

**Ames Public Library Board of Trustees**  
**Agenda – January 18, 2018**  
**Dale H. Ross Board Room, 515 Douglas Avenue**

**Iowa Libraries Online Evening Keynote Address** 6:30 p.m.

An online keynote address by Lance Werner on *The Value of Personal Relationships in Advocacy* will begin at 6:30 p.m. The address is offered by the State Library of Iowa as a library trustee training opportunity. Trustee attendance is optional. No Board discussion will take place until the Library Board's Regular Meeting begins. Interested persons are welcome to attend.

**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 December 21, 2017
- 3) Motion approving payment of claims 12/1/17 – 12/31/17

**Public Forum**

Members of the public who wish to address the Board will be given the opportunity at this time. (Please complete a blue card and hand it to the recording secretary.)

**Financial Reports** – Briese, Kluesner, Linch

- 4) Second Quarter Financial Reports (Discussion)
- 5) Future Needs Fund (Action Item)

**Activity Reports**

- 6) Ames Public Library Friends Foundation (APLFF) – Carey
- 7) Director Evaluation Committee – Glatz, Marshall, Rohret
- 8) Administrative Staff – Carey

**Board Education**

- 9) *The Value of Personal Relationships in Advocacy* (Discussion)

**Policy Review**

- 10) Circulation and Customer Accounts Policy (Action Item)
- 11) Library Fines and Charges (Action Item)

**New Business**

- 12) Appointment of Nominating Committee - Acker

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, February 15, 2018**  
**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)**

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# Library Trustee Training Opportunity: Iowa Libraries Online Conference Jan. 18

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News from the State Library of Iowa - December 22, 2017

## Iowa Library Trustee Training Opportunity

### Iowa Libraries Online Conference Jan. 18

You're invited to the annual Innovative Libraries Online Conference (ILOC) on Thursday, January 18. The FREE online conference offers keynote speakers, informative sessions, and an evening session for trustees—all online. The conference replicates an “in-person” experience without registration fees or travel costs.

The 6:30 p.m. evening session, designed especially for trustees, offers an excellent chance for library boards to earn continuing education to fulfill the training requirement for library accreditation. With the opportunity to hear a nationally known speaker, many libraries make this part of their regular monthly board meeting or meet at the library, have some pizza and watch the hour long presentation together. Of course, anyone can also watch from the comfort of their own home.



### About the Evening Keynote

Lance Werner is the Director of the award winning Kent District Library (KDL), the second largest and busiest library in the State of Michigan. He has a JD degree from Michigan State University, College of Law and an MLIS from Wayne State University, and has worked as both an academic librarian and law librarian. He was named a 2016 Library Journal Mover & Shaker and is passionate about advocacy.

His session, *The Value of Personal Relationships in Advocacy*, will provide an overview about how personal relationships with elected officials can pay huge dividends in advocacy efforts. There will also be a discussion about various techniques that have been successfully used by Lance in creating genuine relationships with elected officials and other decision makers.

We hope you'll join us all day, or in the evening for this informational and inspiring learning opportunity. **No need to preregister, bookmark the [ILOC 2018 webpage](#) for the link to the virtual conference room and plan on logging in about 15 minutes before the session begins.** Please note: Zoom, the web conference software used, may require you to download a small software client after clicking the link to access the conference.

Finally, on behalf of State Librarian Michael Scott and all Iowa libraries, thank you for the work you do as a library trustee.

*You are receiving this email because you have been identified as an Iowa library trustee, if this is not correct, please contact [toni.blair@iowa.gov](mailto:toni.blair@iowa.gov).*

[Find out more about ILOC](#)

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**Donations**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 18, 2018**

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

- 1) From Dale & Arlene Christensen ..... \$40.00
- 2) From Worldly Goods for Project Smyles ..... \$261.75
- 3) From Ames Coin Club for books on coin collecting..... \$350.00
- 4) In memory of Marilyn Jorgensen from Annie Nordaas ..... \$50.00

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Jane Acker, President

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Sarah Barchman, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
December 21, 2017**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 21, 2017, in the Dale H. Ross Board Room, 515 Douglas Avenue., with Acker, Barchman, Briese, Kluesner, Marshall, and Rohret in attendance. Linch arrived shortly after the call to order. Butler and Glatz were excused. Library Director Carey, Librarian Danielle Ziegler, and Operations Coordinator Mary Morton were also present.

**Call to Order:** Board President Acker called the meeting to order at 6:58 p.m.

**Consent Agenda:**

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

**1) Resolution approving donations**

**2) Motion approving minutes of the regular meeting of November 16, 2017**

**3) Motion approving payment of claims 11/1/2017 – 11/30/2017**

**Vote on Motion: 5-0. Carried unanimously. Resolution No. 2017-L026 adopted.**

**Public Forum:** None.

Linch arrived at 7:00 p.m.

**Ames Public Library Friends Foundation (APLFF) Report:** Trustee Acker stated that the APLFF Sales Committee brought in \$12,000 in November; fundraising continues with a focus on an endowment campaign; an Author Café featuring Rekha Basu and Kathie Obradovich of the Des Moines Register is scheduled for April 15; an update to the APLFF website is underway; the Teen Advisory Group is working on a January 21 Yule Ball and a silent disco.

**Administrative Staff Report:** Carey introduced the two staff members (Ziegler and Morton) who were present and provided some staff updates: Cathy Van Brocklin will be retiring at the end of the month; a new librarian was hired to fill Justin Armbruster's position and he will begin January 2; one half-time and one three-quarter-time Library Assistant positions are now open. Carey said there are also openings for parent educators in the Small Talk Program and an opening in Project Smyles is available because Pat Spangler accepted a position with the Ames Community School District. The four staff teams (Internal Communications, Pay Study, Welcoming/Inclusivity, and Innovation) are meeting and will report at Staff Development Day.

Carey said that the first budget meeting with City staff was held. The Library received the go-ahead to begin the light-emitting diode (LED) bulb replacement project, was able to add 16 hours of custodial work to the contract, and will be able to combine savings from the lighting project and the Operations Coordinator position to create a new half-time position for an assistant to the Community Relations Specialist. The budget team will meet with the City Manager next week.

Carey said she and Acker gave incoming City officials John Haila and David Martin a tour of the facility. A going-away reception for Peter Orazem and Mayor Ann Campbell was held at the Library. She also reported that former Library Board member Harry Weiss had passed away earlier in the month. Carey attended the funeral on behalf of the Library and ordered a collection of jazz greats in his honor.

Carey stated that APLFF recently received a letter from the Boston Foundation advising that an anonymous donor has set up a \$250,000 endowment with APLFF as the beneficiary. A check for about \$10,700 also came, with an explanation that the funds are to be used to support the large print collection and that a similar amount will be sent each year in May.

Finally, Carey showed examples of the note cards, t-shirts, calendars, and bags that are being sold at the Welcome Desk. She said staff is planning to order onesies and is taking note of any requests for adult-size t-shirts.

**Board Education:** Youth Services Librarian Danielle Ziegler spoke on the topic of gift books. She said that staff tries to help customers at this time of year by recommending materials for specific ages. They may refer people to the “river” that runs across the home screen in the Library’s catalog, share book lists that are available at the service desks and on line, or make personal recommendations. Ziegler distributed a sample suggestion list and showed some of the books she favors.

**Circulation and Customer Accounts Policy:** Proposed changes to the policy were discussed. When asked if the Legal Department had reviewed the registration or account application forms, Carey said she didn’t think the forms had changed very much in the last several years, but that the language about implied consent had been reviewed. The schedule of fines and charges is approved by City Council.

There was also discussion about the difference in identification requirements between borrower accounts and computer use accounts. Operations Support Coordinator Morton explained that the requirement for computer use cards is more lenient because nothing is taken out of the building.

Asked about the difference between an Educator Account and an Individual borrower account, Morton stated that educators are allowed a longer check-out period and it generally corresponds to the length of a unit.

**Library Fines and Charges:** No changes were proposed.

**Approval of Preliminary Budget Requests:**

**Moved by Briese, seconded by Barchman, to approve adjustments to the operating budget for fiscal year 2017/18 and requests for fiscal year 2018/19 as presented/amended.**

Carey explained the information shown on pages 17 and 18 of the board packet, which she said would be the basis for the discussion with Mr. Schainker next week. He will compare the budget that was adopted last year to the current year adjustments and next year’s requests. Carey noted that the adjusted budget was lower at this point than adopted, so she hopes he will look favorably on the requests (for additional custodial hours, the LED bulb replacement, and another half-time position). The request for next year is just less than a 4% increase.

**Vote on Motion to approve as presented: 6-0 . Approved unanimously. Resolution No. 2017-L027 adopted.**

**Moved by Kluesner, seconded by Briese, to approve adjustments to the Donations Budgets for fiscal year 2017/18 and proposals for fiscal year 2018/19 as**

**presented/amended.**

Carey said it's difficult to anticipate future donations, but staff attempts to make best estimates and adjust as new information is learned and opportunities arise.

**Vote on Motion to approve as presented: 6-0. Approved unanimously. Resolution No. 2017-L028 adopted.**

**Reallocation of FY18 APLFF Funding:**

**Moved by Rohret, seconded by Barchman, to reallocate expenditure of the \$164,500 funding from Ames Public Library Friends Foundation for fiscal year 2017/18 as presented/amended.**

**Vote on Motion to approve as presented: 6-0. Approved unanimously. Resolution No. 2017-L029 adopted.**

**Annual Review of Story County Contract:**

**Moved by Linch, seconded by Briese, to approve continuation of the Library Service Contract for Story County for Fiscal Year 2018/19.**

**Vote on Motion: 6-0. Approved unanimously. Resolution No. 2017-L030 adopted.**

**Trustee Comments:**

Marshall recommended another gift book: *I'm Just No Good at Rhyming: And Other Nonsense for Mischievous Kids*.

**Adjournment: The meeting was adjourned by consent at 7:52 p.m.**

The next regular meeting will be on Thursday, January 18, 2018, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

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Karen C. Thompson, Administrative Assistant

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Sarah Barchman, Board Secretary

**Library Claims**  
**December 1, 2017 - December 31, 2017**

<b>Administration</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 42,441.34
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 186.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 192.47
PAYROLL SUMMARY	LIFE INSURANCE	\$ 67.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,987.62
PAYROLL SUMMARY	MEDICARE FICA	\$ 607.25
PAYROLL SUMMARY	FICA	\$ 2,364.99
PAYROLL SUMMARY	IPERS	\$ 3,806.63
PAYROLL SUMMARY	WORKERS COMP	\$ 128.75
NOVEMBER MESSENGER CHARGE	MESSENGER SERVICE	\$ 401.68
NOV. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 12.60
NOV LONG DISTANCE CHGS	LONG DISTANCE	\$ 3.82
OCT. 2017 EQUIPMENT CHRGS	FLEET MAINTENANCE	\$ 556.94
OCT. 2017 EQUIPMENT CHRGS	FLEET REPLACEMENT	\$ 2,219.00
MCCANN, LINDA	OUTSIDE PROFESSIONAL SVCS	\$ 25.00
NOVEMBER 2017 POSTAGE CHG	POSTAGE/FREIGHT	\$ 10.85
MAIN STREET CULTURAL DIST	DUES/MEMBERSHIPS	\$ 225.00
DEX MEDIA EAST	ADVERTISING	\$ 31.06
AMES CONVENTION & VISITOR	ADVERTISING	\$ 150.00
ONESOURCE	RECRUITING COSTS	\$ 35.00
CITY OF AMES UTILITIES	ELECTRIC SERVICE	\$ 10,308.75
CENTURYLINK	OUTSIDE PHONE SERVICE	\$ 234.25
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	\$ 197.80
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	\$ 885.05
CITY OF AMES UTILITIES	WATER/SEWER	\$ 401.01
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 182.14
ALLIANT ENERGY/IPL	NATURAL GAS	\$ 1,272.87
COMFORT SYSTEMS USA MIDWE	MAINTENANCE CONTRACTS	\$ 1,008.00
FITZ ELECTRIC	EQUIPMENT REPAIRS	\$ 171.00
AUTOMATIC DOOR GROUP INC	EQUIPMENT REPAIRS	\$ 132.88
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	\$ 300.00
COPIES REIMB	RENTALS/LEASES	\$ (1,134.24)
XEROX CORPORATION	RENTALS/LEASES	\$ 971.06
G & K SERVICES	NON-CITY SERVICE	\$ 108.00
XEROX CORPORATION	NON-CITY SERVICE	\$ 115.27
NATIONWIDE OFFICE CLEANER	NON-CITY SERVICE	\$ 6,566.74
DES MOINES STAMP MFG	OFFICE SUPPLIES	\$ 69.55
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 16.61
QUILL CORP	OFFICE SUPPLIES	\$ 133.44
STOREY KENWORTHY CO	OFFICE SUPPLIES	\$ 7.26
BANK OF AMERICA	OFFICE SUPPLIES	\$ 1,067.54
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 90.69
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 249.30



**Library Claims**  
**December 1, 2017 - December 31, 2017**

STOREY KENWORTHY CO	CLEANING SUPPLIES	\$ 10.58
BANK OF AMERICA	CLEANING SUPPLIES	\$ 174.84
1000BULBS.COM REFUND	EQUIPMENT PARTS/SUPPLIES	\$ (674.30)
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 3,347.69
BANK OF AMERICA	MINOR EQUIPMENT/TOOLS	\$ 5.06
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 24.22
PUBLIC SURPLUS	SPECIAL PROJECT SUPPLIES	\$ 0.48
	<b>Total Administration</b>	<b>\$ 87,697.04</b>
<b>Operations Services</b>		
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 5,018.87
PAYROLL SUMMARY	MEDICARE FICA	\$ 72.78
PAYROLL SUMMARY	FICA	\$ 311.19
PAYROLL SUMMARY	IPERS	\$ 448.17
PAYROLL SUMMARY	WORKERS COMP	\$ 48.76
	<b>Total Operations Services</b>	<b>\$ 5,899.77</b>
<b>Resource Services</b>		
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	\$ 288.96
PAYROLL SUMMARY	FICA	\$ 1,235.59
PAYROLL SUMMARY	IPERS	\$ 1,900.04
PAYROLL SUMMARY	WORKERS COMP	\$ 25.54
NOV LONG DISTANCE CHGS	LONG DISTANCE	\$ 1.41
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 608.21
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 22.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 397.88
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 202.65
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 149.85
OVERDRIVE	ELECTRONIC LICENSES	\$ 2,421.99
DES MOINES REGISTER	PERIODICALS	\$ 123.08
BAKER & TAYLOR INC	YOUTH COLLECTION	\$ 4,389.42
PERMA BOUND	YOUTH COLLECTION	\$ 238.00
INGRAM LIBRARY SERVICES	YOUTH COLLECTION	\$ 240.28
MIDWEST TAPE	YOUTH COLLECTION	\$ 779.59
BANK OF AMERICA	YOUTH COLLECTION	\$ 138.02
MIDWEST TAPE	AUDIO-VISUAL COLLECTION	\$ 6,193.36
BANK OF AMERICA	AUDIO-VISUAL COLLECTION	\$ 17.98
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 7,729.25
IA POETRY ASSOC	ADULT PRINT COLLECTION	\$ 9.00
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 67.60
WAPSIPINICON ALMANAC	ADULT PRINT COLLECTION	\$ 9.00
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 796.22

**Library Claims**  
**December 1, 2017 - December 31, 2017**

GALE GROUP	ADULT PRINT COLLECTION	\$ 625.17
BERING, SARA	REFUNDS	\$ 64.89
	<b>Total Resource Services</b>	<b>\$ 53,845.67</b>
<b>Youth Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 35,455.24
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 1,386.00
PAYROLL SUMMARY	IPERS DISABILITY	\$ 178.92
PAYROLL SUMMARY	LIFE INSURANCE	\$ 75.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,993.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 510.36
PAYROLL SUMMARY	FICA	\$ 2,182.15
PAYROLL SUMMARY	IPERS	\$ 3,289.92
PAYROLL SUMMARY	WORKERS COMP	\$ 47.66
NOV. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 47.37
NOV LONG DISTANCE CHGS	LONG DISTANCE	\$ 1.31
NOVEMBER 2017 POSTAGE CHG	POSTAGE/FREIGHT	\$ 2.61
BANK OF AMERICA	DUES/MEMBERSHIPS	\$ 125.00
GREEN PAPER REIMB	OFFICE SUPPLIES	\$ (39.00)
BANK OF AMERICA	FOOD	\$ 62.44
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 36.12
	<b>Total Youth Services</b>	<b>\$ 49,354.80</b>
<b>Adult Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 32,100.03
PAYROLL SUMMARY	IPERS DISABILITY	\$ 149.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 60.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,183.08
PAYROLL SUMMARY	MEDICARE FICA	\$ 449.64
PAYROLL SUMMARY	FICA	\$ 1,922.48
PAYROLL SUMMARY	IPERS	\$ 2,866.55
PAYROLL SUMMARY	WORKERS COMP	\$ 38.53
NOV. 2017 PRINTING CHRGS	PRINT SHOP SERVICES	\$ 24.75
NOV LONG DISTANCE CHGS	LONG DISTANCE	\$ 4.28
NOVEMBER 2017 POSTAGE CHG	POSTAGE/FREIGHT	\$ 0.45
BANK OF AMERICA	RECRUITING COSTS	\$ 92.85
AHRENS, MARK	RECRUITING COSTS	\$ 852.36
JOHNSON, RAY	RECRUITING COSTS	\$ 34.68
	<b>Total Adult Services</b>	<b>\$ 42,779.05</b>
<b>Customer Account Services</b>		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	\$ 40,129.49
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	\$ 5,567.59
PAYROLL SUMMARY	HOLIDAY	\$ (153.43)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 185.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 87.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,606.82

**Library Claims**  
**December 1, 2017 - December 31, 2017**

PAYROLL SUMMARY	MEDICARE FICA	\$ 638.09
PAYROLL SUMMARY	FICA	\$ 2,728.41
PAYROLL SUMMARY	IPERS	\$ 4,067.06
PAYROLL SUMMARY	WORKERS COMP	\$ 97.47
NOV LONG DISTANCE CHGS	LONG DISTANCE	\$ 8.37
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	\$ 281.72
NOVEMBER 2017 POSTAGE CHG	POSTAGE/FREIGHT	\$ 1,282.58
FRIEDRICH, KATIE	TRAVEL/MEETINGS	\$ 15.91
HUMPHREY, JULIA	TRAVEL/MEETINGS	\$ 31.42
BANK OF AMERICA	RECRUITING COSTS	\$ 135.96
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 241.65
LUCAS COLOR CARD	OFFICE SUPPLIES	\$ 1,422.05
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 139.35
	<b>Total Customer Account Services</b>	<b>\$ 61,513.38</b>
	<b>Grand Total:</b>	<b>\$ 301,089.71</b>
<b>Jane Acker, President</b>	<b>Sarah Barchman, Secretary</b>	<b>Date</b>

Ames Public Library				
2017/18 Expenditure Summary - All Funding Sources				
Dec 31, 2017				
6th month = 50%				
	General	Fund 239	Fund 241	
	Fund	Friends	Donations	Total
		Foundation	& Grants	Expenses
Gilman, Smith & Feinberg :				
Total Bequest	-	-	-	-
Administration:				
General Administration	605,433	33		605,466
Total Administration	605,433	33	-	605,466
Operations Services:				
Outreach Services	64,745			64,745
Total Outreach Services	64,745	-	-	64,745
Resource Services:				
Collections Administration	213,370			213,370
Electronic Collection/Licenses	72,171	15,717		87,888
Periodicals	13,790			13,790
Juvenile	52,794	3,778	27	56,599
Audio/Visual Collection	49,928	4,886		54,814
Adult Collection	66,912	1,407	97	68,416
Refunds	234			234
Total Resource Services	469,200	25,788	124	495,111
Youth Services:	312,564			312,564
Food & Feed		8	1,338	1,346
Project Snyles			12,548	12,548
Books for Babies			85	85
Special Project Supplies		996	1,270	2,266
HBRA			595	595
Total Youth Services	312,564	1,004	15,836	329,404
Adult Services:	286,109			286,109
Outside Professional Services		1,950		1,950
Special Project Supplies		759		759
Total Adult Services	286,109	2,709	-	288,818
Customer Account Services:				
Circulation Services	313,309			313,309
Total Customer Account Services	313,309	-	-	313,309
Library Improvements:		6,249		6,249
Small Talk Grant:		29,600		29,600
Kinney-Lindstrom Grant:			7,065	7,065
Carver Trust Grant:			883	883
Capital Improvements:				
Library Renovation Project				-
Total Expenses	2,051,360	65,383	23,908	2,140,650

2017/18 Ames Public Library **General Fund** Expenditure Comparisons

Dec 31, 2017

6th month = 50%

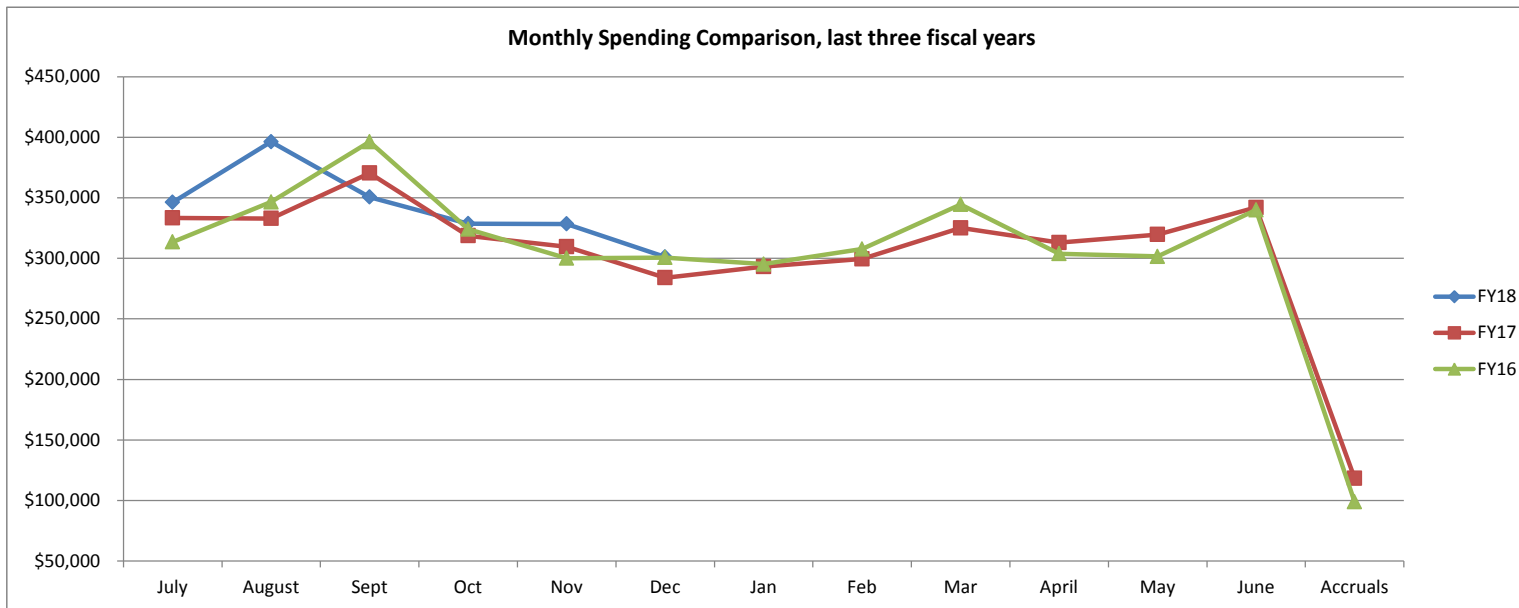
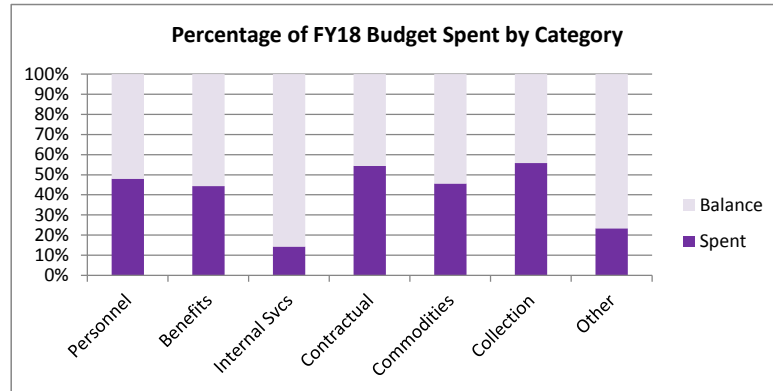
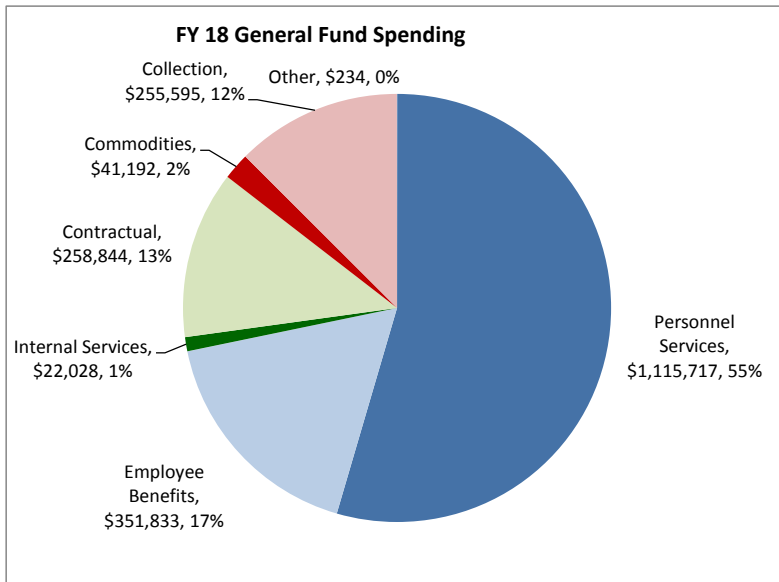
Year-to-Year Expenditure Comparisons			
	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Totals by Category:			
Personnel Services	\$ 1,077,784	\$ 1,115,717	3.5%
Employee Benefits	350,170	351,833	0.5%
Internal Services	25,967	22,028	-15.2%
Contractual	223,181	258,844	16.0%
Commodities	33,170	41,192	24.2%
Collection	238,733	255,595	7.1%
Other	442	234	-47.0%
Capital over 5,000	-	5,916	
<b>Total</b>	<b>\$ 1,949,447</b>	<b>\$ 2,051,360</b>	<b>5.2%</b>

Expense-Budget Comparisons		
YTD 2017/18	Budget* 2017/18	% of Total Budget Spent
\$ 1,115,717	\$ 2,324,932	48.0%
351,833	793,571	44.3%
22,028	153,196	14.4%
258,844	476,122	54.4%
41,192	90,267	45.6%
255,595	457,651	55.8%
234	1,000	23.4%
5,916	-	0.0%
<b>\$ 2,051,360</b>	<b>\$ 4,296,739</b>	<b>47.7%</b>

Totals by Division:			
	YTD 2016/17	YTD 2017/18	% Change from 2016/17
Administration	\$ 543,875	\$ 605,433	11.3%
Operations	111,132	64,745	-41.7%
Resource Services	447,615	469,200	4.8%
Youth Services	281,635	312,564	11.0%
Adult Services	271,583	286,109	5.3%
Customer Account Services	293,606	313,309	6.7%
<b>Grand Total</b>	<b>\$ 1,949,447</b>	<b>\$ 2,051,360</b>	<b>5.2%</b>

YTD 2017/18	Budget* 2017/18	Division % of Grand Total
\$ 605,433	\$ 1,293,123	29.51%
64,745	269,761	3.16%
469,200	877,127	22.87%
312,564	631,189	15.24%
286,109	593,289	13.95%
313,309	632,250	15.27%
<b>\$ 2,051,360</b>	<b>\$ 4,296,739</b>	<b>100.00%</b>

\* Adopted Budget



Ames Public Library <b>Donations Report</b>			
December 31, 2017			
FY2017/18			
	Friends	Donations	
	Foundation	& Grants	Total
Fund balance - 06/30/17	\$ 99,421	\$ 252,829	\$ 352,250
Revenues:			
Interest revenue	553	1,588	2,141
Direct state aid		14,181	14,181
General Donations		2,827	2,827
Project Smiles Donations		361	361
Friends Foundation	73,783		73,783
Small Talk Grant	44,941	-	44,941
HBRA		1,266	1,266
Total revenues	119,276	20,224	139,500
Expenditures:			
Gilman, Smith & Feinberg Bequest:			
Administration:			
Employee Benefits	33		33
Resource Services:			
Electronic Collection Service	15,717		15,717
Juvenile	3,778	27	3,805
Audio-visual collection	4,886		4,886
Adult collection	1,407	97	1,504
Youth Services:			
Food	8	1,338	1,346
HBRA (241-2642)		595	595
Project Smyles		12,548	12,548
Books for Babies		85	85
Special Project Supplies	996	1,270	2,266
Adult Services:			
Outside Professional Services	1,950	-	1,950
Special Project Supplies	759		759
Library Improvements:	6,249		6,249
Small Talk Grant:	29,600		29,600
Kinney-Lindstrom Grant:		7,065	7,065
Carver Trust Grant:		883	883
Total expenses	65,383	23,909	89,292
Transfers between funds:			
Friends Foundation/Donations	(1,500)	1,500	-
Total transfers	(1,500)	1,500	-
Current fund balance	\$ 151,814	\$ 250,644	\$ 402,457
Less:			
Committed funds:			
Reserved principal*		8,276	8,276
Total committed funds	-	8,276	8,276
Balance available for expenditure	\$ 151,814	\$ 242,368	\$ 394,181
	-	-	-
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					
December 31, 2017					
FY2017/18					
	Interest	Friends Foundation	Small Talk Grant	Library Improvements	Total
Fund balance - 06/30/17	\$ 1,658	\$ 86,825	\$ 1,422	\$ 9,516	\$ 99,421
Revenue:					
Interest revenue	553				553
Friends Foundation		73,783			73,783
Small Talk Grant			44,941		44,941
Total revenues	553	73,783	44,941	-	119,276
Expenditures:					
Gilman, Smith & Feinberg Bequest:					-
Administration:					-
Employee Benefits		33			33
Resource Services:					
Electronic Collection Service		15,717			15,717
Juvenile		3,778			3,778
Audio-visual collection		4,886			4,886
Adult collection		1,407			1,407
Youth Services:					
Food		8			8
Special Project Supplies		996			996
Adult Services:					
Outside Professional Services		1,950			1,950
Special Project Supplies		759			759
Library Improvements:				6,249	6,249
Small Talk Grant:			29,600		29,600
Total expenses	-	29,534	29,600	6,249	65,383
Transfers between funds:					
Friends Foundation/Donations		(1,500)			(1,500)
Current Fund Balance:	\$ 2,211	\$ 129,573	\$ 16,763	\$ 3,267	\$ 151,814
Encumbrance:					
Total Friends Foundation Encumb	-	-	-	-	-
Available balance:	\$ 2,211	\$ 129,573	\$ 16,763	\$ 3,267	\$ 151,814



Ames Public Library														
YTD Library Donations and Grants Detail														
December 31, 2017														
FY2017/18														
	Donations	Books for Babies	Project Smyles	Small Talk	HBRA	Roy J Carver Bldg Grant*	Kinney-Lindstrom Grant**	Library Improvements	Library Renovation	Uncommitted Bequests	Gilman Bequest	Smith Bequest	Tommy Feinberg	Total
Fund balance - 06/30/17	\$ 74,854	\$ 0	\$ 15,248	\$ 10,000	\$ -	\$ 883	\$ 7,065	\$ 7,495	\$ 38,395	\$ 90,476	\$ 5,363	\$ 2,033	\$ 1,017	\$ 252,829
Revenues:														
Interest revenue	1,512										49	18	9	1,588
Direct state aid		14,181												14,181
General donations	2,827													2,827
Project Smyles donations			361											361
Small Talk donations														-
HBRA					1,266									1,266
Misc Revenue														-
Total revenues	4,338	14,181	361	-	1,266	-	-	-	-	-	49	18	9	20,224
Expenditures:														
Administration:														
Minor Office Equipment	-													-
Food														-
Special Project Supplies														-
Youth Services:														
Food	1,338													1,338
HBRA					595									595
Project Smyles			12,548											12,548
Books for Babies		85												85
Juvenile														-
Special Project Supplies	1,270													1,270
Adult Services:														
Outside Professional Service														-
Collections:														
Periodicals														-
Juvenile	27													27
Audio/Visual collection														-
Adult collection	97													97
Kinney-Lindstrom Grant							7,065							7,065
Carver Trust Grant						883								883
Total expenses	2,732	85	12,548	-	595	883	7,065	-	-	-	-	-	-	23,909
Transfers between funds:														
Friends Foundation/Donations			1,500											1,500
Current Fund balance:	\$ 76,461	\$ 14,096	\$ 4,561	\$ 10,000	\$ 671	\$ -	\$ -	\$ 7,495	\$ 38,395	\$ 90,476	\$ 5,412	\$ 2,051	\$ 1,026	\$ 250,644
Committed funds:														
Encumbrances														
Reserved principal											5,276	2,000	1,000	8,276
Total committed funds	-	-	-	-	-	-	-	-	-	-	5,276	2,000	1,000	8,276
Available balance	\$ 76,461	\$ 14,096	\$ 4,561	\$ 10,000	\$ 671	\$ -	\$ -	\$ 7,495	\$ 38,395	\$ 90,476	\$ 136	\$ 51	\$ 26	\$ 242,368
*241-2640														
**241-2641														

## **Establishment of Future Needs Fund**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 18, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves 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.

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Jane Acker, President

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Sarah Barchman, Secretary

**Background:** The Library's donations account is the repository for funds that the Library receives as donations, awards, grants, bequests, and endowments. Within the account, several distinct pools of money are tracked to ensure that the funds are spent correctly. Most of the various pools/programs are shown in the spreadsheet on page 17 of this packet.

Now that the Library Renewal Project is complete, some of the monies do not require separate accounting. The Budget and Finance Committee discussed this at its meeting in January and now recommends that all of the Library's former and newly received bequest funds be consolidated and set aside for future needs or the next major project.

The funds they propose to consolidate include:

- \$49,655 that was received from the estate of Mary Beth Henney in March, July, and September 2016 and is included in the available balance of \$76,461 in the Donations column;
- \$38,395 representing the unspent amount of the Board's \$1,000,000 pledge to the Library Renewal Project in July 2011, shown in the Library Renovation column; and
- \$90,476 representing the remainder of the former Library Bequest Fund (from which the \$1 million dollar pledge was originally taken), shown in the Uncommitted Bequests column.

A Future Needs Fund totaling \$178,526 would be established upon consolidation. The intent is to reserve that amount until needs or opportunities for its use are identified and designated.

**Requested Action:** The Budget and Finance Committee recommends that the Board combine the unspent bequest funds that were committed to the Library Renewal Project, the remains of the former bequest fund, and the recently received bequest from the Henney Irrevocable Trust into a Future Needs Fund that will be reserved until the Board takes action to designate its use. Expenditure will require a vote of the Board. Administration supports this recommendation.

**Circulation and Customer Accounts Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
JANUARY 18, 2018**

Be it resolved that the Board of Trustees, Ames Public Library, approves revisions to the Circulation and Customer Accounts Policy as presented/ amended.

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Jane Acker, President

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Sarah Barchman, Secretary



# Circulation and Customer Accounts Policy

Section: Library Operations

Approved: 7/24/1996

Reviewed:

Revised: 9/16/2004, 10/10/2005, 4/16/2009, 5/20/2010, 10/18/2012, 11/21/2013, 1/15/2015

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Ames Public Library strives to provide all customers with fair and equal access to library materials.

## Library Materials and Services

All customers may have access to library materials while in the building or on the bookmobile.

A valid library account is required to make use of some library services. To be eligible to check out library materials, customers must have a library borrower account in good standing. To use public access computers, customers must have a borrower account or a computer use account.

## Library Borrower Accounts

### Account Application and Activity:

Residents of the state of Iowa are eligible to register for a library borrower account. Residents of cities not in compliance with Iowa's Open Access agreement are excepted.

- To open a borrower account, customers must present a completed registration form, [valid](#) photo ID (required for persons age 12 and older), and proof of current residence.
  - A photo ID may include a valid driver's license, state issued ID, school ID, or passport.
  - Proof of current residence may include a valid driver's license, recent utility bill, lease, car registration, or a piece of mail received at the current address within the last 30 days.
- Library borrower accounts are active for a period of one to two (1-2) years and must be renewed by verifying/updating account information and paying all fines/fees on the account.
- [A photo ID is required for customers age 12 and older to replace a lost or stolen card or to retrieve a card from library lost and found.](#)
- ~~A photo ID is required to replace a lost or stolen library card or to retrieve a lost and found card.~~
- Library borrower accounts can be closed only when all materials have been returned and all fines/fees have been paid. The account holder or adult responsible for a Family Account or Professional Account ~~may~~**must** request closure ~~in person, by telephone (providing card number and proper ID), or by written/signed request.~~

### Account Types:

Ames Public Library offers four types of borrower accounts: *Individual Account*, *Family Account*, *Educator Account*, and *Professional Account*. Customers may have more than one type of account.

### Individual Account

- An Individual Account may only be used by the person opening the account.

- Information about the Individual Account may only be given to the person whose name is on that account.
- Children must be at least age 5 to apply for an Individual Account.

### Family Account

- A Family Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- The responsible adult may add or remove the name or names of other persons they wish to be authorized to use the account. ~~associated with the account anyone he/she wishes to share the account.~~
- Family Account customers share account privileges with other family members authorized users and any member ~~may~~ exercise those privileges independently.
- Information about a Family Account may be given to any person whose name appears on that account.
- Individual members may remove themselves from Family Accounts.

### Educator Account

- An Educator Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- An Educator Account requires a signed statement of responsibility, valid photo ID, proof of residence, and proof of employment at a qualifying organization (e.g. school, home school or daycare), ~~and the approval of the Customer Account Services Manager.~~
- An Educator Account may only be used by the person opening the account.
- Information about the Educator Account may only be given to the person whose name is on that account.

### Professional Account

- A Professional Account may be opened for an organization by an adult (age 18 or older) who agrees to take responsibility for the account.
- A Professional Account requires a signed statement of responsibility and the approval of the Customer Account Services Manager.
- ~~The named responsible party ~~responsible adult~~ may add or remove other persons to ~~the name or names of anyone he/she wishes to share~~ the account.~~
- The named responsible party may remove other persons from the Professional Account and any persons named on the account may remove themselves.
- Professional Account customers share account privileges with other account members and any member ~~may~~ exercise those privileges independently.
- Information about the Professional Account may be given to any person whose name appears on that account.
- ~~Individual Account members may remove themselves from the Professional Account~~

### Computer Use Account

#### Account Application and Activity:

Anyone who is not the named responsible party on a borrower account is eligible to register for a Computer Use Account.

- To open an account, customers must present a completed registration form [and](#) photo ID (required for persons age 12 and older).
  - A photo ID may include a ~~valid~~ driver's license, state-issued ID, school ID, or passport.
  - A customer who does not have a photo ID may provide ~~two (2)~~ proofs of residence in place of the photo ID.
  - Parents may serve as ~~photo ID~~ [proof of identity in lieu of a photo ID](#) for children under age 17 ~~(for computer cards only)~~.
- A Computer Use Account may be used only by the individual card holder.
- Computer Use ~~A~~accounts are active for a period of ~~three (3) months~~ [one year](#). ~~and must be updated quarterly~~.
- Computer Use Accounts ~~may~~ [can](#) be closed at any time. ~~The account holder must request closure in person, by telephone (providing card number and proper ID), or by a written/signed request.~~ [upon request by the cardholder](#).
- A photo ID is required for customers age 12 and older to replace a lost or stolen computer use card or to retrieve a ~~lost and found~~ card [from library lost and found](#).

## Customer Responsibilities

- Customers are expected to comply with the library's policies and procedures.
- Customers are expected to comply with copyright laws, and the library assumes no responsibility for customer infractions of copyright laws while using library materials.
- ~~Customers~~ Customers are expected to use their own library cards when checking out materials or conducting other library transactions.
- Customers with valid library borrower accounts may request that circulating items be held for them; requests ~~will be~~ [are](#) added to queue lists in the order they are received.
- Customers must notify the library of changes in account information (name, address, telephone numbers, etc.).
- Customers must notify the library immediately when a library card is lost or stolen; customers are responsible for all account activity until the library is notified about a lost/stolen card. [The library operates under implied consent - the expectation that a customer in possession of another person's card has their consent to use it.](#)
- Customers must not tamper with or alter library materials in any way.
- Customers must return library materials, including all parts and packaging, in good condition. (City of Ames Municipal Code, Sec. 15.12 Library Regulations)
- The responsible party on a borrower account must manage that account and pay any fines or fees accrued.

## Fines and Fees

Some materials are designated by the library as non-circulating. Other library materials have pre-determined check out and renewal periods.

The library charges fines and fees to encourage compliance with procedures which promote fair and equal access to limited resources for all customers. Customers may be notified of overdue materials, outstanding fines/fees, or problems with their borrower account by telephone, email notices, printed notices, and/or other means. Please note: fines and fees apply whether or not the notification is [sent or](#) received.

- The library charges a daily fine for overdue items for each day the library is open.

- The library charges a replacement fee for lost or stolen library cards.
- The library charges for lost or damaged library materials.
- The library charges for lost or damaged parts or pieces of library materials.
- The library may charge for repairable damage to library materials.
- Customer borrowing privileges are suspended when fine/fee limits are surpassed.
- More extensive measures may be taken for excessively delinquent accounts, including the use of a collection agency and/or prosecution in a municipal court.
- A list of fines and fees is available as an addendum to this policy.
- The library may offer programs that allow ~~for~~ options ~~to~~ for the payment of fines (such as a payment plan or a fine alternative program).
- The library may reduce or eliminate charges as part of a promotional activity or due to extenuating circumstances.





# Circulation and Customer Accounts Policy

Section: Library Operations

Approved: 7/24/1996

Reviewed:

Revised: 9/16/2004, 10/10/2005, 4/16/2009, 5/20/2010, 10/18/2012, 11/21/2013, 1/15/2015

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A valid library account is required to make use of some library services. To be eligible to check out library materials, customers must have a library borrower account in good standing. To use public access computers, customers must have a borrower account or a computer use account.

## Library Borrower Accounts

### Account Application and Activity:

Residents of the state of Iowa are eligible to register for a library borrower account. Residents of cities not in compliance with Iowa's Open Access agreement are excepted.

- To open a borrower account, customers must present a completed registration form, valid photo ID (required for persons age 12 and older), and proof of current residence.
  - A photo ID may include a valid driver's license, state issued ID, school ID, or passport.
  - Proof of current residence may include a valid driver's license, recent utility bill, lease, car registration, or a piece of mail received at the current address within the last 30 days.
- Library borrower accounts are active for a period of one to two (1-2) years and must be renewed by verifying/updating account information and paying all fines/fees on the account.
- A photo ID is required for customers age 12 and older to replace a lost or stolen card or to retrieve a card from library lost and found.
- Library borrower accounts can be closed only when all materials have been returned and all fines/fees have been paid. The account holder or adult responsible for a Family Account or Professional Account may request closure.

### Account Types:

Ames Public Library offers four types of borrower accounts: *Individual Account*, *Family Account*, *Educator Account*, and *Professional Account*. Customers may have more than one type of account.

### Individual Account

- An Individual Account may only be used by the person opening the account.
- Information about the Individual Account may only be given to the person whose name is on that account.
- Children must be at least age 5 to apply for an Individual Account.

## **Family Account**

- A Family Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- The responsible adult may add or remove the name or names of other persons they wish to be authorized to use the account. .
- Family Account customers share account privileges with other authorized users and any member may exercise those privileges independently.
- Information about a Family Account may be given to any person whose name appears on that account.
- Individual members may remove themselves from Family Accounts.

## **Educator Account**

- An Educator Account may be opened by an adult (age 18 or older) who agrees to take responsibility for the account.
- An Educator Account requires a signed statement of responsibility, valid photo ID, proof of residence, and proof of employment at a qualifying organization (e.g. school, home school or daycare)
- An Educator Account may only be used by the person opening the account.
- Information about the Educator Account may only be given to the person whose name is on that account.

## **Professional Account**

- A Professional Account may be opened for an organization by an adult (age 18 or older) who agrees to take responsibility for the account.
- A Professional Account requires a signed statement of responsibility and the approval of the Customer Account Services Manager.
- The named responsible party may add other persons to the account.
- The named responsible party may remove other persons from the Professional Account and any persons named on the account may remove themselves.
- Professional Account customers share account privileges with other account members and any member may exercise those privileges independently.
- Information about the Professional Account may be given to any person whose name appears on that account.

## **Computer Use Account**

### **Account Application and Activity:**

Anyone who is not the named responsible party on a borrower account is eligible to register for a Computer Use Account.

- To open an account, customers must present a completed registration form and photo ID (required for persons age 12 and older).
  - A photo ID may include a driver's license, state-issued ID, school ID, or passport.
  - A customer who does not have a photo ID may provide proof of residence in place of the photo ID.
  - Parents may serve as proof of identity in lieu of a photo ID for children under age 17.
- A Computer Use Account may be used only by the individual card holder.

- Computer Use Accounts are active for a period of one year..
- Computer Use Accounts may be closed at any time upon request by the cardholder.
- A photo ID is required for customers age 12 and older to replace a lost or stolen computer use card or to retrieve a card from library lost and found.

## Customer Responsibilities

- Customers are expected to comply with the library's policies and procedures.
- Customers are expected to comply with copyright laws, and the library assumes no responsibility for customer infractions of copyright laws while using library materials.
- Customers are expected to use their own library cards when checking out materials or conducting other library transactions. Customers with valid library borrower accounts may request that circulating items be held for them; requests are added to queue lists in the order they are received.
- Customers must notify the library of changes in account information (name, address, telephone numbers, etc.).
- Customers must notify the library immediately when a library card is lost or stolen; customers are responsible for all account activity until the library is notified about a lost/stolen card. The library operates under implied consent - the expectation that a customer in possession of another person's card has their consent to use it.
- Customers must not tamper with or alter library materials in any way.
- Customers must return library materials, including all parts and packaging, in good condition. (City of Ames Municipal Code, Sec. 15.12 Library Regulations)
- The responsible party on a borrower account must manage that account and pay any fines or fees accrued.

## Fines and Fees

Some materials are designated by the library as non-circulating. Other library materials have pre-determined check out and renewal periods.

The library charges fines and fees to encourage compliance with procedures which promote fair and equal access to limited resources for all customers. Customers may be notified of overdue materials, outstanding fines/fees, or problems with their borrower account by telephone, email notices, printed notices, and/or other means. Please note: fines and fees apply whether or not the notification is sent or received.

- The library charges a daily fine for overdue items for each day the library is open.
- The library charges a replacement fee for lost or stolen library cards.
- The library charges for lost or damaged library materials.
- The library charges for lost or damaged parts or pieces of library materials.
- The library may charge for repairable damage to library materials.
- Customer borrowing privileges are suspended when fine/fee limits are surpassed.
- More extensive measures may be taken for excessively delinquent accounts, including the use of a collection agency and/or prosecution in a municipal court.
- A list of fines and fees is available as an addendum to this policy.
- The library may offer programs that allow options for the payment of fines (such as a payment plan or a fine alternative program).

- The library may reduce or eliminate charges as part of a promotional activity or due to extenuating circumstances.



# Library Fines and Charges (Addendum to Circulation and Customer Accounts Policy)

Section: Library Operations

Approved: 4/16/2009

Reviewed: 4/21/2011, 1/18/2018

Revised: 4/19/2012, 10/18/2012, 11/21/2013, 1/15/2015

## Fines

### General Collection Books and Other Materials:

Daily Fine, All items.....	\$.25
Maximum Fine (All items except magazines).....	\$10.00
Maximum Fine, Magazines .....	\$2.00

### Youth and Young Adult Books and Other Materials:

Daily Fine, All items.....	\$.25
Maximum Fine (except Parenting Packs and Read-Abouts).....	\$2.00
Maximum Fine for Parenting Packs and Read-Abouts.....	\$10.00

## Standard Charges

Replacement Borrower's Card.....	\$1.00
Adult and Youth Materials (except magazines).....	Cost of item
Magazines .....	\$5.00
Map inserts in travel books.....	\$2.00
Liner notes from CD or DVD.....	\$5.00
CD insert in book.....	\$10.00
CD within an audio-book.....	\$10.00
Item from Read-About Bag .....	\$15.00
Laminated page from Read-About Bag (per page).....	\$1.50
Instrument from Smyles Instrument Bag.....	Cost of instrument
Item from Storytelling Kit .....	Cost of kit
Puzzle piece .....	Cost of puzzle
Plastic bag for toys, kits, etc. ....	\$2.00
Media packaging (CD or DVD "jewel cases").....	\$5.00
Special packaging for youth items (Smyles instrument bags, etc.).....	\$5.00
Processing charge for lost or irreparably damaged items.....	\$5.00
Repairable damage to an item, including inventory tags or other library labels damaged or removed.....	\$2.00
Referral to Debt Collection.....	\$10.00

Note: Borrowing privileges are suspended when charges on an Individual Account or Educator Account reach \$10 or charges on a Family Account or Professional Account reach \$20.