

**Ames Public Library Board of Trustees
Agenda – January 16, 2020
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 December 19, 2019
- 3) Motion approving payment of claims 12/1/19 – 12/31/19

Public Forum

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

Financial Reports

- 4) FY20 Budget Amendments and FY21 Budget Request
- 5) 2nd Quarter Fiscal Reports

Activity Reports

- 6) Director Evaluation Committee
- 7) Assistant City Manager - Schildroth
- 8) Administration – Schofer
- 9) APLFF – Barchman/Myers

Board Education

- 10) Strategic Planning – Community Engagement – Klein-Hewett

Policy Review

- 11) Programs Policy

Trustee Comments

Adjournment

**Next regular meeting: Thursday, February 20, 2020
Ames Public Library: We Connect You to the World of Ideas
Website: www.amespubliclibrary.org | E-mail: libraryboard@amespubliclibrary.org**

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), Code of Iowa.

Donations

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 16, 2020**

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

- 1) From Ames Pride for library programming \$500.00
- 2) From Anonymous patron in appreciation for service \$5.00
- 3) From Collegiate United Methodist Church and Wesley Foundation for library programming \$500.00
- 4) From Iowa State University for library programming \$500.00
- 5) From Roberta Twedt \$150.00
- 6) In memory of Carol Greiner from Leo and Betty Runge \$25.00
- 7) In memory of Gayle Huey from the Wednesday Book Club and Travel Society for a book club set \$180.00

Roger Kluesner, President

Joanne Marshall, Secretary

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

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, December 19, 2019, in the Dale H. Ross Board Room, with Butler, Kluesner, Myers, and Raman in attendance. Briese was in attendance via conference phone. Barchman, Glatz, Looft, and Marshall were excused. Director Schofer and Adult Services Librarian Brown were also in attendance.

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

Consent Agenda:

President Kluesner pulled the Minutes of the regular meeting of November 21, 2019 from the consent agenda.

Moved by Myers, seconded by Raman, to approve the remaining consent agenda items as follows:

1. Resolution approving donation:
 - A. In memory of Dave Gosteale from
 - Mark and Kim Aarsvold \$25.00
 - Anonymous \$20.00
 - Clayton and Barbara Armstrong \$20.00
3. Payment of the claims 10/1/19 – 10/31/19

Vote on Motion: 5-0. Approved unanimously. Resolution No. 2019-L028 adopted.

The Board discussed the request from Glatz to correct the minutes adding the word “Community” in the APLFF report to correctly reflect the Story County Community Foundation.

Moved by Raman, seconded by Myers to approve the November 21, 2019 minutes as amended. Vote on Motion: 5-0. Approved unanimously.

Public Forum: None

Financial Reports: Director Schofer reviewed the budget narratives, highlighting the increase in electronic resources, Youth Services staff hours, and change in Resource Services staff. She has a budget meeting with the City Manager on January 8, with a Budget and Finance Committee meeting the same afternoon, and will be presenting the budget to City Council on February 4.

Activity Reports:

Assistant City Manager Schildroth was not present.

Administrative Staff Report: Schofer gave a brief report to the Board.

- Customer Account Services Library Assistant Hernstandt retired after 25 years of service. Her retirement party was held on December 16 with December 18 being her last day.
- City Council approved our FTE request that changed two Youth Services Library Assistant positions from half-time to three-quarter time at their November 26, 2019 meeting. We are in the process of advertising for the open Youth Service position as well as the opening in Customer Account Services.
- Schofer is looking at having a position re-evaluated. Human Resources will review the job description and determine if it should be moved to a higher pay grade.
- Youth Services had Santa visit today with different crafts and activities going on.
- The December Page One has a new look to page one, more magazine like, and features a lot of the upcoming programs.
- The Strategic Planning process is going well.
 - We are doing tweaks to the survey after receiving feedback from ISU Statcom and Customer Account Service Manger Briseno's mom who is a professional analyst. Once it is finished it will be sent out.
 - There has been great work happening with the Data Team pulling groups of active library users, users that have been blocked or lapsed, and looking at a Cyride survey who had people who self-identified as less than proficient at English. They have met with someone who does English as a Second Language at schools, and are trying to find who isn't using the library. We plan to take the book mobile to those areas not using the library in hopes of introducing all the things the library has to offer and to obtain information from those not currently using the library.
 - The Community Engagement Team is also moving along. They did get dates set to have focus groups. There are groups for Arts and Culture, Educators, Service Providers, and Small Business, as well as one for Inclusive Communities.
 - The Board/Staff/Volunteer Engagement Team is posting questions on boards around the building getting staff input on various items. The Board Engagement focus group is being planned for February 6 and will include members from both the Ames Public Library Board and the Ames Public Library Friends Foundation Board.
 - Ocken will be working on the marketing pieces for the Strategic Plan.
- Yesterday Schofer provided a library tour with new Council Person Junck, Mayor Haila, and City Manager Schainker. They are interested in sustainability and very engaged. Schofer ended the tour with a recent story about a library user who will be 88 yrs. old on December 16 that uses the library for Genealogy research. He recently was in contact with

the library and commented about his upcoming birthday. The staff person decided to send the gentlemen a birthday card that resulted in the person making a generous donation to the library in response.

- The Director Evaluation Committee met and reached out to the Assistant City Manager Schildroth to ensure that asking for feedback from Schofer's direct reports was not in violation of any Human Resource policies. The Committee will be completing this evaluation and will be doing another evaluation in a couple months to have Schofer on the regular schedule. Secretary Johannes will assist with survey preparation and emailing it to the appropriate persons. Schofer did prepare goals for the Director's Evaluation Committee.

APLFF Report: Myers reported that Schofer shared information with the Ames Public Library Friends Foundation Board about the Black Arts and Music Festival scheduled for February 8-9, 2020. APLFF funding makes programs like this possible.

They have talked a lot about the budget. They are starting a new initiative for people who haven't donated before, but by and large they are financially in a good place.

The APLFF Finance Committee gave a presentation about where the money goes including the difference between restricted versus non-restricted donations. They are looking at going to a drop box and obtaining a credit card for APLFF needs.

Board Education: Adult Services Librarian Brown gave an informative presentation about Diversity and Inclusion. She has taken the lead on the Black Arts and Music Festival, is part of the City of Ames Diversity and Inclusion Team, and attended a recent Diversity and Inclusion Symposium.

The Black Arts and Music Festival is a celebration of African and African American art and performance. This is being planned in partnerships with Iowa State University (ISU), City of Ames, Ames Branch of the National Association for the Advancement of Colored People (NAACP), and the Ames Community Arts Council. This illustrates the Library's commitment to inclusive programs focused on underrepresented members of our community. The Black Arts and Music Festival will include a visual art exhibition the week preceding and after the actual festival. The goals of the festival are to celebrate the talents of the visual and performer artists and strengthen our relationship with that community. Interested artists filled out an application which was reviewed by the Selection Committee to ensure it fit the groups' goals. The Selection Committee just notified 13 finalists including spoken word artists, dancers, youth entries, and musicians from Ames and Central Iowa. Performances will be held in the auditorium with workshops including artist demos and exhibits in various locations in the library. Artists are being allowed to sell their works.

The City of Ames Diversity and Inclusion Team is new, holding their initial meeting in May of 2019. The team is made up of ten active members (full and part-time employees) from across the different City departments. They will be acting act as a tool

for Human Resources and fostering work environments. They have six primary goals including creating a working definition of inclusion and diversity, doing a swat analysis for the City, building and improving city perspective and promoting best practices polices that are supporting with Excellence Through People (ETP), providing training, increasing knowledge and skills in this area, and recommending best practices to recruit and retain employees. So far they have created the definitions. They meet monthly and are still trying to figure out the best way to approach achieving their goals.

Brown also recently attended the symposium with Briseno and Schofer on Diversity and Inclusion. This symposium covered practical strategies and several breakout sessions related.

Trustee Comments:

- Raman appreciated being better informed
- Butler commented that everyone is so busy and works so hard. It is great to be a part of it.
- Myers thanked Schofer and Brown for all of their work.
- Briese stated that he appreciates everyone and finds the Data Team GIS work very interesting.
- Kluesner thanked the Director Evaluation Committee for their work as well as the Board that was present and all the staff.

Adjournment:

**Moved by Myers, seconded by Butler, to adjourn at 8:08 pm.
Vote on Motion: 5-0. Motion approved unanimously.**

The next regular meeting will be on Thursday, January 16, 2020, at 7:00 p.m., in the Dale H. Ross Board Room, Ames Public Library, 515 Douglas Avenue.

Melissa Johannes, Library Secretary

Joanne Marshall, Board Secretary

Library Claims
December 1, 2019 - December 31, 2019

Administration		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	42,046.82
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	828
PAYROLL SUMMARY	DENTAL INSURANCE	426.06
PAYROLL SUMMARY	IPERS DISABILITY	138.52
PAYROLL SUMMARY	LIFE INSURANCE	74.25
PAYROLL SUMMARY	HEALTH INSURANCE	7,584.10
PAYROLL SUMMARY	MEDICARE FICA	609.91
PAYROLL SUMMARY	FICA	2,607.86
PAYROLL SUMMARY	IPERS	4,047.39
PAYROLL SUMMARY	WORKERS COMPENSATION	145.91
NOV 2019 PRINTING CHRGS	PRINT SHOP SERVICES	24
NOV LONG DISTANCE CHARGES	CITY LONG DISTANCE	2.09
OCT 2019 EQUIPMENT CHRGS	FLEET MAINTENANCE	420
OCT 2019 EQUIPMENT CHRGS	FLEET REPLACEMENT	2,219.00
ENVISIONWARE INC	OUTSIDE PROFESSIONAL SVCS	300
ONESOURCE	OUTSIDE PROFESSIONAL SVCS	400
PITNEYBOW NEW MACHINE CHG	POSTAGE/FREIGHT	2.66
POSTAGE CHARGES	POSTAGE/FREIGHT	3.2
BANK OF AMERICA	TRAVEL/MEETINGS	17.98
BOHLKE, SARAH	TRAVEL/MEETINGS	109.14
AMES CHAMBER OF COMMERCE	TRAINING	100
BANK OF AMERICA	TRAINING	290
AMES CHAMBER OF COMMERCE	DUES/MEMBERSHIPS	563.2
AMES CONVENTION & VISITOR	DUES/MEMBERSHIPS	150
CITY OF AMES UTILITIES	ELECTRIC SERVICE	5,518.91
CENTURYLINK	OUTSIDE PHONE SERVICE	257.75
VERIZON WIRELESS	OUTSIDE PHONE SERVICE	189.84
IA COMMUNICATIONS NETWORK	OUTSIDE PHONE SERVICE	978
CITY OF AMES UTILITIES	WATER/SANITARY SEWER	433.64
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	190.89
ALLIANT ENERGY/IPL	NATURAL GAS	943.1
CENT IA DISTRIBUTING INC	EQUIPMENT REPAIRS	105
WALDINGER CORPORATION	EQUIPMENT REPAIRS	206
AUTOMATIC DOOR GROUP INC	EQUIPMENT REPAIRS	582.55
BANK OF AMERICA	TECHNOLOGY MAINT/SUPPORT	349.97
XEROX CORPORATION	RENTALS/LEASES	1,423.97
ABM JANITORIAL NORTH CENT	NON-CITY SERVICE	7,087.95
LAWNPRO	NON-CITY SERVICE	1,687.50
CITY LAUNDERING COMPANY	NON-CITY SERVICE	180.1
CH ISSUES	OFFICE SUPPLIES	18.33
OFFICE DEPOT INC	OFFICE SUPPLIES	129.8
STOREY KENWORTHY CO	OFFICE SUPPLIES	20.41
BANK OF AMERICA	OFFICE SUPPLIES	99.03

Library Claims
December 1, 2019 - December 31, 2019

Youth Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	37,059.45
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	1,428.00
PAYROLL SUMMARY	DENTAL INSURANCE	345.76
PAYROLL SUMMARY	IPERS DISABILITY	186.12
PAYROLL SUMMARY	LIFE INSURANCE	79.78
PAYROLL SUMMARY	HEALTH INSURANCE	5,679.40
PAYROLL SUMMARY	MEDICARE FICA	536.74
PAYROLL SUMMARY	FICA	2,294.97
PAYROLL SUMMARY	IPERS	3,633.24
PAYROLL SUMMARY	WORKERS COMPENSATION	69.03
NOV 2019 PRINTING CHRGS	PRINT SHOP SERVICES	7.9
NOV LONG DISTANCE CHARGES	CITY LONG DISTANCE	1.06
POHLMAN, JOHN	OUTSIDE PROFESSIONAL SVCS	75
POSTAGE CHARGES	POSTAGE/FREIGHT	0.46
BANK OF AMERICA	TRAVEL/MEETINGS	70
JERRI HEID	OFFICE SUPPLIES	-110.12
BANK OF AMERICA	OFFICE SUPPLIES	184.63
S & S WORLDWIDE INC	OFFICE SUPPLIES	81.71
JERRI HEID	FOOD	110.12
BANK OF AMERICA	FOOD	136.16
Total Youth Services		\$ 51,869.41

Adult Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	35,067.44
PAYROLL SUMMARY	DENTAL INSURANCE	218.56
PAYROLL SUMMARY	IPERS DISABILITY	110.11
PAYROLL SUMMARY	LIFE INSURANCE	77.02
PAYROLL SUMMARY	HEALTH INSURANCE	3,679.18
PAYROLL SUMMARY	MEDICARE FICA	498.07
PAYROLL SUMMARY	FICA	2,129.63
PAYROLL SUMMARY	IPERS	3,310.38
PAYROLL SUMMARY	WORKERS COMPENSATION	42.1
NOV LONG DISTANCE CHARGES	CITY LONG DISTANCE	6.56
BANK OF AMERICA	OUTSIDE PROFESSIONAL SVCS	12.83
POSTAGE CHARGES	POSTAGE/FREIGHT	3.21
WILSON, ASHLEY	TRAVEL/MEETINGS	42.84
AMES CHAMBER OF COMMERCE	TRAINING	100
ONESOURCE	RECRUITING COSTS	35
Total Adult Services		\$ 45,332.93

Customer Account Services		
PAYROLL SUMMARY	PERMANENT SALARIES/WAGES	43,583.61
PAYROLL SUMMARY	TEMPORARY SALARIES/WAGES	10,822.55
PAYROLL SUMMARY	PAYROLL ADJUSTMENT	8.18
PAYROLL SUMMARY	DENTAL INSURANCE	287.54

Library Claims
December 1, 2019 - December 31, 2019

PAYROLL SUMMARY	IPERS DISABILITY	224.53
PAYROLL SUMMARY	LIFE INSURANCE	107.29
PAYROLL SUMMARY	HEALTH INSURANCE	4,654.40
PAYROLL SUMMARY	MEDICARE FICA	765.9
PAYROLL SUMMARY	FICA	3,274.92
PAYROLL SUMMARY	IPERS	5,135.97
PAYROLL SUMMARY	WORKERS COMPENSATION	139.94
NOV LONG DISTANCE CHARGES	CITY LONG DISTANCE	12.12
AUTOMATED MERCHANT SYSTEM	OUTSIDE PROFESSIONAL SVCS	312.01
BANK OF AMERICA	POSTAGE/FREIGHT	11.95
POSTAGE CHARGES	POSTAGE/FREIGHT	3,488.99
FRIEDRICH, KATIE	TRAVEL/MEETINGS	11.93
VACLAV, CONNIE	TRAVEL/MEETINGS	12.24
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	214.8
DES MOINES STAMP MFG	OFFICE SUPPLIES	15.5
OFFICE DEPOT INC	OFFICE SUPPLIES	74.52
AMI'S CAKES	FOOD	200
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	231.89

Total Customer Account Services		\$ 73,590.78
Grand Total:		\$ 318,463.67
Roger Kluesner, President	Joanne Marshall, Secretary	Date

Background: Adjustments to the current year's budget (fiscal year 2019/20 or FY20) and initial requests for next year (FY21) were requested of all City departments by November 13. Representatives of Library staff met with the City's Finance Director, Budget Officer, and Assistant City Manager on November 21, 2019 to review the initial entries and make requests for additional funding that might be available. Our budget requests were reviewed by City Manager Schainker at another meeting on January 8, 2020. Our presentation to the City Council is February 4, 2020.

At present, the Library has money in four city funds:

- The General Fund (010) – Revenue comes from taxes, as well as fines, fees and city-authorized charges. Funds are allocated year by year by the City Council and are generally only carried over, when requested, for completion of major capital projects.
- The Ames Public Library Friends Foundation (APLFF) Fund (239) – Revenue comes from donations made to APL by APLFF, based on the Library Board's request for funds and donor intent, and interest earned on the amount held by the City. All funds remaining at the end of each fiscal year are retained, but should be included in the budget if they are to be spent
- The Future Needs Fund (240) – Established in January 2018 with unrestricted bequest funds that had been accumulated over many years, unspent bequest funds that had been dedicated by Library Board action and/or donor request for the building project, and an unrestricted bequest received in 2016. These funds carry over from year to year and earn interest. When a need is identified, expenditure will require Board action and inclusion in the budget.
- The Donations Fund (241) – Revenue comes from donations made directly to the Library (sometimes in memory of a loved one, in honor of someone, in appreciation for services, or the like) and from various grants awarded to the Library. The fund balance carries over at the end of each fiscal year.

Notes on the General Fund:

- Revenue is relatively stable. Income appears to be gradually decreasing from the State, but increasing from Story County.
- The FY20 budget amendments include:
 - Adjustments to Personal Services and Employee Benefit due to the retirement of long-term staff and the addition of .5 FTE's in Youth Services.
 - Money was added to Outside Printing and Special Projects Supplies for Strategic Planning needs
 - Actual relocation costs for the new Director and money to perform background checks on volunteers was added to the Administration Recruiting line
 - Technology Maintenance & Support was increased to account for all of our contracts and software licenses and renewals
 - Administration Structural Repairs, Administration Equipment Repairs, Administration Structural Materials, and Administration Equipment Parts and Supplies were increased to cover actual and expected repairs to the building and equipment

- Electronic Collections were increased significantly to account for all of our electronic resources, this including moving some items from other collection funding sources
 - Audio-Visual Collection and Adult Print Collection both decreased moving some items to the correct funding source
 - The requested budget amendments, if approved, would result in a decrease from \$4,620,475 to \$4,616,248.
- FY21 Budget notes:
 - Items were budgeted based on current and projected needs with little to no increases to most funding lines.
 - Across the workgroups, a three percent increase is figured for salaries.
 - A two percent increase for outside contracts and technology maintenance and support was estimated as we continue to see a slight increase in costs each year.
 - Collection materials were increased to account for the continued use of electronic resources.
 - The requested budget, if approved, would be \$4,496,951 which is a 4.5% increase.

Requested Action: Administration recommends that the Board of Trustees approve the initial FY20 Budget Adjustments and FY21 Requests.

Operating Budget – FY20 Adjustments and FY21 Requests

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
JANUARY 16, 2020**

Be it resolved that the Board of Trustees, Ames Public Library, approves adjustments to the operating budget for fiscal year 2019/20 and requests for fiscal year 2020/21 as presented/amended.

Roger Kluesner, President

Joanne Marshall, Secretary

2019/20 Ames Public Library Expenditure Summary						
November 30, 2019						
5 month = 42%						
	Actual	Budget	YTD	YTD	Current	% of total
	2018/19	2019/20	2018/19	2019/20	Balance	Budget Spent
Personnel Services:						
Salaries	\$ 2,133,543	\$ 2,249,573	\$ 905,338	\$ 920,072	\$ 1,329,501	
Temporary Salaries	178,033	195,641	67,235	75,573	120,068	
Time & 1/2	2,540	1,200	391	-	1,200	
Longevity	6,687	7,306	3,444	3,105	4,201	
Payroll Adjustment	(22)	11,000	8	(143)	11,143	
Employee Awards	275	550	-	-	550	
Merit Adjustment	-	43,577	-	9,828	33,749	
Comp Time	-	-	-	-	-	
Sick Leave	42,635	-	-	-	-	
Holiday	-	-	-	-	-	
Vacation	32,040	-	1,200	9,488	(9,488)	
Total Personnel Services	2,395,731	2,508,847	977,617	1,017,922	1,490,925	40.6%
Employee Benefits:						
Temp Salaries Benefits	-	35,369	-	-	35,369	
Dental Insurance	1,619	-	-	7,928	(7,928)	
IPERS Disability	9,390	10,570	4,073	3,829	6,741	
Life Insurance	4,481	4,410	1,750	1,961	2,449	
Health Insurance	348,897	394,599	149,432	137,224	257,375	
FICA Medicare	33,423	31,358	13,625	14,457	16,901	
FICA	142,453	132,578	58,260	61,813	70,765	
IPERS	217,085	212,919	91,216	94,385	118,534	
Workers Compensation	5,195	3,676	2,189	2,360	1,316	
Total Employee Benefits	762,544	825,479	320,545	323,958	501,521	39.2%
Internal Services:						
City Data Services	8,350	8,595	-	-	8,595	
City Messenger	6,257	6,772	1,163	-	6,772	
Pool Vehicle Usage	-	-	-	-	-	
Printing	930	1,300	222	170	1,130	
Insurance & Bonds	20,096	21,375	-	-	21,375	
Phone Operation/Maintenance	18,224	18,771	1,474	-	18,771	
Long Distance	376	350	126	90	260	
Fleet Operating/Maintenance	9,582	8,980	2,788	1,236	7,744	
Fleet Replacement	26,628	26,628	6,657	6,657	19,971	
Computer Replacement	50,000	50,000	-	-	50,000	
Total Internal Services	140,442	142,771	12,431	8,153	134,618	5.7%
Contractual:						
Outside Professional Services	56,995	58,728	37,556	39,418	19,310	
Flex Administration	518	586	-	-	586	
Postage/Freight	19,753	18,230	6,450	5,709	12,521	
Travel/Meetings	621	1,000	315	191	809	
Training	1,816	2,500	971	949	1,551	
Conferences	26,126	46,603	5,058	5,480	41,123	
Dues & Memberships	3,216	4,021	768	1,758	2,263	
Printing	78	50	78	177	(127)	
Advertising	219	1,219	-	-	1,219	
Recruiting Costs	10,727	-	5,640	15,598	(15,598)	
Electricity	83,749	99,119	31,704	30,583	68,536	
Phone Operation/Maintenance	15,235	14,952	4,729	5,954	8,998	
Long Distance	-	-	-	-	-	
Water/Sewer	5,219	6,393	1,883	1,906	4,487	
Waste Disposal	4,128	2,326	2,601	764	1,562	
Natural Gas	8,932	8,834	890	1,212	7,622	
Maintenance Contract	20,010	25,120	16,835	20,523	4,597	

2019/20 Ames Public Library General Fund Expenditure Comparisons

November 30, 2019

5 month = 42%

Year-to-Year Expenditure Comparisons

	YTD 2018/19	YTD 2019/20	% Change from 2018/19
Totals by Category:			
Personnel Services	\$ 977,617	\$ 1,017,922	4.1%
Employee Benefits	320,545	323,958	1.1%
Internal Services	12,431	8,153	-34.4%
Contractual	244,871	273,672	11.8%
Commodities	30,956	26,898	-13.1%
Collection	231,966	257,006	10.8%
Other	189	185	-1.9%
Capital over 5,000	13,590	-	
Total	\$ 1,832,164	\$ 1,907,794	4.1%

Expense-Budget Comparisons

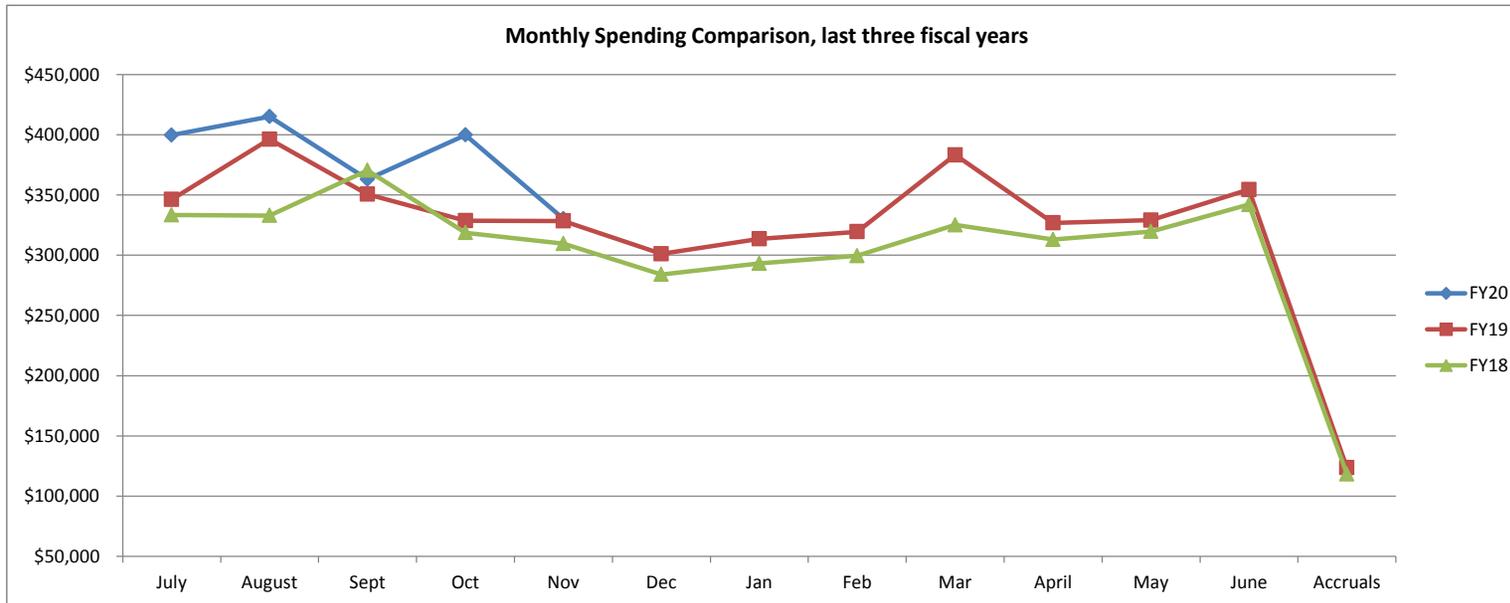
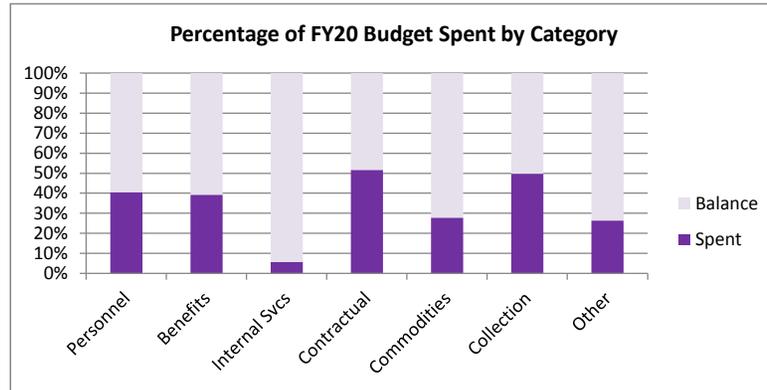
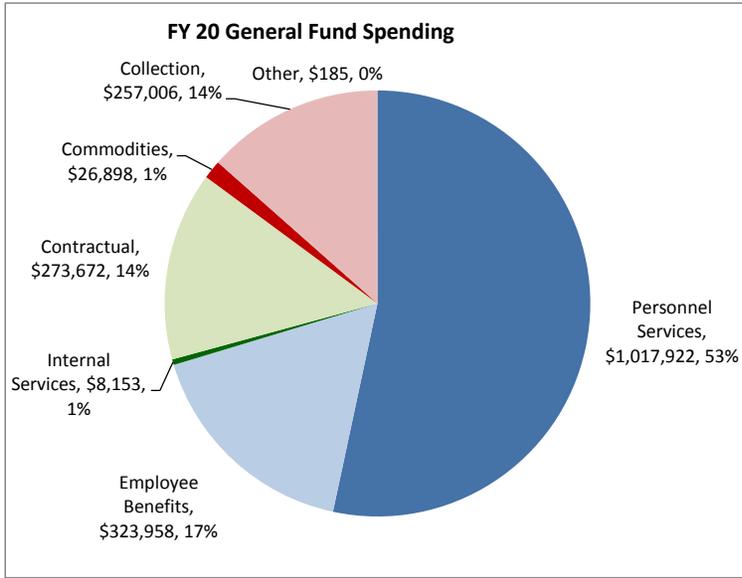
YTD 2019/20	Budget* 2019/20	% of Total Budget Spent
\$ 1,017,922	\$ 2,508,847	40.6%
323,958	825,479	39.2%
8,153	142,771	5.7%
273,672	529,620	51.7%
26,898	96,635	27.8%
257,006	516,423	49.8%
185	700	26.4%
-	-	0.0%
\$ 1,907,794	\$ 4,620,475	41.3%

YTD 2018/19 YTD 2019/20 % Change from 2017/18

	YTD 2018/19	YTD 2019/20	% Change from 2017/18
Totals by Division:			
Administration	\$ 540,549	\$ 538,528	-0.4%
Resource Services	427,354	467,860	9.5%
Youth Services	269,885	271,207	0.5%
Adult Services	242,776	254,065	4.6%
Customer Account Services	351,600	376,135	7.0%
Grand Total	1,832,164	1,907,794	4.1%

YTD 2019/20	Budget* 2019/20	Division % of Grand Total
\$ 538,528	\$ 1,366,160	28.23%
467,860	995,014	24.52%
271,207	699,112	14.22%
254,065	621,540	13.32%
376,135	938,649	19.72%
1,907,794	4,620,475	100.00%

* Adjusted Budget



Ames Public Library Donations Report					
November 30, 2019					
FY2019/20					
	Fund 238	Fund 239	Fund 241	Fund 240	
	Direct	Friends	Donations	Future	
	State Aid	Foundation	& Grants	Needs	Total
Fund balance - 06/30/19	\$ -	\$ 86,612	\$ 63,623	\$ 185,809	\$ 336,044
Revenues:					
Interest revenue	18	1,092	537	1,625	3,273
Direct state aid	-	-	-	-	-
General Donations	-	-	2,596	-	2,596
Project Smiles Donations	-	-	1,202	-	1,202
Misc Revenue	-	-	-	-	-
Friends Foundation	-	76,745	-	-	76,745
Small Talk Grant	-	6,104	-	-	6,104
Large-Print Book Bequest	-	-	-	-	-
Harrison Barnes Reading Academy	-	-	-	-	-
Merchandise Sales	-	110	-	-	110
Total revenues	18	84,050	4,335	1,625	90,029
Expenditures:					
Administration:					
Minor Office Equipment	-	-	-	-	-
Personal Services/Interns	-	-	-	-	-
Printing/Graphics	-	387	-	-	387
Food	-	-	-	-	-
Office Supplies	-	413	-	-	413
Outside Professional Services	-	836	-	-	836
Minor Computer Equipment	-	-	-	-	-
Special Project Supplies	-	2,377	-	-	2,377
Resource Services:					
Collection administration/Interns	-	-	-	-	-
Electronic Collection Service	-	-	-	-	-
Periodicals	-	-	-	-	-
Juvenile	-	2,455	1,000	-	3,455
Audio-visual collection	-	-	-	-	-
Adult collection	-	4,716	-	-	4,716
Computer Equip/Software	-	-	-	-	-
Youth Services:					
Employee Benefits (Interns)	-	292	-	-	292
Outside Professional Services	-	3,422	-	-	3,422
Minor Office Equipment	-	-	-	-	-
Food	-	1,472	-	-	1,472
Juvenile Collection	-	-	-	-	-
Special Project Supplies	-	2,513	-	-	2,513
Adult Services:					
Food	-	30	-	-	30
Printing/Graphics	-	-	-	-	-
Outside Professional Services	-	3,275	-	-	3,275
Special Project Supplies	-	3,736	-	-	3,736
Library Improvements:					
Gilman, Smith & Feinberg Bequests:					
Juvenile Collection	-	-	-	-	-
Adult Collection	-	-	-	-	-
Small Talk Grant:	-	10,009	-	-	10,009
Books for Babies:	88	-	-	-	88
Project Smyles:	-	10,251	70	-	10,321
Harrison Barnes Reading Academy:	-	-	-	-	-
Large-Print Books Bequest:	-	8,566	-	-	8,566
Library Merchandise	-	-	-	-	-
Total expenses	88	54,750	1,070	-	55,908
Transfers between funds:					
Donations/Future Needs Fund	-	-	-	-	-
Friends Foundation/Donations	-	-	-	-	-
Total transfers	-	-	-	-	-
Current fund balance	\$ (70)	\$ 115,912	\$ 66,888	\$ 187,434	\$ 370,164
Less:					
Committed funds:					
Encumbrances	-	0	2,977	-	2,977
Reserved principal*	-	-	8,276	-	8,276
Total committed funds	-	0	11,253	-	11,253
Balance available for expenditure	\$ (70)	\$ 115,911	\$ 55,635	\$ 187,434	\$ 358,911
	-	-	-	-	-
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.					

**Ames Public Library Circulation Statistics FY20
December 2019**

MATERIALS COMPARISONS	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	E-Video	Virtual Circ Total	Grand Circ Total
Current Month	20,491	14,639	35,130	33,472	8,583	4,063	177	46,295	1,088	82,513	3,538	6,813	810	1,145	12,306	94,819
One Year Ago	20,795	16,877	37,672	32,734	9,260	3,571	225	45,790	1,184	84,646	4,285	4,680	1,040	672	10,677	95,323
Difference	-304	-2,238	-2,542	738	-677	492	-48	505	-96	-2,133	-747	2,133	-230	473	1,629	-504
% Change	-1.5%	-13.3%	-6.7%	2.3%	-7.3%	13.8%	-21.3%	1.1%	-8.1%	-2.5%	-17.4%	45.6%	-22.1%	70.4%	15.3%	-0.5%
Year to Date																
Current Year	134,662	93,051	227,713	215,659	55,163	27,140	1,219	299,181	7,318	534,212	29,991	35,340	4,735	6,002	76,068	610,280
One Year Ago	116,222	88,454	204,676	177,250	53,012	22,820	1,137	254,219	6,122	465,017	21,923	23,358	3,003	2,607	50,891	515,908
Difference	18,440	4,597	23,037	38,409	2,151	4,320	82	44,962	1,196	69,195	8,068	11,982	1,732	3,395	25,177	94,372
% Change	15.9%	5.2%	11.3%	21.7%	4.1%	18.9%	7.2%	17.7%	19.5%	14.9%	36.8%	51.3%	57.7%	130.2%	49.5%	18.3%

(Including Hoopla & Kanopy)

LOCATION COMPARISONS	Main Item Total	BKM Item Total	Physical Item Circ Total
Current Month	79,573	2,940	82,513
One Year Ago	81,154	3,492	84,646
Difference	-1,581	-552	-2,133
% Change	-1.9%	-15.8%	-2.5%
Year to Date			
Current Year	510,955	23,257	534,212
One Year Ago	446,091	18,926	465,017
Difference	64,864	4,331	69,195
% Change	14.5%	22.9%	14.9%

FY19-20 STATE REPORT CATEGORIES	Adult Books	Young Adult Books	Children's Books	E Books	Video	Audio	E-Audio	Maga-zines	E-mag	E-Video	All Other	Total - All Formats
Main Library	19,858	3,941	31,365	6,813	18,230	4,620	3,538	527	810	1,145	1,032	91,879
Bookmobile	376	92	1,867		442	107		0			56	2,940
Current Month	20,234	4,033	33,232	6,813	18,672	4,727	3,538	527	810	1,145	1,088	94,819
Main Library	130,612	26,062	198,844	35,340	116,329	28,782	29,991	3,522	4,735	6,002	6,804	587,023
Bookmobile	2,459	894	15,055		3,395	927		13			514	23,257
Year to Date	133,071	26,956	213,899	35,340	119,724	29,709	29,991	3,535	4,735	6,002	7,318	610,280

Ames Public Library Circulation Statistics FY20

Description	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Adult Fiction	11,162	10,460	9,283	9,444	8,653	9,206	0	0	0	0	0	0	58,208
Adult Graphic Novels	826	825	564	523	519	638	0	0	0	0	0	0	3,895
Adult Large Print	1,150	1,232	1,155	1,244	1,060	1,098	0	0	0	0	0	0	6,939
Adult Literacy-Non-Fiction	3	6	5	6	4	0	0	0	0	0	0	0	24
Adult Magazines	554	511	469	449	459	410	0	0	0	0	0	0	2,852
Adult Manga	484	316	361	305	273	275	0	0	0	0	0	0	2,014
Adult Non-Fiction	9,179	8,914	8,434	8,271	7,939	8,062	0	0	0	0	0	0	50,799
Adult Uncataloged Items	711	821	789	659	718	785	0	0	0	0	0	0	4,483
Book Club Collection	564	532	525	432	493	469	0	0	0	0	0	0	3,015
Subtotal Adult (Print)	24,633	23,617	21,585	21,333	20,118	20,943	0	0	0	0	0	0	132,229
Adult Audio Books	1,519	1,527	1,499	1,428	1,273	1,342	0	0	0	0	0	0	8,588
Adult DVDs + DVD TV series	13,275	13,356	11,971	12,273	11,672	12,061	0	0	0	0	0	0	74,608
Adult Music CDs	1,268	1,207	1,376	1,455	1,488	1,596	0	0	0	0	0	0	8,390
CD Language Sets	58	55	45	43	32	42	0	0	0	0	0	0	275
Subtotal Adult (Media)	16,120	16,145	14,891	15,199	14,465	15,041	0	0	0	0	0	0	91,861
TOTAL ADULT	40,753	39,762	36,476	36,532	34,583	35,984	0	0	0	0	0	0	224,090
Board Books	1,953	2,201	1,965	2,107	1,882	1,652	0	0	0	0	0	0	11,760
Easy Books	8,526	8,503	8,879	9,712	7,880	6,491	0	0	0	0	0	0	49,991
Easy Holiday Books	605	717	1,148	1,161	1,290	1,928	0	0	0	0	0	0	6,849
Easy to Read Fiction	6,148	5,689	5,089	5,172	4,951	3,878	0	0	0	0	0	0	30,927
Easy to Read Non-Fiction	1,286	1,362	1,409	1,457	1,274	947	0	0	0	0	0	0	7,735
Juvenile Big Books	118	154	203	192	145	126	0	0	0	0	0	0	938
Juvenile Braille Books	0	0	7	6	1	4	0	0	0	0	0	0	18
Juvenile Fiction	9,457	8,087	6,923	6,677	6,275	5,911	0	0	0	0	0	0	43,330
Juvenile Graphic Novels	3,479	3,010	2,722	2,484	2,430	2,170	0	0	0	0	0	0	16,295
Juvenile Large Print	51	45	57	32	29	30	0	0	0	0	0	0	244
Juvenile Leveled Reader	0	0	0	0	0	0	0	0	0	0	0	0	-
Juvenile Magazines	143	70	65	45	31	12	0	0	0	0	0	0	366
Juvenile Non-Fiction	4,752	4,973	4,980	4,993	4,907	4,275	0	0	0	0	0	0	28,880
Juv Reference Collections	1	0	1	0	0	1	0	0	0	0	0	0	3
Juvenile Uncataloged	118	52	79	75	68	120	0	0	0	0	0	0	512
Juvenile World Language	176	228	237	330	233	158	0	0	0	0	0	0	1,362
Parenting Collection	182	203	259	222	199	170	0	0	0	0	0	0	1,235
Parenting Magazine	35	45	26	5	7	2	0	0	0	0	0	0	120
Subtotal Children's (Print)	37,030	35,339	34,049	34,670	31,602	27,875	0	0	0	0	0	0	200,565
Young Adult Fiction	3,256	2,711	2,373	2,349	2,302	2,515	0	0	0	0	0	0	15,506
Young Adult Graphic Novels	794	582	653	643	646	627	0	0	0	0	0	0	3,945
Young Adult Large Print	19	25	16	19	19	6	0	0	0	0	0	0	104
Young Adult Magazines	11	64	14	13	30	52	0	0	0	0	0	0	184
Young Adult Manga	1,213	1,083	718	924	780	729	0	0	0	0	0	0	5,447
Young Adult Non-Fiction	181	160	175	161	194	189	0	0	0	0	0	0	1,060
Subtotal YA (Print)	5,474	4,625	3,949	4,109	3,971	4,118	0	0	0	0	0	0	26,246
Easy to Read Book + CD	319	280	276	298	273	218	0	0	0	0	0	0	1,664
Juvenile Audio Books	930	820	576	704	636	524	0	0	0	0	0	0	4,190
Juvenile Book + CD	366	368	352	384	330	257	0	0	0	0	0	0	2,057
Juvenile DVDs	8,317	8,129	5,937	6,579	6,558	6,201	0	0	0	0	0	0	41,721
Juvenile Music CDs	476	395	400	409	417	327	0	0	0	0	0	0	2,424
Subtotal Childrens (Media)	10,408	9,992	7,541	8,374	8,214	7,527	0	0	0	0	0	0	52,056
Young Adult Audio Books	226	228	203	188	171	178	0	0	0	0	0	0	1,194
Subtotal YA (Media)	226	228	203	188	171	178	0	0	0	0	0	0	1,194
TOTAL YOUTH	53138	50184	45742	47341	43958	39698	0	0	0	0	0	0	280,061
Adventure Passes	78	65	50	41	36	30							300
Hotspots	59	46	46	52	35	33	0	0	0	0	0	0	271
Launchpads	139	121	115	111	107	91	0	0	0	0	0	0	684
Video Games	226	208	152	197	177	179	0	0	0	0	0	0	1,139
Juvenile Educational Games	204	269	229	259	226	196	0	0	0	0	0	0	1,383
Youth Special Collections	514	490	508	593	451	471	0	0	0	0	0	0	3,027
TOTAL OTHER	1,220	1,199	1,100	1,253	1,032	1,000	0	0	0	0	0	0	6,804
GRAND TOTAL MATERIAL	95,111	91,145	83,318	85,126	79,573	76,682	0	0	0	0	0	0	510,955
Bridges Audio Books	3,655	3,646	3,520	3,601	1,794	3,428							19,644
Hoopla Audio Books	1,622	1,518	1,416	1,601	1,531	1,414							9,102
Hoopla Music	229	211	172	199	213	221							1,245
Subtotal Dwnld Audio	5,506	5,375	5,108	5,401	3,538	5,063	0	0	0	0	0	0	29,991
Bridges e-Books	3,114	3,026	4,519	2,872	4,572	3,019							21,122
Bridges Kindle e-Books	1,830	1,751	1,723	1,642	1,602	1,867							10,415
Hoopla Comics	116	94	109	111	102	107							639
Hoopla e-Books	524	513	540	542	537	508							3,164
Subtotal Dwnld e-Books	5,584	5,384	6,891	5,167	6,813	5,501	0	0	0	0	0	0	35,340
RBDigital e-magazines	766	876	941	765	810	577							4,735
Subtotal Dwnld e-Mag	766	876	941	765	810	577	0	0	0	0	0	0	4,735
Bridges Video	4	5	4	3	0	0							16
Hoopla Movies	248	212	209	208	202	227							1,306
Hoopla TV	185	189	185	191	202	211							1,163
Kanopy Films	462	475	489	651	741	699							3,517
Subtotal Dwnld Video	899	881	887	1,053	1,145	1,137	0	0	0	0	0	0	6,002
TOTAL DOWNLOADABLE	12,755	12,516	13,827	12,386	12,306	12,278	0	0	0	0	0	0	76,068

Bookmobile Circulation Statistics FY20

Description	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	FY20
Adult Fiction	127	178	162	170	156	146	0	0	0	0	0	0	939
Adult Graphic Novels	6	12	6	12	4	7	0	0	0	0	0	0	47
Adult Large Print	20	18	18	26	20	7	0	0	0	0	0	0	109
Adult Literacy-Non-Fiction	0	0	0	0	0	0	0	0	0	0	0	0	-
Adult Magazines	1	0	2	1	0	0	0	0	0	0	0	0	4
Adult Manga	3	6	16	9	0	3	0	0	0	0	0	0	37
Adult Non-Fiction	215	207	241	219	187	166	0	0	0	0	0	0	1,235
Adult Uncataloged Items	0	0	0	0	0	0	0	0	0	0	0	0	-
Book Club Collection	8	10	12	16	6	10	0	0	0	0	0	0	62
Subtotal Adult (Print)	380	431	457	453	373	339	0	0	0	0	0	0	2,433
Adult Audio Books	17	12	11	18	15	9	0	0	0	0	0	0	82
Adult DVDs	139	130	151	268	138	138	0	0	0	0	0	0	964
Adult Music CDs	13	8	19	13	21	63	0	0	0	0	0	0	137
CD Language Sets	7	0	0	0	0	0	0	0	0	0	0	0	7
Subtotal Adult (Media)	176	150	181	299	174	210	0	0	0	0	0	0	1,190
TOTAL (ADULT)	556	581	638	752	547	549	0	0	0	0	0	0	3,623
Board Books	184	127	109	142	71	66	0	0	0	0	0	0	699
Easy Books	610	513	633	515	273	317	0	0	0	0	0	0	2,861
Easy Holiday Books	6	4	14	79	33	71	0	0	0	0	0	0	207
Easy to Read Fiction	798	715	713	761	458	418	0	0	0	0	0	0	3,863
Easy to Read Non-Fiction	29	32	34	33	24	15	0	0	0	0	0	0	167
Juvenile Big Books	0	0	1	0	0	0	0	0	0	0	0	0	1
Juvenile Braille Books	0	0	1	0	0	0	0	0	0	0	0	0	1
Juvenile Fiction	510	458	568	652	402	387	0	0	0	0	0	0	2,977
Juvenile Graphic Novels	441	374	464	525	332	245	0	0	0	0	0	0	2,381
Juvenile Large Print	3	2	0	0	2	2	0	0	0	0	0	0	9
Juvenile Leveled Reader	0	0	0	0	0	0	0	0	0	0	0	0	-
Juvenile Magazines	0	9	0	0	0	0	0	0	0	0	0	0	9
Juvenile Non-Fiction	286	347	370	387	270	194	0	0	0	0	0	0	1,854
Juvenile Ref & Office Coll	0	0	0	0	0	0	0	0	0	0	0	0	-
Juvenile Uncataloged	0	1	2	0	2	1	0	0	0	0	0	0	6
Juvenile World Language	0	16	12	1	0	0	0	0	0	0	0	0	29
Parenting Collection	5	4	5	12	3	1	0	0	0	0	0	0	30
Parenting Magazine	0	0	0	0	0	0	0	0	0	0	0	0	-
Project Smyles Literacy Bag	0	0	0	0	0	0	0	0	0	0	0	0	-
Subtotal Children's (Print)	2,872	2,602	2,926	3,107	1,870	1,717	0	0	0	0	0	0	15,094
Young Adult Fiction	80	84	102	143	70	70	0	0	0	0	0	0	549
Young Adult Graphic Novels	38	43	32	25	6	17	0	0	0	0	0	0	161
Young Adult Large Print	0	0	1	2	0	0	0	0	0	0	0	0	3
Young Adult Magazines	0	0	0	0	0	0	0	0	0	0	0	0	-
Young Adult Manga	33	23	29	20	12	4	0	0	0	0	0	0	121
Young Adult Non-Fiction	5	7	16	18	4	10	0	0	0	0	0	0	60
Subtotal YA (Print)	156	157	180	208	92	101	0	0	0	0	0	0	894
Easy to Read Book + CD	33	25	25	26	14	8	0	0	0	0	0	0	131
Juvenile Audio Books	21	7	20	30	7	10	0	0	0	0	0	0	95
Juvenile Book + CD	45	40	45	67	33	22	0	0	0	0	0	0	252
Juvenile DVDs	459	408	451	462	304	347	0	0	0	0	0	0	2,431
Juvenile Music CDs	40	48	53	24	11	22	0	0	0	0	0	0	198
Subtotal Childrens (Media)	598	528	594	609	369	409	0	0	0	0	0	0	3,107
Young Adult Audio Books	2	7	6	3	6	1	0	0	0	0	0	0	25
Subtotal YA (Media)	2	7	6	3	6	1	0	0	0	0	0	0	25
TOTAL (YOUTH)	3,628	3,294	3,706	3,927	2,337	2,228	0	0	0	0	0	0	19,120
Hotspots	2	0	0	0	1	0	0	0	0	0	0	0	3
Launchpads	0	2	0	2	3	0	0	0	0	0	0	0	7
Video Games	0	0	0	0	0	0	0	0	0	0	0	0	-
Juvenile Educational Games	1	2	0	4	3	3	0	0	0	0	0	0	13
Youth Special Collections	86	85	92	81	49	98	0	0	0	0	0	0	491
TOTAL OTHER	89	89	92	87	56	101	0	0	0	0	0	0	514
GRAND TOTAL MATERIAL	4,273	3,964	4,436	4,766	2,940	2,878	0	0	0	0	0	0	23,257

COMPARISON OF IOWA URBAN PUBLIC LIBRARIES (IUPLA)

Taken from Data in FY2019 Reports to State Library

December 9, 2019

1st 2nd 3rd

	AMES RANKING	AMES	CEDAR RAPIDS	COUNCIL BLUFFS	DAVENPORT	DES MOINES	DUBUQUE	IOWA CITY	SIOUX CITY	WATERLOO	WEST DES MOINES
Population - Year 2000 or Most Current	9 /10	58,965	126,326	62,230	99,687	204,220	57,367	67,862	82,684	68,406	63,541
Employees											
in FTE	5 /10	52.75	63.50	27.50	60.38	91.50	34.15	80.45	32.99	30.26	26.50
MLS in FTE	5 /10	12.00	15.00	7.50	18.60	32.50	9.00	15.00	5.50	7.03	7.00
FTE per capita (per 1,000)	2 /10	0.89	0.50	0.44	0.61	0.45	0.60	1.19	0.40	0.44	0.42
Main Library: Total Hours Open Annually											
End of FY	1 /10	3,551	3,328	3,432	3,018	2,661	3,172	3,409	3,016	3,176	3,400
Per FTE	6 /10	67.32	52.41	124.80	49.98	29.08	92.88	42.37	91.42	104.96	128.30
Borrowers											
Total Registered	8 /10	44,194	70,358	18,942	55,949	98,722	44,205	52,872	55,770	42,526	47,020
Net Added Last FY	8 /10	-2,674	-594	-27,066	4,348	3,169	3,137	-4,189	-1,653	3,203	6,504
As a Percent of Population	3 /10	75%	56%	30%	56%	48%	77%	78%	67%	62%	74%
Annual Building Traffic											
Building Traffic per Capita	2 /10	8.24	4.94	2.15	3.69	3.93	4.67	10.21	3.28	2.66	4.72
Materials											
Print Added	3 /10	19,403	14,647	7,672	18,130	51,866	16,874	23,264	9,464	6,397	12,867
Print Withdrawn	5 /10	19,363	16,934	10,970	31,977	50,637	8,142	28,578	33,478	5,287	3,576
Other Items Added	2 /10	8,433	2,598	4,024	6,554	8,439	4,826	6,052	2,603	2,727	2,440
Total Items Added per FTE	4 /10	528	272	425	409	659	635	364	366	302	578
Total Items Added per Capita	1 /10	0.47	0.14	0.19	0.25	0.30	0.38	0.43	0.15	0.13	0.24
Total Physical Items Owned	3 /10	258,604	299,490	136,685	198,939	443,097	239,592	224,692	183,841	103,454	164,480
Total Downloadable Volumes	2 /10	102,030	17,200	89,453	4,045	37,989	14,465	33,121	75,161	692,252	86,239
Total Items Owned per Capita	1 /10	4.4	2.4	2.2	2.0	2.2	4.2	3.3	2.2	1.5	2.6
Total Periodical Subscriptions	2 /10	526	266	429	518	739	380	349	314	154	299
Technology											
Licensed Databases											
Funded Locally or by Other Cooperative Agreements	8 /10	16	24	16	21	28	37	42	32	9	51
State Funded	1 /10	45	1	45	45	1	45	45	1	45	45
Total Licensed Databases	5 /10	61	25	61	66	29	82	87	33	54	96
Number of Internet Computers for Public Use	7 /10	63	128	86	130	151	90	54	40	99	36
Population Divided by # Computers	6 /10	936	987	724	767	1,352	637	1,257	2,067	691	1,765
Number of Uses of Public Internet in One Year	5 /10	45,185	119,884	39,822	68,066	139,913	23,959	68,613	39,592	42,637	39,727

COMPARISON OF IOWA URBAN PUBLIC LIBRARIES (IUPLA)

Taken from Data in FY2019 Reports to State Library
December 9, 2019

1st 2nd 3rd

	AMES RANKING	AMES	CEDAR RAPIDS	COUNCIL BLUFFS	DAVENPORT	DES MOINES	DUBUQUE	IOWA CITY	SIOUX CITY	WATERLOO	WEST DES MOINES
Receipts											
City Appropriation	5 /10	\$4,002,450	\$5,418,113	\$2,761,717	\$4,493,111	\$7,878,687	\$3,586,935	\$4,336,117	\$3,295,312	\$1,732,081	\$3,118,930
City Income Received from Special Levies	4 /10	\$0	\$0	\$0	\$1,207,199	\$0	\$0	\$976,555	\$0	\$639,464	\$0
County	3 /10	\$154,241	\$74,447	\$241,122	\$0	\$60,684	\$0	\$469,430	\$0	\$61,742	\$0
Federal Assistance	1 /10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Revenues	4 /10	\$70,697	\$98,708	\$25,810	\$77,792	\$102,566	\$34,407	\$69,584	\$36,269	\$40,599	\$65,826
Fines/Fees	3 /10	\$107,207	\$84,656	\$28,721	\$29,664	\$364,290	\$57,463	\$150,199	\$57,691	\$26,532	\$59,219
Endowments/Gifts	3 /10	\$202,810	\$33,952	\$135,683	\$88,668	\$324,096	\$0	\$279,275	\$149,008	\$8,714	\$12,000
Other	5 /10	\$35,596	\$999,620	\$11,088	\$650	\$79,505	\$55,324	\$121,062	\$755	\$129	\$0
Total Receipts	5 /10	\$4,573,001	\$6,709,496	\$3,204,141	\$5,897,084	\$8,809,828	\$3,734,129	\$6,402,222	\$3,539,035	\$2,509,261	\$3,255,975
Per Capita - All Income	2 /10	\$77.55	\$53.11	\$51.49	\$59.16	\$43.14	\$65.09	\$94.34	\$42.80	\$36.68	\$51.24
Per Capita - City App. Only	1 /10	\$67.88	\$42.89	\$44.38	\$45.07	\$38.58	\$62.53	\$63.90	\$39.85	\$25.32	\$49.09
Expenditures											
Total Expenditures	5 /10	\$4,612,609	\$6,706,194	\$2,428,390	\$5,463,112	\$8,809,828	\$3,487,822	\$6,356,322	\$3,278,129	\$2,430,677	\$3,511,603
Salaries	5 /10	\$2,450,200	\$3,110,757	\$1,408,669	\$2,972,525	\$4,604,720	\$1,839,212	\$3,702,505	\$1,548,541	\$1,480,988	\$1,669,230
Benefits	5 /10	\$772,432	\$1,222,735	\$427,749	\$1,277,943	\$1,550,879	\$584,466	\$1,133,955	\$740,438	\$521,986	\$545,200
Personnel Costs per FTE	9 /10	\$61,093	\$68,244	\$66,779	\$70,395	\$67,274	\$70,972	\$60,118	\$69,384	\$66,192	\$83,563
Benefits as % of Personnel Costs	8 /10	24.0%	28.2%	23.3%	30.1%	25.2%	24.1%	23.4%	32.3%	26.1%	24.6%
Personnel Costs as % Total Expend	6 /10	69.9%	64.6%	75.6%	77.8%	69.9%	69.5%	76.1%	69.8%	82.4%	63.1%
Total Expenses Per Capita	2 /10	\$ 78.23	\$ 53.09	\$ 39.02	\$ 54.80	\$ 43.14	\$ 60.80	\$ 93.67	\$ 39.65	\$ 35.53	\$ 55.27
Hourly Salary of Director	5 /10	\$59.13	\$60.09	\$62.53	\$57.52	\$64.90	\$54.51	\$56.25	\$46.94	\$53.48	\$60.77
Expenditures - Materials											
Print	3 /10	\$264,064	\$213,580	\$119,448	\$229,500	\$525,732	\$242,232	\$336,692	\$156,463	\$109,432	\$244,894
Video (All Formats)	3 /10	\$84,631	\$122,477	\$45,379	\$81,000	\$90,757	\$64,247	\$81,372	\$13,222	\$42,572	\$36,606
Audio (All Formats)	3 /10	\$81,342	\$69,228	\$39,461	\$56,192	\$198,547	\$58,974	\$100,709	\$44,867	\$20,684	\$38,371
E-Books	5 /10	\$53,030	\$60,537	\$25,060	\$30,013	\$156,221	\$54,942	\$170,423	\$19,988	\$25,612	\$18,067
Databases/Electronic Information	2 /10	\$87,743	\$90,051	\$27,607	\$78,481	\$76,146	\$76,954	\$78,951	\$38,855	\$18,084	\$53,974
Other (Physical)	6 /10	\$2,458	\$27,286	\$0	\$10,500	\$0	\$2,700	\$22,813	\$0	\$2,900	\$761
Total for Materials	4 /10	\$573,268	\$583,159	\$256,955	\$485,686	\$1,047,403	\$500,049	\$790,960	\$273,395	\$219,284	\$392,673
Per Capita	2 /10	\$9.72	\$4.62	\$4.13	\$4.87	\$5.13	\$8.72	\$11.66	\$3.31	\$3.21	\$6.18
Print \$ as % of all Materials	8 /10	46%	37%	46%	47%	50%	48%	43%	57%	50%	62%
Materials as % of Expenditures	3 /10	12.43%	8.70%	10.58%	8.89%	11.89%	14.34%	12.44%	8.34%	9.02%	11.18%

COMPARISON OF IOWA URBAN PUBLIC LIBRARIES (IUPLA)

Taken from Data in FY2019 Reports to State Library

December 9, 2019

1st 2nd 3rd

	AMES RANKING	AMES	CEDAR RAPIDS	COUNCIL BLUFFS	DAVENPORT	DES MOINES	DUBUQUE	IOWA CITY	SIOUX CITY	WATERLOO	WEST DES MOINES
Services											
Circulation	4 /10	1,341,610	1,152,788	814,321	772,042	1,343,320	637,774	1,629,330	3,920,127	295,877	874,656
Circ per Capita	3 /10	22.75	9.13	13.09	7.74	6.58	11.12	24.01	47.41	4.33	13.77
Circ per Item (Turnover)	5 /10	5.2	3.8	6.0	3.9	3.0	2.7	7.3	21.3	2.9	5.3
Circ per FTE	4 /10	25,433	18,154	29,612	12,786	14,681	18,676	20,253	118,828	9,778	33,006
Circ of Children's Mats	1 /10	539,009	216,178	82,934	177,572	407,493	178,432	394,737	96,946	77,207	345,078
j Mats as % of All Circ	1 /10	40%	19%	10%	23%	30%	28%	24%	2%	26%	39%
Circ of Non-Print	2 /10	365,711	259,502	132,407	245,287	215,395	208,108	383,248	67,082	96,586	135,926
Non-Print as % of All Circ	4 /10	27.3%	22.5%	16.3%	31.8%	16.0%	32.6%	23.5%	1.7%	32.6%	15.5%
Circ of Downloadable	5 /10	83,395	163,593	58,356	48,806	186,714	85,398	245,002	45,360	38,418	81,303
Downloadable as % of All Circ	9 /10	6.2%	14.2%	7.2%	6.3%	13.9%	13.4%	15.0%	1.2%	13.0%	9.3%
Loans to Rural in Home County	2 /10	49,791	20,640	48,321	839	12,453	0	83,165	0	12,350	53
Retrieval of Electronic Information	7 /10	121,430	221,422	379,433	144,077	105,604	46,848	294,464	3,582,172	2,793	159,088
Interlibrary Loans (ILL)											
Received	6 /10	2,116	34,466	1,681	49,580	261	438	3,660	805	7,027	6,502
# ILLs per 1000 Circs	7 /10	1.58	29.90	2.06	64.22	0.19	0.69	2.25	0.21	23.75	7.43
Provided	5 /10	5,267	31,786	3,593	49,175	842	1,599	1,287	891	8,281	7,005
Reference Transactions											
Reference per Capita	10 /10	0	40,628	44,721	100,841	157,583	22,900	43,735	43,394	42,612	33,756
	10 /10	0.00	0.32	0.72	1.01	0.77	0.40	0.64	0.52	0.62	0.53
Programs											
Children's Programs	2 /10	1,984	464	782	804	2,272	614	1,055	482	613	609
Attendance at Children's Programs	1 /10	51,234	27,759	30,534	20,670	37,247	19,596	45,503	14,306	28,801	33,626
Young Adult Programs	5 /10	177	172	328	321	209	109	372	29	55	63
Attendance at Young Adult Programs	4 /10	3,102	2,682	14,827	5,469	1,983	819	5,671	578	619	1,473
Adult Programs	1 /10	640	437	434	496	424	15	324	83	212	142
Attendance at Adult Programs	3 /10	8,357	27,242	7,881	6,485	8,219	1,718	10,110	2,320	3,692	6,745
Total Number of Library Programs	2 /10	2,801	1,073	1,544	1,621	2,905	738	1,751	594	880	814
Total Attendance at Library Programs	1 /10	62,693	57,683	53,242	32,624	47,449	22,133	61,284	17,204	33,112	41,844



Programs Policy

Section: Library Resources

Approved: 6/23/2004

Reviewed: 1/19/2017

Revised: 10/10/2005, 10/19/2006, 9/18/2008, 8/16/2012, 12/17/2015

Ames Public Library offers programs to further its mission, “Ames Public Library – We connect you to the world of ideas.”

Library programs are planned public activities that are initiated or presented in partnership by the Library and take place at the Library, at the Bookmobile, at locations in the community, or online. Library programs include, but are not limited to: book talks, demonstrations, discussion groups, film showings, interactive presentations, lectures, panel discussions, performances, puppet shows, readings, storytimes, tours, training sessions, tutorials, and workshops.

The purpose of Library programming is to:

- Encourage the use of the Library and its resources
- Promote early literacy, acquisition of skills, and a life-long love of reading and learning
- Present information on issues of current interest
- Foster cultural awareness and civic engagement and discourse
- Facilitate the sharing of local talent, knowledge, and expertise

Programming Partnership

The Library encourages and welcomes program proposals from individuals and community groups. When a community group, agency, or individual approaches the Library with a programming request, the Library will consider partnership based on the following criteria:

- The program fulfills the purpose of a Library program, as defined above
- The program supports the Library’s mission and strategic priorities
- The resources needed to accomplish the program are available and appropriate

Programming partners are expected to actively participate in the development, promotion, presentation, and evaluation of programs. The Library’s role includes, but is not limited to: facilitating and approving program design; furnishing appropriate space and equipment; coordinating promotion, and offering supplementary Library resources.

Content

The Library’s goal in programming is to connect members of our community with a wide variety of ideas and perspectives. Program content is determined by the presenters.

The Library is not obligated to represent multiple and/or opposing viewpoints within any one program or series. The Library welcomes the opportunity for other viewpoints to be represented in a separate program or series.

Presentation of a program does not constitute the Library's endorsement of the content or views expressed by participants.

Charges, Sales, and Fundraising

All Library programs will be offered free of charge. Library programs must be non-commercial in nature. Although a businessperson or other professional expert may present a program, the information may not promote his or her specific business interest. No solicitation of future business, including but not limited to the development of prospect and mailing lists, is permitted.

Fundraising and sales are permitted with prior approval in the following circumstances:

- For fundraising to benefit the Library by the Ames Public Library Friends Foundation or the Library itself, and
- For sale of items created by authors and artists responsible for the content of a Library program.

Exceptions to the above may be made at the discretion of the Library Director.

Attendance

All programs must be open to the public. Every attempt will be made to accommodate all who wish to attend a program. Programs designed for a general audience have no age restrictions.

- Attendance may be limited if the number of participants reaches the room capacity established by the Ames Fire Department.
- When safety or the nature of a program requires it, attendance will be determined on a first-come, first-served basis or by pre-registration.
- Programs designed for specific audiences may have attendance restrictions or requirements based on age.

Note: In the case of film programs, the Motion Picture Association of America ratings may be provided for information only. It is the responsibility of parents or legal guardians, not Ames Public Library staff, to guide their own children's use of the library and its resources and services.

Evaluation

Programs will be evaluated based on data collected from the audience, program partner(s), and staff.

Expressions of Concern

The Ames Public Library Director and the Board of Trustees welcome feedback from customers. Any customer concerns will be handled promptly and courteously, as detailed in the [Expressions of Concern Policy](#).

References

This policy has been developed in concert with the following American Library Association Guidance Documents:

[Libraries: An American Value](#)

[Library Bill of Rights](#)

Interpretations of the *Library Bill of Rights*: "[Library-initiated Programs as a Resource](#)," "[Access to Library Resources and Services for Minors](#)" and "[Freedom to View Statement](#)."