

**Ames Public Library Board of Trustees
Agenda – July 20, 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) Motion approving minutes of the regular meeting of June 15, 2017
- 2) Motion approving payment of claims 6/1/17 – 6/30/17

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 – Budget & Finance Committee

- 3) Preliminary 2016/17 Year-end Reports (Discussion)

Activity Reports

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

Board Education

- 7) 2017 American Library Association Conference – Justin Armbruster, Julie Hanson

Policy Review (Discussion)

- 8) Expressions of Concern & Statement of Concern Form (Action next month)
- 9) Public Participation (Action next month)

New Business (Action Items)

- 10) Memorandum of Understanding with APLFF for 2017/18
- 11) August Regular Meeting Date and Time

Trustee Comments

Adjournment

**Next regular meeting: Thursday, August 17, 2017
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
June 15, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, June 15, 2017 in the Dale H. Ross Board Room, 515 Douglas Avenue, with Acker, Barchman, Kluesner, Linch, Marshall, and Rohret in attendance. Briese, Butler, and Glatz were excused. Library Director Carey was also present.

Call to Order: Board President Acker called the meeting to order at 7:00 p.m.

Consent Agenda:

Moved by Linch, seconded by Marshall, to adopt a resolution approving the following items on the consent agenda:

1) Resolution accepting donations:

- a) From Alan Maximuk for Inter-library Loan expenses\$110.00
- b) In honor of Herb Harmison from Ann Harvey\$15.00
- c) In memory of Esther Harmison from Larry and Sara Mitchell\$25.00
- d) In memory of Karen Ann Wren from:
 - i) Suzanne Ammerman\$100.00
 - ii) John and Donna Marjean Fawcett\$60.00

2) Motion approving minutes of the regular meeting of May 18, 2017

3) Motion approving payment of claims 5/1/2017 – 5/31/2017

Vote on Motion: 5 -0 (Unanimous approval.) Resolution No. 2017-L020 adopted.

Public Forum: None.

Board Education: Maryann Mori, the State Library of Iowa’s Central District Consultant, addressed the Board on the topics of intellectual freedom, censorship and confidentiality.

Ames Public Library Friends Foundation (APLFF) Report: Trustee Kluesner stated that the APLFF’s 2017/18 budget was finalized this month, with projected revenue of a little over \$150,000 and anticipated expenses just over \$250,000. The Board is looking forward to moving APL from good to great with some reserves that are now built up. Kluesner noted that three Board members termed out in June and three new directors were voted in.

Carey noted that Kluesner was one of the retiring directors; he served on the APLFF Board for 6 years and was instrumental in the merger that took place in 2011.

Administrative Staff Report: Carey said staff is very busy with summer programming, wrapping up the 2016/17 budget year, and preparing to attend conferences. She said that Youth Services Manager Jerri Heid will represent the Library at the All American Cities Conference in Denver, where Ames is in the running for an All American Cities Award. Heid will also serve on a panel at a co-conference with Grade Level Reading. Sarah Bohlke will attend a national volunteer conference in Seattle next week and several people, including Trustee Barchman, will attend the American Library Association Conference in Chicago.

Carey said the United States Department of Agriculture (USDA) Summer Food Program began June 5. An AmeriCorps member, an APL intern, and some returning youth volunteers are running the site at the Library. Between 70 and 80 children were fed each day to start, but the number continues to grow and has exceeded 100. Carey said a grant from United Way allowed

APL to purchase coolers and a refrigerator so that unused food may be kept overnight. APL offers programming around the lunch hour and the teen volunteers initiate conversations to help teach the children how to sit and socialize over a meal. City officials and department heads have been invited to stop in and participate. Carey said Police Officer Nick Schaffer, the community school liaison, is helping serve lunches and talk with the kids; he also hangs out with them afterwards and plays video games. The lunch hour runs from 11:45 to 12:45 and adults who attend may purchase a lunch for \$3.50 or bring their own. Carey said about two-thirds of the meals include meat sandwiches, the rest are vegetarian; participants must eat on site. The Library is now also providing mid-afternoon snacks.

Carey spoke about the State Library's electronic database contract for fiscal year 2017/18, about which there continues to be much uncertainty. APL's "add-on" subscriptions with the current vendor (the enhanced version of Consumer Reports, for example, and the book jacket images and content rivers in the online catalog) depend on having the basic versions that were obtained through the current contract that will end June 30. Other enhanced content will come with the subscriptions the new vendor is providing, but staff has not had a chance to look at the products. Carey said some of the other Iowa Urban Public Libraries formed a small consortium of their own in order to approach the current vendor about extending under a separate contract. A decision is due tomorrow, but there is a budget consideration along with all the unknowns.

APLFF Honor and Recognition Wall Policy:

Moved by Barchman, seconded by Kluesner, to adopt a resolution accepting the terms of the Ames Public Library Friends Foundation's Honor and Recognition Wall Policy.

Discussion took place over a question about how long the Library will be responsible for maintaining the donor wall and what would happen if it were moved. Acker said that considerable leeway was allowed for procedural development and the committee had agreed to leave that matter for later discussion. The issue had not been addressed during the building campaign, and there was agreement to move ahead with the policy without it because some people were waiting to donate. Concerns were raised about how people might feel if they were to find out later that there might be an "expiration date" on their memorial. Donors have not raised the issue yet, however, and the committee felt it should be part of a larger discussion.

Vote on Motion: 4-1 (Barchman, Kluesner, Marshall, Rohret voting in favor; Linch opposed). Motion carried. Resolution No. 2017-L021 adopted.

Strategic Plan Annual Review: Carey said the State Library would like dates applied to the plan, so she placed the activities into appropriate calendar quarters after last month's review. She said the plan is designed to flow and many pieces are interconnected, but she believes this approach will allow for shifting as necessary. She proposed that the quarterly schedule be appended to the plan in hopes that it will be satisfactory in the eyes of the State Library. She noted that, at some point, the Library may want to extend the plan into a future year, add new things, or possibly drop a few things off.

Carey was asked if she felt there were a way to cross reference the list and apply it to the larger document or mark tasks off as completed, and if she believed in using SMART (specific, measurable, achievable, results-focused and time-bound) goals. Carey replied that the managers had conducted a SWOT Analysis (of strengths, weaknesses, opportunities, and threats) as they worked to develop the plan, but pre-assigning measures and a specific timeline did not seem the best way to carry it out.

Moved by Linch, seconded by Barchman, to affirm that the Board has reviewed the 2016-2018 Strategic Plan, finds that the content of the plan is still working, and endorses moving ahead with the quarterly schedule of activities that was presented. Vote on Motion: 5-0. Motion carried unanimously.

Trustee Comments: None.

Adjournment:

Moved by Kluesner, seconded by Marshall, to adjourn at 8:25 p.m.

Vote on Motion: 5-0. Approved unanimously.

The next regular meeting will be on Thursday, July 20, 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
June 1, 2017 - June 30, 2017

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 41,038.78
PAYROLL SUMMARY	IPERS DISABILITY	\$ 186.21
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 584.20
PAYROLL SUMMARY	FICA	\$ 2,498.02
PAYROLL SUMMARY	IPERS	\$ 3,664.76
PAYROLL SUMMARY	WORKERS COMP	\$ 122.28
MAY INFO SERVICE CHGS	CITY DATA SERVICES	\$ 2,838.84
MAY MESSENGER CHARGE	MESSENGER SERVICE	\$ 426.40
JUNE 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 7.65
MAY 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 19.00
JUNE TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 369.68
12/16-5/17 INTERNAL LONG	LONG DISTANCE	\$ 25.81
MAY 2017 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 302.32
MAY 2017 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,220.00
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 2.73
BANK OF AMERICA	CONFERENCES	\$ 325.00
DEX MEDIA EAST	ADVERTISING	\$ 15.50
ONESOURCE	RECRUITING COSTS	\$ 70.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 10,704.28
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 231.85
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 165.54
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 931.00
CITY OF AMES UTILITIES	WATER/SEWER	\$ 382.45
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY	NATURAL GAS	\$ 76.94
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
BOILER INSPECTION	FIXED EQUIPMENT REPAIR	\$ 160.00
LIB 6/7/17	RENTALS/LEASES	\$ (779.59)
XEROX CORPORATION	RENTALS/LEASES	\$ 1,053.24
BOILER INSPECTION	COURT FEE/PERMITS	\$ (160.00)
DIVISION OF LABOR	COURT FEE/PERMITS	\$ 160.00
G & K SERVICES	NON-CITY SERVICE	\$ 108.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 5,695.78
CH ISSUES	OFFICE SUPPLIES	\$ 23.80
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 8.88
BANK OF AMERICA	OFFICE SUPPLIES	\$ 56.58
OFFICE DEPOT INC	MINOR OFFICE EQUIPMENT	\$ 13.59
STAPLES BUSINESS ADVANTAG	MINOR OFFICE EQUIPMENT	\$ 297.39
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 4,638.90
BANK OF AMERICA	AG/HORT SUPPLIES	\$ 59.84
BOHLKE, SARAH	AG/HORT SUPPLIES	\$ 112.62

Library Claims
June 1, 2017 - June 30, 2017

BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 82.59
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 320.00
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 462.10
BANK OF AMERICA	CLEANING SUPPLIES	\$ 40.78
MARY GREELEY MEDICAL CENT	EQUIPMENT PARTS/SUPPLIES	\$ 179.20
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 215.72
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$ 15.98
S BOHLKE REIMB FOR PCARD	FOOD	\$ (57.53)
BOHLKE, SARAH	FOOD	\$ 99.96
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 3.49
ALLOCATE LTD DIFFERENCE	WITHDRAWLS	\$ 1,161.38
	Total Administration	\$ 90,427.20
Operations Services		
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 10,975.83
PAYROLL SUMMARY	MEDICARE FICA	\$ 159.12
PAYROLL SUMMARY	FICA	\$ 680.47
PAYROLL SUMMARY	IPERS	\$ 980.14
PAYROLL SUMMARY	WORKERS COMP	\$ 104.81
JUNE TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 46.21
12/16-5/17 INTERNAL LONG	LONG DISTANCE	\$ 0.45
ONESOURCE	RECRUITING COSTS	\$ 282.00
	Total Operations Services	\$ 13,229.03
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 20,410.22
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 276.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 95.35
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,746.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 280.36
PAYROLL SUMMARY	FICA	\$ 1,198.93
PAYROLL SUMMARY	IPERS	\$ 1,847.26
PAYROLL SUMMARY	WORKERS COMP	\$ 29.23
MAY 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 19.00
JUNE TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 184.84
12/16-5/17 INTERNAL LONG	LONG DISTANCE	\$ 1.25
BANK OF AMERICA	CONFERENCES	\$ 75.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 724.02
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 184.31
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 187.50
A M I CORP	EQUIPMENT PARTS/SUPPLIES	\$ 246.45
OVERDRIVE	ELECTRONIC LICENSES	\$ 3,592.26
DES MOINES REGISTER	PERIODICALS	\$ 113.40
POPULAR SUBSCRIPTION SERV	PERIODICALS	\$ 177.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 6,931.28

Library Claims
June 1, 2017 - June 30, 2017

RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 55.00
WORLD BOOK SCHOOL & LIBRA	YOUTH COLLECTION	\$ 999.00
AMAZON	YOUTH COLLECTION	\$ 2,610.84
MIDWEST TAPE	YOUTH COLLECTION	\$ 404.52
BANK OF AMERICA	YOUTH COLLECTION	\$ 626.96
CAVENDISH SQUARE	YOUTH COLLECTION	\$ 195.54
RECORDED BOOKS LLC	AUDIO-VISUAL COLLECTION	\$ 2,333.60
AMAZON	AUDIO-VISUAL COLLECTION	\$ 620.67
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 10,575.34
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$ 8.11
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 10,989.24
RECORDED BOOKS LLC	ADULT PRINT COLLECTION	\$ 2,092.15
AMAZON	ADULT PRINT COLLECTION	\$ 3,434.79
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 2,710.70
GALE GROUP	ADULT PRINT COLLECTION	\$ 1,661.70
CITY DIRECTORIES	ADULT PRINT COLLECTION	\$ 405.00
INFOGROUP	ADULT PRINT COLLECTION	\$ 586.75
DANIELSON, CARISSA	REFUNDS	\$ 30.73
COSTER, ZACHARY DANIEL	REFUNDS	\$ 63.00
	Total Resource Services	\$ 80,770.96
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 33,983.08
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 4,676.01
PAYROLL SUMMARY	IPERS DISABILITY	\$ 164.15
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 536.68
PAYROLL SUMMARY	FICA	\$ 2,294.82
PAYROLL SUMMARY	IPERS	\$ 3,452.25
PAYROLL SUMMARY	WORKERS COMP	\$ 103.37
JUNE 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 72.45
MAY 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 240.00
JUNE TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 277.26
12/16-5/17 INTERNAL LONG	LONG DISTANCE	\$ 12.93
MAD SCIENCE OF IOWA	OUTSIDE PROFESSIONAL SVCS	\$ 330.00
SCHNEIDER, MIKE	OUTSIDE PROFESSIONAL SVCS	\$ 520.00
SPARKLEHOOPDANCE LLC	OUTSIDE PROFESSIONAL SVCS	\$ 1,100.00
CDNE INC	OUTSIDE PROFESSIONAL SVCS	\$ 700.00
IDOT	CONFERENCES	\$ 33.20
BANK OF AMERICA	CONFERENCES	\$ 494.00
HEID, JERRI	CONFERENCES	\$ 45.90
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 1,484.19
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 541.27
SAMS CLUB DIRECT COMM ACC	FOOD	\$ 172.26

Library Claims
June 1, 2017 - June 30, 2017

BANK OF AMERICA	FOOD	\$ 43.93
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$ 146.04
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 1,711.42
SUMMER MEAL PROGRAM	SPECIAL PROJECT SUPPLIES	\$ 55.33
	Total Youth Services	\$ 59,259.24
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 34,732.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 146.07
PAYROLL SUMMARY	LIFE INSURANCE	\$ 70.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,411.96
PAYROLL SUMMARY	MEDICARE FICA	\$ 486.82
PAYROLL SUMMARY	FICA	\$ 2,081.62
PAYROLL SUMMARY	IPERS	\$ 3,101.56
PAYROLL SUMMARY	WORKERS COMP	\$ 41.66
MAY 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 19.00
MUNIC CODE 2017-2	PRINT SHOP SERVICES	\$ 31.08
JUNE TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 277.26
12/16-5/17 INTERNAL LONG	LONG DISTANCE	\$ 31.30
MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.45
BANK OF AMERICA	TRAINING	\$ 49.00
BANK OF AMERICA	CONFERENCES	\$ 975.00
ONESOURCE	RECRUITING COSTS	\$ 35.00
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 957.30
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 232.25
BANK OF AMERICA	FOOD	\$ 43.73
	Total Adult Services	\$ 48,723.12
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,120.41
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,898.68
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	\$ 288.89
IPERS REFUND-A HAUGHTON	PAYROLL ADJUSTMENT	\$ (288.89)
PAYROLL SUMMARY	VACATION	\$ 213.48
PAYROLL SUMMARY	IPERS DISABILITY	\$ 166.16
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,709.00
PAYROLL SUMMARY	MEDICARE FICA	\$ 513.32
PAYROLL SUMMARY	FICA	\$ 2,194.88
PAYROLL SUMMARY	IPERS	\$ 3,268.99
IPERS REFUND-A HAUGHTON	IPERS	\$ (433.58)
PAYROLL SUMMARY	WORKERS COMP	\$ 50.29
MAY 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 19.00
JUNE TELEPHONE SYSTEM CHG	CITY PHONE SERVICE	\$ 277.26
12/16-5/17 INTERNAL LONG	LONG DISTANCE	\$ 66.92
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 320.94

Library Claims
June 1, 2017 - June 30, 2017

MAY POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,443.53
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 23.10
HEIMBAUGH, LAURELLE	TRAVEL/MEETINGS	\$ 8.16
CHOATE, ERIKA	TRAVEL/MEETINGS	\$ 12.24
ONESOURCE	RECRUITING COSTS	\$ 175.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 170.05
BANK OF AMERICA	OFFICE SUPPLIES	\$ 24.20
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 258.00
	Total Customer Account Services	\$ 49,582.53
		\$ 341,992.08
		<i>July 20, 2017</i>
Jane Acker, President	Sarah Barchman, Secretary	Date

2015/16 Ames Public Library General Fund Expenditure Comparisons

June 30, 2017

12 months = 100%

	Year-to-Year Expenditure Comparisons		
	YTD 2015/16	YTD 2016/17	% Change from 2015/16
Totals by Category:			
Personnel Services	\$ 2,143,406	\$ 2,139,323	-0.2%
Employee Benefits	701,748	686,107	-2.2%
Internal Services	96,586	91,528	-5.2%
Contractual	414,002	404,296	-2.3%
Commodities	82,950	80,037	-3.5%
Collection	428,822	438,768	2.3%
Capital	5,869	-	0.0%
Other	654	1,776	171.5%
Capital over 5,000	-	-	
Total	\$ 3,874,036	\$ 3,841,835	-0.8%

Expense-Budget Comparisons		
YTD 2016/17	Budget* 2016/17	% of Total Budget Spent
\$ 2,139,323	\$ 2,217,329	96.5%
686,107	742,433	92.4%
91,528	149,964	61.0%
404,296	458,597	88.2%
80,037	90,970	88.0%
438,768	444,321	98.8%
-	-	0.0%
1,776	1,000	177.6%
-	-	0.0%
\$ 3,841,835	\$ 4,104,614	93.6%

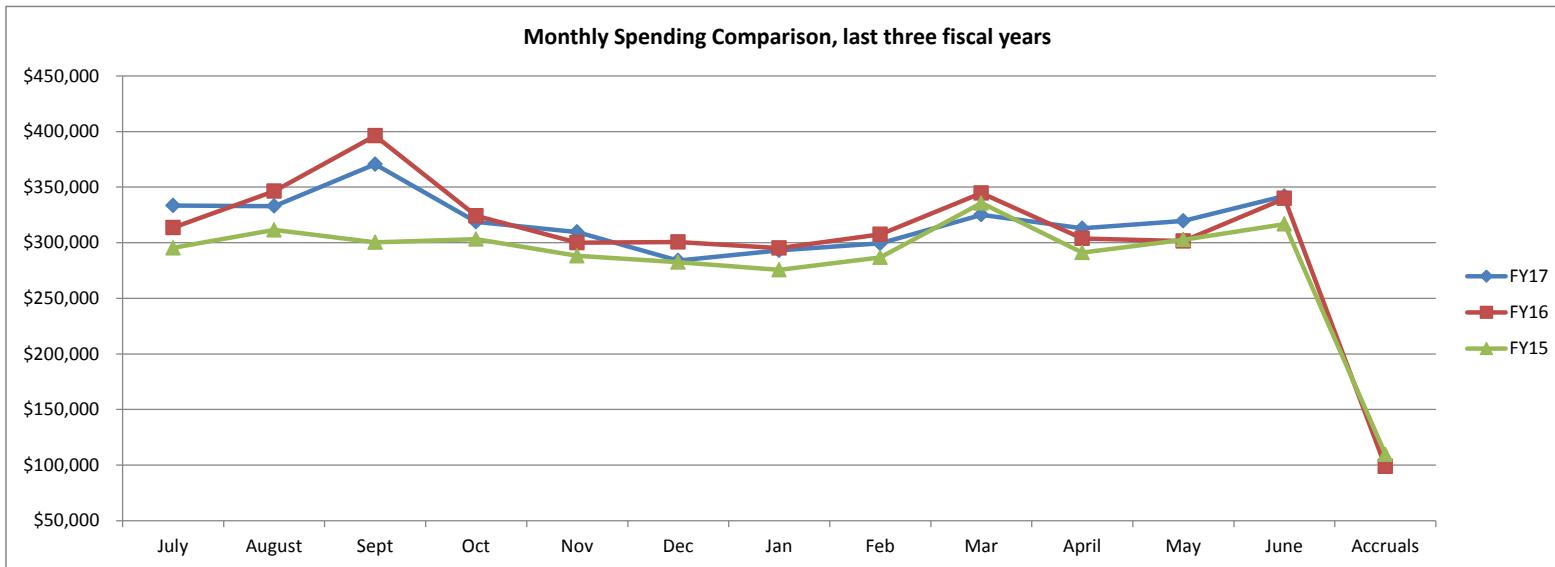
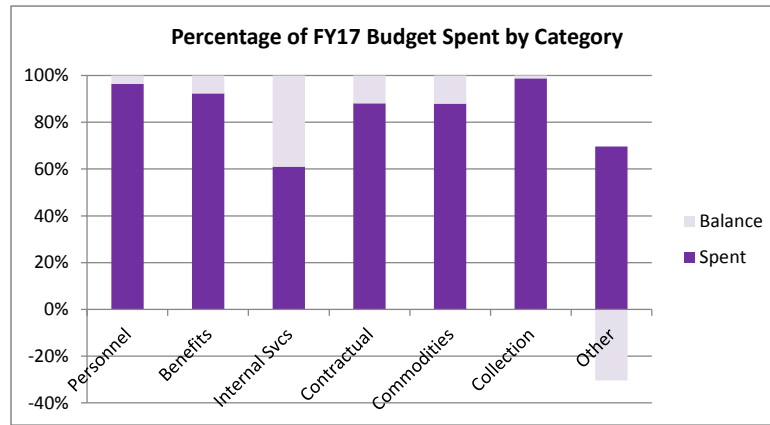
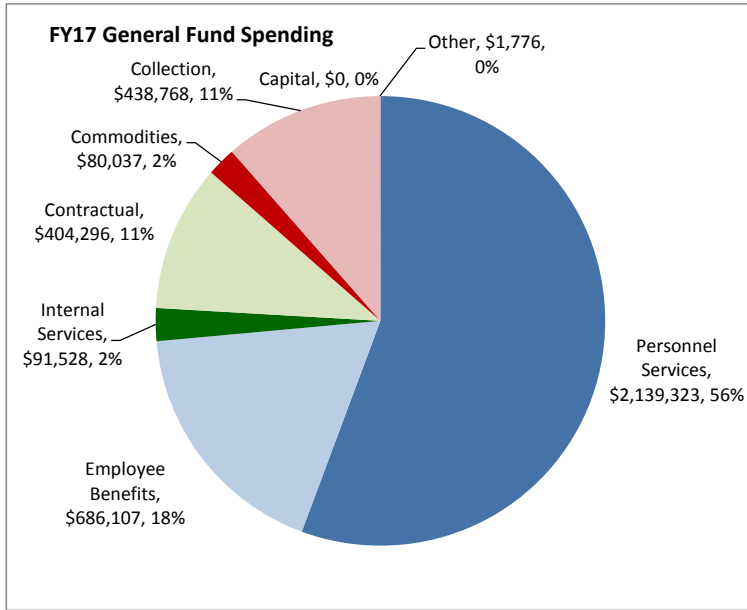
	YTD 2015/16	YTD 2016/17	% Change from 2015/16
	Totals by Division:		
Administration	\$ 1,135,164	\$ 1,101,787	-2.9%
Operations	246,783	185,870	-24.7%
Resource Services	812,687	839,498	3.3%
Youth Services	549,662	575,793	4.8%
Adult Services	553,695	553,561	0.0%
Customer Account Services	576,045	585,326	1.6%
Grand Total	\$ 3,874,036	\$ 3,841,835	-0.8%

YTD 2016/17	Budget* 2016/17	Division % of Grand Total
\$ 1,101,787	\$ 1,225,439	28.68%
185,870	264,884	4.84%
839,498	849,884	21.85%
575,793	600,243	14.99%
553,561	563,026	14.41%
585,326	601,138	15.24%
\$ 3,841,835	\$ 4,104,614	100.00%

* Adjusted Budget

Note: Payments for purchases and services received in June 2017 will be processed in July and accrued back to fiscal year 2016/17.

A final 2016/17 report will be provided in August or September.



Ames Public Library Donations Report				
June 30, 2017				
FY2016/17				
	Library	Friends	Donations	
	Bequests	Foundation	& Grants	Total
Fund balance - 06/30/16	\$ -	\$ 97,744	\$ 300,291	\$ 398,035
Revenues:				
Interest revenue		1,287	3,050	4,337
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	-	152,734	40,741	193,475
Expenditures:				
Gilman, Smith & Feinberg Bequest:				
Administration:				
Personal Services		2,478		2,478
Employee Benefits		442		442
Printing/Graphics		(4)		(4)
Office Supplies		787		787
Special Project Supplies		(9)		(9)
Resource Services:				
Electronic Collection Service		20,804		20,804
Juvenile		2,429	183	2,612
Audio-visual collection				-
Adult collection		6,232	560	6,791
Youth Services:				
Outside Professional Services		6,410		6,410
Food & Feed		71		71
Project Smyles			28,029	28,029
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		7,631	4,712	12,343
Library Improvements:		25,282		25,282
Small Talk Grant:		47,385		47,385
Kinney-Lindstrom Grant:			3,935	3,935
Carver Trust Grant:			44,639	44,639
Total expenses	-	137,918	94,177	232,095
Transfers between funds:				
Friends Foundation/Donations	-	(10,000)	10,000	-
Total transfers	-	(10,000)	10,000	-
Current fund balance	\$ -	\$ 102,560	\$ 256,856	\$ 359,415
Less:				
Committed funds:				
Encumbrances		2,137	7,948	10,085
Reserved principal*			8,276	8,276
Total committed funds	-	2,137	16,224	18,361
Balance available for expenditure	\$ -	\$ 100,422	\$ 240,632	\$ 341,054
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					
June 30, 2017					
FY2016/17					
	Interest	Friends Foundation	Small Talk Grant	Library Improvements	Total
Fund balance - 06/30/16	\$ 1,462	\$ 49,668	\$ 11,816	\$ 34,798	\$ 97,744
Revenue:					
Interest revenue	1,287				1,287
Friends Foundation		104,312			104,312
Small Talk Grant			47,135		47,135
Total revenues	1,287	104,312	47,135	-	152,734
Expenditures:					
Gilman, Smith & Feinberg Bequest:					-
Administration:					
Personal Services		2,478			2,478
Employee Benefits		442			442
Printing/Graphics		(4)			(4)
Office Supplies		787			787
Special Project Supplies		(9)			(9)
Resource Services:					
Electronic Collection Service		20,804			20,804
Juvenile		2,429			2,429
Adult collection		6,232			6,232
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		7,631			7,631
Library Improvements:				25,282	25,282
Small Talk Grant:			47,385		47,385
Total expenses	-	65,251	47,385	25,282	137,918
Transfers between funds:					
Friends Foundation/Donations		(10,000)			(10,000)
Total transfers	-	(10,000)	-	-	(10,000)
Current Fund Balance:	\$ 2,749	\$ 78,730	\$ 11,565	\$ 9,516	\$ 102,560
Encumbrance:					
Van Meter Industrial Inc (PO#53510)				2,137	2,137
Total Friends Foundation Encumb	-	-	-	2,137	2,137
Available balance:	\$ 2,749	\$ 78,730	\$ 11,565	\$ 7,379	\$ 100,422

Ames Public Library													
YTD Library Donations and Grants Detail													
June 30, 2017													
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	3,050												3,050
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
Total revenues	17,223	12,221	11,297	10,000	-	-	-	-	-	-	-	-	50,741
Expenditures:													
Youth Services:													
Project Smyles			28,029										28,029
Books for Babies		12,090											12,090
Adult Services:													
Special Project Supplies	4,712												4,712
Collections:													
Periodicals	30												30
Juvenile	183												183
Adult collection	560												560
Kinney-Lindstrom Grant						3,935							3,935
Carver Trust Grant					44,639								44,639
Total expenses	5,485	12,090	28,029	-	44,639	3,935	-	-	-	-	-	-	94,177
Current Fund balance:	\$ 78,277	\$ 0	\$ 15,852	\$ 10,000	\$ 883	\$ 7,065	\$ 7,495	\$ 38,395	\$ 90,476	\$ 5,363	\$ 2,033	\$ 1,017	\$ 256,856
Committed funds:													
Encumbrances					883	7,065							7,948
Reserved principal									5,276	2,000	1,000		8,276
Total committed funds	-	-	-	-	883	7,065	-	-	-	5,276	2,000	1,000	16,224
Available balance	\$ 78,277	\$ 0	\$ 15,852	\$ 10,000	\$ -	\$ -	\$ 7,495	\$ 38,395	\$ 90,476	\$ 87	\$ 33	\$ 17	\$ 240,632
*241-2640													
**241-2641													



Expressions of Concern Policy

Section: Administration

Approved: 3/19/2009
Reviewed: 8/18/2011, 3/19/2015
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.
- 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.
- 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 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.

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.

- 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
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

**Memorandum of Understanding with Ames Public Library Friends
Foundation for Fiscal Year 2017/18**

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JULY 20, 2017**

Be it resolved that the Board of Trustees, Ames Public Library, approves the Memorandum of Understanding with Ames Public Library Friends Foundation for Fiscal Year 2017/18 as presented/amended.

Jane Acker, President

Sarah Barchman, Secretary

MEMORANDUM OF UNDERSTANDING (MOU)

**For the Fiscal Year 7/1/2017-6/30/2018 between
The Ames Public Library Friends Foundation and
The Ames Public Library Board of Trustees**

This is an agreement between the Ames Public Library Friends Foundation, hereinafter called "APLFF" and the Ames Public Library Board of Trustees, hereinafter called "the Library."

I. Purpose and Scope

The purpose of this MOU is to clarify the roles and responsibilities of the Library, an administrative agency of the City of Ames, and APLFF, a non-profit corporation dedicated to fundraising solely for the support of the Library.

Both parties agree that activities are conducted in compliance with all applicable Federal, State, and City laws and ordinances.

II. Background

The Ames Public Library Foundation was incorporated in 1995 as a 501(c)(3) nonprofit corporation "to operate exclusively for charitable, scientific, and educational purposes." Foundation bylaws state that the Foundation is "to be organized and operated exclusively for the benefit of and to carry out the development, maintenance, and operation of the Ames Public Library to the extent not normally met by public funding."

On January 1, 2011, the Friends of the Ames Public Library officially dissolved and was merged into the Foundation, creating an entity renamed Ames Public Library Friends Foundation.

II. Library Responsibilities Under the MOU

- The Library will be a mail and delivery address for APLFF correspondence and deliverable items.
- The Library will provide support for the daily management of APLFF affairs to include:
 - Correspondence
 - Communications to and from donors and potential donors
 - Collection and deposit of APLFF funds
 - Office, storage, and activity space
 - Use of office furniture and equipment, including telephone, copier, etc.
 - Use of library website, social media, and other communication outlets.

- Management, via office computer equipment, of databases and computer files relevant to the operation of the APLFF.
- Staff liaison to APLFF for attendance at board meetings and committee meetings.
- Facility for APLFF meetings.
- Staffing to include:
 - Principal Clerk for clerical assistance, meeting minutes, financial and donor records.
 - Community Relations Coordinator for campaign and promotional materials.
 - Volunteer coordinator to serve in support capacity for:
 - Book sale organizing and book donation acceptance.
 - Coordination of Literary Grounds sales and services.

IV. APLFF Responsibilities under the MOU

- APLFF will conduct at least one (1) annual campaign that will raise and surrender to the Library a sum necessary to fulfill the cost obligations as specified in Appendix A. Further expenditure of the funds may go toward administrative expenses of APLFF. All expenditures for library programs, projects, and collection development shall be at the discretion of the Library.
- APLFF will operate at least two (2) book sales to raise funds for library projects, programs, and collection development. Expenditure of these funds will be at the discretion of the Library upon recommendation by APLFF.
- APLFF will manage Endowment Accounts with the Story County Community Foundation.
- APLFF will assume responsibility for the following administrative expenditures:
 - Cost of printing and mailing of fundraising and promotional materials and correspondence.
 - Costs for audits, payroll services, tax preparation, and other such administrative matters.
 - Maintenance fees for computer software
- APLFF will maintain Directors and Officers Insurance to indemnify the APLFF Directors against liability for APLFF administrative and staff actions.
- APLFF will maintain Liability Insurance to indemnify against any claims against APLFF due to activities or operations under the responsibility and control of APLFF

V. Records Retention

- APLFF meeting packets (including minutes, statements of financial assets and liabilities, and treasurer's reports) shall be retained indefinitely, or until five years after the dissolution of the APLFF.

- APLFF financial records, such as check registers, bank statements, or reconciliation worksheets, shall be retained for a period of five years after the useful life of such records.
- APLFF records regarding bequests, pledges, and other such donor information shall be held indefinitely, or five years after the closure or useful life of such bequest, pledges, and other such records.

VI. EFFECTIVE DATE AND SIGNATURE

The MOU shall be effective upon July 1, 2017, and shall remain in force until June 30, 2018.

Jane Acker, President of the Ames Public Library Board of Trustees

Date

Jere Maddux, President of the Ames Public Library Friends Foundation

Date

APL/APLFF Memorandum of Understanding - Appendix A

**Total Projected Expense for APLFF for Fiscal Year 2018, payable
to Ames Public Library:**

\$31,282.82

Fiscal Year 2018 (7/1/2017-6/30/2018)

Staffing	Incumbent	Dedicated Hours	Hourly Wage	Total Wages	25% Benefits	Staffing Total
Volunteer Coordinator	Sarah Bohlke	236	\$34.14	\$8,057	\$2,014	\$10,071.30
Community Relations	Jillian Ocken	45	\$29.72	\$1,337	\$334	\$1,671.75
Principal Clerk	Jill Anderson	470	\$28.06	\$13,188	\$3,297	\$16,485.25
Total Staff Cost						\$28,228.30
Communications						Communications Total
Telephone	single line					\$554.52
Photocopying						\$200.00
Total Communications Cost						\$754.52
Facilities						Use of Facilities Total
Use of Facilities Cost						\$2,300.00

Ames Public Library Circulation Statistics FY17

June 2017

MATERIALS COMPARISONS	PHYSICAL MATERIALS										DOWNLOADABLE MATERIALS				Grand Circ Total
	Adult Print	Adult Media	Adult Total	Juvenile Print	Juvenile Media	Young Adult Print	Young Adult Media	Youth Total	Other (Games, Toys)	Physical Item Circ Total	E-audio	E-books	E-mag	Virtual Circ Total	
Current Month	26,140	24,149	50,289	39,725	13,161	5,512	334	58,732	1,147	110,168	2,631	3,220	402	6,253	116,421
One Year Ago	27,717	25,105	52,822	39,528	13,573	5,993	338	59,432	1,302	113,556	2,208	2,819	588	5,615	119,171
Difference	-1,577	-956	-2,533	197	-412	-481	-4	-700	-155	-3,388	423	401	-186	638	-2,750
% Change	-5.7%	-3.8%	-4.8%	0.5%	-3.0%	-8.0%	-1.2%	-1.2%	-11.9%	-3.0%	19.2%	14.2%	-31.6%	11.4%	-2.3%
Year to Date															
Current Year	301,298	280,325	581,623	419,751	141,979	51,955	3,066	616,751	12,591	1,210,965	27,597	35,599	6,100	69,296	1,280,261
One Year Ago	306,635	306,171	612,806	409,438	146,516	55,348	3,042	614,344	15,117	1,242,267	21,636	34,405	6,126	62,167	1,304,434
Difference	-5,337	-25,846	-31,183	10,313	-4,537	-3,393	24	2,407	-2,526	-31,302	5,961	1,194	-26	7,129	-24,173
% Change	-1.7%	-8.4%	-5.1%	2.5%	-3.1%	-6.1%	0.8%	0.4%	-16.7%	-2.5%	27.6%	3.5%	-0.4%	11.5%	-1.9%

LOCATION COMPARISONS	Main Item Total	BKM Item Total	Pr. Smyles Item Total*	Physical Item Circ Total
Current Month	105,335	4,833	0	110,168
One Year Ago	107,615	4,911	1,030	113,556
Difference	-2,280	-78	-1,030	-3,388
% Change	-2.1%	-1.6%	-100.0%	-3.0%
Year to Date				
Current Year	1,154,497	51,641	4,827	1,210,965
One Year Ago	1,174,048	46,481	21,738	1,242,267
Difference	-19,551	5,160	-16,911	-31,302
% Change	-1.7%	11.1%	-77.8%	-2.5%

*Project Smyles statistics have been included in Main Library totals since Dec. 1, 2016

FY16-17 STATE REPORT CATEGORIES	Adult Books	Young Adult Books	Children's Books	E Books	Video	Audio	E-Audio	Maga-zines	E-mag	All Other	Total - All Formats
Main Library	24,866	5,369	36,672	3,220	29,196	7,206	2,631	947	402	1,079	111,588
Bookmobile	723	115	2,675		985	257		10		68	4,833
Project Smyles	0	0	0		0	0		0		0	0
Current Month	25,589	5,484	39,347	3,220	30,181	7,463	2,631	957	402	1,147	116,421
Main Library	287,084	50,043	383,496	35,599	329,601	81,740	27,597	10,915	6,100	11,618	1,223,793
Bookmobile	6,697	1,710	29,009		10,841	2,768		76		540	51,641
Project Smyles	0	0	3,974		4	416		0		433	4,827
Year to Date	293,781	51,753	416,479	35,599	340,446	84,924	27,597	10,991	6,100	12,591	1,280,261

**Ames Public Library Circulation Statistics
June 2017**

