

**Ames Public Library Board of Trustees
Agenda – February 15, 2018
Dale H. Ross Board Room, 515 Douglas Avenue**

Call to Order 7:00 p.m.

Consent Agenda (Action Item)

(All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes.)

- 1) Resolution approving donations
- 2) Motion approving minutes of the regular meeting of January 18, 2018
- 3) Motion approving payment of claims 1/1/18 – 1/31/18

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.)

Activity Reports

- 4) Ames Public Library Friends Foundation (APLFF) – Acker, Butler
- 5) Director Evaluation Committee – Glatz, Marshall, Rohret
- 6) Nominating Committee – Acker, Butler
- 7) Administrative Staff – Carey

Board Education

- 8) Library Services to the Homeless – Cathy Cooney

New Business

- 9) Approval of Final Budget Adjustments and Requests (Action Item)

Trustee Comments

Adjournment

**Next regular meeting: Thursday, March 15, 2018
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 15, 2018**

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

- 1) From the Ames Garden Club for books \$73.47
- 2) In memory of Janet Klaas from Patricia and Nels Lersten \$100.00

Jane Acker, President

Sarah Barchman, Secretary

**Ames Public Library Board of Trustees
Minutes of the Regular Meeting
January 18, 2018**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, January 18, 2018, in the Dale H. Ross Board Room, 515 Douglas Avenue, with Barchman, Briese, Butler, Glatz, Kluesner, Linch, Marshall, and Rohret in attendance. Acker was excused. Library Director Carey was also present.

Call to Order: Board Vice President Glatz called the meeting to order at 7:00 p.m. The Board had been listening to an online keynote address by Lance Werner on *The Value of Personal Relationships in Advocacy*, which was offered by the State Library of Iowa as a trustee training opportunity. He asked whether the trustees would like to continue listening, but a show of hands indicated unanimous agreement to exit the session and commence with the evening's business.

Consent Agenda:

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

- 1) **Resolution approving donations from:**
 - a) **From Dale & Arlene Christensen \$40.00**
 - b) **From Worldly Goods for Project Smyles \$261.75**
 - c) **From Ames Coin Club for books on coin collecting \$350.00**
 - d) **In memory of Marilyn Jorgensen from Annie Nordaas \$50.00**

2) **Motion approving minutes of the regular meeting of December 21, 2017**

3) **Motion approving payment of claims 12/1/2017 – 12/31/2017**

Vote on Motion: 7-0. Carried unanimously. Resolution No. 2018-L001 adopted.

Public Forum: None.

Second Quarter FY18 Financial Reports: Trustee Briese stated that the committee looked at operational expenditures, which are trending as expected, and discussed how best to bring information to the rest of the Board. Trustee Kluesner noted that the committee looks at the reports on a detailed level, but is interested in finding out if there are any “best practices” in library reporting that provide the Board with adequate information to fulfill its responsibilities without being overwhelmed with everything that is reviewed at the committee level.

Trustee Glatz said that he does look at the reports and would appreciate having notes from the committee, either verbally or on the document, that indicate the most significant aspects or any matters that may be worthy of attention. Briese noted that many of the reports are prepared by the City, which houses the financial system, and said the committee also talked about the possibility of including something about the City's role in managing the finances and the relationship between the two bodies in a future board education session.

Carey said that she attended a Story County Community Foundation presentation which featured a Certified Public Accountant who talked about financial reports. She asked about best practices for sharing information with boards. The recommendation is to have a Budget and Finance Committee that does the “deep dive” and then “reports light” to the rest of the board on a regular basis. The other suggestion is to have periodic education sessions. She acknowledged that there is a delicate balance; the trustees are fiscal stewards for the Library, but the Library has the full backing of the City, which has a lot of checks and balances in place.

The question is how much to share before people's eyes glaze over while ensuring that everyone feels comfortable doing the job they've been asked to do.

Future Needs Fund: Kluesner spoke about the various funds the library keeps track of, and said the committee proposes setting aside some funds that have been donated without specific requests for future needs.

Moved by the Budget and Finance Committee to adopt a resolution establishing a Future Needs Fund in the Donations Account by consolidating:

- **\$90,476 in unrestricted bequest funds accumulated over many years, with**
- **\$38,395 in unspent funds from the \$1,000,000 pledged to the Library Renewal Project on July 21, 2011, and**
- **\$49,655 received from the estate of Mary Beth Henney in 2016.**

The Future Needs Fund thus established in the amount of \$178,526 shall be reserved for future purposes. Expenditure will require a vote of the Board.

When asked if this option would change any possibilities for investing the funds, Carey replied in the negative—funds that have been received by the Library are held for the Library's use and invested by the City. Some donations, however, are made to the Ames Public Library Friends Foundation (APLFF), which has the ability to invest differently.

Kluesner pointed out that the three small funds (Tommy Feinberg Memorial Fund, Ruth Shaw Gilman Children's Literature Endowment, and Gladys Smith Endowment) are kept separate because their use is restricted. He said the committee has asked for some documentation on what stands behind those and may consult with the City Attorney to see if they can be managed differently. In the meantime, the committee would like to simplify matters by consolidating these donations, which are all unrestricted. Carey added that she believes there is merit in treating an unrestricted gift of significant size differently; people don't expect it to be frittered away and setting it aside for something bigger is a nice way to honor it.

Vote on Motion: 7-0. Approved unanimously. Resolution No. 2018-L002 adopted.

Ames Public Library Friends Foundation (APLFF) Report: Library Director Carey stated that the board heard from all committees; looked at the Library Board's request for reallocation of current year funding, and accepted it; and discussed the April 15 Author Café, where Rehka Basu and Kathie Obradovich will interview each other. Carey said that fundraising going well, despite a glitch that delayed the mailing, and the goal for the budget has been met. APLFF is moving forward with updates to its website. Carey stated that some directors' terms will be expiring soon and invited the trustees to make recommendations for persons to fill the positions.

Director Evaluation Committee: Trustee Rohret said the committee met last week to prepare for the process and plans to send out questionnaires to get feedback this month. He asked if there were any objections to using an electronic survey and there were not. Rohret said that the committee expects to keep all the questions used previously, but would like to add questions for non-library staff to capture more information about the job itself and the Director's different spheres of responsibility. It was noted that the Director's General Job Duties, which is a policy document, is a different document than the job description used for recruiting.

Briese asked if there is an evaluation as part of the City of Ames process that incorporates the general duties. Carey said there is not; the City process looks at the Excellence Through People

values: customer service, fiscal stewardship, human resource management, relationships within the organization, etc. It is more general and has no relationship to individual job descriptions.

Administrative Staff Report: Carey said that Mayor Haila will be looking for new members to serve on City boards and commissions and would be interested in knowing if the trustees have any recommendations for new Library Board members. Three terms expire this year; two trustees are eligible for reappointment.

Carey spoke next about staffing. Employees in new positions include:

- Ray Johnson, who was recently hired as a Librarian in Adult Services and has stepped in to help analyze database usage;
- Nathaniel Pleasants, formerly a half-time Clerk, who has accepted a three-quarter-time Library Assistant position; and
- Amy Boldman, who moved up from half-time Clerk to half-time Library Assistant.

Carey said recruitment will now begin to fill the two vacated Clerk positions. There are also openings for Library Aides, Project Smiles Presenters, Small Talk Parent Educators, and the Small Talk Childcare position, which is being revised.

The Library's budget is moving through the City process and Carey said she had word that the City Manager approved the addition of a half-time Marketing Assistant position, effective July 1, 2018. Staff is now working to get everything in order so a new person can start at that time.

Carey stated that there will be several programs at Iowa State University this semester that APLFF is co-sponsoring with the Committee on Lectures.

- Bryan Stevenson will present on campus on January 29; a discussion of his work *Just Mercy* will be held at APL on January 24.
- Winona LaDuke will talk about food security on Wednesday, March 28.
- Roxane Gaye will appear on Thursday, April 5. Along with her presentation, the APL Program Team is planning a daylong symposium called *Talk Feminism*. Carey said that Nikki Port, from the ISU Office of Diversity, will moderate a panel that includes Kirsten Anderson, the woman who filed a sexual harassment lawsuit against the Iowa State Senate; Monic Behnken, a member of the Ames School Board; and Mindy McGuinness, a Young Adult author who will also be making presentations in the Ames schools and for teens at the Library. Additional panelists are being sought.
- Paolo Bacigalupi, is scheduled on Tuesday, April 17. His presentation, *Writing Science Fiction Thrillers in The Age of Climate Change*, is eagerly anticipated by the teens and the Teen Librarian.

Carey said APL is also working on partnering with other Central Iowa libraries to bring in children's picture book author Patricia Polacco and there are a lot of activities coming up for Black History Month.

Staff Development Day is being planned for Monday, February 19, when the Library will be closed to the public, but staff reports for duty. She outlined the day's schedule and invited the trustees to attend.

Carey said APL has been hosting a lot of libraries making site visits--representatives from both Ankeny and Sioux City visited recently. Staff is working on making the summer free lunch program even better next summer, and the Ames Police Department is interested in

collaborating on some activities. That department very much understands how literacy impacts success in later life and has a lot of shared goals with the Library. The Person in Charge (PIC) Group had a presentation earlier in the day on library service to homeless populations, which Librarian Cathy Cooney will present to the Board next month. She said staff will move forward with some of the recommendations that came out of the morning's conversations.

Circulation statistics for December 2017 were down 6.5% as compared to December 2016. Carey said the change was almost all attributable to fewer check-outs of media (DVDs and audiobooks) and the difference isn't made up for by the electronic versions of those formats. Circulation for this fiscal year is down 2% overall, but program statistics still look very good. Glatz remarked that streaming services are in direct competition with the media categories.

When asked how Hoopla was doing, Carey said that it's doing so well that the budget request for next year was increased for it. She said it doesn't offer the hottest new things, but people are finding out about it. There is a usage cap on it at this point, since it's a "pay as you go" and "pay per circ" service and the price varies depending on an item's popularity. Eventually, it may be possible to loosen up the limit on how much each person can check out.

Board Education: Glatz invited discussion about the State Library's continuing education presentation, *The Value of Personal Relationships in Advocacy*. Carey said that she attends Ames Chamber of Commerce Business After Hours and Legislative Update Luncheons on a regular basis and City Council Meetings on occasion. She said she would be happy to have any of the trustees accompany her; she finds these to be good ways to keep in contact with elected officials and develop relationships. When asked if she saw a role for the trustees, Carey recommended that they express thanks for the support the Library has received from the County Board of Supervisors, City management and City Council. Fortunately, she said, there are no burning issues requiring library advocacy at the state level right now, but it never hurts to thank those officials, as well.

Circulation and Customer Accounts Policy:

Moved by Barchman , seconded by Rohret, to adopt a resolution approving revisions to the Circulation and Customer Accounts Policy as presented/ amended.

Vote on Motion (as presented): 8-0. Approved unanimously. Resolution No. 2018-L003 adopted.

Library Fines and Charges:

Moved by Marshall, seconded by Briese, to retain Library Fines and Charges without changes.

Vote on Motion: 8-0 (unanimous).

Appointment of Nominating Committee: Glatz said that Acker and Butler will comprise this year's committee. They will present a slate of candidates for office at the February meeting so that new officers may be elected and installed in March.

Trustee Comments:

Kluesner stated that his family and grandchildren recently spent time in the Youth Department, attended a storytime, and played at the Wow Wall. He said it was very enjoyable and he extended kudos to the staff.

Butler said her granddaughter also exclaimed over the Wow Wall and remarked on how fascinating all children find the Little Theater.

Glatz said he hoped the trustees had gained something from the video presentation at 6:30.

Adjournment:

Moved by Butler, seconded by Rohret, to adjourn at 7:48 p.m.

Vote on Motion: 7-0 (unanimous).

The next regular meeting will be on Thursday, February 15, 2018, 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
January 1, 2018 - January 31, 2018

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,944.97
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 385.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 615.28
PAYROLL SUMMARY	FICA	\$ 2,630.77
PAYROLL SUMMARY	IPERS	\$ 3,869.36
PAYROLL SUMMARY	WORKERS COMP	\$ 131.92
DECEMBER MESSENGER CHARGE	MESSENGER SERVICE	\$ 401.82
DEC. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 14.00
DECEMBER LONG DISTANCE	LONG DISTANCE	\$ 13.70
NOV. 2018 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 367.54
NOV. 2018 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
DECEMBER POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 3.62
BANK OF AMERICA	CONFERENCES	\$ (110.00)
DEX YP	ADVERTISING	\$ 15.50
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 9,345.66
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 234.55
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 197.80
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 678.75
CITY OF AMES UTILITIES	WATER/SEWER	\$ 371.96
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
CONVERGINT TECHNOLOGIES L	MAINTENANCE CONTRACTS	\$ 2,627.50
COMFORT SYSTEMS USA MIDWE	EQUIPMENT REPAIRS	\$ 1,380.69
CONVERGINT TECHNOLOGIES L	EQUIPMENT REPAIRS	\$ 273.25
RAYS DOORS LLC	EQUIPMENT REPAIRS	\$ 128.40
XEROX CORPORATION	RENTALS/LEASES	\$ 1,047.28
G & K SERVICES	NON-CITY SERVICE	\$ 135.00
LAWNPRO	NON-CITY SERVICE	\$ 2,970.00
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 6,595.73
CH ISSUES	OFFICE SUPPLIES	\$ 199.50
CORRECT TO 2615	OFFICE SUPPLIES	\$ (289.75)
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 36.33
QUILL CORP	OFFICE SUPPLIES	\$ 79.80
BANK OF AMERICA	OFFICE SUPPLIES	\$ 188.53
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 277.79
ZOOBEAN INC	MINOR COMPUTER EQUIPMENT	\$ 914.58
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 541.26
STAPLES BUSINESS ADVANTAG	CLEANING SUPPLIES	\$ 28.00
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 289.38
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$ 9.98

Library Claims
January 1, 2018 - January 31, 2018

BANK OF AMERICA	FOOD	\$ 186.79
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 158.96
ANDERSON, JILL	SPECIAL PROJECT SUPPLIES	\$ 19.72
	Total Administration	\$ 91,567.65
Operations Services		
DECEMBER LONG DISTANCE	LONG DISTANCE	\$ 0.06
DECEMBER POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 2.71
	Total Operations Services	\$ 2.77
Resource Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 21,277.12
PAYROLL SUMMARY	IPERS DISABILITY	\$ 99.41
PAYROLL SUMMARY	LIFE INSURANCE	\$ 47.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,746.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 288.06
PAYROLL SUMMARY	FICA	\$ 1,231.70
PAYROLL SUMMARY	IPERS	\$ 1,900.04
PAYROLL SUMMARY	WORKERS COMP	\$ 25.54
DECEMBER LONG DISTANCE	LONG DISTANCE	\$ 0.20
BANK OF AMERICA	CONFERENCES	\$ 325.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 400.58
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 15.00
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 176.71
RECORDED BOOKS LLC	EQUIPMENT PARTS/SUPPLIES	\$ 176.50
AMAZON	EQUIPMENT PARTS/SUPPLIES	\$ 5.55
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 500.29
AFFORDABLE ALTERNATIVES I	EQUIPMENT PARTS/SUPPLIES	\$ 123.47
ELM USA INC	EQUIPMENT PARTS/SUPPLIES	\$ 507.50
MIDWEST TAPE	ELECTRONIC LICENSES	\$ 407.57
OVERDRIVE	ELECTRONIC LICENSES	\$ 1,822.98
DES MOINES REGISTER	PERIODICALS	\$ 141.75
ACCOUNTING RESEARCH & ANA	PERIODICALS	\$ 420.00
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 5,656.06
RECORDED BOOKS LLC	YOUTH COLLECTION	\$ 278.60
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 841.27
AMAZON	YOUTH COLLECTION	\$ 2,896.68
MIDWEST TAPE	YOUTH COLLECTION	\$ 1,929.87
BANK OF AMERICA	YOUTH COLLECTION	\$ 334.76
AMAZON	AUDIO-VISUAL COLLECTION	\$ 547.75
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 5,304.86
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 5,046.27
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 103.10
AMAZON	ADULT PRINT COLLECTION	\$ 2,380.34
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 1,156.37
GALE GROUP	ADULT PRINT COLLECTION	\$ 965.38

Library Claims
January 1, 2018 - January 31, 2018

MCCANN, LINDA	ADULT PRINT COLLECTION	\$ 40.00
MORRIS, BRIAN P	REFUNDS	\$ 37.00
	Total Resource Services	\$ 61,156.94
Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,428.84
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 443.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 496.29
PAYROLL SUMMARY	FICA	\$ 2,122.03
PAYROLL SUMMARY	IPERS	\$ 3,203.36
PAYROLL SUMMARY	WORKERS COMP	\$ 44.94
DEC. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 5.24
DECEMBER LONG DISTANCE	LONG DISTANCE	\$ 1.51
DECEMBER POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.45
BANK OF AMERICA	FOOD	\$ 89.67
	Total Youth Services	\$ 48,082.95
Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,951.12
PAYROLL SUMMARY	IPERS DISABILITY	\$ 149.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 60.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,928.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 505.72
PAYROLL SUMMARY	FICA	\$ 2,162.31
PAYROLL SUMMARY	IPERS	\$ 3,210.45
PAYROLL SUMMARY	WORKERS COMP	\$ 43.16
DECEMBER LONG DISTANCE	LONG DISTANCE	\$ 6.12
DECEMBER POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1.81
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 92.00
BANK OF AMERICA	RECRUITING COSTS	\$ 46.39
	Total Adult Services	\$ 47,157.07
Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 37,648.22
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 10,398.78
PAYROLL SUMMARY	VACATION	\$ 314.76
PAYROLL SUMMARY	IPERS DISABILITY	\$ 170.04
PAYROLL SUMMARY	LIFE INSURANCE	\$ 85.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,890.18
PAYROLL SUMMARY	MEDICARE FICA	\$ 685.09
PAYROLL SUMMARY	FICA	\$ 2,929.34
PAYROLL SUMMARY	IPERS	\$ 4,290.58
PAYROLL SUMMARY	WORKERS COMP	\$ 153.87
DEC. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 16.50

Library Claims
January 1, 2018 - January 31, 2018

DECEMBER LONG DISTANCE	LONG DISTANCE	\$ 10.00
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 277.34
DECEMBER POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 1,248.43
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 7.96
HUMPHREY, JULIA	TRAVEL/MEETINGS	\$ 4.49
BANK OF AMERICA	TRAINING	\$ 711.60
OLSON, LINDA	DUES/MEMBERSHIPS	\$ 56.00
BRISENO, TRACY	DUES/MEMBERSHIPS	\$ 64.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 635.45
CORRECT FROM 2610	OFFICE SUPPLIES	\$ 289.75
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 174.27
BANK OF AMERICA	OFFICE SUPPLIES	\$ 307.50
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 24.99
BANK OF AMERICA	FOOD	\$ 211.43
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 19.43
	Total Customer Account Services	\$ 65,625.00
	Grand Total:	\$ 313,592.38
Jane Acker, President	Sarah Barchman, Secretary	Date

Revised Budget Requests

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
FEBRUARY 15, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves operating budget adjustments for fiscal year 2017/18 and requests for 2018/19, as revised by the City Manager.

Jane Acker, President

Sarah Barchman, Vice President

Background: In December, the Board approved the 2017/18 (FY18) budget adjustments and 2018/19 (FY19) requests that had been submitted to City Administration by staff.

The FY18 adjustments accounted for rolling the Operations Services (OS) division into Customer Account Services (CAS), eliminating the OS Manager's position, and creating a new Operations Coordinator position in CAS. In meetings, Library staff also verbally requested permission to increase the number of authorized full time employees (FTEs) to include a half-time Marketing Assistant in the Resource Services division.

Other major adjustments to the FY18 budget submitted by staff in the original request included:

- the anticipated costs of light-emitting diode (LED) replacement bulbs, an electrician's labor, and revenue from the City's rebate program;
- additional funds for collections to cover the popular new streaming service, Hoopla; and
- funds to cover 16 more hours of custodial service per week for the second half of the fiscal year.

As usual, staff's FY19 request included regular increases for operational expenses and collection spending, along with the anticipated purchase of two capital items—a CD/DVD disc repair and buffing machine and a new auto scrubber (hard-surface floor cleaner).

After analyzing budget requests from all City departments, the City Manager made two important changes: he moved forward the two capital purchases (in the amount of \$23,999) from FY19 to FY18; and he approved adding \$42,000 to the FY19 budget for the requested half-time position, resulting in a net increase of \$18,001 in that year. Future funding for the additional staff position will be covered by the salary savings resulting from the reclassification of the Operations Coordinator position and the energy cost savings from the conversion to LED lights.

A comparison of the operations expense budget approved in December with the revised version appears on the following page. The expense budgets in Donations accounts and all revenue budgets remain unchanged.

Requested Action: Staff requests Board approval of the FY18 budget adjustments and FY19 budget requests as revised by the City Manager. The Library will be able to purchase the disc buffer and auto scrubber at the end of this year rather than the beginning of next, and the ongoing future energy savings from the LED bulbs will be put toward a much-needed addition to staff.

BY FUND EXPENSES BY SUB ACTIVITY/DIVISION

ACCOUNT DESCRIPTION	2016/17 ACTUAL	2017/18 ADOPTED	2017/18 WITH C/O'S	2017/18 ADJUSTED	2018/19 REQUESTED	Y-T-D ACTUAL
GENERAL FUND						
LIBRARY						
* ADMINISTRATION	1,192,904	1,293,123	1,293,123	1,309,681	1,297,088	711,705
* OPERATIONS SERVICES	191,528	269,761	269,761	0	0	64,748
* RESOURCE SERVICES	847,265	877,127	877,127	920,621	984,575	538,648
* YOUTH SERVICES	583,958	631,189	631,189	623,455	646,044	360,712
* ADULT SERVICES	556,609	593,289	593,289	588,933	616,802	333,393
* CUSTOMER ACCOUNT SERVICES	587,905	632,250	632,250	832,858	899,265	379,047
** LIBRARY	3,960,169	4,296,739	4,296,739	4,275,548	4,443,774	2,388,253
*** GENERAL FUND	3,960,169	4,296,739	4,296,739	4,275,548	4,443,774	2,388,253
	3,960,169	4,296,739	4,296,739	4,275,548	4,443,774	2,388,253

NEW

BY FUND EXPENSES BY SUB ACTIVITY/DIVISION

ACCOUNT DESCRIPTION	2016/17 ACTUAL	2017/18 ADOPTED	2017/18 WITH C/O'S	2017/18 ADJUSTED	2018/19 REQUESTED	Y-T-D ACTUAL
GENERAL FUND						
LIBRARY						
* ADMINISTRATION	1,192,904	1,293,123	1,293,123	1,303,681	1,303,088	540,005
* OPERATIONS SERVICES	191,528	269,761	269,761	0	0	58,846
* RESOURCE SERVICES	847,265	877,127	877,127	902,622	960,574	426,739
* YOUTH SERVICES	583,958	631,189	631,189	623,455	646,044	263,220
* ADULT SERVICES	556,609	593,289	593,289	588,933	616,802	244,187
* CUSTOMER ACCOUNT SERVICES	587,905	632,250	632,250	832,858	899,265	252,124
** LIBRARY	3,960,169	4,296,739	4,296,739	4,251,549	4,425,773	1,785,121
*** GENERAL FUND	3,960,169	4,296,739	4,296,739	4,251,549	4,425,773	1,785,121
	3,960,169	4,296,739	4,296,739	4,251,549	4,425,773	1,785,121

OLD