

**Ames Public Library Board of Trustees  
Agenda – August 21, 2014  
City Council Chambers, 515 Clark 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) Donations
- 2) Minutes of the regular meeting of July 17, 2014
- 3) Claims Reports 7/1/14 – 7/31/14
  - a) Fiscal Year 2014 - Accruals
  - b) Fiscal Year 2015 - July

**Public Forum**

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

**Activity Reports**

- 4) Ames Public Library Friends Foundation Report – Acker
- 5) Staff Reports
  - a) American Library Association Conference Report – Heid
  - b) Administrative Report – Carey

**Library Building Project Update** – Carey, Heemstra

- 6) Construction Progress Report
- 7) Project Cost Summary

**Policy Review** (Action Items)

- 8) Bylaws
- 9) Display Spaces
- 10) Meeting Rooms and Study Rooms

**Trustee Comments**

**Adjournment**

**Next regular meeting: Thursday, September 18, 2014  
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)**

## Consent Agenda

### **BOARD OF TRUSTEES AMES PUBLIC LIBRARY AUGUST 21, 2014**

Be it resolved that the Board of Trustees, Ames Public Library, approves the consent agenda as presented.

- 1) Donations
  - a. From Julia N. Wilson ..... \$13.51
  - b. From Story County Master Gardener Association..... 3 gardening books
  - c. In memory of Donald Lesan from:
    - Rosemary Allen ..... \$10.00
    - John Anderson ..... \$5.00
    - Lynne Carey ..... \$25.00
    - Russ Doorenbos ..... \$20.00
    - Anita Fincham..... \$20.00
    - Mary Frahm ..... \$25.00
    - Jane Frerichs..... \$25.00
    - Brian and Sandy Gossman ..... \$20.00
    - John and Georganna Hinrichsen ..... \$20.00
    - Tom Gust..... \$5.00
    - Lyle and Gloria Herrold ..... \$5.00
    - Patricia Hill..... \$5.00
    - Laurent and Linda Hodges..... \$35.00
    - Peg Johnson..... \$50.00
    - Ray and Lillian Lawson ..... \$10.00
    - Virginia Lee..... \$10.00
    - Richard and Janet Lesan ..... \$25.00
    - Jane Lohnes ..... \$25.00
    - Cleo Lynch ..... \$15.00
    - Martinsville Class of '52 ..... \$25.00
    - Aaron McFarland, Bryan Wicks..... \$20.00
    - Mary Ann McFarland ..... \$25.00
    - Bill and Alice Mulholland..... \$25.00
    - Greg, Diane, & Elizabeth Nelson ..... \$15.00
    - Joyce O'Donnell ..... \$10.00
    - Eugene Olson..... \$75.00
    - Jerry and Vel Simmermaker ..... \$20.00
    - Marilyn and Stephen Thomas ..... \$10.00
    - Ruth Walker..... \$15.00
    - Richard and Rhonda Weiss ..... \$20.00
    - Carol Wright..... \$25.00
  - d. From Anonymous for ice cream/staff celebration..... \$50.00
- 2) Minutes of the regular meeting of July 17, 2014
- 3) Claims Report 7/1/2014 – 7/31/2014 FY14 accruals
- 4) Claims Report 7/1/2014 – 7/31/2014

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Kevin Stow, President

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Sherry Bradley, Secretary

**Ames Public Library Board of Trustees  
Minutes of the Regular Meeting  
July 17, 2014**

The Ames Public Library (APL) Board of Trustees met in regular session on Thursday, July 17, 2014, in the City Council Chambers, 515 Clark Avenue, with Acker, Briese, Budd, Campbell, Eason, and Stow in attendance. Bradley, Manus, and Meier were excused. Library Director Lynne Carey and Construction Advisor Brad Heemstra were also present.

**Call to Order:** Board President Stow called the meeting to order at 7:02 p.m.

**Consent Agenda:**

**Moved by Acker, seconded by Eason, to adopt a resolution approving the following items on the consent agenda, with the meeting date change in the corrected minutes:**

**1) Donations**

**a) From Teresa Fisher for Project Smyles ..... \$10.00**

**2) Minutes of the regular meeting of June 19, 2014**

**3) Payment of Claims 6/1/2014 – 6/30/2014**

**Vote on Motion: 5-0. Motion approved unanimously. Resolution adopted.**

**Public Forum:** None.

**Financial Reports:** Trustee Briese discussed the general fund comparisons, stating that the budget was 94% spent as of June 30 and that the final bills for the fiscal year are still being processed. Briese complimented the staff for estimating the budget well and keeping expenditures in line. He suggested that the Project Cost Summary was probably the best tool for following spending on the building. Briese noted that the Donations Report showed Project Smyles to be in deficit, but the Budget and Finance Committee has been meeting with staff to discuss making some changes to the program and will continue to monitor the situation.

**Ames Public Library Friends Foundation (APLFF) Report:** Stow reported that the APLFF welcomed two new directors, Jane Johnson and Jerry Maddux, at the meeting held the previous Thursday. The Teen Advisory Group (TAG) walked in the 4<sup>th</sup> of July parade with the Bookmobile and the members are currently creating commercials about the Book Brigade for the public access channel. TAG members will be patrolling the Lincoln Way intersection during that event. Stow also reported that:

- the next book sale will be held on October 17-20 at 809 East Lincoln Way;
- the spring campaign mailing has raised \$22,000 thus far; and
- about 60 people have already registered for the Gala on September 5. The event is open to anyone who cares to attend and registration may be made through the APL website.

**Staff Report:** Director Carey said that everyone is getting excited about the move back to the permanent facility; meanwhile, the summer programs continue to go well. The Library was awarded the 2014 Summer Reading Grant from the American Library Association (ALA) Services to Children Division along with Baker & Taylor. Youth Services Manager Jerri Heid accepted the award at the end of June at the ALA convention. The funds will be used to purchase summer reading materials and literacy toys that will be used in the summer programs and kept as part of the collection for later use.

Carey said a team lead by Tracy Briseño is now working on details of the interior layout of the new bookmobile and the artist has started work on the graphic wrap. Certain selectors have started purchasing materials, including video games, for the media boxes that will be in the self-service area of the main library. While most items already have existing cataloging, Carey said that staff continues to learn a lot of the new features of Polaris as items are added to the collection. She complimented Alissa Dornink's responsiveness to customers and staff as questions and suggestions are received.

The Library's new organizational chart was distributed. Carey stated that long-time Librarian Ann Dobbs retired in early July and is relocating to Indiana. Dobbs did an excellent job at APL and will be greatly missed. Carey said staff will explore the options for her replacement, look at APL's bottom line budget, and take a proposal based on five-year projections to the City Manager.

### **Library Building Project Construction Update:**

Stow said a Building Project Committee meeting had been held the previous day in the new library, where there was a plethora of activity. Heemstra agreed, saying that everyone is working very hard to finish all that there is yet to do. While the perimeter will start to get tidied up, work on the grade, sidewalks, patio pavers, and the skin of the building remains to be done, and it will be late August before the plantings are installed.

Heemstra said the interior of the building is looking sharp. Carpet, sheet vinyl, and other surfaces are done in the south end of the building and are being installed on the north. Millwork, doors, and hardware is being installed throughout. The subcontractor is placing and polishing the terrazzo, starting from the outside corners and working toward the center and, eventually, out the front door.

Heemstra reported that furniture started arriving this month. Bo Duckett is working at the site full time coordinating the arrivals; she and others are receiving the deliveries and giving directions to the vendors. He said the shelving is almost all installed and modular furniture is now going in at staff work stations.

Heemstra said mechanical systems are functioning and work continues on lighting, data, and security system wiring. Training on the mechanical equipment and controls will be scheduled for Bo in August, and will be taped for future reference. The wood windows are almost completely done now, although the contractor still has to pick up his equipment and his lift. Stow stated that the windows really stand out, and Heemstra added that all the areas that had been damaged or cut into are now repaired and refurbished.

A calendar of events for final completion of the project was distributed. Heemstra noted that all telecom rooms are to be done by July 21 so that Mark Harris can start putting network equipment in. The last round of furniture deliveries is scheduled on August 4, at which time all rooms are to be completely done, with the exception of the central core and stairs. The architect will conduct two punch list inspections and the entire building should be 100% done by August 13. The automated materials handling equipment is due to arrive on August 15.

Exterior work and landscaping will start on August 18—the same day the library begins to move out of the temporary spaces in Lincoln Center. Carey noted that Operations Manager Valerie Donnell has been working hard to plan the Big RE-Move, as well as two-week training period that will ensure all members of the library staff are ready to competently and confidently serve the public upon opening.

**Project Cost Summary:**

Heemstra said construction pay requests now reflect 91% completion, and one change on the signage package is reflected in this month's cost summary. Acker asked what would be done with the unspent money and if it could be held to serve as a maintenance fund. Carey said that she will be meeting with the City Manager and the City Finance Director to discuss how the three "buckets" of money (general obligation bonds, private donations, and library bequests) will ultimately be divided up.

**New Business:****Memorandum of Understanding for FY15 with APL Friends Foundation**

**Moved by Briese, seconded by Acker, to adopt a resolution approving the Memorandum of Understanding with Ames Public Library Friends Foundation for Fiscal Year 2014/15 as presented/amended.**

Stow stated that this document formalizes the annual agreement between the two organizations. He noted that the Library Board directs how the money provided by the APLFF to cover the costs of staff and other expenses is spent. He also stated that the charge for rent shown in the appendix was based on comparison to another local non-profit's rate.

Acker asked how the Director's relationship with the new APLFF Development Director was factored in. Carey said it was not a factor—it is traditional to allow the Director to serve as a liaison. The library has an interest in having a close relationship with its support organization and even if the APLFF had its own office and staff, it would be important for the Library Director to attend meetings, get out in the community, and have a close working relationship with the Development Director. She said the most successful relationships are those that are mutually supportive.

**Vote on Motion: 5-0. Motion approved unanimously. Resolution adopted.**

**Custodial Contract for 515 Douglas Avenue**

**Moved by Eason, seconded by Briese, to adopt a resolution recommending that the City Council award to the lowest responsive, responsible bidder a contract for library custodial services for the period from September 8, 2014, through June 30, 2015, with the option to renew for four additional years.**

Stow stated that staff is engaged in due diligence with respect to the lowest bid. The lowest and second lowest bids are only five cents per hour apart. The matter is being brought forward now so that it can go to City Council without the Library Board having to hold another meeting.

**Vote on Motion: 5-0. Motion approved unanimously. Resolution adopted.**

**Director's Goals:** Stow passed input from a trustee who was absent around the table. It suggested that additional goals be included that:

- solidify the Director's intention towards organization-wide bench strength development and talent retention;
- identify an effort to foster business continuity and establish a disaster recovery framework;
- refer to the importance of ensuring patron satisfaction through operational and service delivery; and

- affirm the pursuit of a Masters in Library Science degree at the University of Wisconsin–Milwaukee according to the timeline directed by APL Board.

Acker said she would also like Carey to focus on developing a team to which responsibilities can be delegated. She recognizes that a high-functioning team is present, but is concerned that the organizational chart shows her having nine direct reports. Carey assured the trustees that she does already share many of her responsibilities.

Campbell stated that he would like Carey—not so much for this document, but as part of strategic plan—to think about staying ahead with services to the community after the building has been renewed.

**Moved by Eason, seconded by Campbell, to accept the goals as presented and as amended by Director Manus.**

**Vote on Motion: 5-0. Motion passed unanimously.**

**Trustee Comments:**

Acker said she hoped everyone would register to attend the APLFF Gala and take advantage of the opportunity to enjoy our gorgeous new library.

Stow stated that the Library Board’s last meeting in the Council Chambers would be on August 21; after that, the trustees will return to having meetings at the Library.

**Adjournment:** The meeting was adjourned by consensus at 7:42 p.m.

The next regular meeting will be on Thursday, August 21, 2014, at 7:00 p.m., in the City Council Chambers, 515 Clark Avenue.

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Karen C. Thompson, Administrative Assistant

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Sherry Bradley, Board Secretary

**Library Claims  
FY14 Month 13 Accruals**

<b>Administration</b>		
TRANSFER YTD EXPENSE	PERS SALARIES/WAGES	\$ 79,907.63
ACCRUE 6/16-6/30 WAGES	TEMP SALARIES/WAGES	\$ 120.11
TRANSFER YTD EXPENSE	LONGEVITY	\$ 210.00
TRANSFER YTD EXPENSE	IPERS DISABILITY	\$ 414.95
TRANSFER YTD EXPENSE	LIFE INSURANCE	\$ 135.00
TRANSFER YTD EXPENSE	HEALTH INSURANCE	\$ 13,720.26
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 1.74
TRANSFER YTD EXPENSE	MEDICARE FICA	\$ 1,138.91
ACCRUE 6/16-6/30 WAGES	FICA	\$ 7.45
TRANSFER YTD EXPENSE	FICA	\$ 4,869.76
TRANSFER YTD EXPENSE	IPERS	\$ 7,154.49
TRANSFER YTD EXPENSE	WORKERS COMP	\$ 95.85
JUNE INFO SERV CHARGES	CITY DATA SERV	\$ 484.36
JUNE MESSENGER CHARGES	CITY MESSENGER SERV	\$ 393.23
TRANSFER YTD EXPENSE	PHONE OPERATION & MAINT	\$ 554.52
TRANSFER YTD EXPENSE	LONG DISTANCE	\$ 7.48
TRANSFER YTD EXPENSE	COMPUTER REPLACEMENT FUND	\$ 50,000.00
TRANSFER YTD EXPENSE	OUTSIDE PROF SERV	\$ 5,451.00
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 9.74
TRANSFER YTD EXPENSE	CONFERENCES	\$ 1,014.63
DEX MEDIA EAST	ADVERTISING	\$ 16.50
TRANSFER YTD EXPENSE	RECRUITING COSTS	\$ 146.95
CITY OF AMES UTILITIES	ELECTRICITY	\$ 2,785.57
TRANSFER YTD EXPENSE	TELEPHONE OUTSIDE	\$ 8,138.05
CITY OF AMES UTILITIES	WATER/SEWER	\$ 212.84
CHITTY GARBAGE SERVICE IN	WASTE DISPOSAL	\$ 189.69
ALLIANT ENERGY	NATURAL GAS	\$ 76.86
AMES LOCK & SECURITY	FIXED EQUIPMENT REPAIR	\$ 190.00
TRANSFER YTD EXPENSE	COMPUTER MAINT	\$ 50,477.29
PREMIER OFFICE EQUIPMENT	RENTALS AND LEASES	\$ 16.22
ARAMARK UNIFORM SERVICES	NON-CITY SERVICE	\$ 17.82
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 250.60
ADJUST OFFICE INVENTORY	OFFICE SUPPLIES	\$ 21.65
TRANSFER YTD EXPENSE	OFFICE SUPPLIES	\$ 1,026.53
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 92.06
BANK OF AMERICA	OFFICE SUPPLIES	\$ 415.34
OFFICE DEPOT INC	MINOR OFFICE EQUIPMENT	\$ 223.57
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 1,445.53
STAPLES ADVANTAGE	MINOR OFFICE EQUIPMENT	\$ 39.98
TRANSFER YTD EXPENSE	MINOR COMPUTER EQUIPMENT	\$ 14,150.30
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 226.52
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 17.96
BANK OF AMERICA	CLEANING SUPPLIES	\$ 51.63

**Library Claims**  
**FY14 Month 13 Accruals**

STAPLES ADVANTAGE	CLEANING SUPPLIES	\$ 236.75
OFFICE DEPOT INC	EQUIPMENT PARTS/SUPPLIES	\$ 22.96
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 301.47
CENT IA DISTRIBUTING INC	MINOR EQUIPMENT TOOLS	\$ 7,646.00
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 741.44
	<b>Total Administration</b>	<b>\$ 254,869.19</b>
<b>Outreach Services</b>		
ACCRUE 6/16-6/30 WAGES	TEMP SALARIES/WAGES	\$ 5,775.73
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 83.74
ACCRUE 6/16-6/30 WAGES	FICA	\$ 358.08
JUNE 2014 EQUIPMENT CHRGS	FLEET OPERATING/MAINT	\$ 363.36
JUNE 2014 EQUIPMENT CHRGS	FLEET REPLACEMENT FUNDS	\$ 2,000.00
HOP, ROGER	TRAVEL/MEETINGS	\$ 20.40
OLSON, LINDA	TRAVEL/MEETINGS	\$ 7.96
SHARMA, SEEMA	TRAVEL/MEETINGS	\$ 3.06
CITY OF AMES UTILITIES	ELECTRICITY	\$ 40.84
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 72.05
	<b>Total Outreach Services</b>	<b>\$ 8,725.22</b>
<b>Collection Development</b>		
RECLASS PREPAID EXPENSES	OUTSIDE PROF SERV	\$ (1,577.22)
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 922.18
OFFICE MAX INC	EQUIPMENT PARTS/SUPPLIES	\$ 53.91
MIDWEST TAPE	EQUIPMENT PARTS/SUPPLIES	\$ 101.45
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 647.54
RESEARCH TECHNOLOGY INTL	EQUIPMENT PARTS/SUPPLIES	\$ 189.95
DES MOINES REGISTER	PERIODICALS	\$ 82.80
BAKER & TAYLOR INC	JUVENILE	\$ 46.41
MIDWEST TAPE	JUVENILE	\$ 117.45
BANK OF AMERICA	JUVENILE	\$ 577.94
MIDWEST TAPE	AUDIO-VISUAL	\$ 679.75
BANK OF AMERICA	AUDIO-VISUAL	\$ 93.94
AMAZON	ADULT PRINT COLLECTION	\$ 537.12
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 553.84
MORRIS, BRIAN P	REFUNDS	\$ 41.00
	<b>Total Collection Development</b>	<b>\$ 3,068.06</b>
<b>Youth Services</b>		
ACCRUE 6/16-6/30 WAGES	TEMP SALARIES/WAGES	\$ 25.34
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 0.37
ACCRUE 6/16-6/30 WAGES	FICA	\$ 1.57
JUNE PRINTING CHARGES	PRINTING/GRAPHICS	\$ 19.50
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 0.21
BANK OF AMERICA	CONFERENCES	\$ 1,294.71
HEID, JERRI	CONFERENCES	\$ 5.41
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 164.00



**Library Claims**  
**FY14 Month 13 Accruals**

SAMS CLUB DIRECT COMM ACC	MINOR OFFICE EQUIPMENT	\$ 474.90
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 668.75
BANK OF AMERICA	FOOD & FEED	\$ 34.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 769.71
	<b>Total Youth Services</b>	<b>\$ 3,458.47</b>
<b>Information Services</b>		
ACCRUE 6/16-6/30 WAGES	TEMP SALARIES/WAGES	\$ 190.00
ACCRUE 6/16-6/30 WAGES	SICK LEAVE	\$ 5,304.78
ACCRUE 6/16-6/30 WAGES	VACATION	\$ 4,386.97
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 143.30
ACCRUE 6/16-6/30 WAGES	FICA	\$ 612.67
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 6.03
	<b>Total Information Services</b>	<b>\$ 10,643.75</b>
<b>Circulation</b>		
ACCRUE 6/16-6/30 WAGES	TEMP SALARIES/WAGES	\$ 158.32
ACCRUE 6/16-6/30 WAGES	MEDICARE FICA	\$ 2.30
ACCRUE 6/16-6/30 WAGES	FICA	\$ 9.82
CREDIT CARD BANK CHARGES	OUTSIDE PROF SERV	\$ 293.32
REVERSE G#5398	OUTSIDE PROF SERV	\$ (146.66)
JUNE POSTAGE CHARGES	POSTAGE/FREIGHT	\$ 161.55
SMITH, ELIZABETH A	TRAVEL/MEETINGS	\$ 7.75
MC FARLAND CLINIC PC	RECRUITING COSTS	\$ 246.00
	<b>Total Circulation</b>	<b>\$ 732.40</b>
<b>Network Services</b>		
TRANSFER YTD EXPENSE	PERS SALARIES/WAGES	\$ (79,907.63)
TRANSFER YTD EXPENSE	LONGEVITY	\$ (210.00)
TRANSFER YTD EXPENSE	IPERS DISABILITY	\$ (414.95)
TRANSFER YTD EXPENSE	LIFE INSURANCE	\$ (135.00)
TRANSFER YTD EXPENSE	HEALTH INSURANCE	\$ (13,720.26)
TRANSFER YTD EXPENSE	MEDICARE FICA	\$ (1,138.91)
TRANSFER YTD EXPENSE	FICA	\$ (4,869.76)
TRANSFER YTD EXPENSE	IPERS	\$ (7,154.49)
TRANSFER YTD EXPENSE	WORKERS COMP	\$ (95.85)
TRANSFER YTD EXPENSE	PHONE OPERATION & MAINT	\$ (554.52)
TRANSFER YTD EXPENSE	LONG DISTANCE	\$ (7.48)
TRANSFER YTD EXPENSE	COMPUTER REPLACEMENT FUND	\$ (50,000.00)
TRANSFER YTD EXPENSE	OUTSIDE PROF SERV	\$ (5,451.00)
TRANSFER YTD EXPENSE	CONFERENCES	\$ (1,014.63)
TRANSFER YTD EXPENSE	RECRUITING COSTS	\$ (146.95)
TRANSFER YTD EXPENSE	TELEPHONE OUTSIDE	\$ (8,138.05)
TRANSFER YTD EXPENSE	COMPUTER MAINT	\$ (50,477.29)
TRANSFER YTD EXPENSE	OFFICE SUPPLIES	\$ (1,026.53)
STAPLES ADVANTAGE	OFFICE SUPPLIES	\$ 113.77
TRANSFER YTD EXPENSE	MINOR COMPUTER EQUIPMENT	\$ (14,150.30)

**Library Claims**  
**FY14 Month 13 Accruals**

BARCODE COMMERCE	MINOR COMPUTER EQUIPMENT	\$ 4,440.00
	<b>Total Network Services</b>	<b>\$ (234,059.83)</b>
	<b>TOTAL:</b>	<b>\$ 47,437.26</b>
Kevin Stow, President	Sherry Bradley, Secretary	Date

**Library Claims**  
**July 1, 2014 - July 31, 2014**

<b>Administration</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 37,348.50
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 437.28
PAYROLL SUMMARY	IPERS DISABILITY	\$ 175.58
PAYROLL SUMMARY	LIFE INSURANCE	\$ 65.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 7,423.86
PAYROLL SUMMARY	MEDICARE FICA	\$ 529.69
PAYROLL SUMMARY	FICA	\$ 2,264.85
PAYROLL SUMMARY	IPERS	\$ 3,365.15
PAYROLL SUMMARY	WORKERS COMP	\$ 115.21
AMER LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 550.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 204.00
DEX MEDIA EAST	ADVERTISING	\$ 16.50
CENTURYLINK	TELEPHONE OUTSIDE	\$ 732.33
CENTURYLINK BUSINESS SERV	TELEPHONE OUTSIDE	\$ 678.13
CENT IA DISTRIBUTING INC	MOVABLE EQUIP REPAIR	\$ 392.00
RECLASS LIBRARY EXPENSE	COMPUTER MAINT	\$ 3,865.99
BANK OF AMERICA	COMPUTER MAINT	\$ 66.00
BANKERS LEASING CO	RENTALS AND LEASES	\$ 1,428.00
PREMIER OFFICE EQUIPMENT	RENTALS AND LEASES	\$ 273.63
ARAMARK UNIFORM SERVICES	NON-CITY SERVICE	\$ 72.16
QUALITYONE COMMERCIAL CLE	NON-CITY SERVICE	\$ 1,971.00
TYCO INTEGRATED SECURITY	NON-CITY SERVICE	\$ 58.00
CH ISSUES	OFFICE SUPPLIES	\$ 125.82
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 59.34
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 316.80
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 9.98
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 70.15
J ANDERSON PCARD REIMB 7/	SPECIAL PROJECT SUPPLIES	\$ (12.97)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 200.00
	<b>Total Administration</b>	<b>\$ 62,801.98</b>
<b>Outreach Services</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 5,495.96
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 11,207.06
PAYROLL SUMMARY	IPERS DISABILITY	\$ 27.75
PAYROLL SUMMARY	LIFE INSURANCE	\$ 10.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,013.14
PAYROLL SUMMARY	MEDICARE FICA	\$ 241.44
PAYROLL SUMMARY	FICA	\$ 1,032.27
PAYROLL SUMMARY	IPERS	\$ 1,455.94
PAYROLL SUMMARY	WORKERS COMP	\$ 45.53
CITY OF AMES UTILITIES	ELECTRICITY	\$ 21.37
	<b>Total Outreach Services</b>	<b>\$ 20,550.46</b>
<b>Collection Administration</b>		

**Library Claims**  
**July 1, 2014 - July 31, 2014**

PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 19,662.60
PAYROLL SUMMARY	IPERS DISABILITY	\$ 92.44
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,205.22
PAYROLL SUMMARY	MEDICARE FICA	\$ 270.03
PAYROLL SUMMARY	FICA	\$ 1,154.62
PAYROLL SUMMARY	IPERS	\$ 1,755.90
PAYROLL SUMMARY	WORKERS COMP	\$ 23.62
BAKER & TAYLOR INC	OUTSIDE PROF SERV	\$ 2,705.00
BANK OF AMERICA	OUTSIDE PROF SERV	\$ 99.00
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 109.46
RECORDED BOOKS LLC	ELECTRNC COLLECTN LICENSE	\$ 6,971.35
NEWSBANK	ELECTRNC COLLECTN LICENSE	\$ 6,765.00
DEARREADER.COM	ELECTRNC COLLECTN LICENSE	\$ 340.00
EARLY ADVANTAGE	ELECTRNC COLLECTN LICENSE	\$ 2,200.00
TUMBLEWEED PRESS INC	ELECTRNC COLLECTN LICENSE	\$ 425.00
OVERDRIVE	ELECTRNC COLLECTN LICENSE	\$ 2,182.64
OVERDRIVE INC	ELECTRNC COLLECTN LICENSE	\$ 5,606.85
ENCYCLOPAEDIA BRITANNICA	ELECTRNC COLLECTN LICENSE	\$ 2,074.00
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 107.81
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 7.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 373.37
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 12,560.19
BOOKPAGE	PERIODICALS	\$ 480.00
BAKER & TAYLOR INC	JUVENILE	\$ 1,648.95
EBSCO SUBSCRIPTION SERVIC	JUVENILE	\$ 2,184.30
AMAZON	JUVENILE	\$ 86.37
MIDWEST TAPE	JUVENILE	\$ 731.21
BLACKSTONE AUDIO BOOKS	AUDIO-VISUAL	\$ 19.17
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 10.00
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 35.75
MIDWEST TAPE	AUDIO-VISUAL	\$ 253.96
BAKER & TAYLOR INC	ADULT PRINT COLLECTION	\$ 1,674.49
COUNCIL OF STATE GOVERNME	ADULT PRINT COLLECTION	\$ 58.50
INGRAM LIBRARY SERVICES	ADULT PRINT COLLECTION	\$ 86.92
AMAZON	ADULT PRINT COLLECTION	\$ 48.76
BANK OF AMERICA	ADULT PRINT COLLECTION	\$ 66.47
GALE GROUP	ADULT PRINT COLLECTION	\$ 694.71
INFOGROUP	ADULT PRINT COLLECTION	\$ 550.00
CARLAT, JAMES	REFUNDS	\$ 24.45
HOGAN, SUSAN	REFUNDS	\$ 78.46
BRIGHT HORIZONS	REFUNDS	\$ 16.95
ARNOLDS PARK PUBLIC LIBRA	REFUNDS	\$ 7.95
	<b>Total Collection Development</b>	<b>\$ 77,498.97</b>

**Library Claims**  
**July 1, 2014 - July 31, 2014**

<b>Youth Services</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 27,496.48
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 584.29
PAYROLL SUMMARY	IPERS DISABILITY	\$ 120.13
PAYROLL SUMMARY	LIFE INSURANCE	\$ 65.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,470.02
PAYROLL SUMMARY	MEDICARE FICA	\$ 381.21
PAYROLL SUMMARY	FICA	\$ 1,629.96
PAYROLL SUMMARY	IPERS	\$ 2,507.62
PAYROLL SUMMARY	WORKERS COMP	\$ 34.06
MAD SCIENCE OF CENTRAL IO	OUTSIDE PROF SERV	\$ 595.00
5FINGERSCREATIVE	OUTSIDE PROF SERV	\$ 300.00
COBLE, KEVIN	OUTSIDE PROF SERV	\$ 300.00
MAY, JONATHAN R	OUTSIDE PROF SERV	\$ 300.00
TINGLE, TIM	OUTSIDE PROF SERV	\$ 200.00
BANK OF AMERICA	CONFERENCES	\$ 26.90
BANK OF AMERICA	FOOD & FEED	\$ 27.78
	<b>Total Youth Services</b>	<b>\$ 39,038.45</b>
<b>Information Services</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 30,440.49
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 401.87
PAYROLL SUMMARY	SICK LEAVE	\$ 5,304.78
PAYROLL SUMMARY	VACATION	\$ 4,386.97
PAYROLL SUMMARY	IPERS DISABILITY	\$ 138.32
PAYROLL SUMMARY	LIFE INSURANCE	\$ 60.00
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 5,739.22
PAYROLL SUMMARY	MEDICARE FICA	\$ 576.22
PAYROLL SUMMARY	FICA	\$ 2,464.01
PAYROLL SUMMARY	IPERS	\$ 2,754.24
PAYROLL SUMMARY	WORKERS COMP	\$ 37.01
2014-3 MUNIC CODE SUPPLMN	PRINTING/GRAPHICS	\$ 43.72
	<b>Total Information Services</b>	<b>\$ 52,346.85</b>
<b>Circulation</b>		
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 32,313.06
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 605.83
PAYROLL SUMMARY	IPERS DISABILITY	\$ 137.11
PAYROLL SUMMARY	LIFE INSURANCE	\$ 82.50
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,934.44
PAYROLL SUMMARY	MEDICARE FICA	\$ 442.01
PAYROLL SUMMARY	FICA	\$ 1,890.10
PAYROLL SUMMARY	IPERS	\$ 2,939.66
PAYROLL SUMMARY	WORKERS COMP	\$ 39.47
SMITH, ELIZABETH A	TRAVEL/MEETINGS	\$ 7.75
	<b>Total Circulation</b>	<b>\$ 42,391.93</b>

**Library Claims**  
**July 1, 2014 - July 31, 2014**

<b>Network Services</b>		
RECLASS LIBRARY EXPENSE	COMPUTER MAINT	\$ (3,865.99)
CLIO SOFTWARE	COMPUTER MAINT	\$ 500.00
EVANCED SOLUTIONS LLC	COMPUTER MAINT	\$ 684.38
WEBCLARITY SOFTWARE INC	COMPUTER MAINT	\$ 3,365.99
	<b>Total Network Services</b>	<b>\$ 684.38</b>
	<b>TOTAL:</b>	<b>\$ 295,313.02</b>
<b>Kevin Stow, President</b>	<b>Sherry Bradley, Secretary</b>	<b>Date</b>

# Project Cost Summary

**INTEGRITY**  
CONSTRUCTION

623 East Lincoln Way  
Ames, Iowa 50010

8/15/2014

**Project:** Ames Public Library  
Ames, Iowa  
**Architect:** MS&R Architects

No.	Scope of Work/Description	Amount	Remarks
<b>1</b>	<b>Construction Costs</b>		
1.01	Prime General Contractor - Original Contract Amount	\$ 12,543,350	A&P / Samuels, a Joint Venture Wausau, Wisconsin
<b>2</b>	<b>Construction Change Orders</b>		See Attached Change Order Summary
2.01	Changes Through Change Order No: <u>17</u>	<u>610,551</u>	
	<b>Subtotal</b>	<b>\$ 13,153,901</b>	Current Contract Amount Samuels Pay App Thru <u>July</u>
<b>3</b>	<b>Change Order Allowance</b>		<b>\$12,606,358</b>
3.01	Current Amount Reserved for Potential Change Orders	3.0% <u>389,449</u>	Percent Complete:
	<b>Total Construction Costs</b>	<b>\$ 13,543,350</b>	<b>95.8%</b>
<b>4</b>	<b>Professional Services</b>	<b>1,908,424</b>	
4.01	Professional Design Services - Main Project	\$1,260,755	MS&R Architects
4.02	Professional Services for Furnishings	205,665	MS&R Architects
	Design Changes in Scope	\$39,527	MS&R Architects thru CO#3
4.03	Reimbursable Expenses	40,000	
4.04	Printing of Bid Documents	15,000	Action Reprographics
4.05	Phase 1 Environmental Study	19,200	Terracon Consultants
4.06	Code Related Testing During Construction	94,423	Allender Butzke Engineers
4.07	Geotechnical Soil Investigation	5,760	Allender Butzke Engineers
4.08	Topographical Survey	6,250	CGA
4.09	LEED Building Commissioning Services	49,879	Cornerstone Commissioning
4.10	LEED Application Fees	12,000	
4.11	Construction Advisor	133,400	Integrity Construction thru CO#1
4.12	Construction Documentation	26,565	Multivista thru CO #1
	<b>Subtotal</b>	<b>\$ 15,451,774</b>	
<b>5</b>	<b>Owner Costs</b>	<b>3,916,867</b>	
5.01	Furnishings, Including Installation	\$1,897,500	Updated one P.O. for Del./Install
5.02	Book Security System	50,000	
5.03	Book Depository Equipment	27,000	
5.04	Library Signage	44,520	Serigraphics Sign Systems CO#1
5.05a	Asbestos Abatement Design & Testing	80,610	Terracon Consultants thru CO#3
5.05b	Asbestos Abatement Contractor Costs	96,625	Abatement Specialties CO#7
5.06a	Moving Costs From Existing Library	5,000	
5.06b	Moving Costs To New Library	10,000	
5.07a	Temporary Location - Lincoln Center	442,900	Rent for 23 months (+2 mo.)
5.07b	Temporary Location - 809 E. Lincoln Way	51,500	Rent for 27 months (+3 mo.)
5.07c	Miscellaneous Expenses	40,000	Approx. \$14,000 spent to date
5.08	Automated Materials Handling System	290,014	RFID Library Solutions
5.09	Wood Window Restoration	168,860	Scott Peterson Construction CO#2
5.10	Builder's Risk Insurance Premium	10,000	Allocation from City Finance Dept
5.11	Broadcast Flypack Equipment	26,000	Board Meeting Recording Equipment
5.12	Parking Lot City Rental Charges for Const. Storage	40,000	City Parking Meter Fees
5.13	Technology Equipment	500,000	Preliminary Budget for Tech Equip
5.14	Integrated Library System	136,338	Polaris Library Sys., Dell, ZMARC
	<b>Subtotal</b>	<b>\$ 19,368,641</b>	
<b>6</b>	<b>Project Contingency</b>	3.6% <u>701,359</u>	
	<b>Current Project Budget</b>	<b>\$ 20,070,000</b>	Based on Cash on Hand <u>2/6/14</u>
<b>7</b>	<b>Outstanding Pledges &amp; Fundraising</b>	<u>15,000</u>	
	<b>Total Project Budget</b>	<b>\$ 20,085,000</b>	

# Change Order Summary

**INTEGRITY**  
CONSTRUCTION  
623 East Lincoln Way  
Ames, Iowa 50010  
8/15/2014

**Project: Ames Public Library**  
**Ames, Iowa**  
**Architect: MS&R Architects**

No. Scope of Work/Description	Amount	Remarks
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## Samuels Group

C.O. #	Description	Amount	Remarks
1.0	Elimination of historical consultant	\$ (13,850)	
2.0	Site fencing at storage area	\$ 1,184	
3.1	Additional electrical floor boxes & receptacles	\$ 12,028	
3.2	Revise elevator ceiling	\$ 1,575	
	Subtotal Change Order No. 3	\$ 13,603	
4.1	Cut existing concrete piers at Youth Services	\$ 2,832	
4.2	Remove & replace west wall of existing garage	\$ 15,128	
4.3	Delete wood windows at existing building	\$ (65,663)	
4.4	Brick repair, new walls at existing plaster	\$ 8,211	
4.5	Structural walls at Stor 224, Kitchen 205	\$ 16,778	
	Subtotal Change Order No. 4	\$ (22,714)	
5.1	Vest./Lobby lighting to be dimmable	\$ 22,387	
5.2	Aesthetic/str. Improvements to south 1940 wall	\$ 14,766	
5.3	Add door @ Storage 162, misc. door changes	\$ 5,257	
5.4	Steel, masonry structural work @ Seminar 204	\$ 11,432	
5.5	Change Microfilm/LIS/SC Storage room config.	\$ 1,277	
5.6	Str. Repair @ 1940 2nd Flr walls @ Gallery/Hall	\$ 6,539	
5.7	1984 steel column replacement	\$ 11,532	
5.8	Storm line utility change re: 8" line, actual location	\$ 5,892	
	Subtotal Change Order No. 5	\$ 79,082	
6.1	1904 Floor Demolition	\$ 7,316	
6.2	North Stair Ceiling Work	\$ 14,519	
6.3	1984 Column Replacement	\$ 3,969	
6.4	Misc. Additional Electrical Work	\$ 1,962	
6.5	Repair & Reinstall Stone Sill at Exst Window	\$ 998	
6.6	Demolition & Site Prep at Exst Elevator Slab	\$ 3,107	
	Subtotal Change Order No. 6	\$ 31,871	
7.1	Self-check changes, drinking fountain, data ports	\$ 285	
7.2	Misc. structural work	\$ 4,282	
7.3	Additional lighting control	\$ 8,062	
7.4	New glazing at steel windows	\$ 1,005	
7.5	Change roller shades	\$ 8,003	
	Subtotal Change Order No. 7	\$ 21,637	
8.1	Revise Youth Services, Admin, Study Rooms	\$ 51,113	
8.2	Change hand dryer model	\$ (6,822)	
8.3	Misc. additional flashing	\$ 973	
8.4	Revise lighting, data racks, steel angle detail	\$ 2,054	
	Subtotal Change Order No. 8	\$ 47,318	
9.1	New concrete floor at 1904 building	\$ 11,741	
9.2	Additional surveying at alley	\$ 536	
9.3	Additional podium floor box at Auditorium	\$ 5,809	
9.4	Power/data revisions, elevator wiring	\$ 1,455	
	Subtotal Change Order No. 9	\$ 19,541	
10.1	Wall demolition for access to used book storage	\$ 4,433	
10.2	Plywood backing, duct revisions, exit sign change	\$ 2,713	
10.3	Window @ AMHS, sink @ T.S., elec/data @ Study	\$ 15,729	
10.4	Flooring rev., elec./data, wireless pts, col. wrap	\$ 24,054	
10.5	Additional steel support at curtainwall	\$ 2,213	
10.6	Demo & earthwork for utility work in alley	\$ 6,901	



# Change Order Summary

**INTEGRITY**  
CONSTRUCTION  
623 East Lincoln Way  
Ames, Iowa 50010  
8/15/2014

**Project: Ames Public Library**  
**Ames, Iowa**  
**Architect: MS&R Architects**

No.	Scope of Work/Description	Amount	Remarks
	Subtotal Change Order No. 10	\$ 56,043	
11.1	Add basement trench drains and sump pump	\$ 34,427	
11.2	Structural floor repairs at Board Room	\$ 62,694	
11.3	Temporary roof membrane at 1940 building	\$ 17,742	
11.4	Add metal roof deck at 1940 building	\$ 115,066	
	Subtotal Change Order No. 11	\$ 229,929	
12.1	Rm203 ceiling support, insulation, outlets	\$ 7,733	
12.2	Backing for monitors, clock, book drop framing	\$ 1,447	
12.3	Cast stone panels at 1940 south wall	\$ 7,882	
12.4	Revise wall layout at Restrooms 132, 133	\$ 4,439	
12.5	Power/data for display screen	\$ 1,550	
12.6	Add steel angles for decorative metal soffit	\$ 3,131	
12.7	Floor infill at Network 130, add two keypads	\$ 5,752	
	Subtotal Change Order No. 12	\$ 31,934	
13.1	Add floor underlayment in 1904/07 building	\$ 6,193	
13.2	Wireless security gate sensors	\$ 1,393	
13.3	Add elevator disconnect, add furred walls	\$ 2,410	
13.4	Delete site work along 5th Street	\$ (11,055)	
13.5	Changes to structured cabling	\$ (510)	
13.6	Add glass guardrail at magazine counter	\$ 5,769	
13.7	Add acoustic separation at two offices	\$ 2,599	
13.8	Wall & light revisions in Corridor 221	\$ 803	
13.9	Eliminate stained glass window installation	\$ (256)	
13.10	Add electrical circuit	\$ 311	
	Subtotal Change Order No. 13	\$ 7,657	
14.0	Substantial Completion Date Adjustment	\$ -	
15.1	Add lighting circuits on 2nd floor	\$ 5,939	
15.2	Add skim coat on existing 1980's conc. floor	\$ 3,229	
15.3	Add skim coat on existing building plaster walls	\$ 14,659	
15.4	Add glycol in chilled and hot water systems	\$ 7,975	
15.5	Public art concrete pad and lighting	\$ 7,731	
15.6	Additional lighting circuits at 1st Floor	\$ 1,137	
	Subtotal Change Order No. 15	\$ 40,670	
16.1	Additional electrical work at motorized shades	\$ 13,417	
16.2	A/V equipment revisions at 2nd Floor mtg rms	\$ 492	
16.3	Additional corner guards and picture rail	\$ 416	
16.4	Code required venting for oil tank at Elevator 2	\$ 6,173	
16.5	Delete solid surfacing material at Tween soffit	\$ (1,276)	
	Subtotal Change Order No. 16	\$ 19,222	
17.1	Change bathroom partitions	\$ 11,643	
17.2	Revise metal panels at SE fascia	\$ 32,053	
17.3	Electrical and lighting revisions	\$ 3,728	
	Subtotal Change Order No. 17	\$ 47,424	
	Samuels Group - Subtotal for Change Orders	\$ 610,551	

## Meyer, Sherer, & Rockcastle (MSR)

C.O. #	Description	Amount
1.0	Change Order No. 1	\$ 12,000
2.0	Youth Services Design Changes	\$ 16,783
3.0	Revised Furniture & Building Design at Several Rooms	\$ 10,744

# Change Order Summary

**INTEGRITY**  
CONSTRUCTION  
623 East Lincoln Way  
Ames, Iowa 50010  
8/15/2014

**Project:** Ames Public Library  
Ames, Iowa  
**Architect:** MS&R Architects

No. Scope of Work/Description	Amount	Remarks
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\$ 39,527

## Multivista

P.O. #	Description	Amount	Remarks
	Original Purchase Order Amount	\$ 23,477	
1.1	Add Elevation Waterproofing Exact Built Documentation	\$ 2,428	P.O. Dated 11/22/2013
1.2	Existing Wood Window Documenatation	\$ 660	
		\$ 26,565	

## Terracon Consultants

C.O. #	Description	Amount
	Original Contract Amount	\$ 41,221
1.0	Abatement Monitoring for Additional Duration	\$ 15,470
2.0	Abatement Monitoring for Additional Scope	\$ 14,400
<b>3.0</b>	<b>Abatement Monitoring for Additional Scope</b>	<b>\$ 9,519</b>
		\$ 80,610

## Abatement Specialties

C.O. #	Description	Amount
	Original Contract Amount	\$ 49,659
1.1	Remove ductwork at Founder's Suite	\$ 1,212
1.2	Asbestos tile removal at Tech Services	\$ 4,632
1.3	Remove mastic at countertops	\$ 1,834
	Change Order No. 1	\$ 7,678
2.0	Remove north stair ceiling coffer area	\$ 6,718
3.1	Asbestos removal at first floor	\$ 19,388
3.2	Delete wood window lead abatement	\$ (13,585)
	Change Order No. 3	\$ 5,803
4.1	Misc. Asbestos Plaster Removal for Elec. Work	\$ 3,432
4.2	Mech. Room Wall & Ceiling Plaster Abatement	\$ 11,597
	Change Order No. 4	\$ 15,029
5.1	Dispose of Glass at Steel Windows	\$ -
5.2	1940 Mezzanine Abatement for Duct Penetrations	\$ 3,200
	Change Order No. 5	\$ 3,200
6.1	Abatement at 1940 Mechanical Penetrations	\$ 6,258
	Change Order No. 6	\$ 6,258
7.1	Remove wood cornice at SW corner of 1940 Bldg	\$ 2,280
	Change Order No. 7	\$ 2,280
		\$ 96,625

## Scott Petersen Construction

C.O. #	Description	Amount
	Original Contract Amount	\$ 125,860
1.0	Strip & Refinish Window Sashes	\$ 38,250
2.0	Storm Window Design Changes	\$ 4,750
		\$ 168,860

# Furnishings Tabulation

**INTEGRITY**  
CONSTRUCTION  
623 East Lincoln Way  
Ames, Iowa 50010  
**8/15/2014**

**Project:** Ames Public Library  
Ames, Iowa  
**Architect:** MS&R Architects

No. Scope of Work/Description	Amount	Remarks
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## Summary of Furnishings Purchase Orders

P.O. #	Description		
49973	Jone Library Sales	Carlisle, IA	\$ 238,726.00
49974	Library Furniture International, Inc.	Northbrook, IL	\$ 18,605.00
49975	Pigott Inc. Office Pavilion	Des Moines, IA	\$ 7,132.95
49967	Storey Kenworthy Co.	Ames, IA	\$ 182,165.69
49972	Workspace, Inc.	Des Moines, IA	\$ 171,007.06
49982	Business Interiors by Staples	Framingham, MA	\$ 352,527.10
49977	Indica Interiors	Panora, IA	\$ 26,545.73
49983	Koch Brothers	Des Moines, IA	\$ 148,880.65
49984	Triplett Office Essentials	Urbandale, IA	\$ 53,281.82
49985	Embury LTD	DeForest, WI	\$ 69,332.45
50000	RCS Millwork LC	Ankeny, IA	\$ 4,998.00
50044	SBD Commercial Interiors	Jackson, MI	\$ 423,413.00
50044 CO	SBD Commercial Interiors	Jackson, MI	\$ 28,877.00
50092	SBD Commercial Interiors	Jackson, MI	\$ 15,176.00
50093	Storey Kenworthy Co.	Ames, IA	\$ 6,807.60
TBD	Allowance for Additional Furnishings		\$ 150,000.00
			\$ 1,897,476.05

Total Amount (rounded) **\$ 1,897,500**

## Library Signage

Serigraphics Sign Systems	Original Amount	\$ 40,199.00	
	<b>Change Order #1</b>	<b>\$ 4,321.00</b>	
		\$ 44,520.00	

**Bylaws, Board of Trustees**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 21, 2014**

Be it resolved that the Board of Trustees, Ames Public Library, adopts revisions to the Bylaws as presented.

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Kevin Stow, President

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Sherry Bradley, Secretary

**Ames Public Library Policy**  
**Section: Administration**  
**Subject: Bylaws, Board of Trustees**

**Board of Trustees**  
**Approved: 3/97**  
**Reviewed:**  
**Revised: 3/04, 4/05, 4/06,**  
**4/10, 6/10, 4/12,**  
**3/13, 8/14**

Following are the bylaws of the Ames Public Library Board of Trustees:

### **Article I: Composition of the Board**

In accordance with Chapter 15 of the *Municipal Code of the City of Ames*, the Ames Public Library Board of Trustees will have nine (9) members who are residents of the City of Ames and over the age of eighteen (18). The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be a three-year term commencing on April 1. Trustees are eligible to be reappointed to a second consecutive full term.

### **Article II: Powers and Duties**

1. The Ames Public Library Board of Trustees shall have the powers and duties specified in Chapter 15 of the *Municipal Code of the City of Ames* and Chapter 392, Section 5 of the *Iowa Code*.
2. The Board will exercise its powers and duties as follows:
  - a. Employ a competent and qualified librarian to serve as Director.
  - b. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in the Director Performance Evaluation Policy.
  - c. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
  - d. Report to and cooperate with other public officials, boards, and the Ames community in support of a good public relations program within the community.
  - e. Approve the annual budget and seek adequate support for library operations and special projects.
  - f. Participate in the development of long-range goals for the Library and work toward the achievement of these goals.
  - g. Accept gifts and approve all library expenditures.
  - h. Authorize the use of the library by nonresidents of the city.
3. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale, or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library, unless an exception listed in Iowa Code Section 362.5 applies.
4. Trustees shall receive no compensation, but will be reimbursed for necessary expenses related to their service as trustees.

### **Article III: Officers**

1. Positions: The officers of the Board will be President, Vice President, and Secretary. Together they will serve as the Executive Committee.
2. Election and Term of Office: At the March meeting of the Board, officers will be elected from a slate of candidates presented by the Nominating Committee (see Article V, Section 2, subsection b) in February or other nominations offered from the floor. They will be installed at the end of the March meeting for terms of one year. Officers may succeed themselves in office, but may serve

no more than three terms in the same office. An officer must be a Board member during his/her term in office.

3. Officers' Duties:

a. The President shall:

- i. preside at all meetings of the Board
- ii. appoint all standing and ad hoc committees
- iii. approve the agenda for Board meetings
- iv. serve as Chair of the Executive Committee
- v. sign monthly library claims lists and resolutions, following approval by the Board
- vi. execute all documents authorized by the Board

b. The Vice President shall:

- i. perform such functions as may be assigned by the President or the Board
- ii. serve as a member of the Executive Committee
- iii. perform all the functions of the President in his/her absence or disability

c. The Secretary shall:

- i. sign monthly library claims lists, resolutions, and minutes, following approval by the Board
- ii. serve as a member of the Executive Committee
- iii. record proceedings and prepare minutes of any closed session ~~which is not attended by member of staffs needed~~
- iv. perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President

4. Vacancies: In the event of the death or resignation of any officer, the Board shall choose a successor at the first meeting following the vacancy and that person shall hold office until the next regular election of officers.

**Article IV: Meetings**

1. Regular meetings. Regular meetings of the Board will be held on the third Thursday of each month at 7:00 PM Central Time ~~in the City Council Chambers~~ at the Library, unless otherwise changed by a vote of the Board or Executive Committee.
2. Special Meetings. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees. The provisions of *Iowa Code* Chapter 21.4 also apply.
3. Quorum. A quorum at any meeting will consist of five (5) or more Trustees.
4. Public Notice. Notice of the time, date, and place of each meeting and its tentative agenda shall be given to the news media who have requested such notice and posted on a bulletin board in places reasonably accessible to the public at least twenty-four (24) hours prior to the commencement of the meeting, under the terms of the Iowa Open Meetings Law (*Iowa Code*, § 21.4). A good-faith effort will be made to notify the press and advise the public in the event of a cancellation.
5. Agenda. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. Order of Business. The order of business for regular meetings may include but is not limited to the following items:

- a. Call to Order
- b. Consent Agenda
  - ~~b.i.~~ Donations
  - ii. Approval of Minutes
  - ~~c.iii.~~ Library Claims
- ~~d.c.~~ Public Forum
  - Donations
  - Library Claims
- ~~e.d.~~ Financial Reports
- f.e. Ames Public Library Friends Foundation Report
- ~~g.f.~~ Administrative Staff Reports
- ~~h.g.~~ Ames Public Library Friends Foundation Report
- ~~i.h.~~ Policy Review
- ~~j.i.~~ Unfinished Business
- ~~k.j.~~ New Business
- ~~l.k.~~ Trustee Comments
- ~~m.l.~~ Adjournment

At the President's discretion, routine matters that are expected to be non-controversial and on which there are likely to be no questions may be listed on a consent agenda. Financial Reports shall be reviewed and approved by the Board apart from the consent agenda at least quarterly. Hearings must be held when required by state law.

7. Participation. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, *Iowa Code* Chapter 21, and the Ames Public Library Policy on Public Participation. Anyone who is not a member of the Board who wishes to address the Board will be given the opportunity to do so during the Public Forum.
8. Procedural Rules. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board.
9. Voting. A vote will be decided by a simple majority of the Trustees voting, except in the case where other criteria are required by ordinance or statute. The presiding officer customarily exercises the right to vote only when the vote is by ballot or when one more vote could alter the outcome. Votes may be received via electronic means or telephone when the Trustee has been involved in deliberation or conversation leading up to the vote. Trustees may not vote by proxy.
10. Telephone and Electronic Meetings. A regular meeting, a special meeting, or a continued meeting may be held by telephone or electronic means only in circumstances where such a meeting in person is impossible or impractical, and must be conducted in accordance with Iowa Code Chapter 21.8. Minor variations in meeting procedures shall be employed, as follows:
  - a. Any electronic connection must permit simultaneous participation by all Trustees involved.
  - b. A quorum must be established through a roll call.
  - c. Members must state their names before speaking.
  - d. At the chair's discretion, discussion will take place on a rotating basis.
  - e. Votes will be taken by roll call or general consent.
  - f. Trustees must be present telephonically, electronically, or in person in order to participate in any vote or decision-making procedure.
11. Minutes. Minutes of all regular and special meetings of the Board of Trustees must include the requirements of *Iowa Code* Chapter 21.3 and be distributed to all Trustees.

**Article V: Committees/Board Liaison Appointments**

Each committee shall act in an advisory capacity only, unless granted specific power to act by the Board, and shall report its progress or recommendations to the full board.

1. Executive Committee. The Executive Committee will consist of the President, Vice President, and Secretary. The Executive Committee may act on emergency matters prior to a regularly scheduled meeting or when an assembly of the full Board is impractical. Any action taken by the Executive Committee shall be reported to the full Board at its next regularly scheduled meeting. The Executive Committee may serve as liaison to the library staff.
2. Standing Committees.
  - a. Director Evaluation Committee (DEC): No later than the June meeting of the Board, the President shall appoint a three-person committee to conduct the director's annual performance evaluation, in accordance with the process described in the Director Performance Evaluation Policy. Appointees shall include at least one member of the Executive Committee, at least one non-member of the Executive Committee, and at least one individual who has previously participated in a DEC. (The qualifications of one trustee may satisfy two of the conditions.)
  - b. Nominating Committee: At the January meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Board members to prepare a slate of candidates for office. The slate, chosen from the Board members, will be presented to the Board at the February meeting.
  - c. Additional standing committees may be established by a vote of the Board.
3. Ad Hoc Committees. The President may appoint ad hoc committees as needed.
4. Board Representatives.
  - a. In April of each year, the President shall appoint two (2) Trustees to serve as representatives to the Ames Public Library Friends Foundation Board of Directors.
  - b. If liaisons are requested by City boards, commissions, or other entities, the President may make appointments or solicit volunteers.

#### **Article VI: The Director**

~~1.~~ The Director's duties and responsibilities are detailed the in Director's General Job Duties Policy in the Ames Public Library Policy Manual.

~~2. The Director is a non-voting, ex-officio member of the Board of Trustees.~~

#### **Article VII: Amendments to Bylaws**

Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of the Board, provided that notice of the proposed amendments has been made available to the Trustees at least seven (7) days prior to the meeting.

#### **References**

This policy has been developed in concert with the *Iowa Library Trustee's Handbook 2009*, published by the State Library of Iowa, and *The Standard Code of Parliamentary Procedure, 4<sup>th</sup> Edition*, by Alice Sturgis.

*Iowa Code*, especially:

Chapter 21, Open Meetings Law

Chapter 362, Definitions and Miscellaneous Provisions

- Definitions, §362.2



- Publication of Notices, §362.3
- Interest in Public Contract Prohibited – Exceptions, §362.5
- Conflict of Interest, §362.6

Chapter 392, City Administrative Agencies

- Library Board, §392.5

*Municipal Code of the City of Ames:*

Chapter 2, Administration

- Appointments to Administrative Agencies, Boards, and Commissions, §2.10

Chapter 15, Libraries

## **Display Spaces Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 21, 2014**

Be it resolved that the Board of Trustees, Ames Public Library, adopts revisions to the Display Spaces Policy as presented/amended.

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Kevin Stow, President

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Sherry Bradley, Secretary

## **Ames Public Library Policy**

**Section: Library Resources**

**Subject: Display Spaces**

## **Board**

**Approved: 05/09**

**Reviewed:**

**Revised: 10/10, 03/13, 08/14**

### **Policy**

Ames Public Library offers display spaces to further the library's mission (Ames Public Library – We connect you to the world of ideas). Display space will be made available regardless of the beliefs or affiliations of the individual or group requesting its use.

### **Content**

Materials displayed or distributed in the library reflect the views of the exhibitor. Posting of any materials in the Library does not constitute Library endorsement of the ideas, issues, or events promoted by those materials. The library reserves the right to accept, reject, or request modifications to any display materials, ~~subject to advice from the City Attorney.~~

Political campaign signs cannot be displayed, per Iowa Code.

### **Fees and Liability**

There is no charge for the use of display space and no fees may be charged to view displays in the library.

Ames Public Library assumes no responsibility for the preservation or protection of displayed materials.

### **Scheduling**

The scheduling of displays for Ames Public Library, City of Ames, and Ames Public Library Friends Foundation takes priority over the scheduling of displays for other individuals or groups.

### **Display Units**

Space ~~may be is~~ provided for items of an informational, educational, cultural, civic, or recreational nature. Commercial publications that are solely comprised of advertising are not allowed.

#### **Brochure Racks**

Library-provided ~~free-standing~~ display racks hold brochures and multi-copy informational handouts. Items must be submitted to the ~~Information Desk~~Welcome Desk for consideration.

#### **Free-Standing Display Cases**

Library-provided free-standing display cases may be utilized exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation with the approval of the library director.

### Floor Space

Floor spaces may be utilized for temporary free-standing displays exclusively by the Ames Public Library, City of Ames, and Ames Public Library Friends Foundation with the approval of the library director.

### ~~Designated Wall Space~~Wall-Mounted Display Cases

Specific ~~library areas~~display cases have been designated for flyers and posters that provide information about community events such as programs, meetings, performances, leisure activities, and educational opportunities. All items must be identified with the name of sponsoring person or organization, time, and date of event.

### General Guidelines

- Items must be submitted to the ~~Information Desk~~Welcome Desk for consideration. Only one item may be posted per event.
- All posting and placement of materials will be done by Ames Public Library personnel.
- Preference will be given to items no larger than 8½" x 11". Larger items will be considered as space allows.
- Items will remain posted until the event has occurred or for a maximum of 30 days as space allows.
- Materials will not be returned.
- All materials shall include contact information of the organization or individual requesting a display.
- Materials NOT accepted for posting include:
  - items that omit essential information such as date, place, time or cost of admission
  - ~~items that protrude from the wall more than ½"~~
  - items so large in size that they exclude posting of other items
  - petitions
  - Some materials will not be posted in the display cases, but may be submitted for posting on a bulletin board in Literary Grounds, including:
    - ~~items promoting a continuing service~~
    - miscellaneous postings that include, but are not limited to:
      - ~~items for sale~~
      - roommate wanted
      - advertisements for lessons (music, martial arts, tutoring, etc.) or services (babysitting, painting, lawn care, etc.)

### Art Exhibit Spaces

Art exhibits in designated spaces provide a chance for artists and craftspeople to display their own artwork within the limits of the space, with an understanding that the space is used regularly by people of all ages.

Applications to display art may be submitted to Ames Public Library's Administration Office by individuals, groups, nonprofit organizations, and schools. Applications will be approved based on availability of the space as well as suitability of the exhibit for the space and audience. Preference may be given to local artists; artwork with a connection to libraries, items in the Library's collection, Ames, Iowa, or current events; and artists who have not already exhibited their artwork at Ames Public Library.

The Library will not engage in selling or negotiating for the sale of artwork on behalf of an artist. However, the artist's name and contact information may be displayed with the artwork.

### **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**

American Library Association guidance documents:

- *Library Bill of Rights*
- "Exhibit Spaces and Bulletin Boards, An Interpretation of the *Library Bill of Rights*"

Iowa Code §68A.406 Campaign Signs – Yard Signs

2. a. Campaign signs shall not be placed on any of the following:

(1) Any property owned by the state or the governing body of a county, city, or other political subdivision of the state, including all property considered the public right-of-way. (...)

(3) On any property without the permission of the property owner or lessee.

## **Meeting Rooms and Study Rooms Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
AUGUST 21, 2014**

Be it resolved that the Board of Trustees, Ames Public Library, removes the existing Meeting Room Policy and adopts a new Meeting Rooms and Study Rooms Policy as presented/amended.

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Kevin Stow, President

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Sherry Bradley, Secretary

**Ames Public Library Policy****Section: Library Resources****Subject: Meeting Rooms and Study Rooms****Board****Approved: 8/96****Reviewed: 2/03, 8/05,  
7/06, 4/12****Revised: 3/04, 8/05,  
7/06, 1/09, 10/09, 4/12,  
5/14, 8/14****Policy**

Ames Public Library offers meeting rooms and study rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.<sup>1</sup> Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

**General Guidelines for Use:**

- All gatherings must be free and open to the public except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups.

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

- Allocation of Library meeting rooms and study rooms may be adjusted at staff discretion.

**Guidelines for Meeting Room Use:**

- Library meeting rooms are available for educational, informational, or cultural meetings.
- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales or placing orders.

**Guidelines for Study Room Use:**

- Library study rooms are available for use by individuals and by small groups.

<sup>1</sup> American Library Association, "Library Bill of Rights," (The full text is included in the Ames Public Library Guidance Documents section of this Policy Manual.)

- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.
- Study rooms are not available for use as scheduled class rooms or study space by educational institutions.

### **Scheduling and Use Priorities:**

1. Elections (Ames Public Library is a designated polling place)
2. Library programs and activities
3. Ames Public Library Friends Foundation
4. City of Ames programs and activities
5. General public

### **Conduct and Liability**

- The Library's policy on Conduct in the Library applies to use of the meeting rooms and study rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising from the use of these facilities.
- Failure to abide by Library policies and procedures may result in denial of future meeting room and study room requests.

### **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.



## Ames Public Library Policy

Section: Library Resources

Subject: Meeting Rooms and Study Rooms

## Board

Approved: 8/96

Reviewed: 2/03, 8/05,  
7/06, 4/12

Revised: 3/04, 8/05,  
7/06, 1/09, 10/09, 4/12,  
5/14, 8/14

### Policy

- Ames Public Library offers meeting rooms and study rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). Meeting These rooms are made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.<sup>1</sup> Provision of Library meeting rooms and study rooms does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.

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### General Guidelines for Use:

~~Library meeting rooms are available for educational, informational, or cultural meetings.~~

- ~~All gatherings must be free and open to the public, except events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups.~~

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

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- ~~Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales or placing orders.~~

- ~~Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.~~

- ~~Events sponsored by Ames Public Library, Ames Public Library Friends Foundation, or City of Ames, and meetings of state library groups are exempt from the above guidelines.~~

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

### Guidelines for Meeting Room Use:

- Library meeting rooms are available for educational, informational, or cultural meetings.

<sup>1</sup> American Library Association, "Library Bill of Rights," (The full text is included in the Ames Public Library Guidance Documents section of this Policy Manual.)

- Admission fees, donations, or other fees may not be charged or solicited. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales or placing orders.

### **Guidelines for Study Room Use:**

- Library study rooms are available for use by individuals and by small groups.
- Admission fees, donations, or other fees may not be charged or solicited. Study rooms are not available for fundraising, selling merchandise, soliciting for later sales or placing orders.

### **Scheduling and Use Priorities:**

1. Elections (Ames Public Library is a designated polling place.)
2. Library programs and activities
3. Ames Public Library Friends Foundation
4. City of Ames programs and activities
5. General public

### **Conduct and Liability:**

- The Library's policy on Conduct in the Library applies to use of the meeting rooms and study rooms.
- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising from the use of these facilities.
- Failure to abide by Library policies may result in denial of future meeting room and study room requests.

### **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.

**Miscellaneous Statistics  
FY 2013/14**

Description	Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Feb 2014	Mar 2014	Apr 2014	May 2014	June 2014	Total
<b>HOME DELIVERY</b>													
# of Patrons Served	66	71	72	74	76	76	73	76	77	58	56	52	827
Centers Served	7	7	7	7	7	7	7	7	7	7	7	7	84
Individual Deliveries Made	64	64	60	62	69	59	70	65	65	55	53	49	735
Mailings	0	0	0	0	0	1	0	0	0	0	0	0	1
<b>DOOR COUNT</b>													
Main Library	22,067	20,935	17,718	18,357	17,128	15,557	17,664	14,347	17,060	17,832	16,524	18,824	214,013
Bookmobile (scheduled stops only)	1,167	735	1,249	1,414	1,137	691	657	693	793	1,217	749	984	11,486
<b>Total Customers</b>	<b>23,234</b>	<b>21,670</b>	<b>18,967</b>	<b>19,771</b>	<b>18,265</b>	<b>16,248</b>	<b>18,321</b>	<b>15,040</b>	<b>17,853</b>	<b>19,049</b>	<b>17,273</b>	<b>19,808</b>	<b>225,499</b>
	<i>(BKM closed Jul 1-4, Aug 11-22, Dec 23 - Jan 7, Jan 27, Feb 17, Feb 19-20, May 19-21, June 30)</i>										<i>(Library closed Feb 19-20)</i>		
<b>PUBLIC COMPUTER USAGE</b>													
Number of Uses	3,867	3,957	3,261	3,736	3,324	2,997	3,224	2,478	3,094	3,218	3,081	3,282	39,519
Average Session (minutes)	48	46	47	46	45	48	46	46	47	45	43	43	46
<b>HOLDS FILLED</b>													
Main	10,712	11,280	10,450	10,886	10,526	10,728	11,808	10,498	11,453	10,782	10,147	11,040	130,310
Bookmobile	709	448	892	827	798	638	715	750	708	902			7,387
Home Delivery	115	131	163	166	122	114	85	108	92	117			1,213
Project Smyles	12	7	14	28	20	23	12	12	13	19			160
<b>Total Holds</b>	<b>11,548</b>	<b>11,866</b>	<b>11,519</b>	<b>11,907</b>	<b>11,466</b>	<b>11,503</b>	<b>12,620</b>	<b>11,368</b>	<b>12,266</b>	<b>11,820</b>	<b>10,147</b>	<b>11,040</b>	<b>139,070</b>
											<i>(All locations combined in May)</i>		
<b>INTERLIBRARY LOANS</b>													
Items Requested	182	222	185	231	161	150	239	189	200	181	181	141	2,262
Items Received	150	228	168	216	156	135	213	166	173	174	191	124	2,094
Items Loaned	268	295	293	250	273	237	390	166	360	202	241	251	3,226
							<i>(No ILL service Feb. 17 and 19-27)</i>						
<b>PROGRAMS</b>													
Adult	16	12	14	18	13	16	15	16	20	16	13	2	171
Outreach Adult	6	1	3	5	4	1	1	1	1	5	3	4	35
Children & Family	12	8	49	68	56	43	56	43	47	59	22	37	500
Outreach Children & Family	30	11	3	3	1	1	3	1	8	5	21	11	98
Teen	3	3	2	4	4	4	5	4	5	6	5	4	49
Outreach Teen	5	2	0	2	1	0		0	0	2		0	12
Project Smyles	54	49	89	97	94	92	98	94	94	97	98	52	1,008
<b>Total Number of Programs</b>	<b>126</b>	<b>86</b>	<b>160</b>	<b>197</b>	<b>173</b>	<b>157</b>	<b>178</b>	<b>159</b>	<b>175</b>	<b>190</b>	<b>162</b>	<b>110</b>	<b>1,873</b>
<b>PROGRAM ATTENDANCE</b>													
Adult	148	106	106	134	103	87	139	101	168	101	71	6	1,270
Outreach Adult	890	18	199	110	97	20	12	15	14	240	130	179	1,924
Children & Family	265	66	975	1,345	1,113	629	1,032	700	844	1,096	405	950	9,420
Outreach Children & Family	2,473	1,382	32	216	15	8	57	7	1,179	887	1,556	1,416	9,228
Teen	51	36	32	58	92	31	121	43	69	53	64	36	686
Outreach Teen	153	65	0	165	40	0	0	0	0	111		0	534
Project Smyles	714	606	1,270	1,436	1,389	1,337	1,417	1,359	1,388	1,458	1,449	653	14,476
<b>Total Program Attendance</b>	<b>4,694</b>	<b>2,279</b>	<b>2,614</b>	<b>3,464</b>	<b>2,849</b>	<b>2,112</b>	<b>2,778</b>	<b>2,225</b>	<b>3,662</b>	<b>3,946</b>	<b>3,675</b>	<b>3,240</b>	<b>37,538</b>
<b>WEBREF INQUIRIES</b>													
	192	170	193	222	183	192	277	234	222	248	235	229	2,597