

Agenda
Ames Public Library Board of Trustees
March 22, 2007 - 7:00 p.m.
Board Room

Adoption of Agenda

Approval of Minutes

Public Forum

- All meetings of the Board are open to anyone who may wish to observe the proceedings. Non-board members who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated within the agenda.

Consent Agenda

- 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 Board of Trustee members vote on the motion)
 - Claims
 - Gifts

Financial Reports

- Discussion

Administrative Staff Reports

- Director's Report
- Staff Reports
- Report from staff committee on interior design

Friends of the Ames Public Library Report – Sondall Saetveit, Warnick, Hayslett

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Suspended until completion of Strategic Plan

Unfinished Business

- Rain Garden Update - Weeks
- Strategic Planning Service Responses – Action Item
- Nominating Committee Report – Sondall Saetveit, LeGates

New Business

- National Library Workers Day – Action Item
- Alternative Funding Request – Action Item
- Director Evaluation/Salary Discussion – Executive Session
- Director's Salary for FY2007/08 – Action Item
- Recognition of Trustees – Action Item

Trustee Comments

Adjournment

The next regular meeting is Thursday, April 19, 2007 at 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes February 15, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, February 15, 2007, in the Library boardroom with Mathews, Mungons, Munson, Ross, Sondall Saetveit and Director Weeks in attendance. Anderson, Botine, LeGates, and Warnick and were absent.

Call to Order: President Munson called the meeting to order at 7:01 p.m.

Adoption of Agenda: Munson amended the agenda to add "Rain Garden Presentation by Jenna Thompson of the VEISHA Executive Board", after **Adoption of Agenda** and before **Approval of Minutes**. Ross moved and Mathews seconded the motion to adopt the amended agenda. Motion passed unanimously.

Rain Garden Presentation: Jenna Thompson of ISU's VEISHEA executive board explained how the executive board has adopted the university's one community mission of working with all elements of the Ames community. She explained they are hoping to create a rain garden on the vacant lot southwest of the Library as a model community project of sustainability. On March 31, 2007, the volunteers would have an introductory educational component and then work on the preliminary landscaping for the rain garden. Weeks explained the plants may cost \$3,000.00 to \$5,000.00, which would include relatively low-maintenance, native vegetation. He said grant possibilities would be investigated. Weeks invited trustees to attend the meeting on March 1, 2007, at 1:30 p.m. where the landscape architects would present their initial conceptual drawings.

Approval of Minutes: Sondall Saetveit moved and Ross seconded a motion to approve the January 11, 2007, minutes. Motion passed unanimously.

Public Forum: none

Consent Agenda: Ross moved and Mathews seconded the motion to approve the following items on the Consent Agenda:

1. Motion approving 1/05/2007-2/05/2007 claims report.
2. Motion approving gifts:
 - From Altrusa International of Ames for youth non-fiction \$1250.00
 - In honor of Mary Sherer from Joe and Kim Williams \$100.00
 - In memory of John Nutty from Leisa Doran \$20.00

Motion passed unanimously.

Financial Reports: Weeks reported that the Capital Improvement Project was approved by the city council. He said the council didn't question anything in the Library's budget amendments. Munson commended Weeks and the Library staff on the budget presentation to the city council.

Director's Report: Weeks reported the Library's IT Systems Administrator was aware of the upcoming early time change and would be downloading a patch.

Weeks reported he met with Building Consultant Anders Dahlgren at the American Library Association (ALA) meeting in Seattle. Dahlgren hasn't set a time for a site visit; however, he may combine his visit to the Ames Public Library with a trip to the Altoona, Iowa, library. Ross said Dahlgren understands the territory and the type of library Ames hopes to be. Carey said Dahlgren seemed to be open to ideas.

Mathews asked for Weeks' insight into new technology for young adults. Weeks discussed his attendance at an ALA session on young adults, how they use the library today and how they may use the library in the future. He said young people communicate via technology and make social connections through web sites.

Staff Reports:

Deputy Director: Hayslett said there was a correction to her report under, "**Continuing Education:** Ross Petra attending the ICN session at Kirkendall Public Library in Ankeny presented by Dale Ross and Christie Vilsack on the 2007 All Iowa Reads selection, *Splendid Solution*." She said to replace Christie Vilsack's name with Susan Craig.

Hayslett reported the concern about House File 277, a bill relating to libraries, which would include what would constitute and who would be represented on library boards. Ross said the Iowa Library Association Governmental Affairs Committee (GAC) was working with their lobbyists in opposition of the bill. Hayslett announced that GAC Action Day was scheduled for February 28, 2007.

Mungons questioned what materials the Ames Historical Society would be taking to their new location. Hayslett said the Historical Society was moving some of their materials that had been stored in the Library. Hayslett said the Library planned to be a repository of municipal documents; however, many local history materials, especially realia, would go to the Historical Society.

Assistant Director: Carey had nothing to add to her report.

Friends of the Ames Public Library Report: Hayslett reported the Friends approved the purchase of an AccuCut machine for youth services. The Friends also approved an agreement with the Teen Advisory Group (TAG) so the teen group could associate with the Friends for fund raising. In addition, the teens would also volunteer to assist at the book sale. Hayslett said the Friends are changing the tradition of charging \$5.00 per box of books to half price per item for the last day of the book sale. Ross questioned if the donations were sorted for valuable materials before going to the general book sale. Hayslett said special books were selected for the Literary Grounds, online sales, and a special area of each book sale.

Foundation Report: Carey said the directors honored Sally Barclay and Bill Shrum for their service to the Foundation at the last meeting. She said the Foundation was looking into working with the Ames Foundation, Des Moines Foundation, or the Greater Story County Foundation. Weeks said the goal was to work with financial planners who would direct bequests to the Foundation.

Policy Review: none

Unfinished Business:

Director Evaluation Process – Discussion: Munson reported the director's evaluation forms were e-mailed to the Board, staff and others. She asked for the evaluations to be returned. The director evaluation would be held at the March Board meeting. Munson said she, Ross, and Anderson were serving on the director evaluation committee.

Bequest Money Policy – Action Item: Ross moved and Sondall Saetveit seconded the motion to approve the bequest money policy as presented/amended. Weeks said he met with Botine to discuss a more efficient accounting of the bequest money. Weeks explained the proposal was to aggregate the Gladys Myers, Roscoe Marsden, Verna Thompson, and Herbert Howell bequest funds into one Library fund. Munson stated that a consistent investment strategy was a good idea; however, she would like to somehow preserve the names of the donors. Discussion followed on the possibility of using a donor board for recognition. Ross recommended recognizing the names collectively when the money was spent out of the fund. He amended the motion to read, "Be it

resolved that the Board of Trustees, Ames Public Library, aggregate Gladys Myers, Roscoe Marsden, Verna Thompson and Herbert Howell bequest funds into one "library bequest" fund. Encumber \$48,000 of the Verna Thompson fund for possible design expenditures prior to a capital campaign for a potential library building project. The Library will expend 80% of the annualized interest for Library projects and services and re-invest 20% of interest earnings for future growth of the newly formed Library fund. For accounting purposes, this policy should take effect as of July 1, 2007. All expenditures from this fund would be expended in the names of the persons whose bequests constitute the principal." Mathews seconded the motion. The amended motion passed unanimously.

New Business:

Heartland Technology Service Agreement – Action Item: Ross moved and Mathews seconded the motion to approve a 100-hour service agreement with Heartland Technology Solutions for \$7,000.00 from the Rebuild Iowa Infrastructure Fund (RIIF), as presented/amended. Weeks explained that Heartland Technology Solutions would come in and check the the Library's computer system configuration and serve as a back-up for the IT system administrator. Weeks explained the Library's virtual services specialist would work with Heartland Technologies if the IT system administrator was not available. Ross asked if there was a possibility of hiring a second IT person. Weeks explained there were no funds for additional staff. Munson questioned the possibility of using the city's IT department for support. Weeks said the city's IT staff's priority would be covering the electric, police and fire departments. Motion passed unanimously.

Change Date of March Board Meeting – Action Item: Ross moved and Sondall Saetveit seconded the motion to change the date of the March 2007 meeting from Thursday, March 15, 2007, to an unnamed date as presented/amended. Munson explained that Weeks would be out of town on March 15, 2007. Moved by Ross, seconded by Mathews to amend the motion to read, "Be it resolved that the Board of Trustees, Ames Public Library, change the date of the March 2007 meeting from Thursday, March 15, 2007, to March 22, 2007." Amended motion passed unanimously.

Vernon Brown Bequest: Carey reported a few months ago the Library had been notified of Vernon Brown's bequest of his property to the Library. Carey said she was working with the city attorney to see if the city's housing department could buy the property from the Board of Trustees for Habitat for Humanity. She said the house was uninhabitable. The Board could accept the property and demolish the house and then sell the land. She said there was also approximately \$27,000.00 in cash. Carey said she hoped to have more information to report at the March meeting.

Strategic Planning Update: Weeks proposed a Board meeting to review the strategic planning results from the staff and community meetings on March 1, 2007. He reviewed the strategic planning timeline and said the trustees would review the goals set by staff at the April 19, 2007, Board meeting. A draft of the strategic plan document would be reviewed at the May Board meeting. The Board agreed to meet on March 1, 2007, to review the strategic planning meeting results.

Appointment of Bylaws Review Committee: Munson recommended delaying the Bylaws review until after the new trustees were on board.

Trustee Comments:

Ross reported he attended the American Library Association Midwinter meeting in Seattle. He gave an update on the Public Library Board meeting he attended and reviewed a session he attended that was presented by a futurist. He reported the Iowa governor's budget for library funding was flat and discussed a situation with the Polk County Board of Supervisors that would affect funding for library services in Polk County, Iowa. He reported the state library received a Gates grant to work on getting more libraries online in Iowa.

Mathews had no comment.

Mungons had no comment.

Sondall Saetveit had no comment.

Munson reminded the trustees of the upcoming staff day on February 19; the community meetings on February 17 and February 24; and to turn in their director evaluation forms.

Adjournment

Ross moved and Mathews seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:53 p.m.

Consent Agenda

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 22, 2007**

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

- Claims Report 2/06/2007-3/12/2007
- Gifts
 - From Ames Chapter UNA-USA in honor of International Women's Day \$100.00
 - From Ames Rotary Club for Books for Babies \$300.00
 - From Seuilin Gul for Youth Services A hand-woven wall hanging made in Turkey
 - From Lavern and Margaret Paulson \$50.00
 - From Tony Rizzi \$50.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Claims Report
2/5/07-3/12/07

Account	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 25,903.60
PAYROLL SUMMARY	IPERS DISABILITY	\$ 120.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 77.24
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,165.34
PAYROLL SUMMARY	MEDICARE FICA	\$ 368.06
PAYROLL SUMMARY	FICA	\$ 1,573.90
PAYROLL SUMMARY	IPERS	\$ 1,489.48
PAYROLL SUMMARY	WORKERS COMP	\$ 58.46
FEB INFO SERV CHGS	CITY DATA SERV	\$ 721.38
JAN07 INFO SVCS CHARGES	CITY DATA SERV	\$ 721.38
1/07 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 208.97
JAN07 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 2.00
MARCH INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,596.00
FEB07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
JAN07 INTERNAL LONG DIST	LONG DISTANCE	\$ 6.19
FEB07 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 674.63
1/3/07 N MOSES PAYMENT	OUTSIDE PROF SERV	\$ (150.00)
TRANSFER POSTAGE EXPENSE	POSTAGE/FREIGHT	\$ (949.56)
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 42.28
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 60.73
RESERVE ACCOUNT	POSTAGE/FREIGHT	\$ 1,000.00
BANK OF AMERICA	CONFERENCES	\$ 656.45
DEX MEDIA EAST	ADVERTISING	\$ 176.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 3,038.74
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 151.78
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,086.46
CITY OF AMES UTILITIES	WATER/SEWER	\$ 260.64
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.59
ALLIANT ENERGY	NATURAL GAS	\$ 2,711.98
DOOR STORE & FENCE STORE	STRUCTURAL REPAIR	\$ 712.80
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 44.00
BANK OF AMERICA	MOVABLE EQUIP REPAIR	\$ 226.98
ACCURATE MECHANICAL CO IN	FIXED EQUIPMENT REPAIR	\$ 3,354.00
AMES LOCK & SECURITY	FIXED EQUIPMENT REPAIR	\$ 150.00
ADT SECURITY SERVICES	FIXED EQUIPMENT REPAIR	\$ 114.00
BANK OF AMERICA	FIXED EQUIPMENT REPAIR	\$ (79.99)
BANK OF AMERICA	COMPUTER MAINT	\$ 105.00
ELECTRONIC ENGINEERING CO	RENTALS AND LEASES	\$ 35.85
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 117.07
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
1/3/07 N MOSES PAYMENT	NON-CITY SERVICE	\$ 150.00
ALEXANDER, JAMES	NON-CITY SERVICE	\$ 350.30
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 175.46
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 566.66
LAWNPRO	NON-CITY SERVICE	\$ 730.00
CH ISSUES	OFFICE SUPPLIES	\$ 68.92
OFFICE DEPOT REBATE 2-9-0	OFFICE SUPPLIES	\$ (7.34)
GENERAL BINDING CORP	OFFICE SUPPLIES	\$ 127.71
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 190.70
QUILL CORP	OFFICE SUPPLIES	\$ 5.29
BANK OF AMERICA	OFFICE SUPPLIES	\$ 15.00

Claims Report
2/5/07-3/12/07

OFFICE DEPOT REBATE 2-9-0	CLEANING SUPPLIES	\$ (0.16)
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 672.58
CENT IA DISTRIBUTING INC	CLEANING SUPPLIES	\$ 275.00
STITZELL ELECTRIC SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 150.66
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 9.43
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 14.39
BANK OF AMERICA	FOOD & FEED	\$ 26.21
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 1,761.37
	Library Administration	\$ 55,466.29
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,466.72
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,529.13
PAYROLL SUMMARY	IPERS DISABILITY	\$ 97.67
PAYROLL SUMMARY	LIFE INSURANCE	\$ 49.36
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 817.04
PAYROLL SUMMARY	MEDICARE FICA	\$ 230.51
PAYROLL SUMMARY	FICA	\$ 985.41
PAYROLL SUMMARY	IPERS	\$ 911.90
PAYROLL SUMMARY	WORKERS COMP	\$ 45.08
FEB07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
JAN07 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.35
FEB EQUIP SERV & ESCROW	FLEET OPERATING/MAINT	\$ 189.83
JAN07 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 390.06
FEB EQUIP SERV & ESCROW	FLEET REPLACEMENT FUNDS	\$ 1,803.00
JAN07 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,803.00
TRANSFER FROM LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 15.69
CITY OF AMES UTILITIES	ELECTRICITY	\$ 36.13
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 416.10
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 238.54
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 18.97
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 144.13
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
OFFICE DEPOT REBATE 2-9-0	OFFICE SUPPLIES	\$ (1.62)
BANK OF AMERICA	CLEANING SUPPLIES	\$ 12.58
	Outreach Services	\$ 24,306.50
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,910.80
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,110.57
PAYROLL SUMMARY	IPERS DISABILITY	\$ 105.15
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,488.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 235.28
PAYROLL SUMMARY	FICA	\$ 1,005.97
PAYROLL SUMMARY	IPERS	\$ 978.72
PAYROLL SUMMARY	WORKERS COMP	\$ 25.28
FEB07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
JAN07 INTERNAL LONG DIST	LONG DISTANCE	\$ 9.15
TRANSFER FROM LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 667.81
OFFICE DEPOT REBATE 2-9-0	OFFICE SUPPLIES	\$ (9.65)
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 68.74
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 230.02
CRYSTAL CLEAR WATER	EQUIPMENT PARTS/SUPPLIES	\$ 19.50
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 214.27
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (378.11)

Claims Report
2/5/07-3/12/07

BAKER & TAYLOR INC	JUVENILE	\$ 823.91
MARSHALL CAVENDISH	JUVENILE	\$ 164.51
HOLLYWOOD VIDEO	JUVENILE	\$ 33.32
AMAZON CREDIT PLAN	JUVENILE	\$ 51.65
MIDWEST TAPE	JUVENILE	\$ 438.11
BANK OF AMERICA	JUVENILE	\$ 549.89
WEST MUSIC	JUVENILE	\$ 32.95
BAKER & TAYLOR INC	ADULT REFERENCE	\$ 1,325.00
C W ASSOCIATES	ADULT REFERENCE	\$ 41.75
OMNIGRAPHICS INC	ADULT REFERENCE	\$ 274.45
AMER INSTITUTE OF PHILANT	ADULT REFERENCE	\$ 15.00
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 238.55
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 963.82
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 575.20
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 386.08
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 42.82
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 2,167.00
MIDWEST TAPE	AUDIO-VISUAL	\$ 1,495.33
BANK OF AMERICA	AUDIO-VISUAL	\$ 393.31
MICROMARKETING LLC	AUDIO-VISUAL	\$ 59.42
BOLINDA PUBLISHING INC	AUDIO-VISUAL	\$ 140.80
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 3,783.69
RANDOM HOUSE INC	ADULT COLLECTIONS	\$ 328.00
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 24.49
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 9.58
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 318.89
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 27.22
BANK OF AMERICA	ADULT COLLECTIONS	\$ 881.77
GOLDEN HORSE LTD	ADULT COLLECTIONS	\$ 25.07
	Collections	\$ 38,480.39
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,043.82
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 465.04
PAYROLL SUMMARY	IPERS DISABILITY	\$ 67.81
PAYROLL SUMMARY	LIFE INSURANCE	\$ 30.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,044.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 150.06
PAYROLL SUMMARY	FICA	\$ 641.56
PAYROLL SUMMARY	IPERS	\$ 598.05
PAYROLL SUMMARY	WORKERS COMP	\$ 13.28
JAN07 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 37.20
FEB07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
JAN07 INTERNAL LONG DIST	LONG DISTANCE	\$ 5.57
BANK OF AMERICA	CONFERENCES	\$ 591.52
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 342.00
OFFICE DEPOT REBATE 2-9-0	OFFICE SUPPLIES	\$ (3.16)
HEARTLAND AREA EDUC AGENC	OFFICE SUPPLIES	\$ 16.80
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 14.94
BANK OF AMERICA	FOOD & FEED	\$ 84.52
OFFICE DEPOT REBATE 2-9-0	SPECIAL PROJECT SUPPLIES	\$ (1.64)
OFFICE DEPOT INC	SPECIAL PROJECT SUPPLIES	\$ 44.98
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 29.25
BULLFROG FILMS INC	SPECIAL PROJECT SUPPLIES	\$ 66.00

Claims Report
2/5/07-3/12/07

FIRST NATIONAL BANK	SPECIAL PROJECT SUPPLIES	\$ 100.00
ROBINSON, CHRISTINA	SPECIAL PROJECT SUPPLIES	\$ 32.90
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 23.81
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 145.58
	Programming	\$ 14,676.67
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 42,525.08
PAYROLL SUMMARY	ADJUSTMENT	\$ 163.52
PAYROLL FLEX REFUNDS	ADJUSTMENT	\$ (163.52)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 287.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 129.97
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,777.18
DEPT PAYROLL FLEX REFUNDS	HEALTH INSURANCE	\$ (109.02)
PAYROLL SUMMARY	MEDICARE FICA	\$ 603.56
PAYROLL SUMMARY	FICA	\$ 2,580.79
PAYROLL SUMMARY	IPERS	\$ 2,445.18
PAYROLL SUMMARY	WORKERS COMP	\$ 65.28
JAN07 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 44.38
FEB07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 508.31
JAN07 INTERNAL LONG DIST	LONG DISTANCE	\$ 9.53
TRANSFER FROM LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 8.31
PETRA, ROSS	TRAVEL/MEETINGS	\$ 25.20
IA LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 100.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 205.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 234.43
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
CH ISSUES	OFFICE SUPPLIES	\$ 106.95
OFFICE DEPOT REBATE 2-9-0	OFFICE SUPPLIES	\$ (8.89)
LIB 2-12-07	SPECIAL PROJECT SUPPLIES	\$ (2.50)
LIB 2/26/07	SPECIAL PROJECT SUPPLIES	\$ (6.00)
CAFE THE	SPECIAL PROJECT SUPPLIES	\$ 50.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 22.43
	Public Services	\$ 55,038.32
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,614.50
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 13,007.15
LIB 2-27-07	ADJUSTMENT	\$ (585.38)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 95.75
PAYROLL SUMMARY	LIFE INSURANCE	\$ 55.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,195.78
PAYROLL SUMMARY	MEDICARE FICA	\$ 406.72
PAYROLL SUMMARY	FICA	\$ 1,739.21
PAYROLL SUMMARY	IPERS	\$ 1,542.26
PAYROLL SUMMARY	WORKERS COMP	\$ 255.97
JAN07 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 70.00
FEB07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
JAN07 INTERNAL LONG DIST	LONG DISTANCE	\$ 14.31
LIBRARY MC/VISA CHARGES	OUTSIDE PROF SERV	\$ 76.82
TRANSFER FROM LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 257.75
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 322.20
OFFICE DEPOT REBATE 2-9-0	OFFICE SUPPLIES	\$ (0.06)
QUILL CORP	OFFICE SUPPLIES	\$ 619.80
NORTH GRAND MALL	SPECIAL PROJECT SUPPLIES	\$ 50.00
SPICE THE	SPECIAL PROJECT SUPPLIES	\$ 25.00

Claims Report
2/5/07-3/12/07

	Circulation Services	\$ 35,994.62
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 900.88
PAYROLL SUMMARY	IPERS DISABILITY	\$ 6.08
PAYROLL SUMMARY	LIFE INSURANCE	\$ 2.58
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 138.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 12.96
PAYROLL SUMMARY	FICA	\$ 55.40
PAYROLL SUMMARY	IPERS	\$ 51.80
PAYROLL SUMMARY	WORKERS COMP	\$ 0.72
FEB07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 46.21
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 150.00
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
OFFICE DEPOT REBATE 2-9-0	OFFICE SUPPLIES	\$ (0.84)
	Computer Lab	\$ 1,582.01
Margaret Munson, President	Melody Warnick, Secretary	Date:

EXPENSE REPORT SUMMARY FY 2006/2007																	
February 28, 2007																	
8 Months =66.7%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																	
Salaries	1,495,662	117,389	121,237	125,366	125,399	125,364	125,365	125,399	125,366						990,885	504,777	66.3%
Temporary Salaries	202,526	8,571	18,583	14,242	13,512	14,666	12,862	13,460	15,843						111,739	90,787	55.2%
Longevity	6,262	226				2,617									2,843	3,419	45.4%
Sick Leave		8,892													8,892	(8,892)	
Adjustment						(502)			(585)						(1,087)	1,087	
Vacation		1,863													1,863	(1,863)	
Total Personal Svcs	1,704,450	136,941	139,820	139,608	138,911	142,145	138,227	138,859	140,624	0	0	0	0	0	1,115,135	589,315	65.4%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	29,164														0	29,164	0.0%
IPERS Disability	9,806	764	763	761	760	760	781	779	780						6,148	3,658	62.7%
Life Insurance	3,385	354	361	397	393	395	393	395	392						3,080	305	91.0%
Health Insurance	194,358	13,501	13,866	14,735	14,735	14,735	14,735	14,733	14,518						115,558	78,800	59.5%
FICA Medicare	21,140	1,932	1,975	1,973	1,963	2,017	1,950	1,967	2,003						15,780	5,360	74.6%
FICA	90,394	8,255	8,455	8,434	8,392	8,624	8,349	8,400	8,567						67,476	22,918	74.6%
IPERS	86,360	7,838	7,846	7,923	7,893	8,108	7,851	7,780	8,016						63,255	23,105	73.2%
Workers Comp	2,705	568	469	346	434	450	429	435	460						3,591	(886)	132.8%
Flex Benefits															0	0	
Total Employee Ben	437,312	33,212	33,735	34,569	34,570	35,089	34,488	34,489	34,736	0	0	0	0	0	274,888	162,424	62.9%
INTERNAL SERVICES																	
City Data Services	7,471		623	622	623	622	722	721	722						4,655	2,816	62.3%
City Messenger	2,823		185	225	229	199	202	222	209						1,471	1,352	52.1%
Printing	4,950	11	119	263	144	324	37	343	155						1,396	3,554	28.2%
Insurance & Bonds	18,293		3,192	1,596	1,596	1,596	1,596	1,596	1,596						12,768	5,525	69.8%
Phone Operation/Maint	16,081	1,339	1,341	1,340	1,341	1,339	1,341	1,338	1,340						10,719	5,362	66.7%
Long Distance	595		35	40	40	36	37	41	46						275	320	46.2%
Fleet Operating/Maint	8,407		1,220	2,511	1,066	203	449	1,896	390						7,735	672	92.0%
Fleet Replacement	21,636		1,803	1,803	1,803	1,803	1,803	1,803	1,803						12,621	9,015	58.3%
Computer Replacement	8,096	675	674	675	675	674	675	674	675						5,397	2,699	66.7%
Interdepartmental Labor															0	0	
Total Internal Svcs	88,352	2,025	9,192	9,075	7,517	6,796	6,862	8,634	6,936	0	0	0	0	0	57,037	31,315	64.6%
CONTRACTUAL																	
Outside Prof Services	33,800	27,966	154	707	851	81	1,261	215	(73)						31,162	2,638	92.2%
Postage/Freight	13,500	1,074	135	941	3,090	1,047	1,094	2,033	1,038						10,452	3,048	77.4%
Travel/Meetings	2,135	63	25	271	129	199	(17)		25						695	1,440	32.6%
Training	10,575	170	40	250	72	836	12	(269)							1,111	9,464	10.5%
Conferences	11,105		450	52	1,589	1,870		833	1,248						6,042	5,063	54.4%
Subscriptions/Books				45											45	(45)	
Dues & Memberships	4,742	95	220	155	145	715	110	350	647						2,437	2,305	51.4%
Printing	1,500			56	144			470							670	830	44.7%
Advertising	3,000		321		322	168		352	176						1,339	1,661	44.6%
Recruiting Costs			68	184	5,386	(116)									5,522	(5,522)	
Insurance		687													687	(687)	
Electricity	42,186		5,703	6,125	4,798	2,912	3,012	2,515	3,093						28,158	14,028	66.7%
Phone Operation/Maint	8,100	1,577	1,722	1,670	1,599	1,356	1,693	1,670	1,671						12,958	(4,858)	160.0%
Long Distance	20														0	20	0.0%

EXPENSE REPORT SUMMARY FY 2006/2007																	
February 28, 2007																	
8 Months =66.7%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
Water/Sewer	3,400		495	272	276	264	259	225	261						2,052	1,348	60.4%
Waste Disposal	2,400		183	182	265		366	182	183						1,361	1,039	56.7%
Natural Gas	9,400		21	19	304	849	1,665	1,975	2,712						7,545	1,855	80.3%
Structural Repair	7,000		576	5,139	5,595		1,546	50	856						13,762	(6,762)	196.6%
Moveable Equip Repair	2,000			404	85				227						716	1,284	35.8%
Fixed Equip Repair	19,000		107	4,290	357	4,336	368	584	3,538						13,580	5,420	71.5%
Computer Maintenance	37,313	551	1,831	99	1,830	27,127	12	1,831	105						33,386	3,927	89.5%
Rentals & Leases	19,955	502	2,313	501	2,096	653	2,201	2,246	1,409						11,921	8,034	59.7%
Other Non-City Services	17,090	339	714	955	964	803	1,068	862	1,623						7,328	9,762	42.9%
Total Contractual	248,221	33,024	15,078	22,317	29,897	43,100	14,650	16,124	18,739	0	0	0	0	0	192,929	55,292	77.7%
COMMODITIES																	
Office Supplies	15,000	1,449	611	1,409	1,025	1,546	740	1,038	1,197						9,015	5,985	60.1%
Minor Office Equipment	750	359		812	19,263	287		76							20,797	(20,047)	2772.9%
Minor Computer Equip	9,000	(100)			56	831		710							1,497	7,503	16.6%
Ag-Hort Supplies	350														0	350	0.0%
Structural Materials	2,000		231		12	32									275	1,725	13.8%
Chemicals/Lab Supplies															0	0	
Cleaning Supplies	7,000	260	627	349	1,061	136	791	795	961						4,980	2,020	71.1%
Equip Parts/Supplies	27,707	612	2,867	4,438	4,412	3,302	719	4,626	628						21,604	6,103	78.0%
Minor Equipment/Tools	550	40	52			182		61	15						350	200	63.6%
Food	3,500		261	211	176	401	18	186	111						1,364	2,136	39.0%
Wearing Apparel	200														0	200	0.0%
Special Project Supplies	4,500	(73)	238	153	308	295	42	176	139						1,278	3,222	28.4%
Purchase Card Clearing	0		4,082	52	2,495	(4,931)	1,398	(1,788)	1,550						2,858	(2,858)	
Equipment/Vehicle Fuel	25					5									5	20	20.0%
Total Commodities	70,582	2,547	8,969	7,424	28,808	2,086	3,708	5,880	4,601	0	0	0	0	0	64,023	6,559	90.7%
CAPITAL																	
Periodicals	15,500	8,606	245	837	126	9		9							9,832	5,668	63.4%
Juvenile	62,535	2,913	2,927	9,371	4,904	10,477	3,413	6,705	2,936						43,646	18,889	69.8%
Adult Reference	40,194	10,788	3,971	10,105	865	453	1,785	312	1,642						29,921	10,273	74.4%
Audio Visual	70,000	2,825	5,826	7,912	8,931	6,716	5,577	5,912	4,634						48,333	21,667	69.0%
Adult Collection	113,000	8,002	12,129	14,067	(852)	26,755	8,196	8,975	6,279						83,551	29,449	73.9%
Total Capital	301,229	33,134	25,098	42,292	13,974	44,410	18,971	21,913	15,491	0	0	0	0	0	215,283	85,946	71.5%
OTHER EXPENDITURES																	
Refunds															0	0	
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	2,850,146	240,883	231,892	255,285	253,677	273,626	216,906	225,899	221,127	0	0	0	0	0	1,919,295	930,851	67.3%

2006/07 LIBRARY EXPENSE SUMMARY						
February 28, 2007						
8 Months =66.7%						
	2005/06	2006/07	YTD	YTD	Current	%
	Actuals	Budget	2005/06	2006/07	Balance	Spent
PERSONAL SERVICES						
Salaries	1,374,857	1,495,662	916,407	990,885	504,777	
Temporary Salaries	208,299	203,291	121,035	111,739	91,552	
Longevity	5,852	5,497	2,488	2,843	2,654	
Sick Leave				8,892	(8,892)	
Adjustment				(1,087)	1,087	
Vacation	6,912		6,912	1,863	(1,863)	
Total Personal Services	1,595,920	1,704,450	1,046,842	1,115,135	589,315	65.4%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		29,164			29,164	
IPERS Disability	8,750	9,806	5,772	6,148	3,658	
Life Insurance	3,244	3,385	2,166	3,080	305	
Health Insurance	168,881	194,358	112,300	115,558	78,800	
FICA Medicare	22,486	21,140	14,757	15,780	5,360	
FICA	96,151	90,394	63,095	67,476	22,918	
IPERS	90,020	86,360	59,727	63,255	23,105	
Workers Compensation	5,000	2,705	3,256	3,591	(886)	
Flex Administration	1,298				0	
Total Employee Benefits	395,830	437,312	261,073	274,888	162,424	62.9%
INTERNAL SERVICES						
City Data Services	7,204	7,471	3,923	4,655	2,816	
City Messenger	2,948	2,823	1,573	1,471	1,352	
Printing	3,610	4,950	2,007	1,396	3,554	
Insurance & Bonds	18,784	18,293	12,520	12,768	5,525	
Phone Operation/Maintenance	16,082	16,081	10,720	10,719	5,362	
Long Distance	491	595	280	275	320	
Fleet Operating/Maintenance	5,779	8,407	4,174	7,735	672	
Fleet Replacement	20,556	21,636	12,275	12,621	9,015	
Computer Replacement	13,481	8,096	10,783	5,397	2,699	
Interdepartmental Labor	151		125		0	
Total Internal Services	89,086	88,352	58,380	57,037	31,315	64.6%
CONTRACTUAL						
Outside Professional Services	22,867	33,800	19,661	31,162	2,638	
Postage/Freight	10,409	13,500	6,650	10,452	3,048	
Travel/Meetings	1,362	2,135	772	695	1,440	
Training	3,159	10,575	1,610	1,111	9,464	
Conferences	14,694	11,105	9,017	6,042	5,063	
Subscriptions and Books	35			45	(45)	
Dues & Memberships	3,978	4,742	2,236	2,437	2,305	
Printing	2,179	1,500	1,404	670	830	
Advertising	3,357	3,000	2,351	1,339	1,661	
Recruiting Costs	9,405		6,231	5,522	(5,522)	
Insurance				687	(687)	
Electricity	46,870	42,186	27,874	28,158	14,028	
Phone Operation/Maintenance	16,678	8,100	8,731	12,958	(4,858)	
Long Distance	(17)	20	(17)		20	
Water/Sewer	3,195	3,400	1,871	2,052	1,348	
Waste Disposal	3,259	2,400	1,408	1,361	1,039	
Natural Gas	8,546	9,400	6,279	7,545	1,855	
Structural Repair	5,947	7,000	2,361	13,762	(6,762)	
Moveable Equipment Repair	717	2,000	733	716	1,284	
Fixed Equipment Repair	16,259	19,000	13,465	13,580	5,420	
Computer Maintenance	41,773	37,313	39,572	33,386	3,927	

2006/07 LIBRARY EXPENSE SUMMARY						
February 28, 2007						
8 Months =66.7%						
	2005/06	2006/07	YTD	YTD	Current	%
	Actuals	Budget	2005/06	2006/07	Balance	Spent
Rentals & Leases	20,019	19,955	11,848	11,921	8,034	
Other Non-City Services	24,650	17,090	5,067	7,328	9,762	
Total Contractual	259,341	248,221	169,124	192,929	55,292	77.7%
COMMODITIES						
Office Supplies	14,640	15,000	7,473	9,015	5,985	
Minor Office Equipment	4,093	750	226	20,797	(20,047)	
Minor Computer Equipment	8,849	9,000	1,826	1,497	7,503	
Ag-Hort Supplies	260	350	251		350	
Structural Materials	2,622	2,000	906	275	1,725	
Chemicals/Lab Supplies	29		10		0	
Cleaning Supplies	7,388	7,000	5,999	4,980	2,020	
Equipment Parts/Supplies	24,409	27,707	18,575	21,604	6,103	
Minor Equipment & Tools	2,122	550	292	350	200	
Food	4,496	3,500	2,437	1,364	2,136	
Wearing Apparel	221	200	221		200	
Special Project Supplies	6,625	4,500	1,901	1,278	3,222	
Purchase Card Clearing			4,730	2,858	(2,858)	
Fuel for Vehicles/Equipment	16	25	10	5	20	
Total Commodities	75,770	70,582	44,857	64,023	6,559	90.7%
CAPITAL						
Periodicals	9,677	15,500	8,575	9,832	5,668	63.4%
Juvenile	63,731	62,535	36,871	43,646	18,889	69.8%
Adult Reference	26,782	40,194	22,917	29,921	10,273	74.4%
Audio Visual	68,847	70,000	36,927	48,333	21,667	69.0%
Adult Collection	122,266	113,000	74,798	83,551	29,449	73.9%
Total Capital	291,303	301,229	180,088	215,283	85,946	71.5%
OTHER EXPENDITURES						
Refunds	12				0	
Total Other Expenditures	12	0	0	0	0	
GRAND TOTAL	2,707,262	2,850,146	1,760,364	1,919,295	930,851	67.3%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	553,261	636,479	375,842	444,499	191,980	23.20%
Outreach Services	258,621	265,253	163,551	181,314	83,939	9.40%
Collections	589,101	616,790	381,163	445,834	170,956	23.20%
Programming & Promotions	200,883	214,419	128,748	114,690	99,729	6.00%
Public Services	645,632	658,308	425,789	442,141	216,167	23.00%
Circulation Services	405,215	387,310	240,534	275,531	111,779	14.40%
Computer Lab	54,549	71,587	44,737	15,286	56,301	0.80%
GRAND TOTAL	2,707,262	2,850,146	1,760,364	1,919,295	930,851	100%

Library Donations Report						
Fiscal Year 2006/2007						
Year-to-Date through February 28, 2007						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Balance @ 6/30/06	742,639.77	124,363.84	406,667.84	195,338.57	100,446.85	1,569,456.87
Interest revenue	24,590.09	4,191.72	12,156.54	6,523.58	4,064.22	51,526.15
Donations/grants					81,409.70	81,409.70
Expenses (see below)	(39,931.68)	(1,122.64)	(69,593.99)	(8,923.23)	(43,200.83)	(162,772.37)
Current balance	727,298.18	127,432.92	349,230.39	192,938.92	142,719.94	1,539,620.35
Less:						
Reserved principal	600,000.00 (1)	100,000.00 (2)			8,276.00 (3)	708,273.00
Reserved interest	66,193.21					66,193.21
Committed funds (see below)	57,551.87	26,057.36	349,230.39	11,076.77	72,138.59	516,054.98
Balance available for expenditure	3,553.10	1,375.56	0.00	181,862.15	62,305.35	249,099.16
Expense detail:						
Project Smyles	15,203.93				1,414.15	16,618.08
Teen Space	1,185.15					1,185.15
Web development project					12,976.01	12,976.01
Internal printing					722.27	722.27
Outside professional services			4,392.50		3,425.00	7,817.50
Postage/freight	75.89					75.89
Training					11.74	11.74
Outside printing	14.00					14.00
Advertising	810.88		76.49			887.37
Telephone					166.98	166.98
Other non-City services			20,000.00			20,000.00
Office supplies	66.19					66.19
Minor equipment	257.19				1,552.81	1,810.00
Minor computer equipment	337.26					337.26
Special project supplies					10,034.92	10,034.92
Computer equipment	21,981.19	1,122.64				23,103.83
Equipment					1,495.00	1,495.00
Land improvements			45,125.00			45,125.00
Youth collection				8,923.23	816.09	9,739.32
Adult collection					10,585.86	10,585.86
Total expenses	39,931.68	1,122.64	69,593.99	8,923.23	43,200.83	162,772.37
Committed funds detail:						
Building project			349,230.39			349,230.39
Computer replacements	8,429.81	7,057.36				15,487.17
Strategic planning	6,899.58					6,899.58
Project Smyles	(3,332.87)	19,000.00			9,057.77	24,724.90
Teen Space	5,605.35					5,605.35
Collection materials				11,076.77		11,076.77
Books for Babies program					8,965.08	8,965.08
Read-About-It program					1,899.56	1,899.56
Wireless project					2,000.00	2,000.00
Web development					1,273.99	1,273.99
Computer training					1,500.00	1,500.00
Local history reading area	39,950.00				10,000.00	49,950.00
Heartland Tech svc agreement					7,000.00	7,000.00
Building improvements					9,500.00	9,500.00
Furnishings					18,142.19	18,142.19
Equipment					2,800.00	2,800.00
Total committed funds	57,551.87	26,057.36	349,230.39	11,076.77	72,138.59	516,054.98
(1) \$600,000 of the Gladys Myers bequest and 20% of the interest earned annually on the bequest were reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest income may be used for projects and/or acquisitions approved by the Board.						
(2) \$100,000 of the Marsden bequest was reserved by the Library Board of Trustees on June 24, 1999; the interest on this bequest is available for expenditure.						
(3) Reservations of principal in Other Donations are: \$1,000 in the Tommy Feinberg Memorial, \$5,276 in the Gilman Fund, and \$2,000 in the Smith Endowment. Interest earned on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith Endowment is to be used to acquire large-print books.						

Library Donations Report - Other Donations												
Fiscal Year 2006/2007												
Year-to-Date through February 28, 2007												
				Tommy								
	General	Friends	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	Enrich		
	Donations	Donations	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	Iowa	RIIF	Total
Balance @ 6/30/06	17,113.21	(20.50)		1,072.36	7,493.89	1,953.59	4,225.00	1,212.50	1,966.63	15,738.79	49,691.38	100,446.85
Interest revenue	4,064.22											4,064.22
Donations/grants	5,424.77	7,182.99	11,000.00					6,520.00	1,000.00	14,342.80	33,039.04	78,509.60
Project Smyles donations	2,900.10											2,900.10
Expenses	(3,794.50)	(11,311.73)	(384.66)		(259.48)			(67.24)	(363.67)	(10,828.75)	(16,190.80)	(43,200.83)
Current balance	25,707.80	(4,149.24)	10,615.34	1,072.36	7,234.41	1,953.59	4,225.00	7,665.26	2,602.96	19,252.84	66,539.62	142,719.94
Less:												
Reserved principal				1,000.00	5,276.00	2,000.00						8,276.00
Committed funds	18,900.10				1,899.56			4,000.00		15,122.75	32,216.18	72,138.59
Balance available for expenditure	6,807.70	(4,149.24)	10,615.34	72.36	58.85	(46.41)	4,225.00	3,665.26	2,602.96	4,130.09	34,323.44	62,305.35
Expense detail:												
Project Smyles	632.06									782.09		1,414.15
Web development project											12,976.01	12,976.01
Internal printing		325.60			33.00				363.67			722.27
Outside professional services	100.00	3,325.00										3,425.00
Training										11.74		11.74
Telephone											166.98	166.98
Minor equipment											1,552.81	1,552.81
Special project supplies										10,034.92		10,034.92
Equipment											1,495.00	1,495.00
Youth collection		522.37			226.48			67.24				816.09
Adult collection	3,062.44	7,138.76	384.66									10,585.86
Total expenses	3,794.50	11,311.73	384.66	0.00	259.48	0.00	0.00	67.24	363.67	10,828.75	16,190.80	43,200.83
Committed funds detail:												
Project Smyles	2,900.10									6,157.67		9,057.77
Books for Babies program										8,965.08		8,965.08
Read-About-It program					1,899.56							1,899.56
Wireless project											2,000.00	2,000.00
Web development											1,273.99	1,273.99
Computer training											1,500.00	1,500.00
Local history reading area	10,000.00											10,000.00
Heartland Tech svc agreement											7,000.00	7,000.00
Building improvements											9,500.00	9,500.00
Furnishings	6,000.00							4,000.00			8,142.19	18,142.19
Equipment											2,800.00	2,800.00
Total committed funds	18,900.10	0.00	0.00	0.00	1,899.56	0.00	0.00	4,000.00	0.00	15,122.75	32,216.18	72,138.59
* Beginning balance includes available balance at 6/30/06 plus outstanding committed funds												

Gladys Myers Donation Fund			
Interest Earned per Fiscal Year			
Year-to-Date through February 28, 2007			
			80% available
			for expenditure
	Total interest	20% reserved	or spent over
Fiscal year	revenue	for reinvestment	life of donation
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	28,296.05	5,659.21	22,636.84
2006/07	24,590.09	4,918.02	19,672.07
Total	330,966.06	66,193.21	264,772.85

- 1. Anders Dahlgren to Visit April 11-12:** Anders Dahlgren is scheduled to make the first of his site visits on April 11-12. On the evening of April 12, he will be able to meet with the Library Board and any member of the library's support boards. Under our agreement with Mr. Dahlgren, he will conduct personal interviews with "key informants" of the community. These are community leaders who wield influence on civic matters that may provide insights into a publicly supported building project.
- 2. Budget Passes:** The City Council approved the city budget at their meeting on March 6. This budget represents a 4.5% overall increase and a 5% increase to the materials acquisition budget.
- 3. Library Brochure:** A tri-fold brochure giving general information about library services is in its final draft. A companion bookmark is also being developed to market the various services of the library. The bookmark is intended for distribution at the circulation counter, while the brochure is for more general distribution within the library and at public presentations.
- 4. Library Closed During Snowstorm:** The library was closed for eight hours on March 1 due to the blizzard. The purpose was to assure that our staff, many of whom live beyond the city limits, would be able to get home safely. The road conditions were closely monitored and the library was open for service for all regular business hours on Friday, March 2.
- 5. Envisionware Scheduling System Installed in the "Zone":** The workstation management system that was installed in the computer lab this past January is now installed in the APL Teen Zone. This software times patron usage and reserves workstations for persons seeking an available computer through a waiting list. An age limit of 18 years is configured into the teen zone computers to discourage older persons from using this space.
- 6. Masonry Restoration Project:** Western Waterproofing Co. was the successful bidder for the masonry restoration and cleaning project for the library building. The project will include cleaning the parts of the building stained by biological or atmospheric soiling, repairing deteriorated mortar and caulking, stone repair where needed, flashing in areas identified by our engineering agent, and general sprucing up as specified. The bid came in at \$29,932.00, well under the \$58,000.00 budgeted in the capital improvement program.
- 7. Welcome New Trustees:** We welcome our newly appointed trustees; Dudley Luckett, retired ISU faculty; Deborah Krauth, attorney; and Sherry Meier, former city treasurer. We also express our deep appreciation to Margaret Munson, Gary Botine, and Caleb Matthews for their dedicated service to the Ames Public Library.

Administration

- Strategic Planning – Mike, Marianne and I served as a resource persons/gophers for the February 17th community planning session. We had 36 people there. Marianne, Scott, and Ross attended the February 24th session. Despite horrid weather, 31 hearty community members showed up. I participated in the Staff Day session as well as the Leadership team meeting where we discussed the results and the staff recommendation which is now going before the Board. I gathered staff preferences in order to constitute the staff teams which will begin next week to work on goals for the primary service responses.
- Staff Day – I developed an evaluation form for Staff Day. The results show that everyone was grateful to participate in the planning process. They thought Roy was a good facilitator and they liked working in teams that were from all sections of the Library. The down side is that we were not able to do any workgroup projects this year. Everyone appreciated the review of fire and emergency procedures presented by Mike and Scott. Most mentioned the need to have a fire drill in order to practice our part in evacuating the building.
- Friends of the Ames Public Library – The Board met on Monday, March 5th. The main agenda items were establishing a nominating committee to recruit new members for the Board and determine a slate of officers as well as a budget committee to prepare a draft of a 2007/08 budget. Both committees will report to the Board in April and then a final vote will be at the annual membership meeting in May. We also discussed the April book sale. Mona Lei, the president of the Teen Advisory Group (TAG), attended her first Board meeting since the two groups established an affiliation. Her group is working on a fundraiser for Project Smyles and they will be helping with the book sale.
- The Big Read – I developed a “Read Alike” list for “My Antonia.” It has both similar authors for those who like Willa Cather as well as books on themes in the novel like immigrants and the prairie landscape. I contacted Green Hills and Northcrest and set up book discussion meetings at each center. Lynne and I finalized the events calendar. I submitted the calendar to Arts Midwest for our first funding disbursement and also added our schedule to the NEA website. Lynne and I put together reading kits for several sites and I delivered one to each of the retirement communities. She and I are working with Jillian to utilize a variety of outlets to publicize the events for the project. The kick-off is on Sunday, March 25th at 2:00 p.m. Betty Kort, Executive Director of the Willa Cather Foundation in Red Cloud, Nebraska, will be our keynote speaker.

Continuing Education:

- I attended the first Supervisory Essential class which is presented by the City's Human Resources Department. It will continue each month for the next six months.

Legislative Update:

- GAC Action Day was cancelled twice due to inclement weather.
- Iowa Library Association Legislative Day is March 28th. The briefing begins at 2:00 p.m., followed by the legislative reception in the Law Library at the State Capitol.

- The challenge this session has been to the teacher/librarian waiver for the schools. We don't want this to be a permanent situation. Also, we will continue to advocate for additional funds for the State Library, the Library Services Areas, and Enrich Iowa.

Presentations and Outside Meetings:

- I attended the Central Iowa Library Service Area Board meeting in Marshalltown February 21st. We accepted the resignation of Beth Marie Quambeck who is the service area consultant. She has taken a job with the State Library. Her position is now being advertised.
- I facilitated the Books @ Noon meeting on February 21st and led the discussion of "Devil in the Junior League" for Chick Lit on February 26th.

Information Services:

- New Lounges – Mike and I served on both the Iowa Lounge and the Lounge Lizards (overall planning) Committees. The Lounge Lizards presented their plan to the director and will be talking with the Board at the March 22nd meeting. Barbe Cobb who is on the library's Design Committee has done a great deal of work on the layout as well as selecting furnishings.
- Cyber Corps – The Library worked with the ISU Cyber Corps students to present a series of classes on Internet security during February and early March. This was an exceptional group of students who kept in communication with us all during the planning and delivery of the classes. Unfortunately, attendance was down somewhat from previous years. We used all the same publicity outlets, but I think the weather hurt us.
- Computer classes – Ross Petra and Lynne Van Valin are working on a new Windows Basics 2 class for April.

Collections:

- Iowa Lounge - Marianne is working on re-cataloging materials for the new Iowa lounge.
- Periodicals Lounge - Marianne, Scott, and Barbe finished the layout for the new periodicals lounge.
- Budget - Marianne and I met with the director to give him an overview of the materials budget and how it is being spent throughout the year. We set deadlines for City funds to be spent as well as reviewed guidelines for the use of private funding for collections.
- Adult Selectors - Marianne facilitated an Adult Selectors meeting where we adjusted several funds in order for her to continue to purchase copies to meet the criteria we have set for additional copies of popular titles for the rest of this fiscal year. It costs between \$400 and \$500 per week to buy one copy for every three holds on current adult print titles. Staff members are actively weeding in preparation for both the Friends spring book sale and the stack moves which are planned in order to create the new lounges. I have been weeding the cook book section.

Administration

- **Foundation:** The APLF Board met on March 6. Officers were elected: President, Chuck Jons; Vice President, Annette Boehlje and Treasurer, Jim Mason. The Board decided to pursue affiliation with the Community Foundation of Greater Story County and with the Greater Des Moines Community Foundation. The Board discussed an action plan for the coming year.
- **Personnel:** We were sorry to accept the resignation of Circulation Desk Assistant, Anneke Mundel. She plans to stay home with new baby and future reader, Elio.
- Scott and I are working on a sequencing plan for implementation of the new main floor layout. We are also working on an upgrade to the Auditorium sound system.

Circulation

- **Debt Collection:** From the March 1 report from Unique Management:
 - 1830 accounts submitted (x \$8.95=\$16,378.50)
 - 59.47% activated
 - \$154,278.31 dollars submitted
 - \$36,857.76 dollars received
 - \$6,167.76 material recovered
- **Increase in circulation of materials:** February was a very busy month, with an overall increase in circulation of 5.3% over February 2006. The largest gain was in Outreach, with an increase of 13.4%, due in a large part to Project Smyles. Year-to-date overall circulation is up 4.1% over last year.

Outreach

- **Project Smyles Turns One:** Last February we held the kickoff party for Project Smyles and launched an initiative that has exceeded all expectations. Linda Olson provided a review of the year in the 2/28 Ames Tribune Library Notes column. Over the last year 3152 children at 48 sites were visited by nine storytime presenters, nine volunteers and one big blue dog. Be sure to stop by the display wall at the entrance to the youth services area to see thank you cards and letters from children and photos from Project Smyles visits.

Youth

- Jerri Heid, Chris Robinson and Cathy Van Brocklin attended the Story County Children's Librarians meeting. One of the group's initiatives is to plan a Toddler Festival for the fall. This will be modeled on a very successful similar program that Jerri co-chaired in Polk County.
- Jerri is active in the Ames Morning Rotary Literacy committee that is planning a Reach Out and Read Celebration to be held from 5 to 7 on April 9 at Mary Greeley Medical Center South Auditorium. She produced a Channel 12 promotional program about the Reach Out and Read program and the event.

Volunteer Services Program

- Sarah Bohlke has worked diligently to make the most of our volunteer tracking software, VolunteerWorks. We would like to know what sort of volunteer statistics you would be interested in seeing in the monthly reports.

Programming

- **TAG:** The Teen Advisory Group has a full line-up of programs planned through the summer. Since becoming affiliated with the Friends of APL, they have completed their first fundraising project, raising \$85 through a Younkers Community Day sale.
- **APL-Y:** Michael Qiu will be coordinating the summer youth volunteer program, Jessica Egli will serve as his assistant. We are already fielding calls from eager kids.
- The annual FACES (Families of Ames Celebrate Ethnicities) Festival is being held on Saturday, March 24 from 10 to 4:30 at the City Hall gymnasium and auditorium. Jan Beran and I are co-chairs of the entertainment committee. We have a lineup of more than a dozen acts representing a variety of cultures that the entire family will enjoy.
- I am working with several new partners to bring more exciting programs to APL. In April we will launch a new monthly group, *Biz Lit*, for people interested in sharing business related reading. Ginger Johnson of SNAP will facilitate this venture. *Reel Connections* has a new film series, *Strange Days on Planet Earth*, co-sponsored by the Society for Conservation Biology. *Unseen Iran* is a new series that will introduce our community to the people, culture, religions and politics of Iran. It is cosponsored by a group of local individuals. I am working with Anita Maher-Lewis from Prairie Rivers to plan educational programs related to the rain garden project.
- **Highlights:** Big Read programs are underway and the consensus so far is that everyone loves My Antonia. The Council on the Arts funded workshop series, *Searching for Shakespeare*, was well received and culminated in a production of *Taming of the Shrew* at the City Auditorium. We hosted an afternoon with the Old Creamery Theatre troop with a donation from the Children's Theater of Ames. Seven local organizations teamed with the Library to offer a well-received series in commemoration of International Women's Day. APL welcomed former ISU basketball, All-American, Zaid Abdul-Aziz (Don Smith) for *An Evening with the Author*. The first program in our series, *Introduction to Buddhism*, attracted an overflow crowd. United Community Schools utilized grant money to collaborate with APL for a special program for ESL (English as a second language) students and their families. Each student received a disposable camera to take photos and create a scrapbook of their visit. Sawyer School staff chose APL as the destination for their family night. Participants were able to visit the Library after hours for behind the scenes tours, pizza and a movie. Phillippe the Ferret and his friends greeted scores of children during special spring break programs. Smyles enjoyed greeting hundreds of kids at recent performances at CY Stephens.

Continuing Education

- Sarah Bohlke, Val Donnell, Jerri Heid and I (along with Art and Patti) attended a City of Ames Employee Development Course training session entitled Six Thinking Hats, based on the De Bono thinking system. We were appreciative that we could attend as a team and plan to utilize the method within our workgroups to spur creative thinking, increase efficiency and decrease meeting time. The APL Supervisors Team also decided to adopt the Six Thinking Hats method when appropriate.
- Cathy Van Brocklin, Tracy Briseno and Anastasia Tuckness attended a State Library Summer planning workshop for children. Jerri and Jillian Ocken attended a similar workshop targeted for teens.

Ames Public Library Rain Garden

March 9, 2007

Director - Art Weeks

Garden Designers - Ashley Kyber, Jim Miller, Gary Hightshoe

ISU Student Representative – Jenna Thompson

Purpose: The proposed rain garden will provide a way to use and optimize any precipitation that falls directly on the site or is intentionally captured from off site. This garden is a demonstration of a way for homeowners, businesses and public institutions to participate in the reduction of excess and often polluted rainwater runoff, simply by planting a specialized garden. This rain garden is an infiltration technique - water is captured in a garden that features native plantings, and the water is encouraged to slowly filter into the ground, rather than running off into the storm sewer and river systems. It is an important way to reduce non-point source pollution.

The proposed rain garden is a planted depression that is designed to take all, or as much as possible, of the excess rainwater/snowmelt run-off from nearby buildings, streets, parking lots, and other hard surfaces. The plants—a selection of wetland edge vegetation, such as sedges, rushes, ferns, and shrubs—absorb the excess water, and through the process of transpiration, return water vapor into the atmosphere.

This rain garden differs from retention basins in that the water will infiltrate the ground within a day or two. This creates the advantage in that the rain garden does not allow mosquitoes to breed.

Benefits: The proposed rain garden will be beneficial for these reasons:

1. increase surface water infiltration into the soil, percolating it down and recharging the ground water,
2. decrease surface run-off from roofs, roads, and paved areas, and reduce the risk of flash flooding,
3. filter some pollutants (oils, grease, etc.) from street run-off, keeping them from entering storm drains and streams, prairie vegetation stores carbon thereby reducing global warming,
4. surface run-off that is not absorbed in the rain garden slows down significantly—due to the depression and vegetative barrier—which captures/reduces sediment,
5. lessen the effects of drought, reducing or avoiding the need for irrigation,
6. attract wildlife (insects, birds, amphibians, small mammals) and increase biodiversity,
7. tie together buildings and their surrounding environments in attractive and environmentally advantageous ways, and
8. become an outdoor teaching laboratory for the observation and study of stylized “natural” systems; their structure, function and change over time.
9. require minimal maintenance in that annual weeds will not be pulled, no fertilizers applied, no mowing that consumes fossil fuels, etc.

Site conditions: There is a four foot fall in elevation from the northeast to the southwest corner of the garden site. The lot is approximately 110 feet long by 65 feet wide. The north and east building walls are 12 feet in height.

Concept: The proposed rain garden will feature a large depression **basin** in the middle of the site. It will capture and hold precipitation from two sources, 1) that falling directly upon the ground from the atmosphere and 2) surface drainage from parking lots and the alley to the west. The **mounds** surrounding the depression and sloping toward it, act like a funnel and sheet excess water from the atmosphere toward the basin center after major storm events. A French drain or “speed bump” placed in the alley will also capture and channel water from peak storm events into the wetland depression.

A “**pothole prairie**” **plant mix** of native Iowa lowland species will be planted in the depression. These species are well adapted to the frequent 1-2 day wet to dry evapotranspiration cycles that will be characteristic of the basin environment to be created (see Appendix A: wetland plant list). The elevated mounds around the basin will feature a **dry upland prairie mix** of native Iowa species that are adapted to periodic drought, which is characteristic of central Iowa climate.

A raised “**island**” of 4 inch tall buffalograss (native) offers a central green turf gathering place and seating/reflection area for individuals and small groups of people.

A woven “**bank**” **sculpture** provides a provocative backdrop to the basin and is a revelatory focal piece for the garden. The idea is that most depressions in the landscape are collectors of wood and other debris. Such debris provides shady habitat and organic matter that nourishes and shelters many unusual plant and animal species, fungi and other decomposing organisms. The debris also traps sediments, protects against bank erosion during peak storm pulses and builds soil fertility. The sculpture will be appreciated both as a work of art and as a benchmark of landscape change over time, i.e. it will rise or float up when the basin is full of water then subside as the water recedes. Another function of the sculpture is as a barrier to human access that would negatively disturb the mound/basin environments and plant health and survival.

A “**sun**” **mural** to be painted on the north/east wall is a second revelatory art installation to be featured in the garden. The sun is a powerful symbol/spirit that is revered in Native American and eastern oriental cultures. The “sun dance” is the primary celebration of life and thanksgiving in North American Indian spirituality. Kids from the youth and shelter services under the direction of the gifted artist ????, graduate student in Art and Design at Iowa State University, will design and paint the mural.

There will be one entry into the garden located at the southeast corner of the site. An information panel or kiosk near the entry will interpret the rain garden design purpose, benefits, concept, program and plants used. Other information about upcoming rain garden events, class garden study opportunities, and so forth, will be posted.

Program: What will a visitor to the Ames Public Library rain garden experience and learn? The program for the garden has five key learning outcomes.

1. discover that landscapes/gardens are dynamic and change over time,
phenomenology, phenology, primary/secondary succession, disturbance, moisture regime, resource management, stylized nature by design, reconstruction, fire suppression, controlled/prescribed burn, recycle, reuse, restore, etc.
2. appreciate and experience the garden through all five human senses
sight- kaleidoscope of plant/animal colors, shapes, sky/cloud reflections, shadows changing through the day and with the four seasons,
sound- water rushing, gurgling; wind rustling through grasses; frogs croaking; birds singing; children laughing
smell- plants with fragrant flowers, leaves/stems
touch- plants textures, glacial erratic, mud/sand/gravel, water
taste- nectar producing plants that attract butterflies and hummingbirds, plants with edible seeds, stems, roots that attract insects, birds, mammals and children
3. learn about urban wetland systems, their design, function and ability to mitigate flooding and water pollution,
hydrologic cycle, infiltration, watershed, impervious surfaces, filter, percolation, transpiration, recharge, mitigation, pothole prairie, biomass, sediment trap, nitrates, hypoxia, groundwater, base flow, etc.)
4. understand that biological diversity is essential to environmental health and human use and enjoyment,
native/exotic species, invasive species, pioneer species, indicator species, web of life, herbivores, predation, pupae, chrysalis, migration, habitat, habitat fragmentation, species richness, endangered species, etc.
5. appreciate the beauty and be inspired by the urban rain garden as an art form and representation of nature in the city.

Rain Garden Areas/Zones to be Planted

A. Wet Depression Planting

Sweet Flag	<i>Acorus calamus</i>
Lavender Hyssop	<i>Agastache foeniculum</i>
Canada Anemone	<i>Anemone canadensis</i>
Marsh Milkweed	<i>Asclepias incarnata</i>
New England Aster	<i>Aster novae-angliae</i>
Bluejoint Grass	<i>Calamagrostis canadensis</i>
Marsh Marigold	<i>Caltha palustris</i>
Gray's Sedge	<i>Carex grayii</i>
Wild Senna	<i>Cassia hebecarpa</i>
White turtlehead	<i>Chelone glabra</i>
Boneset	<i>Eupatorium perfoliatum</i>
Bottle Gentian	<i>Gentiana andrewsii</i>
Fowl Manna Grass	<i>Glyceria striata</i>
Sneezeweed	<i>Helenium autumnale</i>

Wild Iris	<i>Iris shrevei</i>
Blueflag Iris	<i>Iris versicolor</i>
Rice Cutgrass	<i>Leersia oryzoides</i>
Prairie Blazing Star	<i>Liatris pycnostachya</i>
Cardinal Flower	<i>Lobelia cardinalis</i>
Great Blue Lobelia	<i>Lobelia siphilitica</i>
Monkeyflower	<i>Mimulus ringens</i>
Obedient Plant	<i>Physostegia virginicum</i>
Mountain Mint	<i>Pycnanthemum virginianum</i>
Riddell's Goldenrod	<i>Solidago riddellii</i>
Tall Meadowrue	<i>Thalictrum dasycarpum</i>
Blue Vervain	<i>Verbena hastata</i>
Ironweed	<i>Vernonia fasciculata</i>
Culver's Root	<i>Veronicastrum virginicum</i>
Golden Alexanders	<i>Zizia aurea</i>
Scouring Rush	<i>Equisetum hyemale</i>

B. Wetland Mound Surround: Mid-Height Prairie Planting

Leadplant	<i>Amorpha canescens</i>
Butterfly Weed	<i>Asclepias tuberosa</i>
Sky Blue Aster	<i>Aster azureus</i>
Heath Aster	<i>Aster ericoides</i>
Canada Milk Vetch	<i>Astragalus canadensis</i>
White False Indigo	<i>Baptisia eaucantha</i>
Cream False Indigo	<i>Baptisia leucophaea</i>
Side-oats Grama Grass	<i>Bouteloua curtipendula</i>
Rough Gayfeather	<i>Liatris aspera</i>
Bee Balm	<i>Monarda fistulosa</i>
Bearded Foxglove	<i>Penstemon digitalis</i>
Black-eyed Susan	<i>Rudbeckia hirta</i>
Sweet Black-eyed Susan	<i>Rudbeckia subtomentosa</i>
Brown-eyed Susan	<i>Rudbeckia triloba</i>
Downy Prairie Phlox	<i>Phlox pilosa</i>
Little Bluestem	<i>Schizachyrium scoparium</i>
Rosinweed	<i>Silphium integrifolium</i>
Spiderwort	<i>Tradescantia ohiensis</i>
Pale Purple Coneflower	<i>Echinacea pallida</i>
Purple Prairie Clover	<i>Petalostemon purpureus</i>
White Prairie Clover	<i>Petalostemon candidum</i>
Cream Gentian	<i>Gentiana flavida</i>
Button Blazingstar	<i>Liatris squarrosa</i>
Wild Quinine	<i>Parthenium integrifolium</i>
Rattlesnack Master	<i>Eryngium yuccafolium</i>
Heart-leaved Alexanders	<i>Zizia cordata</i>
Northern Blazingstar	<i>Liatris borealis</i>
Scaley Blazingstar	<i>Liatris punctata</i>
Showy Beard tongue	<i>Penstemon cobaea purpureus</i>
Large-Flowered Beardtongue	<i>Penstemon grandiflora</i>
Pale Beardtongue	<i>Penstemon pallidus</i>
Scurfy Pea	<i>Psoralea tenuifolia</i>

Stiff-leaved Goldenrod	<i>Solidago rigida</i>
Columnbine	<i>Aquilegia canadensis</i>
Prairie Onion	<i>Allium stellatum</i>
Smooth Blue Aster	<i>Aster laevis</i>
Roundheaded Bushclover	<i>Lespedeza capitata</i>
Prairie Dropseed	<i>Sporobolus heterolipis</i>
New Jersey Tea	<i>Ceanothus americanus</i>
Inland Ceanothus	<i>Ceanothus ovatus</i>
Arkansas Rose	<i>Rosa arkansana</i>

C. Street/Alley Visual Screen/Safety Barrier– Tall Prairie Planting

Big Bluestem	<i>Andropogon gerardi</i>
Yellow Indiangrass	<i>Sorghastrum nutans</i>
Compassplant	<i>Silphium laciniatum</i>
Queen of the Prairie	<i>Filipendula rubra</i>
Showy Tickclover	<i>Desmodium canadense</i>
Illinois Tickclover	<i>Desmodium illinoensis</i>

D. Island Group Seating Area – Short Prairie Planting

Buffalo Grass	<i>Bochloe dactiloides</i>
Hairy Grama	<i>Bouteloa hirsuta</i>
Prairie Smoke	<i>Euphorbia triflorum</i>
Prairie Buttercup	<i>Ranunculus rhomboideus</i>
Prairie Violet	<i>Viola pedatifida</i>
Birdsfoot Violet	<i>Viola pedata</i>
Dwarf Blazingstar	<i>Liatris cylindracea</i>
White Shooting Star	<i>Doedecatheon media</i>
Jeweled Shooting Star	<i>Doedecatheon amythinum</i>
Silky Aster	<i>Aster sericeus</i>

* The plant lists above are subject to availability and are a partial listing totaling 82 of the 125 species diversity goal sought.

Strategic Planning Service Responses

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 22, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the following service responses as presented/amended.

The top four service responses would be considered "primary". Primary means that we would prioritize library resources (staff, collections, programs, facility) to fulfill the following service responses:

1. Stimulate Imagination: Reading Viewing, and Listening for Personal Enrichment
2. Satisfy Curiosity: Lifelong Learning
3. Create Young Readers: Emergent Literacy
4. Visit a Comfortable Place: Public and Virtual Spaces

The next four service responses would be considered "support". Support means we will devote library resources that support our mission and coincide with our primary service priorities. These are:

5. Connect to the Online World: Public Internet Access
6. Be Informed Citizens: Local, National, and World Affairs
7. Know How to Find, Evaluate, and Use Information: Information Fluency
8. Make Informed Decisions: Job and Career Development

The final ten service responses would be considered "maintenance". Maintenance means that we maintain these activities either by partnering with other libraries or institutions and/or at a level that does not supersede our service responses listed above.

9. Celebrate Diversity: Cultural Awareness
10. Get Fast Facts: Ready Reference
11. Learn to Read and Write: Adult, Teen, and Family Literacy
12. Explore Our Community: Community Resources and Services
13. Discover Your Heritage: Genealogy and Local History
14. Succeed in School: Homework Help
15. Welcome to the US: Services for New Immigrants
16. Express Creativity: Create and Share Content
17. Make Career Choices: Job and Career Development
18. Build Successful Enterprises: Business and Non-Profit Support.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

National Library Workers Day

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 22, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, recognize the hard work, dedication, and expertise of Ames Public Library staff by designating Tuesday, April 17, 2007, of National Library Week as National Library Workers Day as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Alternative Funding Request

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 22, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve the following alternative funding requests as presented/amended.

- from general donations the bequest from the Glen Buseman estate of \$5456.88 for materials acquisitions
- from RIIF (Rebuild Iowa Infrastructure Fund) \$5,000.00 for building and grounds improvements

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Director's Salary

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 22, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, set the Director's salary for FY2007/2008 at _____.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution for Trustees

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 22, 2007**

Be it resolved that the Ames Public Library Board of Trustees expresses its deepest thanks and sincere appreciation to Gary Botine, Caleb Mathews and Margaret Munson for their committee work and service on the Library Board. The Board recognizes their dedication and devotion to the Library.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Circulation Monthly Stats
February 2007**

COMPARISON	Adult Print	Adult Media	Total Adult Circ	Youth Print	Youth Media	Total Youth Circ	Total Misc	Total Main	Total BKM/Home Del.	Grand Total
Current Month	28,681	35,742	64,423	28,590	14,449	43,039	155	97,699	9,918	107,617
One Year Ago	28,974	33,287	62,261	26,934	12,859	39,793	114	93,425	8,743	102,168
Difference	(293)	2,455	2,162	1,656	1,590	3,246		4,274	1,175	5,449
% Change	-1.0%	7.4%	3.5%	6.1%	12.4%	8.2%		4.6%	13.4%	5.3%
Year to Date										
Current Year	246,545	292,311	538,856	239,517	116,137	355,654	1,329	818,658	77,181	895,839
One Year Ago	248,745	276,502	525,247	226,783	107,750	334,533	852	790,535	70,097	860,632
Difference	(2,200)	15,809	13,609	12,734	8,387	21,121		28,123	7,084	35,207
% Change	-0.9%	5.7%	2.6%	5.6%	7.8%	6.3%		3.6%	10.1%	4.1%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,608	1,592	15,106	22,306	20.7%			84,172	78.2%	
One Year Ago	5,300	1,631	13,939	20,870	20.4%			80,233	78.5%	
Difference	308	(39)	1,167	1,436				3,939		
% Change	5.8%	-2.4%	8.4%	6.9%				4.9%		
Year to Date										
Current Year	43,716	14,127	115,505	173,348	19.4%			710,292	79.3%	
One Year Ago	46,539	14,309	107,918	168,766	19.6%			682,618	79.3%	
Difference	(2,823)	(182)	7,587	4,582				27,674		
% Change	-6.1%	-1.3%	7.0%	2.7%				4.1%		

**Main Stats
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
ADULT FICTION	9,430	8,405	7,215	7,119	6,842	7,246	7,473	6,989	0	0	0	0	60,719
ADULT NON-FICTION	11,230	10,487	10,189	10,619	10,458	9,443	11,340	10,431	0	0	0	0	84,197
ADULT GRAPHIC NOVELS	553	598	410	468	594	517	431	397	0	0	0	0	3,968
ADULT MANGA	1,084	1,285	1,071	745	822	1,061	1,027	798	0	0	0	0	7,893
ADULT ILL ITEMS	46	87	69	65	63	46	74	81	0	0	0	0	531
ADULT PAPERBACKS	553	1,487	938	1,188	740	860	890	800	0	0	0	0	7,456
NEW FICTION	4,759	4,892	4,464	4,415	4,190	3,915	4,159	3,794	0	0	0	0	34,588
NEW NON-FICTION	2,994	2,930	2,688	2,916	2,750	2,672	2,817	2,431	0	0	0	0	22,198
PERIODICALS	805	909	916	985	953	953	1,046	961	0	0	0	0	7,528
TRAVEL BAGS	69	76	38	33	46	50	60	58	0	0	0	0	430
SUBTOTAL (PRINT)	31,523	31,156	27,998	28,553	27,458	26,763	29,317	26,740	0	0	0	0	229,508
NEW MEDIA	283	220	232	179	255	203	193	222	0	0	0	0	1,787
MUSIC CDS	7,588	7,870	7,087	7,286	7,376	8,534	7,781	7,246	0	0	0	0	60,768
AUDIO BOOKS ON CD	3,137	3,378	2,882	3,092	3,049	3,002	3,021	2,537	0	0	0	0	24,098
AUDIO BOOKS ON TAPE	800	740	694	628	601	544	409	368	0	0	0	0	4,784
THEATRICAL VIDEOS	2,376	2,165	2,012	2,151	2,300	2,466	2,590	2,414	0	0	0	0	18,474
NON-THEATRICAL VIDEOS	648	573	577	675	632	507	613	602	0	0	0	0	4,827
THEATRICAL DVDS	17,002	18,519	16,197	15,769	16,671	18,600	19,675	17,680	0	0	0	0	140,113
NON-THEATRICAL DVDS	2,087	2,559	2,319	2,510	2,728	2,717	3,214	2,843	0	0	0	0	20,977
KITS	881	903	802	812	761	695	678	552	0	0	0	0	6,084
SUBTOTAL (MEDIA)	34,802	36,927	32,802	33,102	34,373	37,268	38,174	34,464	0	0	0	0	281,912
ADULT MISC.	105	65	55	106	111	150	122	152	0	0	0	0	866
TOTAL (ADULT)	66,430	68,148	60,855	61,761	61,942	64,181	67,613	61,356	0	0	0	0	512,286
BIG BOOKS	24	37	46	41	32	17	17	23	0	0	0	0	237
BOARD BOOKS	2,205	2,309	1,988	2,444	1,909	1,741	1,855	1,664	0	0	0	0	16,115
EASY	9,141	9,270	9,100	9,162	8,251	6,371	7,371	8,190	0	0	0	0	66,856
EASY TO READ	2,798	2,678	2,341	2,237	2,349	1,617	2,153	2,415	0	0	0	0	18,588
JUVENILE NON FICTION	4,184	4,027	4,412	4,584	4,264	3,812	4,773	4,555	0	0	0	0	34,611
JUVENILE FICTION	6,371	5,731	4,177	4,278	4,652	3,846	3,944	3,847	0	0	0	0	36,846
JUVENILE GRAPHIC NOVELS	466	572	449	363	440	445	537	445	0	0	0	0	3,717
PARENTING COLLECTION	68	75	58	65	69	37	62	50	0	0	0	0	484
JUVENILE LARGE PRINT	79	66	43	52	55	36	39	52	0	0	0	0	422
JUVENILE PERIODICALS	126	240	218	200	242	169	278	255	0	0	0	0	1,728
YOUNG ADULT PRINT	2,976	2,471	1,856	2,115	2,056	2,132	1,922	1,767	0	0	0	0	17,295
COMIC BOOKS	2	29	2	9	0	18	0	34	0	0	0	0	94
YOUNG ADULT GRAPHIC NOVELS	362	304	227	271	296	340	263	226	0	0	0	0	2,289
MANGA	927	996	709	649	683	794	791	628	0	0	0	0	6,177
YOUNG ADULT PERIODICALS	1	3	4	31	79	49	58	17	0	0	0	0	242
YOUTH REFERENCE	33	38	30	0	0	1	7	4	0	0	0	0	113
SUBTOTAL YOUTH (PRINT)	29,763	28,846	25,660	26,501	25,377	21,425	24,070	24,172	0	0	0	0	205,814
YOUTH DVDS	8,645	9,445	7,680	8,082	8,786	8,733	9,756	9,017	0	0	0	0	70,144
YOUTH VIDEOS	2,095	1,921	1,568	1,857	1,766	1,594	1,396	1,403	0	0	0	0	13,600
YOUTH KITS	602	598	451	325	394	305	264	311	0	0	0	0	3,250
YOUTH CDS	1,580	1,766	1,313	1,384	1,451	1,290	1,387	1,155	0	0	0	0	11,326
YOUTH SPECIAL COLLECTION	0	0	0	0	0	1	0	0	0	0	0	0	1
YOUTH STORYTELLING	0	2	1	56	37	9	37	25	0	0	0	0	167
TOYS & PUPPETS	87	60	56	266	304	304	313	260	0	0	0	0	1,650
SUBTOTAL YOUTH (MEDIA)	13,009	13,792	11,069	11,970	12,738	12,236	13,153	12,171	0	0	0	0	100,138
TOTAL YOUTH	42,772	42,638	36,729	38,471	38,115	33,661	37,223	36,343	0	0	0	0	305,952
YOUTH MISC.	163	150	107	0	0	0	0	0	0	0	0	0	420
GRAND TOTAL	109,365	110,936	97,691	100,232	100,057	97,842	104,836	97,699	0	0	0	0	818,658
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	5,458	5,464	4,689	4,995	5,072	4,702	5,133	5,194	0	0	0	0	40,707
GILBERT	1,538	1,406	894	1,204	1,397	1,288	947	816	0	0	0	0	9,490
OPEN ACCESS	13,761	13,874	13,567	14,177	14,394	13,794	15,635	14,902	0	0	0	0	114,104
Total Special Circulation	20,757	20,744	19,150	20,376	20,863	19,784	21,715	20,912	0	0	0	0	164,301
% Special Circulation	18.98%	18.70%	19.60%	20.33%	20.85%	20.22%	20.71%	21.40%					20.07%
AMES	87,061	88,518	77,115	78,493	78,104	76,915	81,191	75,777	0	0	0	0	643,174

**Bookmobile Stats
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
ADULT FICTION	947	713	693	881	697	552	720	642	0	0	0	0	5,845
ADULT NON-FICTION	456	297	494	548	509	382	413	435	0	0	0	0	3,534
ADULT GRAPHIC NOVELS	5	1	9	6	5	0	5	4	0	0	0	0	35
ADULT MANGA	11	4	11	14	18	7	2	0	0	0	0	0	67
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	455	401	433	440	410	407	392	409	0	0	0	0	3,347
LITERARY PERKS	0	0	0	0	0	0	0	0	0	0	0	0	-
NEW FICTION	223	171	197	290	224	124	247	160	0	0	0	0	1,636
NEW NON-FICTION	248	171	233	329	330	200	296	225	0	0	0	0	2,032
PERIODICALS	67	47	76	73	79	62	67	65	0	0	0	0	536
TRAVEL BAGS	1	0	0	0	1	1	1	1	0	0	0	0	5
SUBTOTAL (PRINT)	2,413	1,805	2,146	2,581	2,273	1,735	2,143	1,941	0	0	0	0	17,037
NEW MEDIA	4	2	3	4	2	4	3	0	0	0	0	0	22
MUSIC CDS	114	47	124	163	134	167	111	81	0	0	0	0	941
AUDIO BOOKS ON CD	105	61	83	105	64	48	74	75	0	0	0	0	615
AUDIO BOOKS ON TAPE	72	68	52	40	47	47	51	64	0	0	0	0	441
THEATRICAL VIDEOS	218	115	155	212	164	103	157	128	0	0	0	0	1,252
NON-THEATRICAL VIDEOS	22	20	21	21	42	5	20	17	0	0	0	0	168
THEATRICAL DVDS	773	318	964	1,012	917	652	730	770	0	0	0	0	6,136
NON-THEATRICAL DVDS	57	29	115	87	67	24	76	96	0	0	0	0	551
KITS	35	26	38	24	23	38	42	47	0	0	0	0	273
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL (MEDIA)	1,400	686	1,555	1,668	1,460	1,088	1,264	1,278	0	0	0	0	10,399
ADULT MISC.	5	6	6	6	6	0	11	3	0	0	0	0	43
TOTAL (ADULT)	3,818	2,497	3,707	4,255	3,739	2,823	3,418	3,222	0	0	0	0	27,479
BIG BOOKS	0	3	11	19	18	10	25	24	0	0	0	0	110
BOARD BOOKS	758	335	703	890	729	523	689	730	0	0	0	0	5,357
EASY	940	523	985	1,182	1,159	883	1,165	1,117	0	0	0	0	7,954
EASY TO READ	608	261	604	644	492	330	538	434	0	0	0	0	3,911
JUVENILE NON FICTION	926	411	899	1,067	856	702	892	885	0	0	0	0	6,638
JUVENILE FICTION	944	328	800	1,056	910	740	825	835	0	0	0	0	6,438
JUVENILE GRAPHIC NOVELS	120	35	147	171	144	85	112	126	0	0	0	0	940
PARENTING COLLECTION	3	0	1	14	5	3	4	5	0	0	0	0	35
JUVENILE LARGE PRINT	3	1	2	2	3	1	2	1	0	0	0	0	15
JUVENILE PERIODICALS	2	0	0	2	2	0	0	0	0	0	0	0	6
YOUNG ADULT PRINT	189	84	173	221	223	145	167	178	0	0	0	0	1,380
COMIC BOOKS	4	0	4	12	26	2	2	14	0	0	0	0	64
YOUNG ADULT GRAPHIC NOVELS	13	9	27	32	20	9	9	13	0	0	0	0	132
MANGA	33	15	45	26	46	28	29	11	0	0	0	0	233
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
JUVENILE PAPERBACKS	73	46	61	126	48	53	38	45	0	0	0	0	490
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL YOUTH (PRINT)	4,616	2,051	4,462	5,464	4,681	3,514	4,497	4,418	0	0	0	0	33,703
YOUTH DVDS	1,149	452	1,642	1,848	1,634	1,142	1,422	1,507	0	0	0	0	10,796
YOUTH VIDEOS	492	119	506	497	372	280	299	359	0	0	0	0	2,924
YOUTH KITS	26	11	18	51	46	51	55	72	0	0	0	0	330
YOUTH CDS	128	54	105	149	150	175	189	227	0	0	0	0	1,177
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	4	4	2	2	3	3	7	17	0	0	0	0	42
TOYS & PUPPETS	62	84	112	134	97	76	69	96	0	0	0	0	730
SUBTOTAL YOUTH (MEDIA)	1,861	724	2,385	2,681	2,302	1,727	2,041	2,278	0	0	0	0	15,999
TOTAL YOUTH	6,477	2,775	6,847	8,145	6,983	5,241	6,538	6,696	0	0	0	0	49,702
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
GRAND TOTAL	10,295	5,272	10,554	12,400	10,722	8,064	9,956	9,918	0	0	0	0	77,181
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	310	173	421	500	455	244	492	414	0	0	0	0	3,009
GILBERT	587	199	616	727	731	320	681	776	0	0	0	0	4,637
OPEN ACCESS	182	69	233	266	228	83	136	204	0	0	0	0	1,401
Total Special Circulation	1,079	441	1,270	1,493	1,414	647	1,309	1,394	0	0	0	0	9,047
% Special Circulation	10.48%	8.36%	12.03%	12.04%	13.19%	8.02%	13.15%	14.06%					11.72%
AMES	9,036	4,765	9,198	10,788	9,127	7,350	8,459	8,395	0	0	0	0	67,118

**Miscellaneous Stats
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
HOME DELIVERY													
# of Patrons	58	58	59	59	59	56	55	55					459
Centers	23	23	23	23	23	21	20	20					176
Individual Deliveries Made	36	37	41	44	30	44	34	37					303
Additional Individuals serv.	13	8	6	4	7	6	9	8					61
GATE COUNT	43,793	43,069	37,470	39,057	33,152	34,192	37,802	33,616					302,151
PUBLIC COMPUTERS													
Number of Uses								3,566					
Average Session (minutes)								40					
HOLDS													
Main	9,511	10,114	8,740	11,313	10,518	8,904	9,819	9,363					78,282
BKM/Hm Delivery	802	293	925	1,586	1,390	572	800	879					7,247
Total Holds	10,313	10,407	9,665	12,899	11,908	9,476	10,619	10,242					85,529
INTERLIBRARY LOANS													
Requested	69	90	74	82	56	51	110	70					602
Received	52	84	62	70	63	45	83	78					537
Loaned	266	315	345	361	321	261	366	328					2,563
MEETING ROOM USAGE													
Number of Room Uses	202	123	181	189	188	146	233	200					1,462
People	4,257	1,987	3,683	4,349	3,823	2,746	3,568	2,987					27,400
PROGRAMS													
Adult	33	16	36	29	25	13	29	27					208
Children & Family	126	14	75	90	91	74	99	80					649
Outreach	32	2	2	1	3	1	2	1					44
Teen	10	8	3	4	2	3	4	2					36
Project Smyles	12	24	28	28	38	39	41	44					254
Total Programs	213	64	144	152	159	130	175	154					1,191
PROGRAM ATTENDANCE													
Adult	1,031	436	1,760	1,805	424	332	566	595					6,949
Children & Family	3,169	431	1,664	1,971	1,877	1,336	1,969	1,389					13,806
Outreach	503	115	181	11	35	8	18	6					877
Teen	221	198	129	50	27	93	31	64					813
Project Smyles	180	315	376	370	418	433	531	565					3,188
Total Attendance	5,104	1,495	4,110	4,207	2,781	2,202	3,115	2,619					25,633
Webref	120	124	123	100	137	75	165	143					987
PAC Usage													
PAC	98,084	96,859	95,779	100,315	101,072	89,170	110,833	100,268					792,380
Community Organizations & Ames Tribune	605	589	575	603	668	510	507	483					4,540
Total	98,689	97,448	96,354	100,918	101,740	89,680	111,340	100,751					796,920

Monthly Stats For Subscription Databases FY06/07

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	96	83	64	55	26	78	93	73					568
Business Remote	67	120	67	25	2	50	46	24					401
Business Total	163	203	131	80	28	128	139	97	0	0	0	0	969
Residential In-House	72	52	51	58	21	98	69	63					484
Residential Remote	90	32	38	60	23	70	62	28					403
Residential Total	162	84	89	118	44	168	131	91	0	0	0	0	887
Grand Total	325	287	220	198	72	296	270	188	0	0	0	0	1856
Des Moines Register													
In-House	31	2	25	11	1	16	29	4					119
Remote	43	26	33	19	32	34	17	6					210
Total	74	28	58	30	33	50	46	10	0	0	0	0	329
New York Times													
In-House	3	2	12	3	2	4	10	2					38
Remote	119	154	121	184	129	89	203	184					1183
Total	122	156	133	187	131	93	213	186	0	0	0	0	1221
Access World News													
In-House	1	14	14	10	14	6	5	9					73
Remote	4	0	72	104	51	44	43	17					335
Total	5	14	86	114	65	50	48	26	0	0	0	0	408
EBSCOhost													
In-House	174	149	741	578	189	140	1142	447					3560
Remote	579	170	789	909	1190	445	1660	1125					6867
Total	753	319	1530	1487	1379	585	2802	1572	0	0	0	0	10427
Novelist													
In-House	641	581	320	205	366	181	169	436					2899
Remote	53	16	153	36	41	0	1	16					316
Total	694	597	473	241	407	181	170	452	0	0	0	0	3215
Chilton Online													
In-House	8	9	5	9	8	8	6	7					60
Remote	94	104	75	119	91	141	110	107					841
Total	102	113	80	128	99	149	116	114	0	0	0	0	901
Heritage Quest													
In-House + Remote	4811	3271	5226	3811	3982	4154	4063	5542					34860
GRAND TOTAL	6833	4769	7653	6160	6127	5558	7727	8074	0	0	0	0	52901
YEAR TO DATE	52901												
Bookletters (Pageviews)	3371	3803	3338	3197	2393	2384	3332	2583					24401