting and pizza were among the fun activities.
- APL hosted a Genealogy Fair in partnership with the Story County Genealogical Society on August 25. It was humming with sixty plus attendees and served as nice kick off for our Genealogy series that started in September. Megan Klein Hewett and ISU Librarians guided participants and shared resources.
- APL partnered with the India Cultural Society of Central Iowa on a two part series called "Cultural Diversity of India". The first program featured dance forms; the second program featured food and clothing of India. Both went well.
- Pridefest went well. Tanvi Rastogi had served as the library representative on the Ames Pride Board. They had planned for months and it paid off as it was a well-organized and well attended event. We hosted multiple workshops for various ages, some just for fun, some educational, including a teen author. We had over 80 people at the drag king story hour which received good reviews. We did not receive any negative comments, but did receive several positive comments:
  - "Thank you for making this event so family friendly. I worked our booth all day, but my kids had a blast. The library events were amazing for them! Please keep doing that! It is fun to see so many young persons enjoy themselves. That is one thing that make Ames Pridefest so special."
  - "The library programming was superlative. What a wonderful way to support our Iowa community!"
  - We also received a letter from a family in Ames, signed by the entire family, supporting Pridefest and saying what a difference it would have made when their child was in school.
- We were host to two Maximum Ames Music Festival events. Elizabeth Zimmerman and Mark Haugen performed on Friday evening September 6, and Iowa Women of Rock on Sunday September 8. Both of those went well.
- Signal Poetry Festival was also collaboration the following weekend with after-hours programs on both Friday and Saturday. Saturday was a little tricky as it was a game day, so it was not as well attended. There was a Children's Poetic Theater Performance on Sunday of Not Now, Navid written by our very own Roger Kluesner (APL Board President) and Kay Marner (Small Talk Coordinator) with Sarvinder Naberhaus. This also had an interactive component with blown up poetry with watercolors responses. The Poet and artist were on hand to have conversations and had video playing in background. Students were encouraged to attend and write about it as part of their coursework. There was a steady flow of people rotating through. It was a nice variation on programming.
- Coming up on September 28 is Step into Storybooks. This is in partnership with Raising Readers in Story County and the Ames Morning Rotary Club. Various stations and activities will be set up throughout the library as well as people in costumes. While it is certainly fun for a wider range of children, every child 0-5 years of age will get a free book.

- In terms of outreach, we participated in Welcome Fest where students go through a scavenger hunt learning about the city overall and winning some fun swag in the process.
- The library partnered with ISU Athletics for a fun family literacy night at the ISU Volleyball game on September 10. Families with children 2-12 completed a reading challenge activity and went online to claim two free tickets for that night's game. The Bookmobile, Jerri and Smyles were there and had a story time. The Library logo and information was featured on the big screen. Kudos to Jerri for jumping on this great opportunity to partner and promote the library in a fun and visible way.
- We have some Ames High School visits set up and will be exploring another opportunity that is more of a career day.
- The Octagon Art Festival is Sunday, September 22. The Bookmobile will be there along with Smyles. Jerri and other Youth Services staff will be there sharing science experiment type of activities and promoting Step Into Storybooks.
- We installed a separate cooling unit for the server room. This was a solution that came out of a recent energy audit where we learned that cooling the server room was triggering the larger chiller to come on at a higher frequency than the rest of the building demanded.
- We are starting to look at potential Capital projects we may want to consider including carpet replacement, furniture replacement, and doors in the vestibule.
- As far as staff news, the Youth Services team participated in an informative training workshop focusing on Autism Spectrum Disorder which you will hear about shortly.
- Two aides on-boarded but two just left.
- We did hire an Adult Services Librarian which we are excited about. We interviewed four candidates in a thorough process, including a peer interview, team interview, and coffee. Mary was the lead on what was a lovely process. The Director feels like it really allowed Mary and her to deepen what is already a strong working relationship and resulted in a great librarian.
- The Director is reviewing the Library Assistant position in Youth Services. We are looking at our structure to better provide coverage for program services and outreach and to build on the investments we have made with existing staff in the grade below. We are realizing that the Clerk title does not fully meet our needs for coverage of the teen space, more people for program and outreach and more options for customer service desk coverage. We are having discussions with the Assistant City Manager and looking at budget impacts.
- We are working on Strategic Planning. We are reviewing past content, timeline, and engagement opportunities. We submitted a request to StatsCom to work on a community survey and already heard back from them. We will be setting up an initial meeting with them soon. The Director will be meeting with Brian Dieter from Mary Greeley to discuss their strategic planning process along with some key staff. We will be working towards creating a more solid timeline for the Board but at this time we are looking at sending a customer satisfaction survey out mid to late November, with a finished product in place by July.

- Barchman asked the Director how the recent incident affected our staff. The Director gave a brief review of the incident at the Des Moines Public Library where a person entered their facility and started themselves on fire. Staff there did extinguish the person, but the person did later pass away. This incident has triggered conversations amongst our Safety and Management Teams. Staff appears to be handling the incident ok. We do have resources available for anyone wishing to utilize them through the Employee Assistance Program. The information is in the breakroom and will be included in the next “Director’s Cut”.

**APLFF Report:**

- The Pub Fiction was very successful with 152 participants however some establishments will not be allowed to participate in the future due to them not following the rules.
- They are planning more Author Café events.
- Liz has a lot of presentations going on.
- TAG has a Menstruation Celebration event planned for May. They are trying to partner with Planned Parenthood. In April they are planning an Eco event and focus on individual footprints of people during the City Eco week. They have a lot of crafts going on in the teen space. They are talking about other events that are not as pinned down including a donation box, black art festival, a gala, and murder mystery.
- The finance committee reviewed and accepted Form 990.
- Literary Grounds raised \$3462 last month.
- The next lobby sale is going to be about woman, written by women, about suffrage.
- The next book sale is going to be November 7-10.
- The fundraising committee is being split into two groups. One group will organize the Author Cafes, the other will organize the Pub Fiction.
- There are two new APLFF Board members, Jennifer Garst and Cheryl Langston were appointed at the August meeting.
- There was a very nice article in the Ames Tribune on September 16, 2019 about Malika Davis as the recipient of the 2019 Robert Mannheimer Youth Advocacy Award. Malika was very involved with TAG.

**Board Education:**

Youth Services Manager, Jerri Heid, gave a presentation to the Board about the recent Autism Spectrum Training that her staff attended. Before they attended this research, one of her interns had researched the topic and worked with ChildServe to look at our space and come up with some suggestions.

Some key points from the presentation included:

- Visual Schedules so child knows what is expected
- Dim-able lights and/or curtains covering windows to reduce sensitivity to light
- Fidgets, weighted lap pads, or items of different textures to explore during seated activities
- Build in movement breaks for structured activities

- Headphones for sensitivity to noise
- Picture cues should be used to support verbal directions
- Keep language simple and use appropriate rate of speech
- keeping the kids integrated with others but making it possible to remove the group from the room as opposed from the child from the group, if the need arises.

They will be starting a story time geared towards individuals with sensory sensitivities as well as looking at other options such as sensory bags to check out. A Board member did suggest asking local quilting clubs to see if they would be willing to make fidget quilts.

**Trustee Comments:**

- The Board members went around and briefly introduced themselves to Schildroth.
- Butler added a welcome to Schildroth and stated again that she was excited to hear about Heid's work and all the things coming our way.
- Marshall also added she was delighted to have Schildroth with us.

**Adjournment:**

**Moved by Glatz, seconded by Barchman, to adjourn at 8:23 pm.**

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

The next regular meeting will be on Thursday, October 15, 2019, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

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Melissa Johannes, Library Secretary

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Joanne Marshall, Board Secretary

**Library Claims**  
**September 1, 2019 - September 30, 2019**

| <b>Administration</b>       |                          |           |                  |
|-----------------------------|--------------------------|-----------|------------------|
| PAYROLL SUMMARY             | PERMANENT SALARIES/WAGES | \$        | 42,046.82        |
| PAYROLL SUMMARY             | TEMPORARY SALARIES/WAGES | \$        | 641.00           |
| IPERS REFUND-MILLER         | PAYROLL ADJUSTMENT       | \$        | (63.03)          |
| PAYROLL SUMMARY             | DENTAL INSURANCE         | \$        | 426.06           |
| PAYROLL SUMMARY             | IPERS DISABILITY         | \$        | 138.52           |
| PAYROLL SUMMARY             | LIFE INSURANCE           | \$        | 74.25            |
| PAYROLL SUMMARY             | HEALTH INSURANCE         | \$        | 7,584.10         |
| PAYROLL SUMMARY             | MEDICARE FICA            | \$        | 607.22           |
| PAYROLL SUMMARY             | FICA                     | \$        | 2,596.27         |
| PAYROLL SUMMARY             | IPERS                    | \$        | 4,029.72         |
| IPERS REFUND-MILLER         | IPERS                    | \$        | (94.59)          |
| PAYROLL SUMMARY             | WORKERS COMPENSATION     | \$        | 142.68           |
| AUGUST LONG DISTANCE CHGS   | CITY LONG DISTANCE       | \$        | 0.78             |
| JULY 2019 EQUIPMENT CHRGS   | FLEET MAINTENANCE        | \$        | 359.39           |
| JULY 2019 EQUIPMENT CHRGS   | FLEET REPLACEMENT        | \$        | 2,219.00         |
| BANK OF AMERICA             | CONFERENCES              | \$        | 205.00           |
| BANK OF AMERICA             | DUES/MEMBERSHIPS         | \$        | 1,084.00         |
| CITY OF AMES UTILITIES      | ELECTRIC SERVICE         | \$        | 8,471.08         |
| CENTURYLINK                 | OUTSIDE PHONE SERVICE    | \$        | 256.85           |
| VERIZON WIRELESS            | OUTSIDE PHONE SERVICE    | \$        | 189.70           |
| IA COMMUNICATIONS NETWORK   | OUTSIDE PHONE SERVICE    | \$        | 978.00           |
| CITY OF AMES UTILITIES      | WATER/SANITARY SEWER     | \$        | 495.51           |
| CHITTY GARBAGE SERVICE IN   | WASTE DISPOSAL           | \$        | 190.89           |
| ALLIANT ENERGY/IPL          | NATURAL GAS              | \$        | 101.08           |
| BACKFLOW PREVENTION SVC O   | MAINTENANCE CONTRACTS    | \$        | 150.00           |
| COMFORT SYSTEMS USA MIDWE   | MAINTENANCE CONTRACTS    | \$        | 1,008.00         |
| AUTOMATIC DOOR GROUP INC    | EQUIPMENT REPAIRS        | \$        | 612.80           |
| INTERNATIONAL LIBRARY SER   | TECHNOLOGY MAINT/SUPPORT | \$        | 3,622.50         |
| XEROX CORPORATION           | RENTALS/LEASES           | \$        | 1,073.77         |
| ABM JANITORIAL NORTH CENT   | NON-CITY SERVICE         | \$        | 10,246.97        |
| CITY LAUNDERING COMPANY     | NON-CITY SERVICE         | \$        | 168.83           |
| CH ISSUES                   | OFFICE SUPPLIES          | \$        | 179.23           |
| STOREY KENWORTHY CO         | OFFICE SUPPLIES          | \$        | 2.32             |
| BANK OF AMERICA             | OFFICE SUPPLIES          | \$        | 268.54           |
| STAPLES BUSINESS ADVANTAG   | OFFICE SUPPLIES          | \$        | 285.07           |
| BANK OF AMERICA             | MINOR COMPUTER EQUIPMENT | \$        | 2,119.37         |
| BANK OF AMERICA             | CLEANING SUPPLIES        | \$        | 71.67            |
| BANK OF AMERICA             | EQUIPMENT PARTS/SUPPLIES | \$        | 73.03            |
| GRAINGER INC                | MINOR EQUIPMENT/TOOLS    | \$        | 16.48            |
| BANK OF AMERICA             | MINOR EQUIPMENT/TOOLS    | \$        | 24.29            |
| BANK OF AMERICA             | FOOD                     | \$        | 14.56            |
| BANK OF AMERICA             | SPECIAL PROJECT SUPPLIES | \$        | 13.99            |
| <b>Total Administration</b> |                          | <b>\$</b> | <b>92,631.72</b> |

**Library Claims**  
**September 1, 2019 - September 30, 2019**

| <b>Resource Services</b>       |                          |           |                  |
|--------------------------------|--------------------------|-----------|------------------|
| PAYROLL SUMMARY                | PERMANENT SALARIES/WAGES | \$        | 24,673.43        |
| PAYROLL SUMMARY                | DENTAL INSURANCE         | \$        | 256.24           |
| PAYROLL SUMMARY                | IPERS DISABILITY         | \$        | 98.38            |
| PAYROLL SUMMARY                | LIFE INSURANCE           | \$        | 57.76            |
| PAYROLL SUMMARY                | HEALTH INSURANCE         | \$        | 4,818.18         |
| PAYROLL SUMMARY                | MEDICARE FICA            | \$        | 332.54           |
| PAYROLL SUMMARY                | FICA                     | \$        | 1,421.86         |
| PAYROLL SUMMARY                | IPERS                    | \$        | 2,329.17         |
| PAYROLL SUMMARY                | WORKERS COMPENSATION     | \$        | 29.61            |
| AUGUST LONG DISTANCE CHGS      | CITY LONG DISTANCE       | \$        | 2.52             |
| BANK OF AMERICA                | TRAINING                 | \$        | 292.50           |
| BAKER & TAYLOR INC             | EQUIPMENT PARTS/SUPPLIES | \$        | 442.25           |
| CRYSTAL CLEAR WATER            | EQUIPMENT PARTS/SUPPLIES | \$        | 16.00            |
| DEMCO INC                      | EQUIPMENT PARTS/SUPPLIES | \$        | 826.54           |
| MIDWEST TAPE                   | EQUIPMENT PARTS/SUPPLIES | \$        | 279.25           |
| INFO USA MARKETING INC         | ELECTRONIC COLLECTION    | \$        | 5,000.00         |
| MIDWEST TAPE                   | ELECTRONIC COLLECTION    | \$        | 5,834.59         |
| OVERDRIVE                      | ELECTRONIC COLLECTION    | \$        | 2,968.15         |
| DES MOINES REGISTER            | PERIODICALS              | \$        | 255.15           |
| BAKER & TAYLOR INC             | YOUTH COLLECTION         | \$        | 2,108.44         |
| INGRAM LIBRARY SERVICES        | YOUTH COLLECTION         | \$        | 376.31           |
| JUNIOR LIBRARY GUILD           | YOUTH COLLECTION         | \$        | 12,399.34        |
| AMAZON                         | YOUTH COLLECTION         | \$        | 641.73           |
| MIDWEST TAPE                   | YOUTH COLLECTION         | \$        | 380.96           |
| BANK OF AMERICA                | YOUTH COLLECTION         | \$        | 86.63            |
| PENWORTHY COMPANY              | YOUTH COLLECTION         | \$        | 387.12           |
| LIBRARY IDEAS LLC              | YOUTH COLLECTION         | \$        | 689.10           |
| AMAZON                         | AUDIO-VISUAL COLLECTION  | \$        | 62.67            |
| MIDWEST TAPE                   | AUDIO-VISUAL COLLECTION  | \$        | 4,471.91         |
| BAKER & TAYLOR INC             | ADULT PRINT COLLECTION   | \$        | 6,946.73         |
| INGRAM LIBRARY SERVICES        | ADULT PRINT COLLECTION   | \$        | 829.71           |
| AMAZON                         | ADULT PRINT COLLECTION   | \$        | 845.47           |
| BANK OF AMERICA                | ADULT PRINT COLLECTION   | \$        | 777.18           |
| J D POWER NADA USED CAR G      | ADULT PRINT COLLECTION   | \$        | 137.00           |
| HUISMAN, MEGAN                 | REFUNDS                  | \$        | 22.99            |
| <b>Total Resource Services</b> |                          | <b>\$</b> | <b>81,097.41</b> |
| <b>Youth Services</b>          |                          |           |                  |
| PAYROLL SUMMARY                | PERMANENT SALARIES/WAGES | \$        | 37,062.51        |
| PAYROLL SUMMARY                | TEMPORARY SALARIES/WAGES | \$        | 1,952.80         |
| PAYROLL SUMMARY                | DENTAL INSURANCE         | \$        | 345.76           |
| PAYROLL SUMMARY                | IPERS DISABILITY         | \$        | 178.15           |
| PAYROLL SUMMARY                | LIFE INSURANCE           | \$        | 77.02            |
| PAYROLL SUMMARY                | HEALTH INSURANCE         | \$        | 5,679.40         |

**Library Claims**  
**September 1, 2019 - September 30, 2019**

|                             |                          |           |                  |
|-----------------------------|--------------------------|-----------|------------------|
| PAYROLL SUMMARY             | MEDICARE FICA            | \$        | 544.38           |
| PAYROLL SUMMARY             | FICA                     | \$        | 2,327.67         |
| PAYROLL SUMMARY             | IPERS                    | \$        | 3,683.08         |
| PAYROLL SUMMARY             | WORKERS COMPENSATION     | \$        | 78.06            |
| AUGUST LONG DISTANCE CHGS   | CITY LONG DISTANCE       | \$        | 2.91             |
| BANK OF AMERICA             | CONFERENCES              | \$        | 485.00           |
| ONESOURCE                   | RECRUITING COSTS         | \$        | 38.00            |
| BANK OF AMERICA             | OFFICE SUPPLIES          | \$        | 39.19            |
| BANK OF AMERICA             | FOOD                     | \$        | 43.38            |
| LIBRARY ROTARY CHECK        | SPECIAL PROJECT SUPPLIES | \$        | (1,000.00)       |
| BANK OF AMERICA             | SPECIAL PROJECT SUPPLIES | \$        | 46.23            |
| <b>Total Youth Services</b> |                          | <b>\$</b> | <b>51,583.54</b> |

**Adult Services**

|                             |                           |           |                  |
|-----------------------------|---------------------------|-----------|------------------|
| PAYROLL SUMMARY             | PERMANENT SALARIES/WAGES  | \$        | 32,435.37        |
| PAYROLL SUMMARY             | LONGEVITY                 | \$        | 250.00           |
| PAYROLL SUMMARY             | SICK LEAVE                | \$        | 9,827.69         |
| PAYROLL SUMMARY             | VACATION                  | \$        | 9,487.82         |
| PAYROLL SUMMARY             | DENTAL INSURANCE          | \$        | 218.56           |
| PAYROLL SUMMARY             | IPERS DISABILITY          | \$        | 110.11           |
| PAYROLL SUMMARY             | LIFE INSURANCE            | \$        | 66.02            |
| PAYROLL SUMMARY             | HEALTH INSURANCE          | \$        | 3,679.18         |
| PAYROLL SUMMARY             | MEDICARE FICA             | \$        | 743.51           |
| PAYROLL SUMMARY             | FICA                      | \$        | 3,179.08         |
| PAYROLL SUMMARY             | IPERS                     | \$        | 3,085.51         |
| PAYROLL SUMMARY             | WORKERS COMPENSATION      | \$        | 38.93            |
| AUGUST LONG DISTANCE CHGS   | CITY LONG DISTANCE        | \$        | 4.24             |
| BANK OF AMERICA             | OUTSIDE PROFESSIONAL SVCS | \$        | 12.83            |
| BANK OF AMERICA             | TRAVEL/MEETINGS           | \$        | 8.00             |
| BANK OF AMERICA             | TRAINING                  | \$        | 199.00           |
| BANK OF AMERICA             | RECRUITING COSTS          | \$        | 34.97            |
| BANK OF AMERICA             | FOOD                      | \$        | 62.93            |
| BANK OF AMERICA             | SPECIAL PROJECT SUPPLIES  | \$        | 374.50           |
| <b>Total Adult Services</b> |                           | <b>\$</b> | <b>63,818.25</b> |

**Customer Account Services**

|                         |                          |    |           |
|-------------------------|--------------------------|----|-----------|
| PAYROLL SUMMARY         | PERMANENT SALARIES/WAGES | \$ | 44,770.10 |
| PAYROLL SUMMARY         | TEMPORARY SALARIES/WAGES | \$ | 12,730.55 |
| IPERS REFUND-LANGENFELD | PAYROLL ADJUSTMENT       | \$ | (265.95)  |
| PAYROLL SUMMARY         | DENTAL INSURANCE         | \$ | 343.84    |
| PAYROLL SUMMARY         | IPERS DISABILITY         | \$ | 224.53    |
| PAYROLL SUMMARY         | LIFE INSURANCE           | \$ | 107.29    |
| PAYROLL SUMMARY         | HEALTH INSURANCE         | \$ | 5,803.90  |
| PAYROLL SUMMARY         | MEDICARE FICA            | \$ | 796.88    |
| PAYROLL SUMMARY         | FICA                     | \$ | 3,407.29  |
| PAYROLL SUMMARY         | IPERS                    | \$ | 5,428.08  |

**Library Claims**  
**September 1, 2019 - September 30, 2019**

|                           |                           |    |          |
|---------------------------|---------------------------|----|----------|
| IPERS REFUND-LANGENFELD   | IPERS                     | \$ | (399.13) |
| PAYROLL SUMMARY           | WORKERS COMPENSATION      | \$ | 158.90   |
| AUG 2019 PRINTING CHRGS   | PRINT SHOP SERVICES       | \$ | 45.00    |
| AUGUST LONG DISTANCE CHGS | CITY LONG DISTANCE        | \$ | 12.03    |
| AUTOMATED MERCHANT SYSTEM | OUTSIDE PROFESSIONAL SVCS | \$ | 335.96   |
| FRIEDRICH, KATIE          | TRAVEL/MEETINGS           | \$ | 15.91    |
| CHOATE, ERIKA             | TRAVEL/MEETINGS           | \$ | 24.48    |
| UNIQUE MANAGEMENT SERVICE | NON-CITY SERVICE          | \$ | 205.85   |

|  |  |           |                  |
|--|--|-----------|------------------|
| <b>Total Customer Account Services</b> |  | <b>\$</b> | <b>73,745.51</b> |
|--|--|-----------|------------------|

|                     |  |           |                   |
|---------------------|--|-----------|-------------------|
| <b>Grand Total:</b> |  | <b>\$</b> | <b>362,876.43</b> |
|---------------------|--|-----------|-------------------|

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|                                  |                                   |             |
|----------------------------------|-----------------------------------|-------------|
| <b>Roger Kluesner, President</b> | <b>Joanne Marshall, Secretary</b> | <b>Date</b> |
|----------------------------------|-----------------------------------|-------------|

| 2019/20 Ames Public Library Expenditure Summary |              |              |            |            |              |              |
|---|--------------|--------------|------------|------------|--------------|--------------|
| September 30, 2019                              |              |              |            |            |              |              |
| 3 month = 25%                                   |              |              |            |            |              |              |
|   | Actual       | Budget       | YTD        | YTD        | Current      | % of total   |
|   | 2018/19      | 2019/20      | 2018/19    | 2019/20    | Balance      | Budget Spent |
| <b>Personnel Services:</b>                      |              |              |            |            |              |              |
| Salaries  | \$ 2,133,543 | \$ 2,249,573 | \$ 542,749 | \$ 553,108 | \$ 1,696,465 |              |
| Temporary Salaries                              | 178,033      | 195,641      | 39,625     | 45,414     | 150,227      |              |
| Time & 1/2                                      | 2,540        | 1,200        | 209        | -          | 1,200        |              |
| Longevity                                       | 6,687        | 7,306        | 67         | 250        | 7,056        |              |
| Payroll Adjustment                              | (22)         | 11,000       | 8          | (464)      | 11,464       |              |
| Employee Awards                                 | 275          | 550          | -          | -          | 550          |              |
| Merit Adjustment                                | -            | 43,577       | -          | 9,828      | 33,749       |              |
| Comp Time                                       | -            | -            | -          | -          | -            |              |
| Sick Leave                                      | 42,635       | -            | -          | -          | -            |              |
| Holiday   | -            | -            | -          | -          | -            |              |
| Vacation  | 32,040       | -            | 1,200      | 9,488      | (9,488)      |              |
| Total Personnel Services                        | 2,395,731    | 2,508,847    | 583,857    | 617,624    | 1,891,223    | 24.6%        |
| <b>Employee Benefits:</b>                       |              |              |            |            |              |              |
| Temp Salaries Benefits                          | -            | 35,369       | -          | -          | 35,369       |              |
| Dental Insurance                                | 1,619        | -            | -          | 4,837      | (4,837)      |              |
| IPERS Disability                                | 9,390        | 10,570       | 2,458      | 2,298      | 8,272        |              |
| Life Insurance                                  | 4,481        | 4,410        | 1,040      | 1,180      | 3,230        |              |
| Health Insurance                                | 348,897      | 394,599      | 88,715     | 83,818     | 310,781      |              |
| FICA Medicare                                   | 33,423       | 31,358       | 8,145      | 8,844      | 22,514       |              |
| FICA  | 142,453      | 132,578      | 34,827     | 37,817     | 94,761       |              |
| IPERS   | 217,085      | 212,919      | 54,045     | 56,639     | 156,280      |              |
| Workers Compensation                            | 5,195        | 3,676        | 1,348      | 1,468      | 2,208        |              |
| Total Employee Benefits                         | 762,544      | 825,479      | 190,578    | 196,901    | 628,578      | 23.9%        |
| <b>Internal Services:</b>                       |              |              |            |            |              |              |
| City Data Services                              | 8,350        | 8,595        | -          | -          | 8,595        |              |
| City Messenger                                  | 6,257        | 6,772        | -          | -          | 6,772        |              |
| Pool Vehicle Usage                              | -            | -            | -          | -          | -            |              |
| Printing  | 930          | 1,300        | 117        | 121        | 1,179        |              |
| Insurance & Bonds                               | 20,096       | 21,375       | -          | -          | 21,375       |              |
| Phone Operation/Maintenance                     | 18,224       | 18,771       | 1,474      | -          | 18,771       |              |
| Long Distance                                   | 376          | 350          | 60         | 47         | 303          |              |
| Fleet Operating/Maintenance                     | 9,582        | 8,980        | -          | 359        | 8,621        |              |
| Fleet Replacement                               | 26,628       | 26,628       | -          | 2,219      | 24,409       |              |
| Computer Replacement                            | 50,000       | 50,000       | -          | -          | 50,000       |              |
| Total Internal Services                         | 140,442      | 142,771      | 1,651      | 2,746      | 140,025      | 1.9%         |
| <b>Contractual:</b>                             |              |              |            |            |              |              |
| Outside Professional Services                   | 56,995       | 58,728       | 36,250     | 37,368     | 21,360       |              |
| Flex Administration                             | 518          | 586          | -          | -          | 586          |              |
| Postage/Freight                                 | 19,753       | 18,230       | 3,313      | 1,937      | 16,293       |              |
| Travel/Meetings                                 | 621          | 1,000        | 190        | 127        | 873          |              |
| Training  | 1,816        | 2,500        | 374        | 535        | 1,966        |              |
| Conferences                                     | 26,126       | 46,603       | 1,607      | 1,919      | 44,684       |              |
| Dues & Memberships                              | 3,216        | 4,021        | 725        | 1,758      | 2,263        |              |
| Printing  | 78           | 50           | -          | 177        | (127)        |              |
| Advertising                                     | 219          | 1,219        | -          | -          | 1,219        |              |
| Recruiting Costs                                | 10,727       | -            | 1,254      | 14,299     | (14,299)     |              |
| Electricity                                     | 83,749       | 99,119       | 17,656     | 17,607     | 81,512       |              |
| Phone Operation/Maintenance                     | 15,235       | 14,952       | 2,480      | 3,103      | 11,849       |              |
| Long Distance                                   | -            | -            | -          | -          | -            |              |
| Water/Sewer                                     | 5,219        | 6,393        | 1,010      | 970        | 5,423        |              |
| Waste Disposal                                  | 4,128        | 2,326        | 482        | 382        | 1,944        |              |
| Natural Gas                                     | 8,932        | 8,834        | 113        | 299        | 8,535        |              |
| Maintenance Contract                            | 20,010       | 25,120       | 7,299      | 11,461     | 13,659       |              |

| 2019/20 Ames Public Library Expenditure Summary |              |              |              |              |              |              |
|---|--------------|--------------|--------------|--------------|--------------|--------------|
| September 30, 2019                              |              |              |              |              |              |              |
| 3 month = 25%                                   |              |              |              |              |              |              |
|   | Actual       | Budget       | YTD          | YTD          | Current      | % of total   |
|   | 2018/19      | 2019/20      | 2018/19      | 2019/20      | Balance      | Budget Spent |
| Structural Repair                               | 3,521        | 4,500        | -            | -            | 4,500        |              |
| Equipment Repair                                | 13,373       | 5,000        | 15,722       | 613          | 4,387        |              |
| Fixed Equipment Repair                          | -            | -            | -            | -            | -            |              |
| Computer Maintenance                            | 98,883       | 107,729      | 75,224       | 49,248       | 58,481       |              |
| Rentals & Leases                                | 12,609       | 12,000       | 2,305        | 2,203        | 9,797        |              |
| Other Non-City Services                         | 105,956      | 110,710      | 16,851       | 16,140       | 94,570       |              |
| Total Contractual                               | 491,685      | 529,620      | 182,854      | 160,146      | 369,474      | 30.2%        |
| Commodities:                                    |              |              |              |              |              |              |
| Office Supplies                                 | 15,349       | 16,500       | 1,446        | 1,898        | 14,602       |              |
| Minor Office Equipment                          | 2,652        | 3,600        | 138          | 19           | 3,581        |              |
| Minor Computer Equipment                        | 10,164       | 15,000       | 2,346        | 6,592        | 8,408        |              |
| Ag-Hort Supplies                                | 215          | 100          | -            | -            | 100          |              |
| Structural Materials                            | 806          | 800          | -            | -            | 800          |              |
| Cleaning Supplies                               | 7,175        | 9,000        | 1,393        | 1,701        | 7,299        |              |
| Equipment Parts/Supplies                        | 35,976       | 34,360       | 11,276       | 6,231        | 28,129       |              |
| Minor Equipment & Tools                         | 2,853        | 2,500        | 1,946        | 53           | 2,447        |              |
| Food  | 6,892        | 7,470        | 708          | 748          | 6,722        |              |
| Special Project Supplies                        | 2,842        | 7,305        | 696          | 30           | 7,275        |              |
| Total Commodities                               | 84,924       | 96,635       | 21,426       | 17,272       | 79,363       | 17.9%        |
| Collection:                                     |              |              |              |              |              |              |
| Electronic Collection/Licenses                  | 158,636      | 122,166      | 67,204       | 94,161       | 28,005       | 77.1%        |
| Periodicals                                     | 14,811       | 17,089       | 13,518       | 13,859       | 3,230        | 81.1%        |
| Juvenile  | 111,989      | 118,460      | 26,791       | 31,328       | 87,132       | 26.4%        |
| Audio Visual                                    | 89,127       | 99,677       | 18,450       | 19,768       | 79,909       | 19.8%        |
| Adult Collection                                | 126,957      | 159,031      | 19,913       | 23,795       | 135,236      | 15.0%        |
| Total Collection                                | 501,520      | 516,423      | 145,875      | 182,911      | 333,512      | 35.4%        |
| Other:  |              |              |              |              |              |              |
| Withdrawals                                     | -            | -            | -            | -            | -            |              |
| Refunds   | 384          | 700          | 64           | 145          | 555          |              |
| Total Other                                     | 384          | 700          | 64           | 145          | 555          | 20.7%        |
| Capital over 5,000:                             |              |              |              |              |              |              |
| Other movable Equipment                         | 13,590       | -            | -            | -            | -            |              |
| Total Capital over 5,000                        | 13,590       | -            | -            | -            | -            |              |
| Total   | \$ 4,390,821 | \$ 4,620,475 | \$ 1,126,305 | \$ 1,177,744 | \$ 3,442,731 | 25.5%        |
|   |              |              |              |              |              |              |
|   |              |              |              |              |              | % of         |
|   |              |              |              |              |              | Grand Total  |
| Totals by Division:                             |              |              |              |              |              |              |
| Administration                                  | \$ 1,336,595 | \$ 1,366,160 | \$ 333,237   | \$ 308,640   | \$ 1,057,520 | 26.21%       |
| Resource Services                               | 948,188      | 995,014      | 278,104      | 321,568      | 673,446      | 27.30%       |
| Youth Services                                  | 648,937      | 699,112      | 164,944      | 164,361      | 534,751      | 13.96%       |
| Adult Services                                  | 574,943      | 621,540      | 145,395      | 162,559      | 458,981      | 13.80%       |
| Customer Account Services                       | 882,158      | 938,649      | 204,625      | 220,616      | 718,033      | 18.73%       |
| Grand Total                                     | \$ 4,390,821 | \$ 4,620,475 | \$ 1,126,305 | \$ 1,177,744 | \$ 3,442,731 | 100.00%      |

2019/20 Ames Public Library General Fund Expenditure Comparisons

September 30, 2019

3 month = 25%

Year-to-Year Expenditure Comparisons

|                     | YTD<br>2018/19 | YTD<br>2019/20 | % Change<br>from 2018/19 |
|---------------------|----------------|----------------|--------------------------|
| Totals by Category: |                |                |                          |
| Personnel Services  | \$ 583,857     | \$ 617,624     | 5.8%                     |
| Employee Benefits   | 190,578        | 196,901        | 3.3%                     |
| Internal Services   | 1,651          | 2,746          | 66.3%                    |
| Contractual         | 182,854        | 160,146        | -12.4%                   |
| Commodities         | 21,426         | 17,272         | -19.4%                   |
| Collection          | 145,875        | 182,911        | 25.4%                    |
| Other               | 64             | 145            | 126.8%                   |
| Capital over 5,000  | 13,590         | -              |                          |
| Total               | \$ 1,126,305   | \$ 1,177,744   | 4.6%                     |

Expense-Budget Comparisons

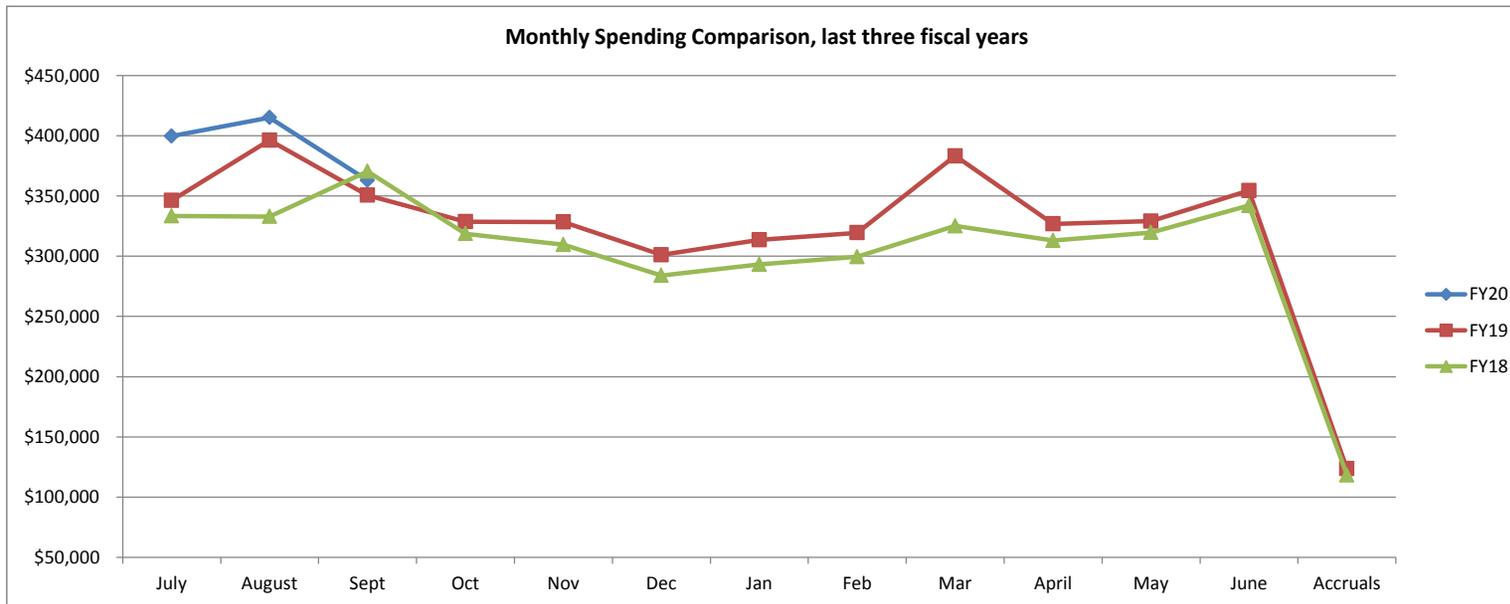
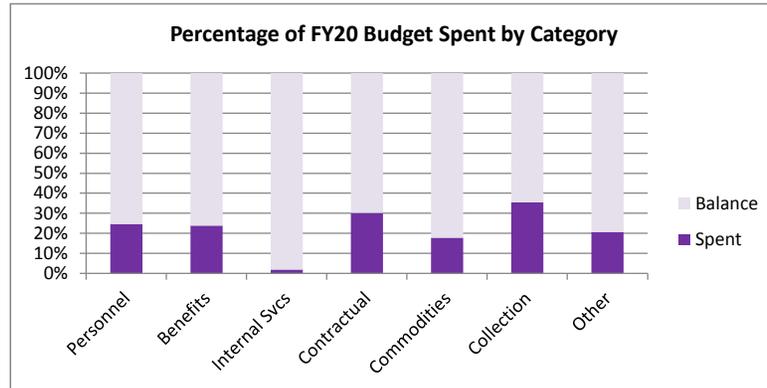
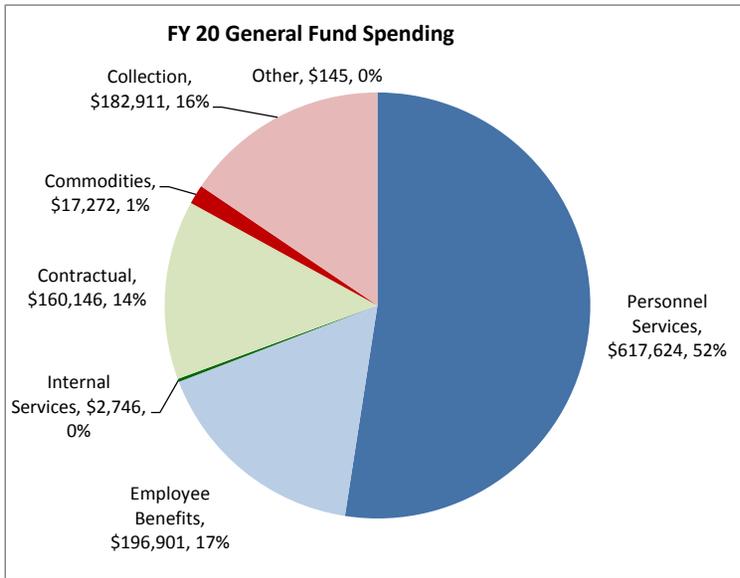
|       | YTD<br>2019/20 | Budget*<br>2019/20 | % of Total<br>Budget Spent |
|-------|----------------|--------------------|----------------------------|
|       | \$ 617,624     | \$ 2,508,847       | 24.6%                      |
|       | 196,901        | 825,479            | 23.9%                      |
|       | 2,746          | 142,771            | 1.9%                       |
|       | 160,146        | 529,620            | 30.2%                      |
|       | 17,272         | 96,635             | 17.9%                      |
|       | 182,911        | 516,423            | 35.4%                      |
|       | 145            | 700                | 20.7%                      |
|       | -              | -                  | 0.0%                       |
| Total | \$ 1,177,744   | \$ 4,620,475       | 25.5%                      |

Year-to-Year Expenditure Comparisons

|                           | YTD<br>2018/19 | YTD<br>2019/20 | % Change<br>from 2017/18 |
|---------------------------|----------------|----------------|--------------------------|
| Totals by Division:       |                |                |                          |
| Administration            | \$ 333,237     | \$ 308,640     | -7.4%                    |
| Resource Services         | 278,104        | 321,568        | 15.6%                    |
| Youth Services            | 164,944        | 164,361        | -0.4%                    |
| Adult Services            | 145,395        | 162,559        | 11.8%                    |
| Customer Account Services | 204,625        | 220,616        | 7.8%                     |
| Grand Total               | 1,126,305      | 1,177,744      | 4.6%                     |

|       | YTD<br>2019/20 | Budget*<br>2019/20 | Division % of<br>Grand Total |
|-------|----------------|--------------------|------------------------------|
|       | \$ 308,640     | \$ 1,366,160       | 26.21%                       |
|       | 321,568        | 995,014            | 27.30%                       |
|       | 164,361        | 699,112            | 13.96%                       |
|       | 162,559        | 621,540            | 13.80%                       |
|       | 220,616        | 938,649            | 18.73%                       |
| Total | 1,177,744      | 4,620,475          | 100.00%                      |

\* Adjusted Budget



|   |           |                    |                     |                                   |                             |                   |
|---|-----------|--------------------|---------------------|-----------------------------------|-----------------------------|-------------------|
| Ames Public Library                               |           |                    |                     |                                   |                             |                   |
| 2019/20 Expenditure Summary - All Funding Sources |           |                    |                     |                                   |                             |                   |
| September 30, 2019                                |           |                    |                     |                                   |                             |                   |
| 3 month = 25%                                     |           |                    |                     |                                   |                             |                   |
|   | General   | Fund 238<br>Direct | Fund 239<br>Friends | Fund 241<br>Donations<br>& Grants | Fund 240<br>Future<br>Needs | Total<br>Expenses |
|   | Fund      | State Aid          | Foundation          |                                   |                             |                   |
| Administration:                                   |           |                    |                     |                                   |                             |                   |
| General Administration                            | 308,640   | -                  | 2,938               | -                                 | -                           | 311,578           |
| Total Administration                              | 308,640   | -                  | 2,938               | -                                 | -                           | 311,578           |
| Resource Services:                                |           |                    |                     |                                   |                             |                   |
| Collections Administration                        | 138,512   |                    |                     |                                   |                             | 138,512           |
| Electronic Collection/Licenses                    | 94,161    | -                  | -                   | -                                 |                             | 94,161            |
| Periodicals                                       | 13,859    |                    |                     |                                   |                             | 13,859            |
| Juvenile  | 31,328    | -                  | 941                 | -                                 |                             | 32,269            |
| Audio/Visual Collection                           | 19,768    | -                  | -                   |                                   |                             | 19,768            |
| Adult Collection                                  | 23,795    | -                  | 2,792               | -                                 |                             | 26,587            |
| Refunds   | 145       |                    |                     |                                   |                             | 145               |
| Computer Equipment/Software                       | -         | -                  | -                   |                                   |                             | -                 |
| Total Resource Services                           | 321,568   | -                  | 3,733               | -                                 | -                           | 325,301           |
| Youth Services:                                   | 164,361   |                    |                     |                                   |                             | 164,361           |
| Employee Benefits                                 |           | -                  | 292                 |                                   |                             | 292               |
| Outside Professional Services                     |           | -                  | 3,422               |                                   |                             | 3,422             |
| Food & Feed                                       |           | -                  | 1,472               | -                                 |                             | 1,472             |
| Juvenile  |           | -                  | -                   | -                                 |                             | -                 |
| Special Project Supplies                          |           | -                  | 2,301               | -                                 |                             | 2,301             |
| Total Youth Services                              | 164,361   | -                  | 7,487               | -                                 | -                           | 171,848           |
| Adult Services:                                   | 162,559   |                    |                     |                                   |                             | 162,559           |
| Food  |           | -                  | -                   |                                   |                             | -                 |
| Printing/Graphics                                 |           |                    |                     |                                   |                             | -                 |
| Outside Professional Services                     |           | -                  | 3,275               | -                                 |                             | 3,275             |
| Special Project Supplies                          |           | -                  | 3,217               |                                   |                             | 3,217             |
| Total Adult Services                              | 162,559   | -                  | 6,492               | -                                 | -                           | 169,051           |
| Customer Account Services:                        |           |                    |                     |                                   |                             |                   |
| Circulation Services                              | 220,616   | -                  | -                   |                                   |                             | 220,616           |
| Total Customer Account Services                   | 220,616   | -                  | -                   | -                                 | -                           | 220,616           |
| Library Improvements:                             |           |                    |                     |                                   |                             |                   |
| Small Talk Grant:                                 |           | -                  | 7,152               | -                                 |                             | 7,152             |
| Project Smyles:                                   |           |                    |                     | 3,447                             |                             | 3,447             |
| Books for Babies:                                 |           |                    |                     | 61                                |                             | 61                |
| Harrison Barnes Reading Academy:                  |           |                    |                     | -                                 |                             | -                 |
| Large-Print Books Bequest:                        |           | -                  | 6,142               | -                                 |                             | 6,142             |
| Gilman, Smith & Feinberg :                        |           |                    |                     |                                   |                             |                   |
| Adult Collection (Smith)                          |           |                    |                     |                                   |                             | -                 |
| Youth Collection (Gilman & Feinberg)              |           |                    |                     |                                   |                             | -                 |
| Total Bequest                                     | -         | -                  | -                   | -                                 | -                           | -                 |
| Total Expenses                                    | 1,177,744 | -                  | 33,945              | 3,508                             | -                           | 1,215,197         |

| 2018/19 Ames Public Library Expenditure Summary |              |              |              |              |           |              |
|---|--------------|--------------|--------------|--------------|-----------|--------------|
| June 30, 2019                                   |              |              |              |              |           |              |
| 12 month = 100%                                 |              |              |              |              |           |              |
|   | Actual       | Budget       | YTD          | YTD          | Current   | % of total   |
|   | 2017/18      | 2018/19      | 2017/18      | 2018/19      | Balance   | Budget Spent |
| <b>Personnel Services:</b>                      |              |              |              |              |           |              |
| Salaries  | \$ 2,082,492 | \$ 2,176,343 | \$ 2,082,252 | \$ 2,133,047 | \$ 43,297 |              |
| Temporary Salaries                              | 157,770      | 177,943      | 152,376      | 170,493      | 7,450     |              |
| Time & 1/2                                      | -            | 1,200        | -            | 2,540        | (1,340)   |              |
| Longevity                                       | 7,072        | 6,745        | 7,072        | 6,687        | 58        |              |
| Payroll Adjustment                              |              | 8            | -            | (22)         | 30        |              |
| Employee Awards                                 | 600          | 275          | 600          | 275          | -         |              |
| Merit Adjustment                                | -            | -            | -            | -            | -         |              |
| Comp Time                                       | 85           | -            | -            | -            | -         |              |
| Sick Leave                                      | -            | -            | -            | 42,635       | (42,635)  |              |
| Holiday   | (153)        | -            | (153)        | -            | -         |              |
| Vacation  | 9,349        | 1,199        | 9,095        | 32,040       | (30,841)  |              |
| Total Personnel Services                        | 2,257,215    | 2,363,713    | 2,251,241    | 2,387,694    | (23,981)  | 101.0%       |
| <b>Employee Benefits:</b>                       |              |              |              |              |           |              |
| Temp Salaries Benefits                          | -            | 32,190       | -            | -            | 32,190    |              |
| Dental Insurance                                | -            | -            | -            | 1,619        | (1,619)   |              |
| IPERS Disability                                | 9,587        | 9,963        | 9,587        | 9,390        | 573       |              |
| Life Insurance                                  | 4,140        | 4,355        | 4,140        | 4,481        | (126)     |              |
| Health Insurance                                | 326,370      | 379,305      | 326,370      | 348,897      | 30,408    |              |
| FICA Medicare                                   | 31,574       | 30,288       | 31,487       | 33,306       | (3,018)   |              |
| FICA  | 134,771      | 128,266      | 134,401      | 141,955      | (13,689)  |              |
| IPERS   | 199,488      | 205,958      | 199,488      | 217,085      | (11,127)  |              |
| Workers Compensation                            | 4,960        | 3,558        | 4,960        | 5,195        | (1,637)   |              |
| Total Employee Benefits                         | 710,889      | 793,883      | 710,432      | 761,929      | 31,954    | 96.0%        |
| <b>Internal Services:</b>                       |              |              |              |              |           |              |
| City Data Services                              | 15,199       | 8,350        | 15,199       | 8,350        | -         |              |
| City Messenger                                  | 5,202        | 6,515        | 4,619        | 5,710        | 805       |              |
| Pool Vehicle Usage                              | -            | -            | -            | -            | -         |              |
| Printing  | 1,447        | 1,300        | 1,447        | 834          | 466       |              |
| Insurance & Bonds                               | 19,654       | 20,096       | 19,654       | 20,096       | -         |              |
| Phone Operation/Maintenance                     | 17,691       | 18,224       | 17,691       | 18,224       | -         |              |
| Long Distance                                   | 308          | 350          | 282          | 346          | 4         |              |
| Fleet Operating/Maintenance                     | 8,500        | 8,757        | 6,286        | 7,623        | 1,134     |              |
| Fleet Replacement                               | 26,628       | 26,628       | 22,190       | 22,190       | 4,438     |              |
| Computer Replacement                            | 50,000       | 50,000       | -            | -            | 50,000    |              |
| Total Internal Services                         | 144,628      | 140,220      | 87,366       | 83,372       | 56,848    | 59.5%        |
| <b>Contractual:</b>                             |              |              |              |              |           |              |
| Outside Professional Services                   | 54,407       | 55,972       | 54,019       | 52,681       | 3,291     |              |
| Flex Administration                             | 577          | 586          | 577          | 518          | 68        |              |
| Postage/Freight                                 | 17,224       | 17,930       | 15,714       | 18,221       | (291)     |              |
| Travel/Meetings                                 | 621          | 1,000        | 454          | 571          | 429       |              |
| Training  | 4,046        | 2,500        | 4,046        | 1,816        | 684       |              |
| Conferences                                     | 21,397       | 27,827       | 18,807       | 16,143       | 11,684    |              |
| Dues & Memberships                              | 3,592        | 4,091        | 3,592        | 3,182        | 910       |              |
| Printing  | -            | 128          | -            | 78           | 50        |              |
| Advertising                                     | 1,313        | 1,214        | 1,313        | 219          | 995       |              |
| Recruiting Costs                                | 3,587        | 7,113        | 3,355        | 10,554       | (3,441)   |              |
| Electricity                                     | 124,768      | 99,119       | 116,278      | 75,178       | 23,941    |              |
| Phone Operation/Maintenance                     | 13,956       | 14,064       | 13,080       | 14,069       | (5)       |              |
| Long Distance                                   | -            | -            | -            | -            | -         |              |
| Water/Sewer                                     | 4,839        | 6,117        | 4,323        | 4,739        | 1,378     |              |
| Waste Disposal                                  | 2,186        | 4,792        | 2,004        | 3,938        | 854       |              |
| Natural Gas                                     | 8,256        | 8,256        | 8,256        | 8,932        | (676)     |              |
| Maintenance Contract                            | 26,211       | 24,370       | 26,211       | 23,971       | 399       |              |



2018/19 Ames Public Library General Fund Expenditure Comparisons

June 30, 2019

12 month = 100%

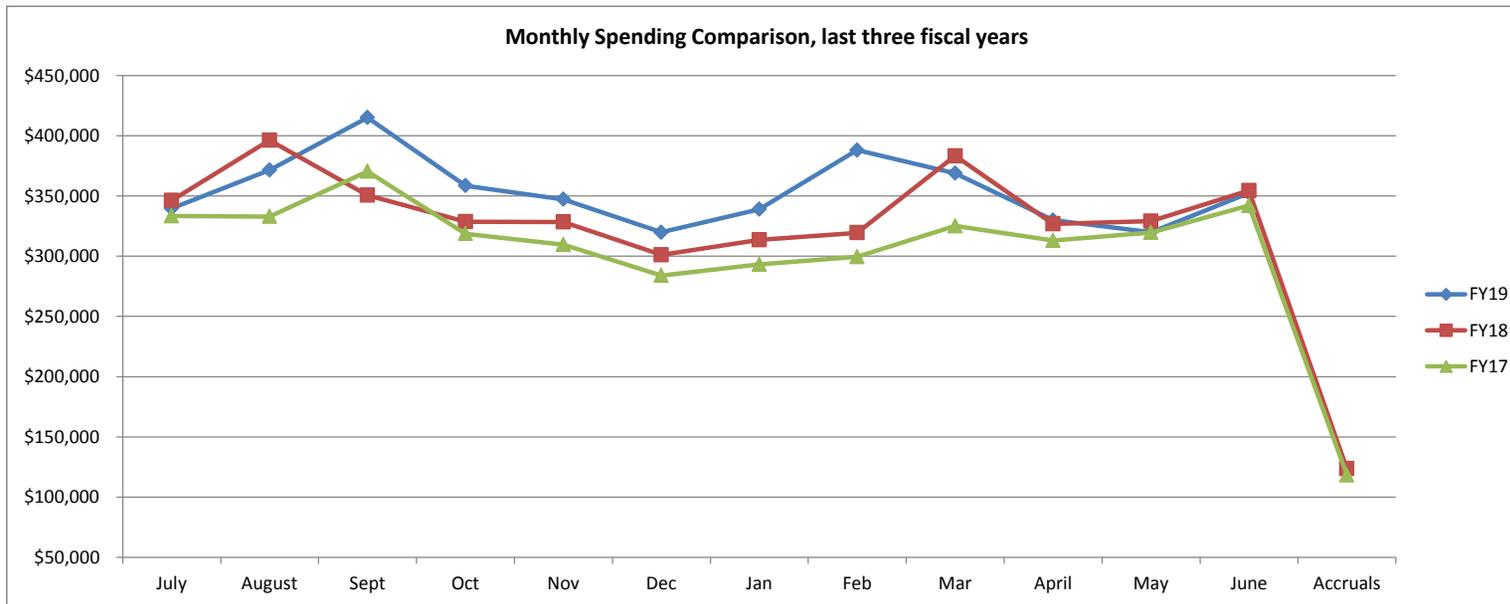
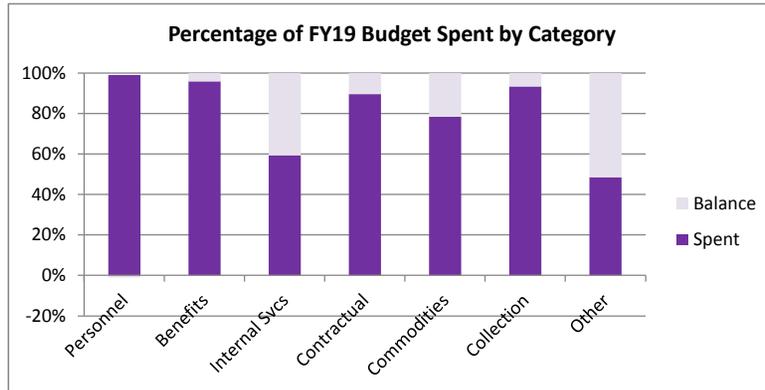
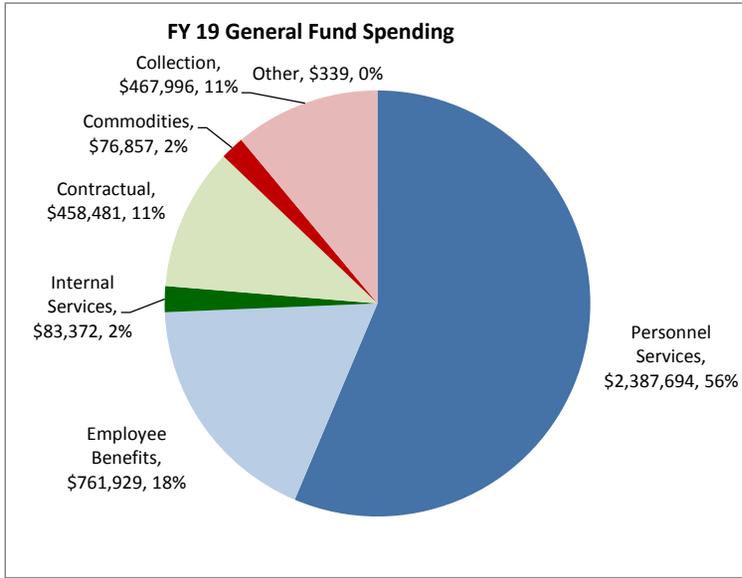
|                     | Year-to-Year Expenditure Comparisons |                     |                          |
|---------------------|--------------------------------------|---------------------|--------------------------|
|                     | YTD<br>2017/18                       | YTD<br>2018/19      | % Change<br>from 2017/18 |
| Totals by Category: |                                      |                     |                          |
| Personnel Services  | \$ 2,251,241                         | \$ 2,387,694        | 6.1%                     |
| Employee Benefits   | 710,432                              | 761,929             | 7.2%                     |
| Internal Services   | 87,366                               | 83,372              | -4.6%                    |
| Contractual         | 465,053                              | 458,481             | -1.4%                    |
| Commodities         | 95,523                               | 76,857              | -19.5%                   |
| Collection          | 457,764                              | 467,996             | 2.2%                     |
| Other               | 681                                  | 339                 | -50.2%                   |
| Capital over 5,000  | 10,276                               | 13,590              |                          |
| Total               | <u>\$ 4,078,336</u>                  | <u>\$ 4,250,259</u> | <u>4.2%</u>              |

|       | Expense-Budget Comparisons |                     |                            |
|-------|----------------------------|---------------------|----------------------------|
|       | YTD<br>2018/19             | Budget*<br>2018/19  | % of Total<br>Budget Spent |
|       | \$ 2,387,694               | \$ 2,363,713        | 101.0%                     |
|       | 761,929                    | 793,883             | 96.0%                      |
|       | 83,372                     | 140,220             | 59.5%                      |
|       | 458,481                    | 511,551             | 89.6%                      |
|       | 76,857                     | 98,031              | 78.4%                      |
|       | 467,996                    | 501,480             | 93.3%                      |
|       | 339                        | 700                 | 48.5%                      |
|       | 13,590                     | 13,590              | 0.0%                       |
| Total | <u>\$ 4,250,259</u>        | <u>\$ 4,423,168</u> | <u>96.1%</u>               |

|                           | Year-to-Year Expenditure Comparisons |                  |                          |
|---------------------------|--------------------------------------|------------------|--------------------------|
|                           | YTD<br>2017/18                       | YTD<br>2018/19   | % Change<br>from 2017/18 |
| Totals by Division:       |                                      |                  |                          |
| Administration            | \$ 1,221,805                         | \$ 1,244,128     | 1.8%                     |
| Resource Services         | 870,880                              | 912,852          | 4.8%                     |
| Youth Services            | 616,667                              | 648,335          | 5.1%                     |
| Adult Services            | 575,246                              | 572,956          | -0.4%                    |
| Customer Account Services | 793,738                              | 871,988          | 9.9%                     |
| Grand Total               | <u>4,078,336</u>                     | <u>4,250,259</u> | <u>4.2%</u>              |

|       | Expense-Budget Comparisons |                    |                              |
|-------|----------------------------|--------------------|------------------------------|
|       | YTD<br>2018/19             | Budget*<br>2018/19 | Division % of<br>Grand Total |
|       | \$ 1,244,128               | \$ 1,348,295       | 29.27%                       |
|       | 912,852                    | 949,982            | 21.48%                       |
|       | 648,335                    | 649,596            | 15.25%                       |
|       | 572,956                    | 595,389            | 13.48%                       |
|       | 871,988                    | 879,906            | 20.52%                       |
| Total | <u>4,250,259</u>           | <u>4,423,168</u>   | <u>100.00%</u>               |

\* Adjusted Budget



|   |           |            |           |          |           |
|---|-----------|------------|-----------|----------|-----------|
| Ames Public Library                               |           |            |           |          |           |
| 2018/19 Expenditure Summary - All Funding Sources |           |            |           |          |           |
| June 30, 2019                                     |           |            |           |          |           |
| 12 month = 100%                                   |           |            |           |          |           |
|   |           | Fund 239   | Fund 241  | Fund 240 |           |
|   | General   | Friends    | Donations | Future   | Total     |
|   | Fund      | Foundation | & Grants  | Needs    | Expenses  |
| Administration:                                   |           |            |           |          |           |
| General Administration                            | 1,244,128 | 40,320     | 17,925    | -        | 1,302,373 |
| Total Administration                              | 1,244,128 | 40,320     | 17,925    | -        | 1,302,373 |
| Resource Services:                                |           |            |           |          |           |
| Collections Administration                        | 444,516   |            |           |          | 444,516   |
| Electronic Collection/Licenses                    | 152,741   | 42,259     | 2,816     |          | 197,816   |
| Periodicals                                       | 14,698    |            |           |          | 14,698    |
| Juvenile  | 95,177    | 8,920      | 1,077     |          | 105,174   |
| Audio/Visual Collection                           | 86,493    | -          |           |          | 86,493    |
| Adult Collection                                  | 118,887   | 5,878      | 820       |          | 125,585   |
| Refunds   | 339       |            |           |          | 339       |
| Computer Equipment/Software                       | -         | 26,510     |           |          | 26,510    |
| Total Resource Services                           | 912,852   | 83,567     | 4,713     | -        | 1,001,131 |
| Youth Services:                                   | 648,335   | 2,620      |           |          | 650,955   |
| Employee Benefits                                 |           | 534        |           |          | 534       |
| Outside Professional Services                     |           | 2,377      |           |          | 2,377     |
| Food & Feed                                       |           | 613        | -         |          | 613       |
| Juvenile  |           | -          | -         |          | -         |
| Special Project Supplies                          |           | 31,102     | 96        |          | 31,198    |
| Total Youth Services                              | 648,335   | 37,246     | 96        | -        | 685,677   |
| Adult Services:                                   | 572,956   |            |           |          | 572,956   |
| Food  |           | 589        |           |          | 589       |
| Printing/Graphics                                 |           |            |           |          | -         |
| Outside Professional Services                     |           | 7,026      | 1,442     |          | 8,468     |
| Special Project Supplies                          |           | 3,732      |           |          | 3,732     |
| Total Adult Services                              | 572,956   | 11,347     | 1,442     | -        | 585,745   |
| Customer Account Services:                        |           |            |           |          |           |
| Circulation Services                              | 871,988   | -          |           |          | 871,988   |
| Total Customer Account Services                   | 871,988   | -          | -         | -        | 871,988   |
| Library Improvements:                             |           | 3,267      |           |          | 3,267     |
| Small Talk Grant:                                 |           | 32,687     | -         |          | 32,687    |
| Project Smyles:                                   |           |            | 30,830    |          | 30,830    |
| Books for Babies:                                 |           |            | 4,290     |          | 4,290     |
| Harrison Barnes Reading Academy:                  |           |            | 3,629     |          | 3,629     |
| Large-Print Books Bequest:                        |           | 9,978      | -         |          | 9,978     |
| Gilman, Smith & Feinberg :                        |           |            |           |          |           |
| Adult Collection (Smith)                          |           |            |           |          | -         |
| Youth Collection (Gilman & Feinberg)              |           |            |           |          | -         |
| Total Bequest                                     | -         | -          | -         | -        | -         |
| Total Expenses                                    | 4,250,259 | 218,412    | 62,925    | -        | 4,531,596 |

**Background:** In January 2014, after evaluating competitive proposals, the Library purchased the Polaris Integrated Library System (ILS). The system's modules include acquisitions, cataloging, circulation, inventory, the public access catalog, borrower record keeping, home delivery, and various administrative modules. Polaris was purchased by Innovative Interfaces, Inc. in 2015 (III) and III is now the sole maintenance provider.

The III maintenance contract for fiscal year 2019/20 (FY20) will cost \$29,982.07. Services include licenses, software maintenance, and technical support for the hardware and operating systems. Itemized costs are shown on the following pages and the prices correspond to the quotes provided when the contract was executed in 2014. III has submitted the Affirmative Action documentation required by the City for contracts in excess of \$25,000.

The Library is pleased with the performance and functionality of Polaris and the responsiveness of III representatives. Funding for renewal of the agreement is included in the approved FY20 budget.

**Requested Action:** Staff requests that the Library Board approve renewal of the Annual Maintenance Agreement for the Polaris ILS with Innovative Interfaces, Inc. for fiscal year 2019/20 at a cost of \$29,982.07.

**FY20 Annual Maintenance Agreement Renewal with Innovative Interfaces, Inc.**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
OCTOBER 17, 2019**

Be it resolved that the Board of Trustees, Ames Public Library, approves renewal of the Annual Maintenance Agreement for the Polaris Integrated Library System with Innovative Interfaces, Inc. for fiscal year 2019/20 at a cost of \$29,982.07.

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Roger Kluesner, Vice President

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Sarah Barchman, Secretary