

Agenda
Ames Public Library Board of Trustees
January 20, 2005 - 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.

Financial Reports

- Claims - Action Item
- Donations - Action Item
- Budget and Finance Committee Report – Botine, Ferree

Administrative Staff Reports

- Director's Report
- Assistant Director's Report
- Department Coordinators' Reports

Friends of the Ames Public Library Report – Kavanagh, Jennings, Hayslett

Ames Public Library Foundation Report – Munson, Ross, Millsap

Policy Review

- Current: Unattended Child (Tabled from December); Employee Recognition – Action Items
- Next Month: Confidentiality

Unfinished Business

- Strategic Planning Report– Millsap, Management Team
- Legislative Report – Hayslett
- Director Evaluation Committee Report – Munson

New Business

- Director's General Job Duties Policy – Action Item
- Director Evaluation Policy – Action Item
- Bookmobile Improvements Request – Action Item
- Change Date of October Board Meeting to 10/13/05 – Action Item
- Staff Recognition at Staff Day – Discussion
- New Trustee Appointment - Discussion
- Meeting with City Council – Discussion
- Review of Board President's Goals - Discussion

Trustee Comments

Adjournment

Next Regular Meeting: Thursday, February 17, 2005, 7 p.m.

Ames Public Library

Board of Trustees

**Meeting Minutes
December 16, 2004**

The Ames Public Library Board of Trustees met in regular session on Thursday, December 16, 2004, at 7:00 p.m. in the Library boardroom with Cameron, Ross, Gloggner, Munson, Ferree, Jennings, and Library Director Gina Millsap in attendance. Kavanagh and Botine were absent.

Call to Order: The meeting was called to order by President Cameron at 7:03 p.m.

Adoption of Agenda: Ross moved and Gloggner seconded the motion to adopt the agenda. The motion passed unanimously.

Approval of Minutes: The minutes from the November 18, 2004, meeting were approved as presented.

Public Forum: None

Claims: Jennings moved and Gloggner seconded a motion to approve the claims. The claims were unanimously approved.

Donations: The following donations were presented for acceptance:

- From Ames Interfaith Council..... \$100.00
- From Robert A. and Judith C. Rudman
to be used for juvenile equipment or materials..... \$200.00
- From Dan L. Volz and Sherri Little in memory of Bill Ellett..... \$34.00
- From Jane C. Beeman
in honor of her mother, Mary Jane Pearson for Christmas \$50.00

Ferree moved and Gloggner seconded a motion to accept the donations. The motion passed unanimously.

Budget and Finance Committee Report: Ferree presented a new YTD expense summary format to the Board of Trustees for consideration. The Board requested that both the YTD expense summary report along with the monthly expense summary report be included in each Board packet.

Director's Report: Millsap informed the Board that the interview team did not find a suitable candidate to fill the Youth Services Specialist position; therefore the search has been extended. The education and experience requirements were changed to require a Masters degree in library science or equivalent combination of education and experience. Discussion involved the necessity of requiring a Bachelor's degree.

Millsap reported that the presentation of the FY04-05 budget amendments and FY2005-2006 budget request to the City's finance department went well. She will present the Library's budget to the City Council in February 2005.

Assistant Director's Report: Hayslett stated that the Frankenstein exhibit had arrived and would be set up in the Library Atrium from December 22 through February 18.

Department Coordinators:

Community Relations Specialist: Duggan had nothing to add to her report.

Youth Services: Elbert had nothing to add to her report. Cameron stated that there was a nice turnout for Elbert's retirement reception.

Circulation/Outreach Services: Carey reported that children's author and illustrator Nancy Carlson will give a presentation on January 10, 2005. Singer, songwriter, and library employee Bejae Fleming has received an Iowa Arts Council Grant to partner with libraries. She will be presenting a program on songwriting in the future.

Jennings asked Carey to explain the procedure for notifying patrons for holds. Carey explained that e-mail is the preferred method of hold notification. She also explained that holds can be managed by suspending the item. Since approximately 25% of holds are not picked up, Millsap has asked circulation to determine if customers who routinely do not pick up holds should be assessed a fine.

Friends' Report: Hayslett reported that the main focus of the meeting was approving funds for the new CD repair/cleaner equipment.

Foundation Report: Millsap said that total donations for the 2004 annual campaign are over \$46,000, surpassing the 2003 annual campaign. Along with Foundation directors Ross and Lonergan, she will be working on the recruitment of a new development director. Millsap also asked for recommendations of new Foundation directors. The next meeting is January 11, 2005, and the annual meeting is a joint meeting with the Friends' group on February 7, 2005.

Policy Review:

Conduct in the Library Policy: Jennings moved and Munson seconded a motion to approve the Conduct in the Library Policy. Millsap stated that the policy was changed to have more consistent language throughout and to clarify that the bookmobile is part of the Library premises. Jennings suggested personal electronic devices should include cell phones. Millsap said that the consequences section was changed to give the staff more leeway to exercise judgment. Jennings moved to change the 9th bullet under Misconduct may include, but is not limited to the following:, to read, "Using personal electronic devices including cell phones, either with or without earphones, at an unreasonable level." The motion passed unanimously.

Unattended Children/Disruptive Behavior Policy: Jennings moved and Gloggner seconded the motion to approve the Unattended Children/Disruptive Behavior Policy. Discussion focused on the first two bulleted statements and the need for clarification of the phrases, "under the direct supervision of a parent" vs. "must be attended by a parent." Millsap said that the policy can be taken back to staff for clarification. Jennings moved and Munson seconded the motion the table the Unattended Children/Disruptive Behavior Policy. The motion passed unanimously.

Unfinished Business:

Strategic Planning Report: Millsap reported on the current status of the 2004-2005 Organizational Priorities. Highlights include:

- Plans of Service are due January 31st, where they will be evaluated by the management team.
- The Web Reporter program has been ordered to assist staff with collection management.

- The management team will be comparing the City's personnel policy to the Library's personnel policy and coming to the Board with a revised policy by June 30.
- As technology management has expanded and become more complex, Millsap will be working the City of Ames Human Resources Dept. to determine if it is appropriate to upgrade Harris' position
- The target date for the new Teen Space is Memorial Day weekend.
- The Public Services group is looking into the possibility of becoming a passport acceptance agency.
- Development of Library Policy training for hourly staff will be completed by August 2005.
- The volunteer coordinator and circulation supervisor positions will be submitted to the City's Human Resources department for assignment of pay grades.

Legislative Report: Hayslett reported that Pat Coffey is heading the Iowa Library Association's Governmental Affairs committee. The planning agenda has been set and the legislative agenda has been printed.

Director Evaluation Committee Report: Gloggner reported that the committee met several times and held additional meetings with staff and the director. Their tentative proposal includes:

- The Director Evaluation Committee is appointed in December each year.
- The committee will consist of three trustees, one of whom is a member of the executive committee, along with one trustee who served on the Director Evaluation committee the previous year.
- The 360 degree evaluation will continue.
 - A condensed survey will be sent to all staff and external constituents.
 - The city manager, Board of Trustees and direct reports will fill out a more comprehensive survey.
- Timeframe
 - All tools will be sent out in January each year.
 - There will be a two-week period to return the surveys to the home of a Board member.
 - The Director Evaluation Committee will compile the results and give a narrative summary to the director at the March meeting.
 - Approximately six months later, the Executive Committee will hold interviews with focus groups at an off-site location. Those interviews will focus on the director's development plan. Information gleaned from these meetings will be shared with the director in October.
 - Quarterly review meetings will be held with the Director.
- Compensation will be based on the following:
 - Performance
 - Market competitiveness
 - Internal equity which will be determined in part by looking at the mean and median raises of the City's department heads for the previous year

Millsap asked what would be required this year. Jennings stated that Millsap would need to turn in her self evaluation before the January meeting and names of eight external reviewers will be needed by early February. Munson stated that the new Director Evaluation policy will be brought before the Board in January.

FY04-05 Capital Improvement Plan – Action Item: Jennings moved and Gloggner seconded a motion to approve the FY04-05 Capital Improvement Plan. Millsap stated this formalizes the Board of Trustees' request to the City Council to approve the purchase, demolition, environmental studies, abatement and cleanup, and landscaping of the property at 215 Fifth Street, Ames, Iowa. The motion passed unanimously.

CD Collections Report – Dermont: The Library’s virtual services specialist, Scott Dermont, presented a report on the media budget and collection breakdown for FY04/05. He said that increased circulation for these items necessitated reduction of hold times from seven days to five days. For every ten holds on an item, he buys another copy; however, this has become more difficult with budget cuts. He hopes to double the size of the audio book collection in the near future, as this is a very popular part of the collection.

New Business:

City of Ames Resident Satisfaction Survey - Discussion: Cameron presented the 2004 City of Ames Resident Satisfaction Survey. On page four, 25% of the respondents say more money should be spent on Library services. Page five illustrates the “spend more” trends from 2001-2004, which has ranged from 29% in 2001, 19% in 2002, 20% in 2003, and 25% in 2004. Fifty-nine percent of the respondents say that say that Library expansion/renovation is very or somewhat important (page 7). Page eight illustrates trends in capital improvement priorities ranging from 57% in 2002, 58% in 2003, and 59% in 2004 of residents who feel that Library expansion/renovation is very or somewhat important. Page 22, table 24, illustrates users’ satisfaction with Library features. Cameron pointed out that 55% of the respondents were very satisfied with the bookmobile. Nearly three fourths of the respondents this year are very satisfied overall with the Library, which is up by 9% over last year and is the highest rating over the six year period.

Appointment of Director Evaluation Committee for 2004-2005: Cameron appointed Gloggner, Munson and Jennings to serve on the 2004-2005 Director Evaluation Committee. She thanked them for agreeing to serve.

Suspend Current Director Evaluation Policy for 2004-2005 – Action Item: Ross moved and Jennings seconded the motion to suspend the current Director Evaluation Policy for 2004-2005. The motion passed unanimously.

Change Date of March 2005 Board Meeting – Action Item: Gloggner moved and Jennings seconded the motion to change the date of the March 2005 Board meeting to March 24, 2005. The motion passed unanimously.

Trustee Comments:

Gloggner reported that he attended Young Professionals of Ames meeting where information was presented about serving on City boards and commissions, including the Library’s Board of Trustees.

Jennings wished all a happy holiday. She stated that she would not be able to attend the February Board meeting.

Munson thanked those who contributed to the Director Evaluation Committee meetings.

Cameron thanked the Director Evaluation Committee for their hard work. She stated that she would not be able to attend the February Board meeting.

Adjournment

Jennings moved and Munson seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 9:20 p.m.

Claims Listing
12/8/2004-1/14/2005

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 45,185.46
PAYROLL SUMMARY	IPERS DISABILITY	\$ 169.59
PAYROLL SUMMARY	LIFE INSURANCE	\$ 69.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,342.42
PAYROLL SUMMARY	MEDICARE FICA	\$ 638.52
PAYROLL SUMMARY	FICA	\$ 2,730.00
PAYROLL SUMMARY	IPERS	\$ 2,598.18
PAYROLL SUMMARY	WORKERS COMP	\$ 88.05
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 44.04
DEC04 INFO SVCS CHARGES	CITY DATA SERV	\$ 319.59
NOV04 INFO SVCS CHARGES	CITY DATA SERV	\$ 319.59
11/04 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 278.08
RECLASS YTD EXPENSES	PRINTING/GRAPHICS	\$ 240.66
NOV04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 340.90
JANUARY INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,526.00
DEC04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 323.47
JAN05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 323.47
NOV04 INTERNAL LONG DIST	LONG DISTANCE	\$ 14.09
DEC04 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 41.00
NOV04 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 128.45
DEC04 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 105.00
NOV04 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 105.00
DEC04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 1,337.94
MOVIE LICENSING USA	OUTSIDE PROF SERV	\$ 1,200.00
UPS	POSTAGE/FREIGHT	\$ 14.97
RESERVE ACCOUNT	POSTAGE/FREIGHT	\$ 1,400.00
BANK OF AMERICA	TRAINING	\$ 25.00
BANK OF AMERICA	CONFERENCES	\$ 131.00
QWEST DEX MEDIA EAST	ADVERTISING	\$ 135.60
CITY OF AMES UTILITIES	ELECTRICITY	\$ 2,465.06
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 75.88
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
MCLEOD USA	TELEPHONE OUTSIDE	\$ 252.59
CITY OF AMES UTILITIES	WATER/SEWER	\$ 235.24
CORBIN SANITATION	WASTE DISPOSAL	\$ 169.00
ALLIANT UTILITIES	NATURAL GAS	\$ 1,034.17
CENT STATES ROOFING	STRUCTURAL REPAIR	\$ 51.10
DRAINTECH	STRUCTURAL REPAIR	\$ 84.50
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 293.66
IA FIRE EQUIPMENT CO	FIXED EQUIPMENT REPAIR	\$ 494.69
RIEMAN MUSIC	FIXED EQUIPMENT REPAIR	\$ 19.42
MCLEOD USA	COMPUTER MAINT	\$ 570.13
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
PITNEY BOWES	RENTALS AND LEASES	\$ 792.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 501.88
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
PMT FOR PHOTO COPIES	NON-CITY SERVICE	\$ (21.54)
ACCURATE MECHANICAL CO IN	NON-CITY SERVICE	\$ 3,090.00
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 11.88
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
CH ISSUES	OFFICE SUPPLIES	\$ 65.80

Claims Listing
12/8/2004-1/14/2005

Vendor	Category	Amount
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 7.48
QUILL CORP	OFFICE SUPPLIES	\$ 88.87
3M QCF1602	OFFICE SUPPLIES	\$ 458.84
BLOCK AND COMPANY INC	OFFICE SUPPLIES	\$ 17.38
BANK OF AMERICA	OFFICE SUPPLIES	\$ 345.52
SHOPPER INC	OFFICE SUPPLIES	\$ 11.50
REGIONAL SUPPLY CENTER IN	OFFICE SUPPLIES	\$ 527.48
HIGHSMITH INC	MINOR OFFICE EQUIPMENT	\$ 225.00
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 63.64
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 817.12
AMES LOCK & SECURITY	EQUIPMENT PARTS/SUPPLIES	\$ 1.99
CARVER ACE HARDWARE	EQUIPMENT PARTS/SUPPLIES	\$ 7.45
FAREWAY STORES INC	FOOD & FEED	\$ 82.07
BANK OF AMERICA	FOOD & FEED	\$ 41.00
HOLUB GREENHOUSE	SPECIAL PROJECT SUPPLIES	\$ 73.40
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 54.60
DRUG TOWN	SPECIAL PROJECT SUPPLIES	\$ 14.95
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 132.24
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 943.59
ALEXANDER, JIM	FUEL FOR VEHICLES/EQUIP	\$ 2.95
	Library Administration	\$81,444.62
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 17,332.35
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,173.56
PAYROLL SUMMARY	IPERS DISABILITY	\$ 77.99
PAYROLL SUMMARY	LIFE INSURANCE	\$ 25.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,124.22
PAYROLL SUMMARY	MEDICARE FICA	\$ 266.32
PAYROLL SUMMARY	FICA	\$ 1,138.67
IPERS REFUND/M ZAMANIAN	IPERS	\$ 1,030.53
PAYROLL SUMMARY	WORKERS COMP	\$ 50.47
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 5.37
DEC04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
JAN05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
NOV04 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.51
DEC04 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 245.10
NOV04 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 176.51
DEC04 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,643.00
NOV04 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,643.00
HOP, ROGER	TRAINING	\$ 20.00
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 161.38
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 16.42
	Outreach Services	\$26,317.01
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$20,888.91
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 3.19
PAYROLL SUMMARY	IPERS DISABILITY	\$ 94.00
PAYROLL SUMMARY	LIFE INSURANCE	\$ 31.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,352.85
PAYROLL SUMMARY	MEDICARE FICA	\$ 285.27
PAYROLL SUMMARY	FICA	\$ 1,219.66
PAYROLL SUMMARY	IPERS	\$ 1,201.26
PAYROLL SUMMARY	WORKERS COMP	\$ 16.72

Claims Listing
12/8/2004-1/14/2005

Vendor	Category	Amount
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 32.79
NOV04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 5.80
DEC04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
JAN05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
NOV04 INTERNAL LONG DIST	LONG DISTANCE	\$ 7.29
DEMCO INC	OFFICE SUPPLIES	\$ 1,230.18
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 292.23
GAYLORD BROTHERS	OFFICE SUPPLIES	\$ 12.85
HERITAGE MICROFILM INC	PERIODICALS	\$ 77.25
BANK OF AMERICA	PERIODICALS	\$ 35.00
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 7,098.60
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 66.47
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 561.34
MEREDITH BOOK GROUP	ADULT COLLECTIONS	\$ 9.98
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 393.42
AMAZON.COM CREDIT	ADULT COLLECTIONS	\$ 47.40
BANK OF AMERICA	ADULT COLLECTIONS	\$ 455.79
TRUNK SHOP	ADULT COLLECTIONS	\$ 28.99
	Technical Services	\$ 37,726.48
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,014.02
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,467.02
PAYROLL SUMMARY	VACATION	\$ 8,574.50
PAYROLL SUMMARY	IPERS DISABILITY	\$ 92.74
PAYROLL SUMMARY	LIFE INSURANCE	\$ 29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 437.64
PAYROLL SUMMARY	MEDICARE FICA	\$ 359.89
PAYROLL SUMMARY	FICA	\$ 1,538.81
PAYROLL SUMMARY	IPERS	\$ 940.28
PAYROLL SUMMARY	WORKERS COMP	\$ 35.43
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 9.03
RECLASS YTD EXPENSES	PRINTING/GRAPHICS	\$ (240.66)
NOV04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 103.00
DEC04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
JAN05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
NOV04 INTERNAL LONG DIST	LONG DISTANCE	\$ 0.34
BANK OF AMERICA	RECRUITING COSTS	\$ 491.13
AMES BEST PIES	RECRUITING COSTS	\$ 62.00
LEONARD, KATHY	RECRUITING COSTS	\$ 18.72
BAKER & TAYLOR INC	JUVENILE	\$ 786.12
BOOKS ON TAPE	JUVENILE	\$ 246.40
BOUND TO STAY BOUND INC	JUVENILE	\$ 73.88
MARSHALL CAVENDISH	JUVENILE	\$ 149.94
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 105.52
THOMSON GALE GROUP	JUVENILE	\$ 124.82
BANK OF AMERICA	JUVENILE	\$ 210.89
BWI	JUVENILE	\$ 29.33
RED BALLOON BOOKSHOP	JUVENILE	\$ 135.83
	Youth Services	\$ 31,073.79
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 34,167.27
PAYROLL SUMMARY	IPERS DISABILITY	\$ 153.76
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.04

Claims Listing
12/8/2004-1/14/2005

Vendor	Category	Amount
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,653.22
PAYROLL SUMMARY	MEDICARE FICA	\$ 494.94
PAYROLL SUMMARY	FICA	\$ 2,116.20
PAYROLL SUMMARY	IPERS	\$ 1,964.64
PAYROLL SUMMARY	WORKERS COMP	\$ 27.36
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 1.32
DEC04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 369.68
JAN05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 369.68
NOV04 INTERNAL LONG DIST	LONG DISTANCE	\$ 8.36
VELOCITY EXPRESS 152	POSTAGE/FREIGHT	\$ 210.68
AMER LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 495.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 14.25
BAKER & TAYLOR INC	ADULT REFERENCE	\$ 214.50
BOWKER LLC	ADULT REFERENCE	\$ 819.77
CCH INC	ADULT REFERENCE	\$ 65.50
CONGRESSIONAL QUARTERLY I	ADULT REFERENCE	\$ 49.45
EBSCO SUBSCRIPTION SERVIC	ADULT REFERENCE	\$ 37.84
NATL SAFETY COUNCIL	ADULT REFERENCE	\$ 53.69
NNDC NDC	ADULT REFERENCE	\$ 86.00
OMNIGRAPHICS INC	ADULT REFERENCE	\$ 149.26
STANDARD & POORS	ADULT REFERENCE	\$ 298.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 58.57
QWEST DEX MEDIA EAST	ADULT REFERENCE	\$ 179.03
THOMSON GALE GROUP	ADULT REFERENCE	\$ 935.75
	Information Services	\$ 47,043.76
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 27,159.86
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 13,374.53
PAYROLL SUMMARY	SICK LEAVE	\$ 1,953.65
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.36
PAYROLL SUMMARY	LIFE INSURANCE	\$ 50.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,793.98
PAYROLL SUMMARY	MEDICARE FICA	\$ 600.78
PAYROLL SUMMARY	FICA	\$ 2,568.53
PAYROLL SUMMARY	IPERS	\$ 2,228.72
PAYROLL SUMMARY	WORKERS COMP	\$ 246.04
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 40.44
DEC04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
JAN05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
NOV04 INTERNAL LONG DIST	LONG DISTANCE	\$ 18.03
DEC04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 355.20
DONNELL, VALERIE	TRAVEL/MEETINGS	\$ 21.58
	Circulation Services	\$ 51,977.59
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 12,834.90
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 3,629.02
PAYROLL SUMMARY	IPERS DISABILITY	\$ 57.76
PAYROLL SUMMARY	LIFE INSURANCE	\$ 23.70
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,131.35
PAYROLL SUMMARY	MEDICARE FICA	\$ 216.36
PAYROLL SUMMARY	FICA	\$ 925.19
PAYROLL SUMMARY	IPERS	\$ 946.66
PAYROLL SUMMARY	WORKERS COMP	\$ 72.69

Claims Listing
12/8/2004-1/14/2005

Vendor	Category	Amount
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 58.98
DEC04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
JAN05 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
NOV04 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.60
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 224.34
BOOKS ON TAPE	AUDIO-VISUAL	\$ 216.80
DAVIDSON TITLES INC	AUDIO-VISUAL	\$ 24.95
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 3,461.84
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 70.34
AMAZON.COM CREDIT	AUDIO-VISUAL	\$ 42.95
MIDWEST TAPE	AUDIO-VISUAL	\$ 1,647.66
DIVERSE MEDIA INC	AUDIO-VISUAL	\$ 34.86
BANK OF AMERICA	AUDIO-VISUAL	\$ 1,205.35
MICROMARKETING LLC	AUDIO-VISUAL	\$ 233.08
	Media Services	\$ 28,245.22
Mary Cameron, President	Margaret Munson, Secretary	Date:

Gifts

BOARD OF TRUSTEES AMES PUBLIC LIBRARY

January 20, 2005

Be it resolved that the Board of Trustees, Ames Public Library, accept the following gifts:

From the Iowa State University Russian Speaking Student Association 2 films

From Travis Jergens

Skippyjon Jones by Judith Byron Schachner, Judy Schachner

From Maribeth Henney for RJ

100 Most Popular Children's Authors: Biographical Sketches and Bibliographies

From Bonnie S. Beer, M.D.

in honor of Carol Elbert \$100.00

From Bonnie S. Beer, M.D.

in honor of Thomas, Isiah and Joseph McBride \$100.00

Given in memory of Mary E. Clark from her book club 2 books

From Lane E. and Amy Turner

for various needs of the Youth Services Department \$1500.00

From Mary Whiting \$2000.00

From Phyllis K. Williams

for the purchase of CDs..... \$100.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXPENSE REPORT SUMMARY FY 2004/2005																
December 31, 2004																
6 Months =50%																
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																
Salaries	1,423,993	120,062	116,165	120,527	119,280	119,957	116,929							712,920	711,073	50.1%
Temporary Salaries	178,296	10,082	19,180	15,677	13,877	14,743	12,982							86,541	91,755	3
Longevity	7,381					3,198								3,198	4,183	43.3%
Adjustment	0			(3,146)	(1,138)									(4,284)	4,284	
Vacation			274				8,575							8,849	(8,849)	
Total Personal Svcs	1,609,670	130,144	135,619	133,058	132,019	137,898	138,486	0	0	0	0	0	0	807,224	802,446	50.1%
EMPLOYEE BENEFITS																
Temp Salaries Benefits	24,284													0	24,284	0.0%
IPERS Disability	8,523	735	722	728	728	735	747							4,395	4,128	51.6%
Life Insurance	3,385	282	271	277	283	281	282							1,676	1,709	49.5%
Health Insurance	195,614	13,742	13,469	13,742	13,743	13,743	13,356							81,795	113,819	41.8%
FICA Medicare	20,108	1,835	1,916	1,925	1,881	1,947	1,955							11,459	8,649	57.0%
FICA	85,984	7,844	8,196	8,223	8,040	8,326	8,363							48,992	36,992	57.0%
IPERS	82,305	8,028	7,452	7,311	7,633	7,911	7,400							45,735	36,570	55.6%
Workers Comp	3,126	465	421	384	364	373	358							2,365	761	75.7%
Flex Administration	1,569	129	122	122	122	121	128							744	825	47.4%
Total Employee Ben	424,898	33,060	32,569	32,712	32,794	33,437	32,589	0	0	0	0	0	0	197,161	227,737	46.4%
INTERNAL SERVICES																
City Data Services	3,983		332	332	332	331	320							1,647	2,336	41.4%
City Messenger	2,730			293	130	210	278							911	1,819	33.4%
Printing	4,200		238	331	2,116	38	449							3,172	1,028	75.5%
Insurance & Bonds	20,650			4,578	1,526	1,526	1,526							9,156	11,494	44.3%
Phone Operation/Maint	16,633	1,386	1,387	1,387	1,385	1,385	1,389							8,319	8,314	50.0%
Long Distance	500		43	44	38	57	51							233	267	46.6%
Fleet Operating/Maint	3,832		222	783	353	692	305							2,355	1,477	61.5%
Fleet Replacement	20,976		1,748	1,748	1,748	1,748	1,748							8,740	12,236	41.7%
Computer Replacement	13,305		2,908	1,453	1,361	1,362	1,693							8,777	4,528	66.0%
Total Internal Svcs	86,809	1,386	6,878	10,949	8,989	7,349	7,759	0	0	0	0	0	0	43,310	43,499	49.9%
CONTRACTUAL																
Outside Prof Services	28,200			20,000			1,340							21,340	6,860	75.7%
Postage/Freight	13,500	192	206	196	3,043	199	1,696							5,532	7,968	41.0%
Travel/Meetings	1,400	119		162	374	22								677	723	48.4%
Training	5,900	82	26	29	37	837	25							1,036	4,864	17.6%
Conferences	17,000	285	419	567	2,257	3,897	131							7,556	9,444	44.4%
Dues & Memberships	4,990	310	650	242	155	35	495							1,887	3,103	37.8%
Printing	5,100													0	5,100	0.0%
Advertising	3,000		414	440		135	786							1,775	1,225	59.2%
Recruiting Costs		261	595	1,125	912	2,444	(78)							5,259	(5,259)	
Insurance	1,444													0	1,444	0.0%
Electricity	39,700		4,490	4,436	4,173	3,496	2,602							19,197	20,503	48.4%
Phone Operation/Maint	7,405	373	377	477	378	376	124							2,105	5,300	28.4%
Long Distance	100													0	100	0.0%

EXPENSE REPORT SUMMARY FY 2004/2005																
December 31, 2004																
6 Months =50%																
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent
Water/Sewer	3,100		288	355	249	262	245							1,399	1,701	45.1%
Waste Disposal	2,500		173	221	169	169	169							901	1,599	36.0%
Natural Gas	8,280	15	15	17	15	305	1,034							1,401	6,879	16.9%
Structural Repair	10,000		110	(89)	648		378							1,047	8,953	10.5%
Moveable Equip Repair	3,000		429											429	2,571	14.3%
Fixed Equip Repair	5,000					180	469							649	4,351	13.0%
Computer Maintenance	33,976	13,162	7,494	670	583	599	12							22,520	11,456	66.3%
Rentals & Leases	19,308	503	2,313	944	1,726	1,612	2,166							9,264	10,044	48.0%
Non-City Services	21,555	49	3,104	278	1,309	632	3,096							8,468	13,087	39.3%
Total Contractual	234,458	15,351	21,103	29,908	15,816	15,552	14,712	0	0	0	0	0	0	112,442	122,016	48.0%
COMMODITIES																
Office Supplies	42,000	2,839	2,480	1,721	1,320	1,617	1,833							11,810	30,190	28.1%
Minor Office Equipment			225	101		120								446	(446)	
Minor Computer Equip	7,000	39		60			64							163	6,837	2.3%
Ag-Hort Supplies					60									60	(60)	
Structural Materials	2,000	60	367											427	1,573	21.4%
Cleaning Supplies	4,000	194	462	706	1,497	468	510							3,837	163	95.9%
Equip Parts/Supplies	1,000		21		478	45	8							552	448	55.2%
Minor Equip & Tools	300		7											7	293	2.3%
Food	500		99	196	350	17	91							753	(253)	150.6%
Wearing Apparel	200		33											33	167	16.5%
Special Prjct Supplies	5,000	624	(174)	1,604	(1,197)	588	53							1,498	3,502	30.0%
Purchase Card Clearing		(2,195)	2,848	707	(605)	(721)	974							1,008	(1,008)	
Total Commodities	62,000	1,561	6,368	5,095	1,903	2,134	3,533	0	0	0	0	0	0	20,594	41,406	33.2%
CAPITAL																
Periodicals	9,500	6,850	(20)	(248)	1,614	103	308							8,607	893	90.6%
Juvenile	47,510	3,004	1,051	4,472	4,013	4,844	2,443							19,827	27,683	41.7%
Adult Reference	52,962	9,974	7,173	9,607	1,564	2,884	3,577							34,779	18,183	65.7%
Audio Visual	37,000	1,792	3,919	4,787	5,610	4,664	4,211							24,983	12,017	67.5%
Adult Collection	88,426	6,153	5,731	6,932	8,560	9,877	9,225							46,478	41,948	52.6%
Total Capital	235,398	27,773	17,854	25,550	21,361	22,372	19,764	0	0	0	0	0	0	134,674	100,724	57.2%
OTHER EXPENDITURES																
Refunds			33											33	(33)	
Total Other Expenditures	0	0	33	0	0	0	0	0	0	0	0	0	0	33	(33)	
GRAND TOTAL	2,653,233	209,275	220,424	237,272	212,882	218,742	216,843	0	0	0	0	0	0	1,315,438	1,337,795	49.6%

2004/05 LIBRARY EXPENSE SUMMARY						
December 31, 2004						
6 Months =50%						
	2003/04	2004/05	YTD	YTD	Current	%
	Actuals	Budget	2003/04	2004/05	Balance	Spent
PERSONAL SERVICES						
Salaries	1,360,586	1,423,993	687,698	712,920	711,073	
Temporary Salaries	190,271	178,296	90,639	86,541	91,755	
Time and One-Half	432				0	
Longevity	4,953	7,381	3,261	3,198	4,183	
Sick Leave	89		89		0	
Adjustment	(13,497)		(633)	(4,284)	4,284	
Vacation	3,436		1,563	8,849	(8,849)	
Total Personal Services	1,546,270	1,609,670	782,617	807,224	802,446	50.1%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		24,284			24,284	
IPERS Disability	8,600	8,523	4,301	4,395	4,128	
Life Insurance	3,282	3,385	1,669	1,676	1,709	
Health Insurance	174,012	195,614	84,219	81,795	113,819	
FICA Medicare	22,020	20,108	11,049	11,459	8,649	
FICA	94,150	85,984	47,245	48,992	36,992	
IPERS	88,022	82,305	44,794	45,735	36,570	
Workers Compensation	4,900	3,126	2,600	2,365	761	
Flex Administration	1,510	1,569	755	744	825	
Total Employee Benefits	396,496	424,898	196,632	197,161	227,737	46.4%
INTERNAL SERVICES						
City Data Services	3,883	3,983	1,637	1,647	2,336	
City Messenger	1,848	2,730	796	911	1,819	
Printing	4,369	4,200	1,895	3,172	1,028	
Insurance & Bonds	20,413	20,650	10,206	9,156	11,494	
Phone Operation/Maintenance	17,406	16,633	8,703	8,319	8,314	
Long Distance	587	500	282	233	267	
Fleet Operating/Maintenance	5,835	3,832	1,750	2,355	1,477	
Fleet Replacement	19,668	20,976	8,195	8,740	12,236	
Computer Replacement	10,502	13,305	4,478	8,777	4,528	
Interdepartmental Labor	599				0	
Total Internal Services	85,110	86,809	37,942	43,310	43,499	49.9%
CONTRACTUAL						
Outside Professional Services	27,258	28,200	24,371	21,340	6,860	
Postage/Freight	16,280	13,500	10,587	5,532	7,968	
Travel/Meetings	1,289	1,400	636	677	723	
Training	1,291	5,900	257	1,036	4,864	
Conferences	19,651	17,000	7,375	7,556	9,444	
Dues & Memberships	5,288	4,990	2,732	1,887	3,103	
Printing	3,490	5,100	2,480		5,100	
Advertising	3,735	3,000	1,012	1,775	1,225	
Recruiting Costs	4,348		1,706	5,259	(5,259)	
Insurance		1,444			1,444	
Electricity	39,746	39,700	18,431	19,197	20,503	
Phone Operation/Maintenance	5,060	7,405	2,883	2,105	5,300	
Long Distance	218	100	153		100	
Water/Sewer	2,703	3,100	1,452	1,399	1,701	
Waste Disposal	2,620	2,500	676	901	1,599	
Natural Gas	7,283	8,280	1,958	1,401	6,879	
Structural Repair	6,316	10,000	1,736	1,047	8,953	

2004/05 LIBRARY EXPENSE SUMMARY						
December 31, 2004						
6 Months =50%						
	2003/04	2004/05	YTD	YTD	Current	%
	Actuals	Budget	2003/04	2004/05	Balance	Spent
Moveable Equipment Repair	2,082	3,000	1,184	429	2,571	
Fixed Equipment Repair	10,885	5,000	4,421	649	4,351	
Computer Maintenance	34,101	33,976	28,697	22,520	11,456	
Rentals & Leases	17,787	19,308	7,948	9,264	10,044	
Non-City Services	18,744	21,555	8,580	8,468	13,087	
Total Contractual	230,175	234,458	129,275	112,442	122,016	48.0%
COMMODITIES						
Office Supplies	40,555	42,000	13,627	11,810	30,190	
Minor Office Equipment	670		652	446	(446)	
Minor Computer Equipment	8,864	7,000	1,861	163	6,837	
Ag-Hort Supplies				60	(60)	
Structural Materials	1,916	2,000	1,106	427	1,573	
Cleaning Supplies	6,687	4,000	3,989	3,837	163	
Equipment Parts/Supplies	554	1,000	381	552	448	
Minor Equipment & Tools	175	300	80	7	293	
Food	793	500	138	753	(253)	
Wearing Apparel	162	200	162	33	167	
Special Project Supplies	4,807	5,000	2,788	1,498	3,502	
Purchase Card Clearing			3,922	1,008	(1,008)	
Fuel for Vehicles/Equipment	17		5		0	
Total Commodities	65,200	62,000	28,711	20,594	41,406	33.2%
CAPITAL						
Computer Equipment/Software	203					
Periodicals	10,811	9,500	7,035	8,607	893	
Juvenile	47,922	47,510	18,828	19,827	27,683	
Adult Reference	53,429	52,962	44,971	34,779	18,183	
Audio Visual	45,509	37,000	21,651	24,983	12,017	
Adult Collection	102,334	88,426	49,511	46,478	41,948	
Total Capital	260,208	235,398	141,996	134,674	100,724	57.2%
OTHER EXPENDITURES						
Refunds	128		86	33	(33)	
Total Other Expenditures	128	0	86	33	(33)	
GRAND TOTAL	2,583,587	2,653,233	1,317,259	1,315,438	1,337,795	49.6%

LIBRARY DONATIONS REPORT					
FISCAL YEAR 2004/2005					
YEAR-TO-DATE THROUGH DECEMBER 31, 2004					
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
Reserved Principal and Interest	717,796.56	108,248.42	333.01	14,831.93	841,209.92
Beginning available balance	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
Interest revenue	5,668.39	1,169.57	5,437.13	720.05	12,995.14
Donations			1,517.72	32,930.47	34,448.19
Expenses	(4,968.94)	(2,310.59)		(25,462.67)	(32,742.20)
Encumbrances	(18,422.78)			(6,545.00)	(24,967.78)
Current Available Balance	29,090.17	12,755.09	575,943.29	53,495.53	671,284.08
Expense Detail:					
Internal Printing				291.60	291.60
Interdepartmental Labor				105.00	105.00
Outside Professional Svcs				2,325.00	2,325.00
Postage/Freight	1,100.00				1,100.00
Outside Printing/Graphics				2,442.64	2,442.64
Other Non-City Services				0.00	0.00
Minor Office Equipment				208.96	208.96
Food				361.72	361.72
Special Project Supplies				2,835.31	2,835.31
Coffee Shop Inventory				171.80	171.80
Office Furniture/Equipment				3,408.00	3,408.00
Periodicals				248.00	248.00
Youth Collection				541.42	541.42
Audio-Visual	3,587.79	2,310.59		3,632.63	9,531.01
Adult Collection	281.15			8,890.59	9,171.74
Total Expenses	4,968.94	2,310.59	0.00	25,462.67	32,742.20
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
CD Cleaner				6,545.00	6,545.00
Total Encumbrances	18,422.78	0.00	0.00	6,545.00	24,967.78

GLADYS MYERS DONATION FUND			
INTEREST EARNED PER FISCAL YEAR			
YEAR TO DATE THROUGH DECEMBER 31, 2004			
	Total Interest	20% Reserved	80% Available
Fiscal Year	Revenue	for Reinvestment	for Expenditure
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	7,085.49	1,417.10	5,668.39
Total	267,658.10	53,531.62	214,126.48

LIBRARY DONATIONS REPORT					
FISCAL YEAR 2004/2005					
YEAR TO DATE THROUGH DECEMBER 31, 2004					
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
Available Balance @ 6/30/03 *	46,813.50	13,896.11	568,988.44	51,852.68	681,550.73
YTD Interest Revenue	5,668.39	1,169.57	5,437.13	720.05	12,995.14
YTD Donations			1,517.72	32,930.47	34,448.19
YTD Expenses	(4,968.94)	(2,310.59)	0.00	(25,462.67)	(32,742.20)
Transfers between programs**					
Encumbrances	(18,422.78)	0.00	0.00	(6,545.00)	(24,967.78)
Current Available Balance	29,090.17	12,755.09	575,943.29	53,495.53	671,284.08
Expense Detail:					
Internal Printing				291.60	291.60
Interdepartmental Labor				105.00	105.00
Outside Professional Services				2,325.00	2,325.00
Postage/Freight	1,100.00				1,100.00
Outside Printing/Graphics				2,442.64	2,442.64
Other Non-City Services				0.00	0.00
Minor Office Equipment				208.96	208.96
Food				361.72	361.72
Special Project Supplies				2,835.31	2,835.31
Coffee Shop Inventory				171.80	171.80
Office Furniture/Equipment				3,408.00	3,408.00
Periodicals				248.00	248.00
Youth Collection				541.42	541.42
Audio-Visual	3,587.79	2,310.59		3,632.63	9,531.01
Adult Collection	281.15			8,890.59	9,171.74
Total Expenses	4,968.94	2,310.59	0.00	25,462.67	32,742.20
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
CD Cleaner				6,545.00	6,545.00
Total Encumbrances	18,422.78	0.00	0.00	6,545.00	24,967.78
* Beginning balance includes balance available at 6/30/04 plus any outstanding encumbrances					

LIBRARY DONATIONS REPORT - OTHER DONATIONS															
FISCAL YEAR 2004/2005															
YEAR-TO-DATE THROUGH DECEMBER 31, 2004															
					Tommy										
	Other	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	IA Stories	Enrich	Iowa Infra-	Gates	
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	2000	Iowa	structure	Foundation	Total
Available Balance @ 6/30/04 *	6,875.39	(169.36)	(106.75)	0.00	280.79	4,834.70	1,358.77	4,225.00	554.65	0.00	0.00	16,501.83	17,344.34	153.32	51,852.68
YTD Interest Revenue	720.05														720.05
YTD Donations/Grants	3,645.76	7,490.57		3,685.10					784.00	2,700.00		14,625.04			32,930.47
YTD Expenses	(3,459.10)	(11,847.19)	(171.80)	(3,941.06)	0.00	(541.42)	0.00	0.00	0.00	(2,094.10)	0.00	0.00	(3,408.00)	0.00	(25,462.67)
Transfers between programs										9,000.00	**	(9,000.00)	**		0.00
Encumbrances	0.00	(3,445.00)	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	(3,100.00)	0.00	(6,545.00)
Current Available Balance	7,782.10	(7,970.98)	(278.55)	(255.96)	280.79	4,293.28	1,358.77	4,225.00	1,338.65	9,605.90	0.00	22,126.87	10,836.34	153.32	53,495.53
Expense Detail:															
Internal Printing/Graphics		185.20								106.40					291.60
Interdepartmental Labor		105.00													105.00
Outside Professional Svcs		2,325.00													2,325.00
Outside Printing/Graphics		2,199.64								243.00					2,442.64
Other Non-City Services															0.00
Minor Office Equipment		208.96													208.96
Food	61.65	300.07													361.72
Special Project Supplies	192.59	898.02								1,744.70					2,835.31
Coffee Shop Inventory			171.80												171.80
Office Furniture/Equipment													3,408.00		3,408.00
Periodicals	248.00														248.00
Youth Collection						541.42									541.42
Audio-Visual		1,408.61		2,224.02											3,632.63
Adult Collection	2,956.86	4,216.69		1,717.04											8,890.59
Total Expenses	3,459.10	11,847.19	171.80	3,941.06	0.00	541.42	0.00	0.00	0.00	2,094.10	0.00	0.00	3,408.00	0.00	25,462.67
Encumbrance Detail:															
CD Cleaner		3,445.00											3,100.00		6,545.00
Total Encumbrances	0.00	3,445.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,100.00	0.00	6,545.00
* Beginning balance includes available balance at 6/30/04 plus outstanding encumbrances															
** \$9,000 was transferred from Enrich Iowa to the Books for Babies program															

LIBRARY DONATIONS RECONCILIATION					
FISCAL YEAR 2004/2005					
YEAR-TO-DATE THROUGH DECEMBER 31, 2004					
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
6/30/04 Restricted Donations	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Accum Interest					
Reserved for Reinvestment	52,114.52				52,114.52
6/30/04 Accum Revenue					
Available for Expenditure	47,241.66	13,964.53	569,321.45	51,863.61	682,391.25
1996-04 Reserve for					
Computer Replacement	45,414.00	8,180.00			53,594.00
2004/05 YTD Donations/Grants			1,517.72	32,930.47	34,448.19
2004/05 YTD Interest Revenue	7,085.49	1,169.57	5,437.13	720.05	14,412.24
2004/05 Investment FMV Adjst					0.00
2003/04 YTD Expenses	(4,968.94)	(2,310.59)	0.00	(25,462.67)	(32,742.20)
Current Fund Balance	746,886.73	121,003.51	576,276.30	68,327.46	1,512,494.00
Less:					
Reserved Principal	600,000.00	100,000.00		8,276.00	708,276.00
6/30/04 20% Reserved Int	52,114.52				52,114.52
6/30/04 Unrealized					
Investment Gains/Losses	428.16	68.42	333.01	10.93	840.52
2004/05 20% Reserved Int	1,417.10				1,417.10
1996-04 Reserve for					
Computer Replacement	45,414.00	8,180.00			53,594.00
2004-05 Reserve					
for Encumbrances	18,422.78	0.00		6,545.00	24,967.78
Balance Available for Expenditure	29,090.17	12,755.09	575,943.29	53,495.53	671,284.08
Current Assets/Liabilities:					
Cash	17,920.19	5,375.35	13,217.04	24,732.63	61,245.21
Investments	725,000.00	115,000.00	560,000.00	43,276.00	1,443,276.00
Unrealized Gains/Losses	(847.97)	(135.52)	(659.53)	(21.65)	(1,664.67)
Accounts Receivable				53.10	53.10
Accrued Interest Receivable	4,814.51	763.68	3,718.79	287.38	9,584.36
Prepaid items				0.00	0.00
Accounts Payable				0.00	0.00
Due to Other Funds					0.00
Total Assets	746,886.73	121,003.51	576,276.30	68,327.46	1,512,494.00

DIRECTOR'S REPORT

January, 2005

- **BUDGET**

Financial Reports for December: As of 12/31/04, we were **50%** of the way through the year and **49.6%** expended. Please see the Expense Report for December in your packet.

FY04-05 Budget Amendments & FY05-06 Budget Request – Good News!: Dawn and I met with city manager Steve Schainker and the City of Ames PROBE (**P**roductive **R**eview of **B**udget **E**ntries) team: head of finance Duane Pitcher, budget officer Carol Collings and assistant city manager Sheila Lundt on Thursday, January 6. We reviewed the FY04-05 amendments and FY05-06 request that you approved at the November meeting. The budgets were accepted as presented, **with one change**. Steve is recommending that an additional \$25,000 be added to our collections budgets for this fiscal year. This will ensure that we are allocating 10% of our total budget to collections within our operational budget.

Next stop on the budget train: January 18 – I present our CIP projects to the Council. February – budget presentation to Council.

- **POLICY**

1. **Unattended Children:** This policy was tabled at the December meeting. The staff committee reviewing this policy met to do a thorough evaluation of this policy, based on your questions and comments. I think we now have a policy that is clear, can be explained to parents and other caregivers and children, and implemented by staff.
2. **Employee Recognition:** We are recommending that we adopt the City of Ames employee recognition policy, with one addition: the Library's unique years of service recognition. This will codify the process and ensure that we are in compliance with accounting and IRS regulations since funds for these activities are expended from the Library's operational budget. Finance director Duane Pitcher has reviewed this policy and indicated he feels it is in alignment with current City practice.

- **DISCUSSION/ACTION ITEMS**

1. **Bookmobile Improvement Request** – The "new" bookmobile has been in service for two years. Bookmobile staff have identified some needed improvements and repairs totaling approximately \$1000. We are recommending that bookmobile replacement funds be allocated for this request.

2. **Director Evaluation Policy** – The Director Evaluation Committee is recommending several changes to this policy. Please see the revised policy in the packet.
3. **Change Date of October Board Meeting to 10/13/05** – The Iowa Library Association annual conference will be held the third week of October. We are recommending that the October board meeting be scheduled for the second Thursday of the month. There will still be a month between board meetings because there are 5 Thursdays in September.
4. **Staff Recognition at Staff Day** – Staff Development Day is Monday, February 21. Mary asks that trustees be prepared to discuss the staff recognition event trustees will preside over that day.
5. **New Trustee Appointment** – Three new trustees are appointed in odd numbered years, as veteran trustees complete their terms. Each year the board assesses gaps in community representation on the Library board and shares that information with the Mayor as he considers his appointments.
6. **Meeting with City Council** – Mary asks that trustees be prepared to discuss what type of communication you would like to have with the City Council this year.
7. **Review of Board President's Goals** – President Mary Cameron's goals are:

a. Strategic Planning: Work with staff to evaluate staffing and space needs for the future.

b. Director Evaluation: Review process and policy.

c. Board Effectiveness: Help trustees be informed and effective decision-makers by:

- Participating in orientation and mentoring of new trustees
- Providing learning experiences and opportunities to participate for all trustees in the monthly board meetings
- Planning and presenting a trustee retreat that is responsive to their information and training needs

• AMES PUBLIC LIBRARY FOUNDATION

2004 Annual Campaign: Total donations as of the end of November 11 were \$40,522; as of December 10, **\$45,657**; as of January 14, 2005, **\$49,117**.

The job announcement for the development director position has been posted on fund raising professional websites, on the Library's website and in the Ames Tribune.

The Foundation board met on Tuesday, January 11. There will be a detailed report at the meeting on Foundation activities.

- **STRATEGIC PLANNING**

Work continues on organizational priorities for this year. An updated list is included in your packet. I will have a status report for you at the meeting.

- **LIBRARY STAFF NEWS**

One of our circulation library assistant positions has been reclassified as a circulation supervisor. Please join me in congratulating Val Donnell who assumed those responsibilities on January 10th.

Also this month, principal clerk Jill Anderson will begin serving as secretary to the Foundation board. Welcome, Jill!

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

Attended: APL staff meetings (All staff, policy, administration, management, public services, circulation/outreach teams); City of Ames staff meetings; Ames Noon Rotary; Ames Convention & Visitors Bureau board and education committee meetings; APL Friends board meeting; APL Foundation board meeting; American Library Association Midwinter Conference beginning 1/14.

**Gina Millsap, Director
Ames Public Library**

Monthly Report - Dawn Hayslett - Assistant Director January 2005

Friends of the Ames Public Library

The Friends Board met on Monday, January 3rd. The highlight of the evening was a report by Jim and Erik Charter. These two fantastic volunteers choose books from the donations we receive and sell them online for us. So far this fiscal year, they have given nearly \$6,000 to the Friends. They shared with us the kinds of books that sell well online which usually are books that don't sell well locally in our book sales. The Charters are just part of a team of volunteers who work with the Friends used book sales. Nancy Schroeder selects gently used books for Literary Grounds and will be managing the book sales since Susan North's retirement last November. Fred and Barbara Brown come into the library several times each week to sort donations so that when the book sale comes around we can quickly and efficiently arrange the books for sale. The Library is so grateful for all of the many hours these volunteers contribute.

The Friends also recently contributed to the purchase of a CD/DVD cleaning machine. This machine carefully buffs out scratches in the disc and significantly increases the lifespan of these vulnerable formats. Staff is currently in the process of cleaning and buffing discs that patrons have reported as skipping when they take them home as well items in the collection that have circulated many, many times. This machine helps us stretch our collection dollars by extending the life of these very popular formats.

Public Services

The Public Services Workgroup is working on two projects. We are discussing the possibility of offering fax service for the public and we are working on developing a program for orienting hourly employees.

Jan Heuss has been working on promoting and scheduling a new series of computer skills classes that will be taught by ISU graduate students. The classes are aimed at seniors. Several sessions will be held during the month of February.

With Lynne Van Valin on vacation for several weeks, I am keeping up with adult purchase requests.

YS Merger

Lynne, Marianne, and I have been working on some new routines for collection development for the Youth collection. Marianne and I have taken on

some of the selection duties until a new Youth Services Specialist is on board. The Youth Services staff is also taking on some of the selection duties and is helping us work through procedures to streamline the handling of materials. Mike Quinn (who purchases adult graphic novels and manga) and I are working on re-vamping the Young Adult manga and graphic collections.

Lynne, Marianne, and I are meeting every Tuesday morning with the Youth Services staff and they have been attending the regular Thursday morning Public Services meetings for the past few weeks. Several members of the Public Services staff are being cross trained to help out in the Youth area. They will be staffing the desk and giving tours for ISU classes. Mike Quinn has done an outstanding job of taking over scheduling for the entire workgroup. He created (with Jill Anderson's help) a master schedule template for all three desks (Youth, Information and Computer Lab).

I am beginning to help staff the Youth Services desk. I spent my first shift there this last Tuesday. It is a very different environment from working the Information Desk. The Youth area is a destination for moms, nannies, and daycare providers who spend time playing and sharing books with their little ones.

Staff Day 2005

The Staff Development Committee is busy working on final details for Staff Day 2005. I will be working with Mary Cameron on details for the Board's recognition of staff during the day. We hope you will join us for lunch and any other part of the day you are available. Remember the date is Monday, February 21st. The Library is closed to the public so please enter through the Staff entrance on the north side of the building.

Other Activities

- I participated in the Management Team, All-Staff, and Policy Group meetings.
- Karlene, Gina, and I hosted the first meeting of the new Chick Lit discussion series. We discussed the quintessential "chick" lit offering; "Bridget Jones Diary." In January we will be discussing "The Girls Guide to Hunting and Fishing" (the American equivalent to Bridget) as well as the classic "Valley of the Dolls."
- I attended the Adult Collection meeting.
- I hosted the Books @ Noon group meeting.
- I revised the Performance Measures and highlights as part of the City budget process.
- Gina and I attended the City budget review meeting with Steve.
- I attended the Central Iowa Service Area board meeting in Ankeny.
- Ron Palumbo and I registered participants for the new "Let's Talk About It" series as well as the Spring session of Great Books on Saturday, January 15th.
- Jillian, the maintenance staff, and I installed the Frankenstein exhibit which is here through February 18th. The reception for the exhibit was held on Sunday, January 16th. Dr. Laura Mielke was our presenter. I am

planning a film program on February 10th in honor of the exhibition. We will be showing the original 1931 "Frankenstein" movie.

- I attended the YAC (Young Adult Committee) meeting. Our target is to opening the new Teen space on Memorial Day weekend. I am serving on the collections subcommittee to plan and acquire materials for this audience including weeding the current YA collection, purchasing magazines and popular books, as well as board games and other activities.
- The Gang of Four (Lynne, Marianne, Patti, and I) met to discuss the Employee Recognition policy.

OUTREACH & CIRCULATION MONTHLY REPORT January 2005

Lynne Carey, Outreach and Circulation Coordinator

OUTREACH and CIRCULATION STAFF:

We have two big announcements on the job front. As part of our on-going reorganization, we take the opportunity of an open position to reassess the needs of the position. Such was the case with Susan North's retirement. You may recall that Susan transferred to the Circulation & Outreach workgroup early in 2003. At that time she assumed the duties of coordinating the volunteer program and some aspects of circulation supervision. In reviewing the position, it became clear that these functions needed to be separated. As a result, we submitted two requests for position changes to the City Human Resources Department. One was to create a position of Volunteer Coordinator, the other was to reclassify one full-time Library Assistant as Circulation Supervisor. I worked with Human Resources Director, Julie Huisman, to determine the appropriate classification of the positions. Both requests were approved. I am happy to announce that Valerie Donnell has assumed the position of Circulation Supervisor. Val has been a tremendous leader within the Circulation & Outreach workgroup and is a natural for this position. The position of Volunteer Coordinator is currently being advertised.

We are very pleased to welcome Aquavia La Grone as the newest member of the Circulation & Outreach team. Joyce Dakin, Natalie Hashemi and Elizabeth Grant have resigned.

Susan North's official last day was January 7th. She reports adjusting very well to life as a "granny nanny."

The holiday season was uncharacteristically busy this year. We were happy to have an injection of enthusiastic helpers in the form of Ames High School students. At least two AHS teachers are requiring some sort of community volunteer work as a class assignment and many kids chose to do theirs at APL. We also had a community service volunteer who shifted the entire adult fiction, mystery and science fiction sections to help free up some cramped shelves.

The Bookmobile has had a rough few weeks. Just a few days before a planned maintenance hiatus, we experienced a fire extinguisher emergency and had to close for extreme cleaning. In the new year we have had to cancel several stops due to weather conditions.

PROGRAMS:

Program offerings continue to be met with success. Kay Marner did a tremendous job of pulling together a last minute program featuring prolific children's author Nancy Carlson. Over 70 people braved an ice storm to attend! Our film programs have been attracting a younger audience and have generated wonderful discussions. One group even decided to continue meeting to continue discussion generated by the film *Escape from Affluenza*.

I have been meeting with Youth Services staff regarding program planning. We don't have plans for any big changes until the new YS Specialist is on board. We have begun finalizing plans for summer program offerings.

Upcoming programs include:

- Monday, Jan 17 - MLK Community Birthday Celebration at the Boys and Girls Club; in collaboration with the YWCA, the Boys and Girls Club and Ames Community Schools
- Saturday, Jan 22 - Barjche dance preview featuring ISU's Orchesis I
- Wednesday, Jan 26 - Other Voices/Other Views film Oil on Ice; in collaboration with the Alliance for Global Justice
- Thursday, Jan 27 - Vision Matters (see above)
- Thursday, Jan 27 - An Evening with the Author Greg Helle presenting Post Traumatic Stress Disorder: The Hidden Cost of War
- Sunday, Jan 30 - APL Unplugged featuring the BeJae Fleming Trio and Jim Allen
- Thursday, Feb 3 - Confronting the New World Order film The United Nations: a Look into the Future; in collaboration with the local chapter of the John Birch Society
- Tuesday, Feb 8 - presentation by Joe Carr, peace activist; in collaboration with the United Nations Association, the Alliance for Global Justice and local peace groups
- Wednesday, Feb 9 - Other Voices/Other Views film Arlington West; in collaboration with the Alliance for Global Justice

MEETINGS:

I attended meetings of the Outreach Staff, Circulation Staff, APL Management Team, APL Policy committee, City of Ames procurement card training, Circulation/Outreach Joint staff meeting, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Young Adult Committee, Inkspots, the Gang of 4, the Vision Matters planning team, International Women's Day Planning Committee, Magi Planning Committee, Bookends at the Bandshell Planning Team, Youth Services Staff and the APL Board.

January Coordinator Report

Collections Workgroup
Marianne Malinowski

Collection Development:

We have received \$10,000 from the Foundation to use for materials. I asked that the funds be for unrestricted use so we can have more flexibility in spending the money where it is needed.

Gina and Dawn met with Steve Schainker this past week and learned that we will also be receiving \$25,000 from the City for collections. This money needs to be spent in this fiscal year (by June 30th). We will be spending \$10,000 of this money on youth media, \$7,500 on adult media and \$7,500 on adult books. With this additional money from the Foundation and the City we will meet our goal of spending 10% of the library's budget on collections this year. You will recall that 10% was the minimum needed to meet the state accreditation standards.

Youth Collection: Dawn and I are helping out with the selection and ordering of youth materials until the youth specialist position is filled. We have been meeting with Roy Kenagy – he is going to help us set up a standing order for juvenile series titles and he has also offered to do collection analysis.

In working with the youth collection we have decided that we want to recatalog the juvenile and young adult graphic novel and manga collections so they will be cataloged in a similar manner to the adult titles. Camille, Mike and Dawn will be working on the recataloging project.

Adult Collection: The entire adult fiction collection has been shifted to relieve crowding in the science fiction and mystery sections. We were lucky to have a volunteer to do the entire shifting project for us. Although we've had to use some bottom shelves it does make the collection much more presentable and easier to use.

Collections Workgroup: Our department, along with Gina, met with Sandy Dixon from the State Library to work on reverse strategic planning. We spent a morning going through the process of writing down the most important things that we do in our jobs, and then we shared these lists with everyone else in the group. Everyone then had a chance to comment on the priorities of everyone in the group and it was a good opportunity to see how others prioritize their work and where changes can be made to make the work of the department flow more smoothly. We did identify a few areas that we want to change and we found the process to be very worthwhile. Gina was also very impressed and thought it would be a good process for other departments to worth through as well.

System Administrator's Monthly Report

January 2005

Mark F. Harris

Web Reporter and RPA (remote patron authentication) have been installed. I am working on setting them up for APL. There is much to learn.

- Web Reporter is a very powerful tool that delivers timely reports to staff email accounts, or can be assessed via any web browser. Web Reporter is delivered with over 150 fully developed reports, plus the ability to allow us to develop custom reports. Web Reporter will fill a very necessary and urgent need by APL staff to have timely, comprehensive and meaningful data available on demand.
- RPA will extend the functionality of HIP. Currently, if a patron wants to access our online database subscriptions, they need to jump through several hoops to get to the database. RPA allows a patron at home to authenticate to these databases by merely logging into HIP. Making our online database subscriptions easier to access should help increase usage thereby providing justification for continuing these subscriptions. Future options for HIP that we may be able to provide include consolidated searching. This would allow a patron to search our catalog database and an online database simultaneously.

Dell servers have been installed to implement Web Reporter and Terminal Services (thin client). The licenses for client software (Microsoft Office 2003) and client access licensing (CAL) for Terminal Services will be purchased the week of Jan 17. I expect to begin rolling out thin client technology to the staff starting in February.

Jillian Duggan, Community Relations Specialist

January 2005

Say cheese!

I am in the process of updating the bulletin board in the staff room with photos of employees and trustees. I would like to take a few minutes before or after the January meeting to get photos of any trustees that aren't on the board or need a new photo.

Training

So far, I have job shadowed in circulation and the computer lab. I got some first hand experience with our procedures and policies, which will help me in communicating with the public. I will be more able to help out in those areas when they're busy, too.

Later this month, I will be spending time with Annette Wetteland, the Communications Coordinator for the State Library of Iowa, to learn more about library marketing and public relations as well as the resources the State Library has to offer.

Current Projects:

- February Page One
- Program fliers for Reel Connections and APL Unplugged events
- Promotional materials for special events such as the Prague Symphony Orchestra Preview, All Iowa Reads 2005 discussion, the Frankenstein film showing, and Christian Fiction: A Closer Look
- Documenting Frankenstein exhibit: promotions, press, and pictures
- Providing community calendars with information about APL events
- Work with Gina to create a budget Power Point presentation

Recently Completed:

- Job shadowed Jean McElherne and Val Donnell
- January Page One
- HTML and PDF versions of Page One online
- Interlibrary Loan forms
- Promotional materials for January events
- Frankenstein Reception media alerts and promotions
- Advertisement and information for Chamber of Commerce magazine
- Articles for City Side
- New signs for Literary Grounds

Meetings:

- APL Circulation & Outreach meeting
- APL Public Services & Youth Services meeting
- Main Street Cultural District
- APL Policy meeting
- APL Admin Team meetings

Unattended Children Policy- Tabled from the December 2004 meeting

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
January 20, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, move to take from the table the motion relating to Unattended Children Policy as presented/amended.

[FYI requires a 2nd, is not debatable or amendable, and needs a majority vote.]

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library
Section: Library Operations
Subject: Unattended Children

Board
Approved: 11/96
Reviewed: 3/04, 01/05
Revised: 9/00

Policy

Definition

A child is anyone under age nine.

Unattended Children

The safety of children on Library premises is a serious concern of the Library staff. The responsibility for the safety and behavior of children on Library premises rests with the parent, guardian or responsible childcare provider and not with Library staff. The following guidelines will be followed concerning the conduct of children.

- If an unattended child calls attention to him/herself; a Library staff member will attempt to locate the parent, guardian or responsible child care provider.
- If the staff member is unable to locate the parent, guardian or responsible child care provider, a Library staff member will notify the police.

Consequences

Enforcement of these rules for children may take the following forms, depending on the severity of the misconduct, which will be determined by Library staff.

- In most cases, a child who is violating the Conduct in the Library policy will be given one warning. If a child does not modify his/her behavior after one warning, the parent, guardian or responsible child care provider may be asked to remove the child from Library premises.
- If a child is violating the Conduct in the Library policy and not attended by a parent, guardian or responsible child care provider, a Library staff member will ask the child to modify his/her behavior and take appropriate action as outlined above.

- Deleted: /
- Deleted: Disruptive Behavior
- Deleted: physical
- Deleted: left alone in a public library building
- Deleted: in the library
- Deleted: personnel
- Deleted: Librarians cannot be responsible for children who are unattended or demonstrating inappropriate behavior. The following guidelines will be followed concerning the care and behavior of young library users:¶
- Deleted: <#>Children under the age of nine must have a parent or a responsible child care provider in the Library.¶
- ¶
- <#>Children under the age of four must be attended by a parent or responsible child care provider at all times.¶
- ¶
- <#>Children between the ages of four and eight attending a Library program must be brought into the building by a parent or responsible child care provider who must remain in the building until the conclusion of the program, when they resume ... [1]
- Deleted: Disruptive Behavior¶
- Deleted: Definition¶
- Deleted: Any action defined as ... [2]
- Deleted: under age nine
- Deleted: the
- Deleted: on duty
- Deleted: n
- Deleted: attended
- Deleted: under nine who is be ... [3]
- Deleted: take
- Deleted: out of the
- Deleted: For
- Deleted: ren
- Deleted: under nine who
- Deleted: are
- Deleted: disruptive
- Deleted: are
- Deleted: the
- Deleted: on duty
- Deleted: correct
- Deleted: in the Unattended Cf ... [4]
- Deleted: policy

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Children under the age of nine must have a parent or a responsible child care provider in the Library.

Children under the age of four must be attended by a parent or responsible child care provider at all times.

Children between the ages of four and eight attending a Library program must be brought into the building by a parent or responsible child care provider who must remain in the building until the conclusion of the program, when they resume supervision of the child.

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Any action defined as prohibited conduct in the *Conduct in the Library* policy is defined as disruptive behavior.

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under nine who is being disruptive

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in the *Unattended Children* portion of this

Employee Recognition Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
January 20, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Employee Recognition Policy as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library
Section: Personnel
Subject: Employee Recognition

Board
Approved:
Reviewed:
Revised:

Purpose

The purpose of the awards program is to encourage creative thinking and innovative ideas and exceptional citizen service and to recognize employees who make these contributions.

There are five categories of Employee Awards:

Employee Customer Service Award

The Employee Customer Service Award is designed to honor City employees who provide exceptional direct customer service to the citizens of Ames. Nominations can be made by a co-worker, supervisor or Ames resident. Nominations should describe the service provided by the employee and indicate the significance of the service to the resident. The award will be given for a contribution associated with the employee's work for the City, but the act should reflect a contribution beyond the scope of normal responsibilities. The employee will receive a framed letter from the City Manager congratulating them for their contributions. A copy of this letter will also be placed in their personnel files. The award will be presented at the annual Employee Recognition Luncheon.

Suggestion Award

The Suggestion Award recognizes City employees for achievements, accomplishments, contributions and/or suggestions that: are a cost savings in City operations, improve quality of City services, improve public relations, or improve employee morale. Employees who make suggestions which are implemented will be recognized as follows:

1. For suggestions which are implemented but do not reduce costs, the employee(s) will receive a cash award of \$25, a Suggestion Award containing the Suggestion Program logo, as well as a letter from the City Manager congratulating them for their achievements, accomplishments or contributions. A copy of this letter will be placed in the employee's personnel file.
2. For suggestions which fall within the realm of an employee's assigned job responsibilities or established policy, the employee(s) will receive a cash award of \$25, a Suggestion Award containing the Suggestion Program Logo, as well as a letter from the City Manager congratulating them for their achievements, accomplishments, or contributions. A copy of this letter will also be placed in their personnel files.
3. For suggestions which are implemented and reduce costs, the employee(s) will receive 25 percent of the actual documented cost savings within a twelve-month period up to a maximum of a \$500 cash award. The employee(s) will also receive a Suggestion Award as well as a letter from the City Manager. A copy of this letter will also be placed in their personnel files.

The cash award will be made as soon as it has been documented that the savings have actually occurred. If the savings are of an on-going nature, the cash award will be based on the actual savings realized over the first twelve months of the suggestion's implementation. A cash award will not be made if the cost savings proposed results in a City service level reduction. The cash award will be made from the departmental budget where the savings occurred.

Certificate of Commendation

This award is designed to honor City employees who have clearly "gone above and beyond their expected duty in an emergency situation" in service to the citizens of Ames. Such contributions could be associated with an employee's work for the City, although service rendered outside of an employee's normal responsibilities will also be considered. This award category may also be considered for the Humanitarian Service Award. The recipients will receive a Certificate of Commendation commemorating the award. The award will be presented at the annual Employee Recognition Luncheon.

Humanitarian Service Award

This award is designed to honor City employees who have clearly "gone the extra mile" in service to the citizens of Ames. Such contributions could be associated with an employee's work for the City; service rendered outside of an employee's normal responsibilities would receive a higher consideration. The recipients will receive their own plaque commemorating the award. In addition, the recipients' names and contributions will be designated on a plaque to permanently display in City Hall.

Sprenkel Achievement Award

The Sprenkel Achievement Award is designed to honor a City employee(s) who has exhibited the initiative to make a significant contribution to the City organization through actions above and beyond the scope of the employee's job responsibilities.

The Sprenkel Achievement Award must be for a contribution which has already been achieved or implemented. Preference will be given to the impact and duration of accomplishment. No extra compensation other than a suggestion award payment can have been received. The recipients will receive their own plaque commemorating the award and a \$50 gift certificate. In addition, the recipients' names and contributions will be designated on a plaque to be permanently displayed in City Hall.

Eligibility and Procedures

1. Employee Eligibility

All City of Ames regular full-time or part-time employees are eligible with the following exceptions:

- a. For the Suggestion Award, Sprenkel Achievement Award and Certificate of Commendation, members of the Employee Council Awards Committee, Department heads, the City Manager, and his assistants are not eligible.

- b. For the Humanitarian Service Award, only the members of the Employee Council Awards Committee are not eligible.
- c. For the Employee Customer Service Awards, all City of Ames employees are eligible except department heads, the City Manager, and his assistants.

2. Topics Not Eligible

- a. Pay
- b. Benefits
- c. Union bargaining

3. For an Idea to be Eligible, It Must

- a. Be original to the City. If the idea is a duplicate of one already received, the idea received first will be the one considered.
- b. If the suggestion has not yet been implemented, it must recommend a specific action.
- c. If already implemented, it must have been within the period of eighteen months prior to the date that the application is received by the City Manager's office.

4. When, Where, And How To Submit Applications

- a. Complete the application form. The application should be legibly printed, written or typed. If necessary, attach additional information, diagram sketches or pages. Make a copy of the application and any attachments for your records.
- b. Submit original application to the City Manager's office.
- c. Applications can and should be submitted anytime throughout the year. Applications for the Certificate of Commendation, Employee Customer Service Award, Humanitarian Service Award and the Sprengel Achievement Award received after March 1 will be considered the following year.

5. What Happens To The Applications After They Have Been Submitted

- a. Applications submitted for the Suggestion Awards will be evaluated as received by the Awards Committee of the Employee Council and the appropriate department head. Suggestion Awards will be made on a regular basis. All applicants will be notified of the committee's findings after the evaluation has been completed. Periodic progress reports may be issued as deemed necessary by the committee.
- b. The Awards Committee of the Employee Council will evaluate applications for the Humanitarian Service Award and make the final selection(s). The award will be presented at the annual Employee Recognition Luncheon.

- c. For the Customer Service Award, Certificate of Commendation, and Sprengel Achievement awards, applications will be evaluated by the Awards Committee of the Employee Council who will make a recommendation to the City Manager. Utilizing the recommendation of the Awards Committee, the City Manager will make the final selection(s). These awards will be presented at the annual Employee Recognition Luncheon by the City Manager.
- d. Due to Federal regulations, cash awards over \$30 will be treated as wages for tax purposes; and are, therefore, subject to State and Federal withholding.
- e. If two or more employees are determined to be jointly responsible for a suggestion which is implemented, any cash award will be divided equally among them or as specified by the department head.

Employee Service Awards

The City of Ames has determined that it is appropriate to recognize City employees who have contributed to the service of the City and to the citizens of Ames for a period of years. Each regular employee who has completed five years of service (or an increment of five years of service) by April 1 of that year is recognized at the Employee Service Award luncheon. Funds for these awards shall be paid from the budgeted funds of the department in which the honored individual is currently employed.

The Library recognizes hourly and regular employees based on their years of service at the Library. Each employee who has completed five years of service at the Library by Staff Development Day (or an increment of five years) in that year is recognized at the Library staff recognition event. The Award will be equal in value to the City Service Award for regular employees. The employee can choose to donate the award to the City of Ames Employee Care Fund, the Ames Public Library Foundation, or the Friends of the Ames Public Library.

Funds for these awards shall be paid from the budgeted funds of the Library. Employees must be aware that gifts of cash or gift certificates are taxable income.

Employee Retirement Gifts

A gift of tangible personal property may be given to an employee who retires from City employment. A monetary gift is prohibited. The gift shall be given for the express purpose of recognizing the employee's length of service to the City of Ames and the Library. The value of the gift shall depend on the employee's length of service according to the following schedule:

<u>Service Years</u>	<u>Maximum Amount</u>	<u>Service Years</u>	<u>Maximum Amount</u>
0-5	\$50	19	190
6	60	20	200
7	70	21	210
8	80	22	220
9	90	23	230
10	100	24	240
11	110	25	250
12	120	26	260
13	130	27	270
14	140	28	280
15	150	29	290
16	160	30	300
17	170	30+	\$10 added to the \$300 for each additional year
18	180		

The employee may choose a silver book pin for service less than 20 years or a gold book pin for service equal to or greater than 20 years; otherwise, the Library shall determine the type of gift to be given. In lieu of a gift the employee can choose to donate an amount according to the schedule above to the City of Ames Employee Care Fund, the Ames Public Library Foundation, or the Friends of the Ames Public Library.

The gift may be given at a reception for the individual to honor the employee's length of service. The gift and the supplies for such a reception may be paid from Library funds. The cost of supplies for the reception is not to exceed \$300.

Work Plan for 2004-2005 Organizational Priorities (Draft)

Goals	Priority	Action	Subaction	Timeframe	Status	Resources	Who is Responsible
Organizational Development	Plans of Service	Identify the process		7/26/2004		staff	Management Team
		Develop the process					Work with consultant?
		Draft Plans of Service		1/31/2005			Dept. Coordinators
		Reverse Strategic Planning					
		Management Team to look for common themes		2/2/2005			Management Team
	Develop list of Resources					Gina/Dawn	
	Management Team Building	Hold quarterly ½ day retreats	focus on looking ahead serve as a work session		7/26/2004 11/2/2004 1/25/2005 5/17/2005		
Collection Management	Enable staff to generate reports on Horizon	Purchase Crystal Reports					Mark/Patti
	Invite Roy Kenagy back to work with us on data collection/analysis	When Horizon stats available					Scott
	Collection Management Team	Charter team	Budget Proposal		approved by Probe Team & City Manager	staff/Roy	Management Team
	improve turnover of high-demand materials by increasing pick-up rates of holds	investigate implementing fees for holds not picked up					Circ/Outreach
Policy Management	Personnel	compare city policy to library		6/30/2005			Lynne/Jill
	Programs	Passed by Board of Trustees		6/23/2004	completed		
	Collection Management	Write draft policy		6/30/2005			Dawn
Technology Management	Outlook e-mail and scheduling			12/31/2004			Mark
	Development and Stabilization of Horizon	Purchased Web Reporter and Remote Patron Authentication		ongoing			Horizon Advisory Team
	Blogs	look at in terms of Web development		suspended			
	Thin-client technology			6/30/2005			Mark
	Web development, including online catalog	Redesign website	develop specs, hire web dev. Vendor		6/30/2005		Jillian and Web team
	Wireless telecommunications for facilities, including bookmobile services				ongoing		Mark

Work Plan for 2004-2005 Organizational Priorities (Draft)

Goals	Priority	Action	Subaction	Timeframe	Status	Resources	Who is Responsible	
	Virtual Reference/Tutor.com			suspended				
	Back up for Computer Specialist (Horizon, network, other software)			ongoing			HAT & Admin.	
Community Outreach	Continue and expand existing partnerships	Collaborations	Story Co. Childhood Collaboration	ongoing			YS Specialist	
			Stork's Nest	ongoing			YS Specialist	
			BabyTalk	ongoing			YS Specialist	
		Co-sponsored programs for all ages		ongoing			Lynne	
	Marketing Plans			12/31/2005			Jillian	
	Enhance Services to Young Adults	Evaluate & make recommendations on services, collections, programming, space	working with school media specialist & faculty/increase volunteer opportunities	eval=ongoing space=5/30/05			YAC	
Daycares	provide onsite collection and program support		ongoing			Lynne, YS Specialist		
Alternative Funding & Revenue	Friends	present requirements for funding	Friends allocated \$19,000	11/4/2004	completed		Gina, Dawn	
	Foundation	Recruit & hire Development Director	Posted Dev. Dir. Position	2/28/2005			Gina + Foundation Board	
		present requirements for funding	request a min. of \$10,000 to meet state standards	1/11/2005			Gina, Dawn	
	Other	Investigate becoming passport acceptance agency/notary public?			6/30/2005			Management Team/Public Services Work group
		Investigate faxing for fees			6/30/2005			Management Team/Public Services Work group
		Improve materials and fines recovery process			6/30/2005			Val
Orientation Handbook Update	update handbook			completed	completed		Gang of 4	
	revise orientation checklist			8/30/2005				
Improvements to Staff Day	Incorporate staff recognition	Board approved 10/04		2/21/2005			Dawn & Staff Development Comm.	

Work Plan for 2004-2005 Organizational Priorities (Draft)

Goals	Priority	Action	Subaction	Timeframe	Status	Resources	Who is Responsible
Staff Development	Improve Training for Hourly Staff	create a program incorporating orientation and philosophy		8/5/2005			Management Team
	Intellectual Freedom training			8/5/2005			Management Team/Public Services Work group/Circ/Outreach
Staff Development	Guidelines for Friends' scholarships	write guidelines to submit to Friends		4/30/2005			Dawn/Lynne/Gina
	Staff resources, reallocation and reclassification	Recruit & hire for positions resulting from retirement	Youth Services Specialist	3/1/2005			Management Team
		Submit positions for consideration for reclassification as appropriate	Circulation Supervisor	completed	completed		
			Volunteer Coordinator		approved by HR		
			Computer Specialist & Collection position	12/31/2004			Management Team
Foster an environment that encourages collegiality, commitment to learning, and stewardship	Staff Day		2/21/2005	ongoing		Staff Development Committee	
City of Ames Organizational Goals	Work with the Human Resources Department to use selection tools that gauge if applicant's values are consistent with our organizational values.			6/30/2005			
	When vacancies occur, take the opportunity to review the department organization structure to determine if changes are merited in order to better provide a service to our			6/30/2005			
	Make sure that an environment is maintained by the department supervisors that supports the values of our organization. Help create this culture in the department by allowing ETP to come to life in the department. Lead by example.			6/30/2005			
	Change the behavior of those supervisors who do not support our values through counseling, evaluating, or assisting them in exiting our organization.			6/30/2005			
	Identify and deal with employees who we have determined to be "abusing" sick leave.			7/30/2004			Management Team
	Support the supervisors' attendance at the Mid-Management Monthly meetings, Creating the Culture classes, and Supervisory Essentials course.			6/30/2005			

Director's General Job Duties Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
January 20, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Director's General Job Duties as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Policy

The Director's general job duties are as follows:

Deleted: performance will be measured against the set of performance measures criteria listed below:

- **Manage the Library's buildings, grounds and equipment in order to maintain a clean, safe, attractive and functional public institution.**
 - * *Provide for custodial care of the Library building and grounds on a regular basis.*
 - * *Provide for the regular maintenance and licensing of the building's mechanical systems.*
 - * *Establish emergency procedures and provide staff training for the safety of the public, staff, and capital assets.*
 - * *Investigate and resolve problems with the Library facility in a timely manner.*
- **Manage the library's collections so that the public may benefit from a developed body of materials that exhibits the depth, timeliness, diversity and means of access necessary to meet user interests.**
 - * *Assist and supervise the various collection managers in the development and maintenance of their collections*
 - * *Provide for the accurate, timely, economical, and useful acquisition, cataloging and classification of the collection.*
 - * *Provide guides to the collections and instruction in use of the library as appropriate.*
- **Plan and manage the library's expenditures and revenues.**
 - * *Submit an annual budget requisition for trustee consideration in preparation for submission to the city.*
 - * *Supervise expenditures and revenues on an ongoing basis, recommend budget amendments as necessary, and provide a summary annual report of the year's financial transactions.*
 - * *Work with the trustees in obtaining gifts, grants, and other non-tax revenues for the furtherance of library activities.*
- **Provide public programs and services to enhance community use of the library's resources.**
 - * *Identify, report, and suggest solutions for any problems and successes in currently offered library services.*
 - * *Identify, report, and suggest means of implementation for services not currently offered that would benefit the community.*

- **Favorably represent the Library and its interests in interactions with the community, other governmental entities and the library community.**
 - * *Provide an ongoing public relations program for the community to show how the library's services and collections may be utilized.*
 - * *Work with community organizations whenever practical and possible, to achieve mutually beneficial ends.*
 - * *Know and maintain working relations with representatives of county, regional, and state government.*
 - * *Work cooperatively with the City of Ames organization to ensure that the library functions successfully as a city department.*
 - * *Maintain a working relationship with regional and state library agencies.*
 - * *Maintain membership in, actively participate in, and attend meetings of county, state, and national professional organizations.*
 - * *Meet with and work with the Friends of Ames Public Library to advise and assist the Friends in the attainment of their goals.*
 - * *Meet and work with the Ames Public Library Foundation to advise and assist the Foundation in the attainment of its goals.*

- **Manage the library's human resources, providing for efficient, courteous public service as well as the professional growth and effective supervision of library personnel.**
 - * *Plan and implement training and/or continuing education for staff of all classifications and trustees as the budget allows.*
 - * *Oversee the recruitment, selection, evaluation and setting of salary levels for all staff on an ongoing as well as annual basis.*
 - * *Utilize community volunteers on an ongoing basis.*
 - * *Monitor staffing levels, scheduling, employee morale, and classification allocations on an ongoing basis.*

- **Provide for the general administration of the library as chief agent of the board of trustees.**
 - * *Act as technical advisor to the board, recommending needed policies for trustee consideration and appropriate use of innovative methods of service delivery.*
 - * *Report the use of library services, collections, and facilities on both a monthly and an annual basis.*
 - * *Carry out the policies of the board of trustees.*
 - * *Present all board policies for trustee review and consideration on an annual basis.*
 - * *Report significant problems and successes encountered in the course of general library operations.*
 - * *Lead the development of the library's long range plan goals and objectives.*
 - * *Carry out the elements of the library's long range plan.*

- **Shall have responsibility for implementing the requirements of the Iowa Public Record Law, Code of Iowa, Chapter 22.**

Director Evaluation Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
January 20, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Director Evaluation Policy as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Policy

The Board of Trustees will evaluate the performance of the Library Director. This performance evaluation provides a basis for pay decisions, disciplinary actions, and dismissal. This evaluation process should not be seen as just an annual event, but as a continuous guide and reference for the Board and Director throughout the year. The process should be reviewed annually to meet changing circumstances.

Committee Appointment

The president of the Board of Trustees shall appoint a three-person committee to oversee this process. This committee will be called the Director's Evaluation Committee (DEC). At least one member must be from the Executive Committee of the Board of Trustees. At least one member must have previously participated in the DEC (or its previous iterations). (Both conditions may be met through the participation of one individual.)

Procedure

The Director's performance is measured against a set of written performance measures, which are approved by the DEC and the Board on or before the April Board meeting for the coming evaluation year (period) after negotiation with the Director. The DEC conducts the evaluation process and submits the result and its recommendation to the Board of Trustees. The Executive Committee of the Board conducts a focus group interview process with Library staff as an additional part of the director's evaluation process six months following the March evaluation by the DEC.

The Director will

1. prepare a written narrative self-evaluation
2. complete the comprehensive evaluation tool
3. provide draft goals, performance measures and development plan

The director shall submit all of the above documentation to the DEC under the schedule outlined below.

The DEC will

1. prepare and distribute written feedback instruments to all permanent Library staff, the Director, the Board of Trustees, and selected external reviewers.
 - a. A condensed survey consisting of three or four questions to be determined every year by the DEC will be distributed to Library staff not directly reporting to the director.

- b. External reviewers will also be asked to provide feedback using this condensed survey. External reviewers will be selected by the DEC and will consist, in part, of persons submitted to the DEC by the Director.
 - c. Direct reports, the Ames City Manager, the Board of Trustees and the Library Director will complete a comprehensive written evaluation. This evaluation will include a combination of narrative feedback and Likert scale questions.
2. gather and compile both condensed and comprehensive feedback tools. (Process to be determined by each DEC.)
 3. prepare an executive summary of the results will be provided to the director as a part of the evaluation.
 4. review and comment upon achievement of the previous year's goals, job duties, performance measures and development plan as a part of the evaluation process.
 5. produce an overall summary of the director's performance in a narrative format highlighting goals and accomplishments, strengths and weaknesses, and areas for development.
 6. recommend the annual salary adjustment for the director.

The Executive Committee will

1. at a 6-month interval from the evaluation, convene off-site focus group interview sessions with staff. All staff would be invited to participate. Questions would be focused around the director's previously established development plan and goals.
2. compile and summarize the information and provide the summary to the director at the 2nd quarter director/Executive Committee meeting.
3. furnish a copy of this report to the DEC, upon their appointment in December.

Compensation

The DEC should annually analyze the director's salary with the following factors in mind:

1. Merit
2. Internal Equity (within Library and within City of Ames Department Directors)
3. Market (State and Regional)

The DEC should also annually request and analyze the previous fiscal year's city department heads average compensation increases.

Timeline

August

The Board President affirms the standing request for market and internal equity data (after July 1st of each year and prior to the December Board meeting).

September

Six months after the director's evaluation, the Executive Committee of the Board will convene off-site focus group interview sessions with Library staff. All staff would be invited to participate. Questions would be focused around the director's previously established development plan, goals and performance measures. The interview protocol will be developed by the Executive Committee.

October

The Executive Committee of the Board will compile and summarize the focus group interview sessions. They will provide a copy of the summary to the director at the Fiscal Year (FY) 2nd quarter director/Executive Committee meeting

November

A committee shall be appointed by the President of the Board of Trustees no later than the December Board meeting to facilitate the director's evaluation process. This committee will be called the DEC.

December

The Executive Committee of the Board will furnish a copy of the summary report resulting from the staff focus group interviews to the DEC, upon their appointment in December.

The Board President will furnish the salary and equity data to the newly appointed DEC.

The Director submits written self-evaluation, the names and contact of up to 8 external reviewers, and draft goals and job duties for the upcoming year to the DEC no later than the January Board meeting.

January

The DEC prepares and distributes feedback forms to selected Library staff, and external reviewers prior to the February Board meeting.

The Director submits draft goals and performance measures for the upcoming year to DEC no later than the February Board meeting.

February-March

The DEC reviews feedback forms and meets with the Director for the performance evaluation prior to the March Board meeting.

The Library Director receives the DEC final written evaluation at least one week prior to the March Board meeting.

The DEC submits its formal written evaluation to the Board at least two days before the March Board meeting.

The DEC analyzes and recommends the annual director's salary adjustment to the Board.

The DEC submits the director's goals, development plan, and performance measures for the coming year to the Board during the March meeting, if possible, or the April meeting, if necessary.

At the March meeting, the Board of Trustees will:

1. approve the director's goals, development plan, and performance measures for the coming year
2. approve the director's performance evaluation
3. set the director's salary for the fiscal year beginning July 1.

THIS MUST BE COMPLETED AT THE MARCH MEETING because the composition of the Board of Trustees changes after this meeting in odd numbered years.

Policy

The Board of Trustees will evaluate the performance of the Director. This performance evaluation provides a basis for pay decisions, disciplinary actions, and dismissal. This evaluation process should not be seen as just an annual event, but as a continuous guide and reference for the Board and Director throughout the year and should be altered to meet changing circumstances.

Procedure

The Director's performance is measured against a set of written criteria which are approved by the Executive Committee of the Board at the beginning of the evaluation period after negotiation with the Director. The Executive Committee of the Board conducts the evaluation process and submits the results and its recommendation to the Board of Trustees.

◆ The Director will:

Prepare a written self-evaluation, including goals for the coming year, and submit it to the Executive Committee.

◆ The Executive Committee will:

1. Distribute a Library Director Feedback Form which staff may respond to voluntarily.
2. Interview the Director and prepare a written performance evaluation based on: the Employee Feedback Form (note: members of the Executive Committee reserve the right to contact employees for clarification of their comments); the Director's written self-evaluation; and the proceedings of the interview with the Director.

Schedule

February: Director submits written self-evaluation and goals for the year to Executive Committee.

Executive Committee distributes feedback forms to library staff.

Executive Committee reviews feedback forms and meets with the Director to review comments from the feedback forms and the Director's written self-evaluation.

Executive Committee prepares the director's evaluation.

March: Director receives Executive Committee's final written evaluation at least one week prior to Board meeting.

Executive Committee submits director's goals for the coming year to the Board.

Executive Committee submits its evaluation of the director to the Board at least two days before the Board meeting.

Board of Trustees: 1) approves director's goals for the coming year; 2) approves director's performance evaluation; 3) sets director's salary for the fiscal year beginning July 1.

October 2005 Board Meeting

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
January 20, 2004**

Be it resolved that the Board of Trustees, Ames Public Library, change the date of the October 2005 meeting to Thursday, October 13, 2005, as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Bookmobile Improvements

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
January 20, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve \$1000 for materials and labor from bookmobile replacement funds for the following improvements as presented/amended:

- Finish wood back and bottom to create shelf where exterior book drop was located in the original design
- Blocks of sanded, finished wood in various lengths to move materials forward on the shelves as needed to make them more visible to customers
- Built-in wooden cup holder at rear work station to prevent spills
- Improved lighting for rear work station, slatwall display area, and book shelves
- Brace to reinforce rod that holds hanging bags containing puzzles, puppets, etc.
- Extend wood from bench to metal pole to create small triangular wooden display shelf near JNF section
- White picket fence-style (folding, display unit for outdoor events)
- Custom built, permanently attached wooden holder for supplies at front work station

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Circulation Monthly Stats
December 2004**

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	29,776	33,137	62,913	23,027	11,644	34,671	3	90,651	6,936	97,587
One Year Ago	28,522	30,515	59,037	28,083	10,644	38,727	4	89,144	8,624	97,768
Difference	1,254	2,622	3,876	(5,056)	1,000	(4,056)		1,507	(1,688)	(181)
% Change	4.4%	8.6%	6.6%	-18.0%	9.4%	-10.5%		1.7%	-19.6%	-0.2%
Year to Date										
Current Year	186,940	193,736	380,676	165,682	72,688	238,370	38	565,903	53,181	619,084
One Year Ago	177,387	191,749	369,136	161,839	65,035	226,874	33	545,850	50,193	596,043
Difference	9,553	1,987	11,540	3,843	7,653	11,496		20,053	2,988	23,041
% Change	5.4%	1.0%	3.1%	2.4%	11.8%	5.1%		3.7%	6.0%	3.9%
SPECIAL CIRCULATION										
	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,717	1,546	12,390	19,653	20.1%			76,822	78.7%	
One Year Ago	5,672	1,815	11,731	19,218	19.7%			77,345	79.1%	
Difference	45	(269)	659	435				(523)		
% Change	0.8%	-14.8%	5.6%	2.3%				-0.7%		
Year to Date										
Current Year	35,427	10,582	77,843	123,852	20.0%			488,149	78.9%	
One Year Ago	35,972	10,961	71,298	118,231	19.8%			469,614	78.8%	
Difference	(545)	(379)	6,545	5,621				18,535		
% Change	-1.5%	-3.5%	9.2%	4.8%				3.9%		

Main Stats FY04/05

Description	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total
ADULT NON-FICTION	11,607	10,790	10,322	10,573	10,890	10,234							64,416
NEW NON-FICTION	3,466	3,603	3,180	3,142	3,255	3,120							19,766
ADULT FICTION	10,176	9,470	8,268	7,844	7,771	8,143							51,672
NEW FICTION	3,999	4,244	3,907	3,824	4,024	4,034							24,032
PERIODICALS	1,186	1,066	1,096	1,068	867	881							6,164
TRAVEL BAGS	84	63	41	50	40	37							315
ADULT PAPERBACKS	1,229	976	1,338	1,270	653	1,310							6,776
LITERARY PERKS	79	48	54	44	41	45							311
ADULT ILL ITEMS	73	83	100	70	66	55							447
SUBTOTAL (PRINT)	31,899	30,343	28,306	27,885	27,607	27,859							173,899
NEW MEDIA	19	20	15	34	26	12							126
MUSIC CDS	8,051	7,763	7,143	7,296	7,964	8,379							46,596
AUDIO BOOKS ON CD	2,541	2,334	2,292	2,235	2,363	2,315							14,080
AUDIO BOOKS ON TAPE	1,452	1,261	1,214	1,040	1,059	1,142							7,168
THEATRICAL VIDEOS	5,805	5,301	4,940	4,778	4,840	5,200							30,864
NON-THEATRICAL VIDEOS	1,114	999	975	1,129	1,016	935							6,168
THEATRICAL DVDS	11,286	11,541	10,209	10,799	11,133	11,779							66,747
NON-THEATRICAL DVDS	1,168	1,176	1,122	1,208	1,287	1,285							7,246
KITS	1,228	1,107	1,077	1,002	967	1,030							6,411
AUDIO CASSETTE PLAYERS	1	0	0	0	0	0							1
MEDIA ILL ITEMS	0	0	0	0	0	0							0
SUBTOTAL (MEDIA)	32,665	31,502	28,987	29,521	30,655	32,077							185,407
TOTAL (ADULT)	64,564	61,845	57,293	57,406	58,262	59,936							359,306
JUVENILE NON-FICTION	4,565	4,172	4,463	4,947	5,277	4,124							27,548
JUVENILE FICTION	6,113	5,349	4,067	4,408	4,748	4,385							29,070
EASY	7,558	6,767	7,771	8,619	7,972	5,928							44,615
EASY BOARD BOOKS	2,113	2,398	2,508	2,302	2,340	1,955							13,616
EASY TO READ	2,613	2,270	2,097	2,443	2,033	1,376							12,832
JUVENILE LARGE PRINT	70	68	62	83	98	84							465
YOUTH PAPERBACKS	0	0	0	0	0	0							0
PARENT AS TEACHER	15	24	17	21	23	18							118
JUVENILE PERIODICALS	242	197	197	140	177	260							1,213
COMIC BOOKS	9	2	0	7	7	9							34
GRAPHIC NOVELS	534	525	555	438	398	416							2,866
YOUNG ADULT PRINT	2,347	1,948	1,564	1,576	1,682	1,656							10,773
YOUNG ADULT PAPERBACKS	0	0	0	0	0	0							0
SUBTOTAL YOUTH (PRINT)	26,179	23,720	23,301	24,984	24,755	20,211							143,150
YOUTH DVDS	5,142	5,077	4,251	4,496	4,786	4,810							28,562
YOUTH VIDEOS	3,628	3,515	3,020	3,381	3,386	3,419							20,349
YOUTH KITS	1,152	1,009	928	881	976	782							5,728
YOUTH PUPPETS	152	148	127	128	141	128							824
YOUTH COMPACT DISCS	995	1,011	961	1,011	1,099	1,062							6,139
YOUTH COMPUTERS	230	234	202	207	260	228							1,361
YOUTH REFERENCE	0	0	1	0	0	1							2
YOUTH STORYTELLING	2	7	10	5	10	0							34
YOUTH SPECIAL COLLECTION	0	0	1	4	2	0							7
TOYS	62	74	54	77	75	71							413
SUBTOTAL YOUTH (MEDIA)	11,363	11,075	9,555	10,190	10,735	10,501							63,419
TOTAL YOUTH	37,542	34,795	32,856	35,174	35,490	30,712							206,569
Misc.	5	4	5	8	3	3							28
GRAND TOTAL	102,111	96,644	90,154	92,588	93,755	90,651							565,903
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	6,241	5,755	5,337	5,290	5,314	5,357							33,294
GILBERT	1,162	1,210	809	903	982	1,056							6,122
OPEN ACCESS	13,245	12,787	12,456	13,372	13,221	12,325							77,406
Total Special Circulation	20,648	19,752	18,602	19,565	19,517	18,738							116,822
% Special Circulation	20.22%	20.44%	20.63%	21.13%	20.82%	20.67%							20.64%
AMES	80,281	76,023	70,444	71,840	73,112	70,863							442,563

**Bookmobile Stats
FY04/05**

Description	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total
ADULT NON-FICTION	474	330	394	436	464	331							2,429
NEW NON-FICTION	179	118	192	250	195	163							1,097
ADULT FICTION	962	599	762	815	850	807							4,795
NEW FICTION	222	151	226	286	260	154							1,299
PERIODICALS	41	19	33	59	74	72							298
TRAVEL BAGS	0	0	0	0	0	0							-
ADULT PAPERBACKS	465	480	786	501	497	390							3,119
LITERARY PERKS	0	2	0	0	0	0							2
ADULT ILL ITEMS	1	0	0	1	0	0							2
SUBTOTAL (PRINT)	2,344	1,699	2,393	2,348	2,340	1,917							13,041
NEW MEDIA	1	1	0	1	0	1							4
MUSIC CDS	241	104	165	195	221	162							1,088
AUDIO BOOKS ON CD	60	38	38	46	61	41							284
AUDIO BOOKS ON TAPE	126	57	64	98	77	100							522
THEATRICAL VIDEOS	499	214	374	439	502	254							2,282
NON-THEATRICAL VIDEOS	39	16	35	25	32	23							170
THEATRICAL DVDS	773	209	644	740	585	401							3,352
NON-THEATRICAL DVDS	49	25	68	86	79	23							330
KITS	52	30	48	58	54	55							297
AUDIO CASSETTE PLAYERS	0	0	0	0	0	0							-
MEDIA ILL ITEMS	0	0	0	0	0	0							-
SUBTOTAL (MEDIA)	1,840	694	1,436	1,688	1,611	1,060							8,329
TOTAL (ADULT)	4,184	2,393	3,829	4,036	3,951	2,977							21,370
JUVENILE NON-FICTION	945	401	809	915	825	656							4,551
JUVENILE FICTION	1,141	429	994	1,134	1,029	689							5,416
EASY	960	291	810	957	902	477							4,397
EASY BOARD BOOKS	828	204	525	652	490	359							3,058
EASY TO READ	683	285	630	726	525	323							3,172
JUVENILE LARGE PRINT	18	10	15	8	9	22							82
YOUTH PAPERBACKS	41	35	51	43	59	57							286
PARENT AS TEACHER	0	0	0	0	0	0							-
JUVENILE PERIODICALS	0	0	5	10	0	0							15
COMIC BOOKS	12	0	6	0	9	0							27
GRAPHIC NOVELS	43	8	28	52	58	44							233
YOUNG ADULT PRINT	291	95	210	240	270	189							1,295
YOUNG ADULT PAPERBACKS	0	0	0	0	0	0							-
SUBTOTAL YOUTH (PRINT)	4,962	1,758	4,083	4,737	4,176	2,816							22,532
YOUTH DVDS	710	220	649	856	661	454							3,550
YOUTH VIDEOS	927	239	838	956	805	492							4,257
YOUTH KITS	102	58	128	130	118	79							615
YOUTH PUPPETS	26	8	17	34	26	17							128
YOUTH COMPACT DISCS	111	58	97	109	115	88							578
YOUTH COMPUTERS	0	0	0	0	0	0							-
YOUTH REFERENCE	0	0	0	0	0	0							-
YOUTH STORYTELLING	0	0	0	0	0	0							-
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0							-
TOYS	24	8	30	36	30	13							141
SUBTOTAL YOUTH (MEDIA)	1,900	591	1,759	2,121	1,755	1,143							9,269
TOTAL YOUTH	6,862	2,349	5,842	6,858	5,931	3,959							31,801
Misc.	1	1	3	1	4	0							10
GRAND TOTAL	11,047	4,743	9,674	10,895	9,886	6,936							53,181
SPECIAL CIRCULATION													
RURAL ROUTE													
STORY CNTY	432	95	391	454	401	360							2,133
GILBERT	1,024	268	1,238	831	609	490							4,460
OPEN ACCESS	76	34	77	91	94	65							437
Total Special Circulation	1,532	397	1,706	1,376	1,104	915							7,030
% Special Circulation	13.87%	8.37%	17.63%	12.63%	11.17%	13.19%							13.22%
AMES	9,420	4,293	7,831	9,393	8,690	5,959							45,586

**Miscellaneous Stats
FY04/05**

Description	Jul-04	Aug-04	Sep-04	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	Total
HOME DELIVERY													
# of Patrons	58	58	58	58	58	58							348
Centers	28	28	29	27	27	27							166
Individual Deliveries Made	56	46	41	44	47	44							278
Additional Individuals serv.	6	8	14	6	6	7							47
GATE COUNT	41,322	33,746	32,840	47,525	32,554								187,987
HOLDS													
Main	9,532	9,608	9,086	9,504	10,172	10,588							58,490
BKM/Hm Delivery	900	226	656	741	713	545							3,781
Total Holds	10,432	9,834	9,742	10,245	10,885	11,133	0	0	0	0	0	0	62,271
INTERLIBRARY LOANS													
Requested	70	130	105	80	60	63							508
Received	72	82	106	70	62	57							449
Loaned	305	296	266	280	283	257							1,687
MEETING ROOMS													
Meetings	138	63	71	65	91	57							485
People	3,135	1,189	1,435	3,075	2,799	1,252							12,885
PROGRAMS													
Youth	78	1	26	54	33	26							218
Adult	47	25	24	21	32	17							166
Total Programs	125	26	50	75	65	43	0	0	0	0	0	0	384
PROGRAM ATTENDANCE													
Youth	2,211	120	766	1,382	853	629							5,961
Adult	2,561	1,086	1,070	2,070	852	585							8,224
Total Attendance	4,772	1,206	1,836	3,452	1,705	1,214	0	0	0	0	0	0	14,185
Webref													
	57	89	72	98	77	62							455
PAC Usage													
PAC	93,720	87,851	89,348	91,826	96,436	90,690							549,871
Community Organizations & Ames Tribune	1238	949	1,002	693	1,352	792							6,026
Total	94,958	88,800	90,350	92,519	97,788	91,482	0	0	0	0	0	0	555,897

ONLINE DATABASE USAGE FOR FY 2003/04

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD		
ReferenceUSA															
Business In-House	104	111	129	84	79	170							677		
Business Remote	13	35	96	224	159	67							594		
Business Total	117	146	225	308	238	237	0	0	0	0	0	0	1271		
Residential In-House	109	61	58	99	60	126							513		
Residential Remote	41	24	39	17	27	27							175		
Residential Total	150	85	97	116	87	153	0	0	0	0	0	0	688		
Grand Total	267	231	322	424	325	390	0	0	0	0	0	0	1959		
Des Moines Register															
In-House	72	42	65	128	28	19							354		
Remote	117	87	47	77	21	57							406		
Total	189	129	112	205	49	76	0	0	0	0	0	0	760		
EBSCOhost															
In-House	558	356	581	497	595	628							3215		
Remote	551	1238	625	569	593	527							4103		
Total	1109	1594	1206	1066	1188	1155	0	0	0	0	0	0	7318		
New York Times															
In-House	25	13	44	24	19	18							143		
Remote	20	12	28	9	18	21							108		
Total	45	25	72	33	37	39	0	0	0	0	0	0	251		
Heritage Quest***															
In-House + Remote	216	367	378	558	703	499							2721		
Novelist															
In-House	352	244	83	62	123	108									
Remote	0	6	0		0	0									
Total	352	250	83	62	123	108	0	0	0	0	0	0	978		
GRAND TOTAL	1962	2229	1795	1790	1722	1768	0	0	0	0	0	0	11266		
YEAR TO DATE	11266														

***Heritage Quest has a much different method of reporting statistics. I am not able to report the number of searches, which is what is used with the other databases. Instead I will report the number of visitors. This gives an idea of how many people visit the site, but not how much they use once there. I have changed the numbers for the previous two months to keep these counts consistent and I will not add them in to the grand totals.