

Agenda
Ames Public Library Board of Trustees
February 15, 2007 - 7:00 p.m.
Board Room

Adoption of Agenda

Approval of Minutes

Public Forum

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

Consent Agenda

- Consent Agenda – Action Item (All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Board of Trustee members vote on the motion)
 - Claims
 - Gifts

Financial Reports

- Discussion

Administrative Staff Reports

- Director's Report
- Staff Reports

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

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- None

Unfinished Business

- Director Evaluation Process – Munson
- Bequest Money Policy – Botine

New Business

- Heartland Technology Service Agreement – Action Item
- Change Date of March Board meeting – Action Item
- Vernon Brown Bequest
- Strategic Planning Update - Weeks
- Appointment of Trustee Bylaws Review Committee

Trustee Comments

Adjournment

Next regular meeting, Thursday, March 15, 2007, 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes January 11, 2007

The Ames Public Library Board of Trustees met in regular session on Thursday, January 11, 2007, in the Library boardroom with Anderson, Botine, Mathews, Munson, Ross, Sondall Saetveit, Warnick, and Director Weeks in attendance. LeGates and Mungons and were absent.

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

Adoption of Agenda: Botine moved and Anderson seconded the motion to adopt the agenda. Motion passed unanimously.

Approval of Minutes: Warnick moved and Sondall Saetveit seconded a motion to approve the December 21, 2006, minutes. Motion passed unanimously.

Public Forum: none

Consent Agenda: Botine moved and Anderson seconded the motion to approve the following items on the Consent Agenda:

1. Motion approving 12/11/2006-1/04/2007 claims report.
2. Motion approving gifts:
 - In memory of Norma Lucille Conti from Neil Eugene and Merna Marie Donald..... \$15.09
 - In memory of Irene Swanson from Dolores Brown..... \$35.60
 - From C. M. and J. M. Hamm..... \$2.50
3. Motion closing the Library on Monday, February 19, 2007, for staff development day.
4. Motion approving review of Story County contract.

Motion passed unanimously.

Financial Reports: Weeks reported that 50% of the budget year had passed, and he didn't see any problems. He said the budget was on track.

Director's Report: Weeks reported the Library's budget meeting with the city manager went well. The capital improvement plan would be presented to city council on January 16. The budget presentation to city council would be held February 6, at 5:15 p.m. The FY 07/08 budget request was for a 4.5% overall increase with a 5% increase in the collections budget. Weeks discussed the possibility of using the bequest money for collections and how to protect the bequest principal. Weeks reported the city attorney said the bequest money could not be moved to the Foundation, which is a 501(c)3 charitable organization. Weeks recommended adopting a policy on the amount that would be accepted for an endowment and looking at protecting the bequest principal. Munson asked for volunteers to recommend a plan for the bequests and endowments. Botine and Ross volunteered to serve.

Weeks said Roy Kenagy would explain the strategic planning process to the joint meeting of the Friends, Foundation, and Trustees on February 5, 2007, at 6:30 p.m. In addition, there would be two meetings scheduled from 10 a.m. to 4 p.m. on February 17 and February 24 for public input on the strategic plan. Weeks explained the schedule for the strategic planning process. Anderson recommended setting aside a four-hour meeting for Board input before the goals and objectives were drafted. Weeks said he would update the Board at each meeting until the plan was completed.

Weeks asked for a moratorium on policy review to devote time to the strategic plan and other projects.

Staff Reports:

Deputy Director: Munson asked Hayslett why gifts were removed from *Page One*. Hayslett replied it was simply an issue of lack of space. Botine asked the result of the meeting with the Friends' accountant. Hayslett said the purpose was to review procedures. Munson questioned the addition of a junior Friends' group. Carey said this was a result of the teen advisory group wanting to raise funds.

Assistant Director: Carey said the Foundation received over \$55,000.00 in donations. Warnick questioned the expiration of library accounts. Carey said the Library was having trouble with the software so the expiration of accounts was disabled for now. Ross said he would like to see the current number of overdue accounts compared to when the Library started submitting accounts to Unique and how many were written off.

Friends of the Ames Public Library Report: Sondall Saetveit reported the teen advisory group presented a proposal to the Friends to form a partnership. The Friends were taking the proposal into consideration. Sondall Saetveit reported the Friends approved the purchase of a Lego table, story time supplies, and some big books. The Friends also approved paying for half of the African drumming program.

Foundation Report: Ross reported the Foundation hadn't met since the last Board meeting.

Policy Review: none

Unfinished Business:

Director Evaluation Process – Discussion: Munson had nothing new to report.

Consultant Service Agreement – Action Item: Ross moved and Botine seconded the motion to approve the consultant service agreement as presented/amended. Weeks said the agreement would be for \$15,495.00 with the final report due on July 31, 2007. Motion passed unanimously.

New Business:

Appointment of Nominating Committee: Munson stated Sondall Saetveit and LeGates agreed to serve on the nominating committee. They would recommend Trustees to serve as officers starting in April 2007.

Legislative Report: Hayslett said the Iowa Library Association Governmental Affairs Committee (GAC) met with their lobbyists, Amy Campbell and Craig Patterson, on January 5, 2007. They were hoping to restore funding to the 2001 level to the library service areas, plus obtain additional funding for statewide databases. In addition, they were working with the Department of Education to have teacher/librarians phased back into the Iowa Code. Hayslett invited the trustees to attend the Legislative reception briefing at 2:30 p.m. on March 28th in the Vocational Rehab Auditorium, with the Legislative reception following from 4 p.m. to 6 p.m. at the State Law Library. She said GAC Action day would be held at the Capitol on February 14. Ross stated Department of Education Director Judy Jeffrey didn't know if the Legislative subcommittee would hold hearings. The state budget would be released on January 25th.

Staff Recognition at Staff Day: Recording Secretary Woo invited Trustees to attend lunch at noon on staff day, February 19. She asked for a representative from the Trustees who would recognize employees for years of service.

Alternative Funding Request – Action Item: Ross moved and Sondall Saetveit seconded the motion to approve the alternative funding request as presented/amended. Weeks said the list was identified by staff and then prioritized by need. Hayslett said the request also reflected the Friends' commitments. Warnick questioned what the \$25,000.00 for Project Smyles would cover. Carey said it was for staffing. Motion passed unanimously.

Strategic Planning Expenses – Action Item: Botine moved and Anderson seconded the motion to approve \$6922.78 for strategic expenses that was committed for strategic planning travel in the Gladys Myers Bequest as presented/amended. Weeks explained this would pay for upcoming strategic planning expenses. Ross amended the motion to read, "Approve \$6922.78 for strategic planning expenses that was committed for strategic planning travel in the Gladys Myers Bequest." Botine seconded the motion. Motion as amended passed unanimously.

Trustee Comments:

Mathews had no comment.

Botine asked how those interested in becoming a Library trustee would proceed. Munson said they would go to the city's web site to apply.

Warnick said she probably wouldn't be able to attend the February meeting.

Anderson had no comment.

Sondall Saetveit had no comment.

Ross said he would be attending the American Library Association Midwinter meeting. He would be on a panel for the advocacy institute at the meeting. In addition, he and Weeks would attend a Public Library Association Board meeting.

Munson had no comment.

Adjournment

Sondall Saetveit moved and Warnick seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 8:44 p.m.

Consent Agenda

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
February 15, 2007**

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

- Claims Report 1/05/2007-2/05/2007
- Gifts
 - From Altrusa International of Ames for youth non-fiction..... \$1250.00
 - In honor of Mary Sherer from Joe and Kim Williams..... \$100.00
 - In memory of John Nutty from Leisa Doran..... \$20.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Library Claims
1/5/07-2/5/07

Account	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 25,903.60
PAYROLL SUMMARY	IPERS DISABILITY	\$ 120.57
PAYROLL SUMMARY	LIFE INSURANCE	\$ 77.24
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,165.34
PAYROLL SUMMARY	MEDICARE FICA	\$ 368.06
PAYROLL SUMMARY	FICA	\$ 1,573.90
PAYROLL SUMMARY	IPERS	\$ 1,489.48
PAYROLL SUMMARY	WORKERS COMP	\$ 58.46
DEC06 INFO SVCS CHARGES	CITY DATA SERV	\$ 721.38
12/06 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 221.57
FEBRUARY INSURANCE CHARGE	INSURANCE & BONDS	\$ 1,596.00
JANUARY INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,596.00
JAN07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
DEC06 INTERNAL LONG DIST	LONG DISTANCE	\$ 10.49
JAN07 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 674.63
BANK OF AMERICA	POSTAGE/FREIGHT	\$ 14.40
RESERVE ACCOUNT	POSTAGE/FREIGHT	\$ 2,000.00
12/19/06 REIMBURSEMENT	POSTAGE/FREIGHT	\$ (1.00)
12/29/06 REIMBURSEMENT	POSTAGE/FREIGHT	\$ (1.00)
BOA/AIRPORT PRKG/M HARRIS	TRAINING	\$ (45.00)
BOA/AMER BEST INN/HARRIS	TRAINING	\$ (197.40)
BOA/HMSMOST-SLC/M HARRIS	TRAINING	\$ (11.45)
BOA/SALT PALACE/M HARRIS	TRAINING	\$ (14.95)
BOA/AIRPORT PRKG/M HARRIS	CONFERENCES	\$ 45.00
BOA/AMER BEST INN/HARRIS	CONFERENCES	\$ 197.40
BOA/HMSMOST-SLC/M HARRIS	CONFERENCES	\$ 11.45
BOA/SALT PALACE/M HARRIS	CONFERENCES	\$ 14.95
WEEKS, ART	CONFERENCES	\$ 60.00
AMES CONVENTION & VISITOR	DUES AND MEMBERSHIPS	\$ 75.00
IA LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 30.00
HEUSS PRINTING INC	PRINTING OUTSIDE	\$ 470.61
DEX MEDIA EAST	ADVERTISING	\$ 352.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 2,461.84
11/14/06 VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ (85.47)
12/6/06 VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ (80.47)
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 151.78
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,086.87
12/15/06 REIMBURSEMENT	TELEPHONE OUTSIDE	\$ (1.84)
CITY OF AMES UTILITIES	WATER/SEWER	\$ 225.36
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.59
ALLIANT ENERGY	NATURAL GAS	\$ 1,975.36
REFLECTIONS GLASS & MIRRO	STRUCTURAL REPAIR	\$ 49.75
DRAINTECH	FIXED EQUIPMENT REPAIR	\$ 185.02
HOWES WELDING	FIXED EQUIPMENT REPAIR	\$ 48.10
BANK OF AMERICA	FIXED EQUIPMENT REPAIR	\$ 79.99
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 117.07
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 142.76
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 62.08
BANK OF AMERICA	OFFICE SUPPLIES	\$ 104.87
LIB 1-22-07	MINOR COMPUTER EQUIPMENT	\$ (7.00)
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 716.83
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 784.32
BANK OF AMERICA	CLEANING SUPPLIES	\$ 10.99
OFFICE DEPOT INC	EQUIPMENT PARTS/SUPPLIES	\$ 11.69

Library Claims
1/5/07-2/5/07

Account	Category	Amount
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 60.92
CAPITAL SANITARY SUPPLY I	MINOR EQUIPMENT TOOLS	\$ 27.42
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 6.74
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 18.46
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (789.42)
	Library Administration	\$ 48,790.51
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,466.72
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 863.47
PAYROLL SUMMARY	IPERS DISABILITY	\$ 97.67
PAYROLL SUMMARY	LIFE INSURANCE	\$ 49.36
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 817.04
PAYROLL SUMMARY	MEDICARE FICA	\$ 220.86
PAYROLL SUMMARY	FICA	\$ 944.14
PAYROLL SUMMARY	IPERS	\$ 878.15
PAYROLL SUMMARY	WORKERS COMP	\$ 38.33
JAN07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
DEC06 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.27
DEC06 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 1,895.89
DEC06 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,803.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 45.06
11/14/06 VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 85.47
12/6/06 VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 80.47
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 294.48
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 119.27
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 18.97
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
BANK OF AMERICA	OFFICE SUPPLIES	\$ 22.17
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 26.77
	Outreach Services	\$ 22,874.48
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,943.95
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 732.34
PAYROLL SUMMARY	IPERS DISABILITY	\$ 105.15
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,488.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 230.27
PAYROLL SUMMARY	FICA	\$ 984.60
PAYROLL SUMMARY	IPERS	\$ 958.88
PAYROLL SUMMARY	WORKERS COMP	\$ 21.05
JAN07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
DEC06 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.23
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 486.70
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,050.71
GAYLORD BROTHERS	EQUIPMENT PARTS/SUPPLIES	\$ 2,003.38
RESEARCH TECHNOLOGY INTL	EQUIPMENT PARTS/SUPPLIES	\$ 214.95
A M I CORP	EQUIPMENT PARTS/SUPPLIES	\$ 900.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (665.49)
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 8.70
BAKER & TAYLOR INC	JUVENILE	\$ 5,225.90
DAVIDSON TITLES INC	JUVENILE	\$ 18.95
REGENT BOOK CO INC	JUVENILE	\$ 387.58
SCHOLASTIC, INC	JUVENILE	\$ 239.80
ROBINSON, CHRISTINA	JUVENILE	\$ 13.82
AMER LIBRARY ASSOCIATION	JUVENILE	\$ 66.00
MIDWEST TAPE	JUVENILE	\$ 598.03

Library Claims
1/5/07-2/5/07

Account	Category	Amount
BANK OF AMERICA	JUVENILE	\$ 792.33
WEST MUSIC	JUVENILE	\$ 490.71
RAND MCNALLY & CO	ADULT REFERENCE	\$ 300.42
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 11.98
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 901.24
BLACKSTONE AUDIO BOOKS	AUDIO-VISUAL	\$ 87.75
CAREY, LYNNE D	AUDIO-VISUAL	\$ 15.00
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 719.06
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 450.40
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 605.52
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 128.92
HOLLYWOOD VIDEO	AUDIO-VISUAL	\$ 241.57
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 1,486.86
MIDWEST TAPE	AUDIO-VISUAL	\$ 1,498.63
BANK OF AMERICA	AUDIO-VISUAL	\$ 159.38
MICROMARKETING LLC	AUDIO-VISUAL	\$ 439.43
BOLINDA PUBLISHING INC	AUDIO-VISUAL	\$ 269.00
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 8,854.46
RANDOM HOUSE INC	ADULT COLLECTIONS	\$ 327.20
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 35.81
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 17.36
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 944.70
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 25.29
AMER LIBRARY ASSOCIATION	ADULT COLLECTIONS	\$ 176.15
BANK OF AMERICA	ADULT COLLECTIONS	\$ 870.65
	Collections	\$ 52,053.63
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,043.82
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 109.48
PAYROLL SUMMARY	IPERS DISABILITY	\$ 67.81
PAYROLL SUMMARY	LIFE INSURANCE	\$ 30.16
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,044.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 144.91
PAYROLL SUMMARY	FICA	\$ 619.50
PAYROLL SUMMARY	IPERS	\$ 582.99
PAYROLL SUMMARY	WORKERS COMP	\$ 9.28
JAN07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
DEC06 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.30
BANK OF AMERICA	CONFERENCES	\$ 519.19
HEARTLAND AREA EDUC AGENC	OFFICE SUPPLIES	\$ 8.40
BANK OF AMERICA	OFFICE SUPPLIES	\$ 20.12
DOWNTOWN DELI	FOOD & FEED	\$ 80.00
FAREWAY STORES INC	FOOD & FEED	\$ 14.35
BANK OF AMERICA	FOOD & FEED	\$ 91.54
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 29.25
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 172.49
10/02/06 REIMBURSEMENT	SPECIAL PROJECT SUPPLIES	\$ (39.00)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (186.67)
	Programming	\$ 13,455.54
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 42,525.08
PAYROLL SUMMARY	IPERS DISABILITY	\$ 287.03
PAYROLL SUMMARY	LIFE INSURANCE	\$ 129.97
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,886.20
PAYROLL SUMMARY	MEDICARE FICA	\$ 598.82
PAYROLL SUMMARY	FICA	\$ 2,560.52

Library Claims
1/5/07-2/5/07

Account	Category	Amount
PAYROLL SUMMARY	IPERS	\$ 2,445.18
PAYROLL SUMMARY	WORKERS COMP	\$ 65.28
MUNICIPAL CODE SUPPLEMENT	PRINTING/GRAPHICS	\$ 9.34
JAN07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 508.31
DEC06 INTERNAL LONG DIST	LONG DISTANCE	\$ 6.71
12/05/06 REIMBURSEMENT	POSTAGE/FREIGHT	\$ (1.00)
11/17/06 REIMBURSEMENT	CONFERENCES	\$ (15.00)
IA LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 85.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 160.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 234.43
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 23.02
BANK OF AMERICA	OFFICE SUPPLIES	\$ 57.71
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 76.13
LIB 1-22-07	SPECIAL PROJECT SUPPLIES	\$ (4.50)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (147.59)
	Public Services	\$ 55,362.88
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,614.50
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 11,753.44
PAYROLL SUMMARY	IPERS DISABILITY	\$ 95.75
PAYROLL SUMMARY	LIFE INSURANCE	\$ 55.79
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,195.78
PAYROLL SUMMARY	MEDICARE FICA	\$ 388.52
PAYROLL SUMMARY	FICA	\$ 1,661.44
PAYROLL SUMMARY	IPERS	\$ 1,418.67
DEPT IPERS REFUND	IPERS	\$ (45.20)
PAYROLL SUMMARY	WORKERS COMP	\$ 241.77
JAN07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
DEC06 INTERNAL LONG DIST	LONG DISTANCE	\$ 18.08
LIBRARY MC/VISA CHARGES	OUTSIDE PROF SERV	\$ 65.13
3M	COMPUTER MAINT	\$ 1,806.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 375.90
PAPER ROLL PRODUCTS	OFFICE SUPPLIES	\$ 82.48
	Circulation Services	\$ 35,959.10
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 900.88
PAYROLL SUMMARY	IPERS DISABILITY	\$ 6.08
PAYROLL SUMMARY	LIFE INSURANCE	\$ 2.58
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 138.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 12.96
PAYROLL SUMMARY	FICA	\$ 55.40
PAYROLL SUMMARY	IPERS	\$ 51.80
PAYROLL SUMMARY	WORKERS COMP	\$ 0.72
JAN07 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 46.21
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 150.00
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
BANK OF AMERICA	OFFICE SUPPLIES	\$ 556.81
	Computer Lab	\$ 2,357.72
Margaret Munson, President	Melody Warnick, Secretary	Date:

EXPENSE REPORT SUMMARY FY 2006/2007																	
January 31, 2007																	
7 Months =58.3%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																	
Salaries	1,495,662	117,389	121,237	125,366	125,399	125,364	125,365	125,399							865,519	630,143	57.9%
Temporary Salaries	202,526	8,571	18,583	14,242	13,512	14,666	12,862	13,460							95,896	106,630	47.3%
Longevity	6,262	226				2,617									2,843	3,419	45.4%
Sick Leave		8,892													8,892	(8,892)	
Adjustment						(502)									(502)	502	
Vacation		1,863													1,863	(1,863)	
Total Personal Svcs	1,704,450	136,941	139,820	139,608	138,911	142,145	138,227	138,859	0	0	0	0	0	0	974,511	729,939	57.2%
EMPLOYEE BENEFITS																	
Temp Salaries Benefits	29,164														0	29,164	0.0%
IPERS Disability	9,806	764	763	761	760	760	781	779							5,368	4,438	54.7%
Life Insurance	3,385	354	361	397	393	395	393	395							2,688	697	79.4%
Health Insurance	194,358	13,501	13,866	14,735	14,735	14,735	14,735	14,733							101,040	93,318	52.0%
FICA Medicare	21,140	1,932	1,975	1,973	1,963	2,017	1,950	1,967							13,777	7,363	65.2%
FICA	90,394	8,255	8,455	8,434	8,392	8,624	8,349	8,400							58,909	31,485	65.2%
IPERS	86,360	7,838	7,846	7,923	7,893	8,108	7,851	7,780							55,239	31,121	64.0%
Workers Comp	2,705	568	469	346	434	450	429	435							3,131	(426)	115.7%
Flex Benefits															0	0	
Total Employee Ben	437,312	33,212	33,735	34,569	34,570	35,089	34,488	34,489	0	0	0	0	0	0	240,152	197,160	54.9%
INTERNAL SERVICES																	
City Data Services	7,471		623	622	623	622	722	721							3,933	3,538	52.6%
City Messenger	2,823		185	225	229	199	202	222							1,262	1,561	44.7%
Printing	4,950	11	119	263	144	324	37	343							1,241	3,709	25.1%
Insurance & Bonds	18,293		3,192	1,596	1,596	1,596	1,596	1,596							11,172	7,121	61.1%
Phone Operation/Maint	16,081	1,339	1,341	1,340	1,341	1,339	1,341	1,338							9,379	6,702	58.3%
Long Distance	595		35	40	40	36	37	41							229	366	38.5%
Fleet Operating/Maint	8,407		1,220	2,511	1,066	203	449	1,896							7,345	1,062	87.4%
Fleet Replacement	21,636		1,803	1,803	1,803	1,803	1,803	1,803							10,818	10,818	50.0%
Computer Replacement	8,096	675	674	675	675	674	675	674							4,722	3,374	58.3%
Interdepartmental Labor															0	0	
Total Internal Svcs	88,352	2,025	9,192	9,075	7,517	6,796	6,862	8,634	0	0	0	0	0	0	50,101	38,251	56.7%
CONTRACTUAL																	
Outside Prof Services	33,800	27,966	154	707	851	81	1,261	215							31,235	2,565	92.4%
Postage/Freight	13,500	1,074	135	941	3,090	1,047	1,094	2,033							9,414	4,086	69.7%
Travel/Meetings	2,135	63	25	271	129	199	(17)								670	1,465	31.4%
Training	10,575	170	40	250	72	836	12	(269)							1,111	9,464	10.5%
Conferences	11,105		450	52	1,589	1,870		833							4,794	6,311	43.2%
Subscriptions/Books				45											45	(45)	
Dues & Memberships	4,742	95	220	155	145	715	110	350							1,790	2,952	37.7%
Printing	1,500			56	144			470							670	830	44.7%
Advertising	3,000		321	322	168			352							1,163	1,837	38.8%
Recruiting Costs			68	184	5,386	(116)									5,522	(5,522)	
Insurance		687													687	(687)	
Electricity	42,186		5,703	6,125	4,798	2,912	3,012	2,515							25,065	17,121	59.4%
Phone Operation/Maint	8,100	1,577	1,722	1,670	1,599	1,356	1,693	1,670							11,287	(3,187)	139.3%
Long Distance	20														0	20	0.0%

EXPENSE REPORT SUMMARY FY 2006/2007																	
January 31, 2007																	
7 Months =58.3%																	
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Accruals	Y-T-D Total	Current Balance	% Spent
Water/Sewer	3,400		495	272	276	264	259	225							1,791	1,609	52.7%
Waste Disposal	2,400		183	182	265		366	182							1,178	1,222	49.1%
Natural Gas	9,400		21	19	304	849	1,665	1,975							4,833	4,567	51.4%
Structural Repair	7,000		576	5,139	5,595		1,546	50							12,906	(5,906)	184.4%
Moveable Equip Repair	2,000			404	85										489	1,511	24.5%
Fixed Equip Repair	19,000		107	4,290	357	4,336	368	584							10,042	8,958	52.9%
Computer Maintenance	37,313	551	1,831	99	1,830	27,127	12	1,831							33,281	4,032	89.2%
Rentals & Leases	19,955	502	2,313	501	2,096	653	2,201	2,246							10,512	9,443	52.7%
Other Non-City Services	17,090	339	714	955	964	803	1,068	862							5,705	11,385	33.4%
Total Contractual	248,221	33,024	15,078	22,317	29,897	43,100	14,650	16,124	0	0	0	0	0	0	174,190	74,031	70.2%
COMMODITIES																	
Office Supplies	15,000	1,449	611	1,409	1,025	1,546	740	1,038							7,818	7,182	52.1%
Minor Office Equipment	750	359		812	19,263	286		76							20,796	(20,046)	2772.8%
Minor Computer Equip	9,000	(100)			56	831		710							1,497	7,503	16.6%
Ag-Hort Supplies	350														0	350	0.0%
Structural Materials	2,000		231		12	32									275	1,725	13.8%
Chemicals/Lab Supplies															0	0	
Cleaning Supplies	7,000	260	627	349	1,061	136	791	795							4,019	2,981	57.4%
Equip Parts/Supplies	27,707	612	2,867	4,438	4,412	3,302	719	4,626							20,976	6,731	75.7%
Minor Equipment/Tools	550	40	52			182		61							335	215	60.9%
Food	3,500		261	211	176	401	18	186							1,253	2,247	35.8%
Wearing Apparel	200														0	200	0.0%
Special Project Supplies	4,500	(73)	238	153	308	295	42	176							1,139	3,361	25.3%
Purchase Card Clearing	0		4,082	52	2,495	(4,931)	1,398	(1,788)							1,308	(1,308)	
Equipment/Vehicle Fuel	25					5									5	20	20.0%
Total Commodities	70,582	2,547	8,969	7,424	28,808	2,085	3,708	5,880	0	0	0	0	0	0	59,421	11,161	84.2%
CAPITAL																	
Periodicals	15,500	8,606	245	837	126	9		9							9,832	5,668	63.4%
Juvenile	62,535	2,913	2,927	9,371	4,904	10,477	3,413	6,705							40,710	21,825	65.1%
Adult Reference	40,194	10,788	3,971	10,105	865	453	1,785	312							28,279	11,915	70.4%
Audio Visual	70,000	2,825	5,826	7,912	8,931	6,716	5,577	5,912							43,699	26,301	62.4%
Adult Collection	113,000	8,002	12,129	14,067	(852)	26,755	8,196	8,975							77,272	35,728	68.4%
Total Capital	301,229	33,134	25,098	42,292	13,974	44,410	18,971	21,913	0	0	0	0	0	0	199,792	101,437	66.3%
OTHER EXPENDITURES																	
Refunds															0	0	
Total Other Expenditures		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
GRAND TOTAL	2,850,146	240,883	231,892	255,285	253,677	273,625	216,906	225,899	0	0	0	0	0	0	1,698,167	1,151,979	59.6%

2006/07 LIBRARY EXPENSE SUMMARY						
January 31, 2007						
7 Months =58.3%						
	2005/06	2006/07	YTD	YTD	Current	%
	Actuals	Budget	2005/06	2006/07	Balance	Spent
PERSONAL SERVICES						
Salaries	1,374,857	1,495,662	802,093	865,519	630,143	
Temporary Salaries	208,299	203,291	106,381	95,896	107,395	
Longevity	5,852	5,497	2,488	2,843	2,654	
Sick Leave				8,892	(8,892)	
Adjustment				(502)	502	
Vacation	6,912		6,912	1,863	(1,863)	
Total Personal Services	1,595,920	1,704,450	917,874	974,511	729,939	57.2%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		29,164			29,164	
IPERS Disability	8,750	9,806	5,059	5,368	4,438	
Life Insurance	3,244	3,385	1,895	2,688	697	
Health Insurance	168,881	194,358	98,114	101,040	93,318	
FICA Medicare	22,486	21,140	12,942	13,777	7,363	
FICA	96,151	90,394	55,339	58,909	31,485	
IPERS	90,020	86,360	52,378	55,239	31,121	
Workers Compensation	5,000	2,705	2,856	3,131	(426)	
Flex Administration	1,298				0	
Total Employee Benefits	395,830	437,312	228,583	240,152	197,160	54.9%
INTERNAL SERVICES						
City Data Services	7,204	7,471	3,266	3,933	3,538	
City Messenger	2,948	2,823	1,222	1,262	1,561	
Printing	3,610	4,950	1,751	1,241	3,709	
Insurance & Bonds	18,784	18,293	10,955	11,172	7,121	
Phone Operation/Maintenance	16,082	16,081	9,380	9,379	6,702	
Long Distance	491	595	237	229	366	
Fleet Operating/Maintenance	5,779	8,407	3,572	7,345	1,062	
Fleet Replacement	20,556	21,636	10,420	10,818	10,818	
Computer Replacement	13,481	8,096	10,108	4,722	3,374	
Interdepartmental Labor	151		61		0	
Total Internal Services	89,086	88,352	50,972	50,101	38,251	56.7%
CONTRACTUAL						
Outside Professional Services	22,867	33,800	19,661	31,235	2,565	
Postage/Freight	10,409	13,500	6,622	9,414	4,086	
Travel/Meetings	1,362	2,135	723	670	1,465	
Training	3,159	10,575	1,276	1,111	9,464	
Conferences	14,694	11,105	8,738	4,794	6,311	
Subscriptions and Books	35			45	(45)	
Dues & Memberships	3,978	4,742	2,111	1,790	2,952	
Printing	2,179	1,500	1,404	670	830	
Advertising	3,357	3,000	2,191	1,163	1,837	
Recruiting Costs	9,405		4,607	5,522	(5,522)	
Insurance				687	(687)	
Electricity	46,870	42,186	24,839	25,065	17,121	
Phone Operation/Maintenance	16,678	8,100	8,247	11,287	(3,187)	
Long Distance	(17)	20	(17)		20	
Water/Sewer	3,195	3,400	1,601	1,791	1,609	
Waste Disposal	3,259	2,400	1,226	1,178	1,222	
Natural Gas	8,546	9,400	4,761	4,833	4,567	
Structural Repair	5,947	7,000	1,335	12,906	(5,906)	
Moveable Equipment Repair	717	2,000	733	489	1,511	
Fixed Equipment Repair	16,259	19,000	7,130	10,042	8,958	
Computer Maintenance	41,773	37,313	39,547	33,281	4,032	

2006/07 LIBRARY EXPENSE SUMMARY						
January 31, 2007						
7 Months =58.3%						
	2005/06	2006/07	YTD	YTD	Current	%
	Actuals	Budget	2005/06	2006/07	Balance	Spent
Rentals & Leases	20,019	19,955	10,473	10,512	9,443	
Other Non-City Services	24,650	17,090	2,388	5,705	11,385	
Total Contractual	259,341	248,221	149,596	174,190	74,031	70.2%
COMMODITIES						
Office Supplies	14,640	15,000	7,150	7,818	7,182	
Minor Office Equipment	4,093	750	226	20,796	(20,046)	
Minor Computer Equipment	8,849	9,000	1,826	1,497	7,503	
Ag-Hort Supplies	260	350	251		350	
Structural Materials	2,622	2,000	906	275	1,725	
Chemicals/Lab Supplies	29		10		0	
Cleaning Supplies	7,388	7,000	5,829	4,019	2,981	
Equipment Parts/Supplies	24,409	27,707	18,575	20,976	6,731	
Minor Equipment & Tools	2,122	550	292	335	215	
Food	4,496	3,500	2,364	1,253	2,247	
Wearing Apparel	221	200	221		200	
Special Project Supplies	6,625	4,500	1,761	1,139	3,361	
Purchase Card Clearing			4,730	1,308	(1,308)	
Fuel for Vehicles/Equipment	16	25	10	5	20	
Total Commodities	75,770	70,582	44,151	59,421	11,161	84.2%
CAPITAL						
Periodicals	9,677	15,500	8,575	9,832	5,668	63.4%
Juvenile	63,731	62,535	33,346	40,710	21,825	65.1%
Adult Reference	26,782	40,194	21,325	28,279	11,915	70.4%
Audio Visual	68,847	70,000	33,023	43,699	26,301	62.4%
Adult Collection	122,266	113,000	65,816	77,272	35,728	68.4%
Total Capital	291,303	301,229	162,085	199,792	101,437	66.3%
OTHER EXPENDITURES						
Refunds	12				0	
Total Other Expenditures	12	0	0	0	0	
GRAND TOTAL	2,707,262	2,850,146	1,553,261	1,698,167	1,151,979	59.6%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	553,261	636,479	332,353	390,623	245,856	23.00%
Outreach Services	258,621	265,253	142,559	159,231	106,022	9.40%
Collections	589,101	616,790	343,256	407,434	209,356	24.00%
Programming & Promotions	200,883	214,419	113,772	100,220	114,199	5.90%
Public Services	645,632	658,308	372,220	387,143	271,165	22.80%
Circulation Services	405,215	387,310	209,879	239,812	147,498	14.10%
Computer Lab	54,549	71,587	39,222	13,704	57,883	0.80%
GRAND TOTAL	2,707,262	2,850,146	1,553,261	1,698,167	1,151,979	100%

Library Donations Report						
Fiscal Year 2006/2007						
Year-to-Date through January 31, 2007						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Balance @ 6/30/06	742,639.77	124,363.84	406,667.84	195,338.57	100,446.85	1,569,456.87
Interest revenue	22,350.45	3,793.06	11,067.73	5,937.65	3,315.10	46,463.99
Donations/grants					78,302.64	78,302.64
Expenses (see below)	(32,987.47)	(1,122.64)	(68,235.49)	(6,110.81)	(35,704.11)	(144,160.52)
Current balance	732,002.75	127,034.26	349,500.08	195,165.41	146,360.48	1,550,062.98
Less:						
Reserved principal	600,000.00 (1)	100,000.00 (2)			8,276.00 (3)	708,273.00
Reserved interest	65,745.28					65,745.28
Committed funds (see below)	64,012.32	26,057.36	349,500.08	13,889.19	66,767.34	520,226.29
Balance available for expenditure	2,245.15	976.90	0.00	181,276.22	71,317.14	255,818.41
Expense detail:						
Project Smyles	11,735.21				1,396.06	13,131.27
Teen Space	1,194.81					1,194.81
Web development project					12,976.01	12,976.01
Internal printing					678.27	678.27
Outside professional services			4,392.50		3,325.00	7,717.50
Training					12.00	12.00
Advertising	460.00		76.49			536.49
Telephone					166.98	166.98
Other non-City services			20,000.00			20,000.00
Minor equipment	257.19					257.19
Minor computer equipment	337.26					337.26
Special project supplies					10,034.92	10,034.92
Computer equipment	19,003.00	1,122.64				20,125.64
Equipment					1,495.00	1,495.00
Land improvements			43,766.50			43,766.50
Youth collection				6,110.81	172.15	6,282.96
Adult collection					5,447.72	5,447.72
Total expenses	32,987.47	1,122.64	68,235.49	6,110.81	35,704.11	144,160.52
Committed funds detail:						
Building project			349,500.08			349,500.08
Computer replacements	11,408.00	7,057.36				18,465.36
Strategic planning	6,922.78					6,922.78
Project Smyles	135.85	19,000.00			9,075.05	28,210.90
Teen Space	5,595.69					5,595.69
Collection materials				13,889.19		13,889.19
Books for Babies program					8,965.08	8,965.08
Read-About-It program					1,958.22	1,958.22
Wireless project					2,000.00	2,000.00
Web development					1,273.99	1,273.99
Computer training					1,500.00	1,500.00
Local history reading area	39,950.00				10,000.00	49,950.00
Building improvements					9,500.00	9,500.00
Furnishings					19,695.00	19,695.00
Equipment					2,800.00	2,800.00
Total committed funds	64,012.32	26,057.36	349,500.08	13,889.19	66,767.34	520,226.29
(1) \$600,000 of the Gladys Myers bequest and 20% of the interest earned annually on the bequest were reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest income may be used for projects and/or acquisitions approved by the Board.						
(2) \$100,000 of the Marsden bequest was reserved by the Library Board of Trustees on June 24, 1999; the interest on this bequest is available for expenditure.						
(3) Reservations of principal in Other Donations are: \$1,000 in the Tommy Feinberg Memorial, \$5,276 in the Gilman Fund, and \$2,000 in the Smith Endowment. Interest earned on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith Endowment is to be used to acquire large-print books.						

Library Donations Report - Other Donations												
Fiscal Year 2006/2007												
Year-to-Date through January 31, 2007												
	General	Friends	Foundation	Tommy	Gilman	Smith	Children's	Youth	Books for	Enrich		
	Donations	Donations	Donations	Feinberg	Fund	Endowment	Theater	Services	Babies	Iowa	RIIF	Total
				Memorial								
Balance @ 6/30/06	17,113.21	(20.50)		1,072.36	7,493.89	1,953.59	4,225.00	1,212.50	1,966.63	15,738.79	49,691.38	100,446.85
Interest revenue	3,315.10											3,315.10
Donations/grants	5,284.77	4,216.74	11,000.00					6,520.00	1,000.00	14,342.80	33,039.04	75,403.35
Project Smyles donations	2,899.29											2,899.29
Expenses	(2,523.89)	(7,162.49)			(200.82)			(4.33)	(363.67)	(10,810.92)	(14,637.99)	(35,704.11)
Current balance	26,088.48	(2,966.25)	11,000.00	1,072.36	7,293.07	1,953.59	4,225.00	7,728.17	2,602.96	19,270.67	68,092.43	146,360.48
Less:												
Reserved principal				1,000.00	5,276.00	2,000.00						8,276.00
Committed funds	18,899.29				1,958.22			4,000.00		15,140.84	26,768.99	66,767.34
Balance available for expenditure	7,189.19	(2,966.25)	11,000.00	72.36	58.85	(46.41)	4,225.00	3,728.17	2,602.96	4,129.83	41,323.44	71,317.14
Expense detail:												
Project Smyles	632.06									764.00		1,396.06
Web development project											12,976.01	12,976.01
Internal printing		281.60			33.00				363.67			678.27
Outside professional services		3,325.00										3,325.00
Postage/freight												0.00
Training										12.00		12.00
Telephone											166.98	166.98
Office supplies												0.00
Special project supplies										10,034.92		10,034.92
Equipment											1,495.00	1,495.00
Youth collection					167.82			4.33				172.15
Adult collection	1,891.83	3,555.89										5,447.72
Total expenses	2,523.89	7,162.49	0.00	0.00	200.82	0.00	0.00	4.33	363.67	10,810.92	14,637.99	35,704.11
Committed funds detail:												
Project Smyles	2,899.29									6,175.76		9,075.05
Books for Babies program										8,965.08		8,965.08
Read-About-It program					1,958.22							1,958.22
Wireless project											2,000.00	2,000.00
Web development											1,273.99	1,273.99
Computer training											1,500.00	1,500.00
Local history reading area	10,000.00											10,000.00
Building improvements											9,500.00	9,500.00
Furnishings	6,000.00							4,000.00			9,695.00	19,695.00
Equipment											2,800.00	2,800.00
Total committed funds	18,899.29	0.00	0.00	0.00	1,958.22	0.00	0.00	4,000.00	0.00	15,140.84	26,768.99	66,767.34
* Beginning balance includes available balance at 6/30/06 plus outstanding committed funds												

Gladys Myers Donation Fund			
Interest Earned per Fiscal Year			
Year-to-Date through January 31, 2007			
			80% available
			for expenditure
	Total interest	20% reserved	or spent over
Fiscal year	revenue	for reinvestment	life of donation
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	28,296.05	5,659.21	22,636.84
2006/07	22,350.45	4,470.09	17,880.36
Total	328,726.42	65,745.28	262,981.14

American Library Association Mid-Winter Meeting: I attended the ALA Mid-Winter meeting in Seattle, January 19-22. As a member of the Public Library Association Board (along with Trustee Dale Ross), much of my activity concerned my involvement in PLA activities. We spent time reviewing and building upon PLA strategic plan. The PLA board was also invited to participate in a leadership development program. As a representative of the Library Services Cluster of PLA, I attended two committee meetings. One was collection development while the other was audio-visual materials.

Another session I attended, and one in which I felt had impact upon our own library service, was a review of the revisions to PLA's service responses. As we are planning to move forward with our strategic plan, this session was especially pertinent. The most significant outcome was the re-insertion of "cultural awareness" service response.

OCLC featured a session on young adults, how they use the library today and how they may use the library in the future. Much of the session regarded new technologies, which have generated new inter-personal connectiveness in cyber-space.

I had little time for the exhibit floor, but I did get a chance to see some self check-out units and review some automated systems that may be worth future consideration.

First United Methodist Church Considers Expansion: I attended a community meeting regarding expansion plans of our next door neighbor, the First United Methodist Church. Essentially, the church owns the building that many refer to as the "old Fareway" store. Between the building are two parking lots owned by the city. The intention is to tear down the existing building, consolidate the parking lots into one, and build an addition onto the church. The addition would include a large multi-use room. This room would be a full-court basketball court that could be converted into a 350-seat banquet facility (with a full banquet kitchen) or a 500-seat theater with a stage for performances or presentations. Other amenities would include office space and a cleaning facility for indigent people. The plan would cost about \$5-\$6 million. The success of the project will rest on the ability to achieve community acceptance and a successful fund drive.

Capital Improvement Program and Operating Budget Presented to City Council: Both our five-year capital improvement program and our FY 2007/08 operating budgets were presented to the city council since the last board meeting. This concludes our presentation to city officials. We are hoping that the city council will have tentatively approved two significant revisions to the budget before the board meets. One is a \$40,000.00 addition to paint the interior public spaces in the library while the other is \$20,000.00 toward the installation of the brighter and more energy efficient T-8 lights.

Iowa Urban Public Library Association met in Ames: IUPLA consists of the library directors for the ten major public libraries in Iowa and is always attended by the state librarian. We meet quarterly. Interestingly, Ames has the smallest population base for this elite group of Iowa libraries, although we tout the third highest activity level, as measured by circulation. Among the issues discussed were the formation of a consortium to acquire downloaded audio books, library legislation, the “All Iowa Reads” program, and a report on the Urban Libraries Council’s study on the impact of the public library on its community.

Envisionware: We “went live” with the Envisionware software for the management of the computers in the computer lab. This software enables patrons to easily reserve or access a public workstation with minimal to no intervention by staff. Staff have expressed enthusiasm for the new product. Thanks go to Mark Harris for the installation and Scott Dermot for staff training on this new utility.

New Look for Our Web-Site: Have you visited www.amespubliclibrary.org lately? If this web address is too long, try www.amespl.org. It works just as well! This re-designed web-site has been in production for a number of months. Our “go live” date was January 17. Besides its attractive appearance, patrons should find it easier to navigate to desired locations. Staff will be able to handle internal functions much easier as well. Community Relations Coordinator Jillian Ocken and our “techies” Mark Harris and Scott Dermot were instrumental in bringing this new web-site to the community.

Administration

- **Leadership Team** – Lynne Carey and I wrote a report on “Community Vision” to distribute to participants in the February planning sessions. We reviewed documents from Ames Community Schools, the City of Ames, and Iowa State University to identify common themes and elements among these plans and reports. I wrote the preliminary draft of the invitation letter to community members for the planning sessions.
- **Budget** – I attended the budget review meeting with Steve Schainker, Sheila Lundt, Carol Collings, and Duane Pitcher on February 11th. I had prepared a draft of budget highlights and revised those highlights following the meeting. I also attended the budget presentation to the City Council on February 6th.
- **Building** – I met with a graduate students and members of the ISU Landscape Architecture faculty to discuss a project to develop an inviting space on our empty lot. They are suggesting a possible rain garden along with landscaping and seating.
- **Friends of Ames Public Library** – The Friends Board met on February 5th. The Friends Board joined the Trustees and members of the Foundation for a presentation on the strategic planning process by Roy Kenagy. During their business meeting, the Friends approved funding for a die-cut machine for the Youth Services department. They also approved a trial change to book sale procedures. For this coming spring sale, instead of Sunday being the \$5.00 a box day, all items will be half price. This is on the recommendation of book sale coordinators Nancy Schroeder and Joan Van Norman. They hope this will cause more thoughtful shopping and less chaos. They will evaluate how this change affects the number of remainders as well as proceeds and then recommend whether or not to continue the practice for the fall sale. The Board also approved an agreement between the Library’s TAG (Teen Advisory Group) and the Friends. The purpose of the agreement is to support TAG fundraising for teen events as well as encourage volunteerism for Friends activities such as the book sale.

Presentations and Outside Meetings:

- I arranged for the presenter and attended the 2007 All Iowa Reads program on January 29th. Dr. Chuck Jons talked about this year’s selection, “Splendid Solution: Jonas Salk and the Conquest of Polio.” Several audience members had their own polio stories to share.
- Several of the Big Read committee members met on February 1st. We are still finalizing our programs, which will take place in March and April.
- I was the “scholar” for our first “Let’s Talk About It” session this spring. I talked about “1,000 White Women” and facilitated the discussion. I also was the facilitator for the Chick Lit discussion on January 22nd. We discussed Mary Doria Russell’s “The Sparrow.”

Continuing Education:

- I attended the Middle Manager Meeting on January on January 25th. City of Ames Human Resources staff discussed the performance appraisal process.
- I attended a self-check demonstration conference call on Tuesday, February 06, 2007.

Information Services

- **Local History Reading Area Task Force** – This task force has been meeting to design the new lounge space in the area back by the book drop. Barb Cobb has done the lion’s share of taking our ideas and making them work on paper. We have planned for three areas; one that is focused on wireless access, another for genealogy research and a third for Iowa and local history. Mike is actively weeding the reference collection and the Iowa Room to identify materials for the new reading area and to make room for shifting collections. The tax forms will be moving to the reference stacks after the season is over. Janet has been working the Ames Historical Society to donate materials from the Iowa Room to their collection. I am a member of a group of managers

that has been meeting to oversee and bring together the various lounge and collection moving projects that are underway.

- **Personal Development Plans (PDPs)** – I have been meeting with my direct reports to check-in regarding their progress on goals for this year. We are setting new objectives for contributing to the strategic planning process. Mike completed PDPs for his direct reports.
- **Film Lists and Bibliographies** – I completed a list of sub-Saharan Africa films in our collection. I am working on a selected bibliography of materials on autism and Asperger's syndrome.
- **Strategic Planning** – Mike worked with Patti Woo on the facility report for this planning process.
- **Computer Classes** – During January, Vickie and Chris taught a mouse classes and Jan and Lynne taught two Windows Basics classes.
- **Cyber Corps Computer Classes** - Beginning in February, the Library is hosting a series of classes on Internet safety and security. The classes will be taught by Cyber Corps students from Iowa State University. Cyber Corps is a federally funded scholarship program through the National Science Foundation. Each instructor is a second-year graduate student pursuing a master's degree in Computer Security. The scholarships fund their education in exchange for two years of employment in a federal agency after graduation. For the past three years, Ames Public Library has been fortunate to host these Cyber Corps classes in our computer lab. This year, in addition to the usual courses on identify theft and privacy; the students have added a session specifically designed for parents, grandparents, teachers and other caregivers on safe Internet use for children. Jan Heuss, Jerri Heid, Mark Harris and I have been meeting with the students to prepare for and publicize the classes.

Continuing Education:

- Ross Petra attending the ICN session at Kirkendall Public Library in Ankeny presented by Dale Ross and Christie Vilsack on the 2007 All Iowa Reads selection, "Splendid Solution."
- Mary Logsdon and Ann Dobbs attended a reference roundtable meeting in Urbandale. Louise Alcorn presented a program on blogging.

Presentations and Outside Meetings:

- Mary Logsdon, partnered with Jerri Heid, to present a series of three programs for homeschoolers on using research tools and websites.

Collections

- **Periodicals Lounge** -Marianne is heading up the task force. She and Scott have developed the floor plan and have chosen furniture and fixtures for a comfortable lounge south of the New Arrivals section of the library. This lounge will incorporate current newspapers and magazines.
- **Strategic Planning** - Jerri, Ross and Marianne prepared a collections profile report for the strategic planning process.
- **PDPs** – Marianne is completing quarterly PDP reports with her direct reports.
- **Weeding and recataloging** – Marianne is working on a plan to recatalog the Iowa books for the new lounge area. She is also weeding several areas of the non-fiction collection to prepare for shifting the collection for the lounge. I'm half-way through the 900s. Betty has weeded all of the 800s and the art book section.
- **Adult Materials** – Marianne facilitated a meeting of the Adult Selectors committee. We discussed interlibrary loan and purchase request issues.

MONTHLY REPORT February 2007

Lynne Carey, Assistant Director

Administration

- **Foundation:** The 2006 Ames Public Library Foundation campaign has now topped \$54,000. The APLF held its annual meeting on February 5. We are continuing to host representatives from self-check vendors.
- **Personnel:** Jerri, Val and I have completed a round of PDP (professional development plan) meetings with salaried staff. These meetings provide an opportunity to discuss progress on goals and identify needed resources.
- **Strategic Planning:** Sarah, Jerri, Val, Kay Marner and I prepared components of the community and library fact sheet document that is being developed for the community meetings.
- **Floor-Plan Revisions:** Val is serving on the team that is designing the new local history lounge. Youth staff has worked diligently to completely redesign the furniture and stack arrangement in their area to address security and line of sight issues. I am serving on the team that is coordinating all the areas that are being rearranged.

Circulation

- **Debt Collection:** From the February 1 report from Unique Management:
1787 accounts submitted (x \$8.95=\$15,993.65)
59.25% activated
\$150,546.87 dollars submitted
\$35,566.63 dollars received
\$6,013.64 material recovered
- **Striving for Excellence:** Val introduced a Spot Check Challenge for all the circulation staff. Everyone is asked to take turns spot checking carts of returned materials. Every error free cart receives a sticker on a grid. Once the grid is full (800 carts!) we will celebrate with a Spot-Check party. This has been a fun way to promote quality control.
- **Meetings with Hourly Staff:** Val is meeting with each hourly staff member to discuss their role at APL. They are sharing frustrations, joys and ideas for improvement. Val will compile responses to share with the Lead Workers and to aid in the development of a mentoring program.
- **Shelf Reading:** Circulation staff completed a year-long project to shelf-read the entire library collection. This means that they systematically looked at each book to ensure that it is in the right place.

Outreach

- The Bookmobile staff continues to analyze the stop schedule. To that end, Kay Marner completed a snapshot of hourly circulation statistics for each stop and Roger Hop designed a survey for the Kate Mitchell neighborhood. We are contemplating the introduction of a summer schedule and a school schedule.

Youth

- Jerri presented a program on Infants and Literacy for Childcare Resources and Referral training. She presented a workshop entitled "Books, Music and, of Course, Babies" for the Central Iowa Library Service Area.

- Jerri was interviewed by Catherine Perkins of WOI Radio regarding the Caldecott and Newbery award winners.
- Jerri and Dawn collaborated to film a Channel 12 TV program to promote the upcoming Cybercorps computer classes.

Volunteer Services Program

- Sarah attended a volunteer recruitment fair at ISU. She is hoping to identify volunteers to monitor the APL Zone.

Programming

- **Highlights:** The cold weather hasn't kept people away from our many programs in the past few weeks. Youth staff gave tours to students in Children's Literature and Young Adult Literature classes. Jerri and Mary Logsdon presented a three part "Excellence in Writing" series to home school students. Concerts by Catfish Keith and the Java Jews brought in big crowds. The Fonsiba drumming program was very enthusiastically received. "Green Buildings/Green Communities" brought in many new people for a very informative program.

Continuing Education

- Cathy Van Brocklin attended the Iowa Library Association's Youth Services Subdivision goal setting session.
- Jerri, Sarah, Val and I attended a Middle Managers Meeting regarding performance appraisals.
- Mary Herrstadt attended the City Employee Development Center class on personal resiliency.
- I attended the American Library Association mid-winter meeting in Seattle. I serve on two committees of the Library Administration and Management division of ALA; so much of my time was spent in committee meetings. I enjoyed meeting with Art, Dale and Anders Dahlgren.

Aggregating Bequest Funds

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
February 15, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, aggregate Gladys Myers, Roscoe Marsden, Verna Thompson and Herbert Howell bequest funds into one "library bequest" fund. Encumber \$48,000 of the Verna Thompson fund for possible design expenditures prior to a capital campaign for a potential library building project. The Library will expend 80% of the annualized interest for Library projects and services and re-invest 20% of interest earnings for future growth of the newly formed Library fund. For accounting purposes, this policy should take effect as of July 1, 2007, as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Briefing Paper: Aggregating Bequest Funds Held for Library Purposes.

Background: The City of Ames currently holds four major bequests that are dedicated to the operations of the library. To date, each bequest is held in separate accounts. Two of the accounts (Gladys Myers and Roscoe Marsden) are being held as “endowment accounts”. The other two accounts (Dr. Herbert Howell and Verna Jane Thompson) have no policies regarding preservation of the corpus of their bequests.

There are no stipulations that any of these funds are to be directed to any specific purpose, other than the benefit of the library. These funds were not specifically donated with the intention of endowment. There was nothing stated that prohibited endowing these funds either.

On January 15, Director Art Weeks met with Gary Botine who was appointed by President Munson to make a determination regarding a future policy for these funds. The meeting was based on information from the City of Ames Finance Dept. that it would be advantageous for accounting purposes to aggregate these four funds into one account under a standard policy of expenditure.

Discussion: During the ten-year life of the Gladys Myers bequest, from the \$600,000.00 that was reserved, it has generated \$260,794 for library projects. The lasting value of endowing all these funds has an obvious benefit. In all, the total fund balance for all four funds amounts to \$1,403,702.50, as of the February board report.

Gladys Myers Bequest	\$732,002.75
Roscoe Marsden Bequest:	\$127,034.26
Herbert Howell Bequest:	\$195,165.41
Verna Thompson Bequest:	\$349,500.08

Recommendation: Aggregate all four funds into one “library bequest” fund. Hold \$48,000 of the Verna Thompson funds aside for possible design expenditures prior to a capital campaign for a potential library building project. Maintain the policy of expending 80% of the annualized interest for library projects and services and re-investing 20% of interest earnings for future growth of the newly formed library fund. For accounting purposes, this policy should take effect as of July 1, 2007.

Heartland Technology Solutions Service Agreement

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
February 15, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, approve a 100-hour service agreement with Heartland Technology Solutions for \$7,000.00 from the Rebuild Iowa Infrastructure Fund (RIIF), as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Briefing Paper: Service Agreement with Heartland Technology Solutions

Background: Library technology has grown more pervasive and its complexity supersedes the library's ability to maintain the most current systems for security, efficiency, and cost-effectiveness. A failure in the network or any of our automated systems can bring library operations to a standstill. Patrons expect our automated systems to function at all times. Expertise in these areas currently rests with one staff member, the IT Systems Administrator. No provision has been established for the continuity of IT systems backup in his absence.

The IT Systems Administrator has proven to be capable in handling system failures. He has introduced new systems and has worked to find technological solutions for many library functions. Under the staff re-organization this fall, we increased the responsibility level of the Virtual Services Specialist to support library technologies. He has trained staff and patrons on new software programs, most notably the Envisionware PC management system. He has been instrumental in developing our new website.

Objectives of the Agreement: The Library seeks to reduce its reliance on the knowledge of a single staff member to maintain the integrity of the network. The training component for adding these responsibilities to another staff member is beyond our reach. We need proper backup when our IT systems administrator is not available due to sickness or other absences.

Furthermore, in the rapidly changing environment of technology, we seek to have a team of technology experts "on call" to insure that our system is current and all components (routers, switches, servers, etc.) are appropriately configured to meet current and future needs.

Recommendation: We establish an agreement with Heartland Technology Solutions (HTS) to review our network and, if necessary, make any recommendations to assure a secure and functional system. We have a previously established relationship with HTS, so there will be prior knowledge of our needs. The 100-hour service agreement (quote in packet), designates 16 hours for system analysis. The remaining hours will provide "on-call" assistance as needed.

Funding for this agreement will require a board approved expenditure from the Rebuild Iowa Infrastructure Fund (RIIF).

Heartland Technology Solutions



653 Oak Road
Harlan, IA 51537
Ph. 712-744-3619
Fax 712-744-3295

526 S. Main Street
Joplin, MO 64801
Ph. 417-623-5553
Fax 417-623-7241

1920 Philadelphia St.
Suite 104
Ames, IA 50010
Ph. 515-233-4807
Fax 515-233-3723

608 W. Douglas
Wichita, KS 67203
Ph. 316-263-4442
Fax 316-263-3753

1418 East 4th
Hutchinson, KS 67501
Ph. 620-665-3750
Fax 620-665-3969

112 W. Broadway
Newton, KS 67114
Ph. 316-283-0208
Fax 316-283-2731

1829 N. York
Muskogee, OK 74403
Ph. 918-687-3161
Fax 918-682-0889

Quote To:

Ames Public Library
Art Weeks
515 Douglas Avenue

Ames IA 50010
515-239-5632
515-233-9001

Ship To:

Ames Public Library
Art Weeks
515 Douglas Avenue

Ames IA 50010
515-239-5632
515-233-9001

QUOTE

Quote # AAAQ21094
Date 02/01/07
Sales Rep. LLong

Ln #	Qty	Description	Unit Price	Ext. Price
1		100 Hour Service Agreement		
2	100	Non-Profit Rate	\$70.00	\$7,000.00
			SubTotal	\$7,000.00
			Shipping/Handling	\$0.00

Your signature below signifies acceptance of this quote as presented. Please mark through and initial any deletions and write in any additions or changes.

Name

Date

SALES TAX NOT INCLUDED ON THIS QUOTE

WE ARE EXCITED FOR THE OPPORTUNITY TO PARTNER WITH YOU AND AMES PUBLIC LIBRARY. WE WILL PROVIDE A COMPLETE ANALYSIS OF THE CURRENT NETWORK INCLUDING - SERVER MANAGEMENT, ANTIVIRUS SOFTWARE, DISASTER RECOVERY PLAN, DOCUMENT MANAGEMENT, ACTIVE DIRECTORY, AND DIGITAL IMAGING (PRINTING PRACTICES). CHET WOULD BE YOUR PRIMARY ENGINEER BUT WE WOULD HAVE A TEAM OF ENGINEERS TO PROVIDE ASSISTANCE. WE HAVE ESTIMATED 2 DAYS (16 HOURS) FOR THE COMPLETE NETWORK ANALYSIS. THE REMAINING HOURS WOULD BE USED AT YOUR DISCRETION FOR PROJECTS WE IMPLEMENT AND IT SUPPORT. I LOOK FORWARD IN DISCUSSING THESE DETAILS FURTHER.

PRICES SUBJECT TO CHANGE

All Computer systems come pre-installed with remote management software to facilitate end user support.

Any service or support provided that is not specifically mentioned in this quote will be provided at our normal hourly rate for such services. Warranty coverage is limited to manufacturers warranty and may cover only depot service on your equipment. Data transfer or recovery is not included under manufacturers warranty. Extended and on-site warranties are available. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. Equipment billed on receipt at HTS. Service billed separately.

March 2007 Board Meeting

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
February 15, 2007**

Be it resolved that the Board of Trustees, Ames Public Library, change the date of the March 2007 meeting from Thursday, March 15, 2007, to _____
_____ as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Circulation Monthly Stats
January 2007**

COMPARISON	Adult Print	Adult Media	Total Adult Circ	Youth Print	Youth Media	Total Youth Circ	Total Misc	Total Main	Total BKM/Home Del.	Grand Total
Current Month	31,460	39,438	70,898	28,567	15,194	43,761	133	104,836	9,956	114,792
One Year Ago	32,448	36,753	69,201	28,888	13,924	42,812	102	102,733	9,382	112,115
Difference	(988)	2,685	1,697	(321)	1,270	949		2,103	574	2,677
% Change	-3.0%	7.3%	2.5%	-1.1%	9.1%	2.2%		2.0%	6.1%	2.4%
Year to Date										
Current Year	217,864	256,569	474,433	210,927	101,688	312,615	1,174	720,959	67,263	788,222
One Year Ago	219,771	243,215	462,986	199,849	94,891	294,740	738	697,110	61,354	758,464
Difference	(1,907)	13,354	11,447	11,078	6,797	17,875		23,849	5,909	29,758
% Change	-0.9%	5.5%	2.5%	5.5%	7.2%	6.1%		3.4%	9.6%	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	5,625	1,628	15,771	23,024	20.1%			89,650		
One Year Ago	6,287	1,645	14,800	22,732	20.3%			88,251	78.7%	
Difference	(662)	(17)	971	292				1,399		
% Change	-10.5%	-1.0%	6.6%	1.3%				1.6%		
Year to Date										
Current Year	38,108	12,535	100,399	151,042	19.2%			626,120	79.4%	
One Year Ago	41,239	12,678	93,979	147,896	19.5%			602,385	79.4%	
Difference	(3,131)	(143)	6,420	3,146				23,735		
% Change	-7.6%	-1.1%	6.8%	2.1%				3.9%		

**Main Stats
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
ADULT FICTION	9,430	8,405	7,215	7,119	6,842	7,246	7,473	0	0	0	0	0	53,730
ADULT NON-FICTION	11,230	10,487	10,189	10,619	10,458	9,443	11,340	0	0	0	0	0	73,766
ADULT GRAPHIC NOVELS	553	598	410	468	594	517	431	0	0	0	0	0	3,571
ADULT MANGA	1,084	1,285	1,071	745	822	1,061	1,027	0	0	0	0	0	7,095
ADULT ILL ITEMS	46	87	69	65	63	46	74	0	0	0	0	0	450
ADULT PAPERBACKS	553	1,487	938	1,188	740	860	890	0	0	0	0	0	6,656
NEW FICTION	4,759	4,892	4,464	4,415	4,190	3,915	4,159	0	0	0	0	0	30,794
NEW NON-FICTION	2,994	2,930	2,688	2,916	2,750	2,672	2,817	0	0	0	0	0	19,767
PERIODICALS	805	909	916	985	953	953	1,046	0	0	0	0	0	6,567
TRAVEL BAGS	69	76	38	33	46	50	60	0	0	0	0	0	372
SUBTOTAL (PRINT)	31,523	31,156	27,998	28,553	27,458	26,763	29,317	0	0	0	0	0	202,768
NEW MEDIA	283	220	232	179	255	203	193	0	0	0	0	0	1,565
MUSIC CDS	7,588	7,870	7,087	7,286	7,376	8,534	7,781	0	0	0	0	0	53,522
AUDIO BOOKS ON CD	3,137	3,378	2,882	3,092	3,049	3,002	3,021	0	0	0	0	0	21,561
AUDIO BOOKS ON TAPE	800	740	694	628	601	544	409	0	0	0	0	0	4,416
THEATRICAL VIDEOS	2,376	2,165	2,012	2,151	2,300	2,466	2,590	0	0	0	0	0	16,060
NON-THEATRICAL VIDEOS	648	573	577	675	632	507	613	0	0	0	0	0	4,225
THEATRICAL DVDS	17,002	18,519	16,197	15,769	16,671	18,600	19,675	0	0	0	0	0	122,433
NON-THEATRICAL DVDS	2,087	2,559	2,319	2,510	2,728	2,717	3,214	0	0	0	0	0	18,134
KITS	881	903	802	812	761	695	678	0	0	0	0	0	5,532
SUBTOTAL (MEDIA)	34,802	36,927	32,802	33,102	34,373	37,268	38,174	0	0	0	0	0	247,448
ADULT MISC.	105	65	55	106	111	150	122	0	0	0	0	0	714
TOTAL (ADULT)	66,430	68,148	60,855	61,761	61,942	64,181	67,613	0	0	0	0	0	450,930
BIG BOOKS	24	37	46	41	32	17	17	0	0	0	0	0	214
BOARD BOOKS	2,205	2,309	1,988	2,444	1,909	1,741	1,855	0	0	0	0	0	14,451
EASY	9,141	9,270	9,100	9,162	8,251	6,371	7,371	0	0	0	0	0	58,666
EASY TO READ	2,798	2,678	2,341	2,237	2,349	1,617	2,153	0	0	0	0	0	16,173
JUVENILE NON FICTION	4,184	4,027	4,412	4,584	4,264	3,812	4,773	0	0	0	0	0	30,056
JUVENILE FICTION	6,371	5,731	4,177	4,278	4,652	3,846	3,944	0	0	0	0	0	32,999
JUVENILE GRAPHIC NOVELS	466	572	449	363	440	445	537	0	0	0	0	0	3,272
PARENTING COLLECTION	68	75	58	65	69	37	62	0	0	0	0	0	434
JUVENILE LARGE PRINT	79	66	43	52	55	36	39	0	0	0	0	0	370
JUVENILE PERIODICALS	126	240	218	200	242	169	278	0	0	0	0	0	1,473
YOUNG ADULT PRINT	2,976	2,471	1,856	2,115	2,056	2,132	1,922	0	0	0	0	0	15,528
COMIC BOOKS	2	29	2	9	0	18	0	0	0	0	0	0	60
YOUNG ADULT GRAPHIC NOVELS	362	304	227	271	296	340	263	0	0	0	0	0	2,063
MANGA	927	996	709	649	683	794	791	0	0	0	0	0	5,549
YOUNG ADULT PERIODICALS	1	3	4	31	79	49	58	0	0	0	0	0	225
YOUTH REFERENCE	33	38	30	0	0	1	7	0	0	0	0	0	109
SUBTOTAL YOUTH (PRINT)	29,763	28,846	25,660	26,501	25,377	21,425	24,070	0	0	0	0	0	181,642
YOUTH DVDS	8,645	9,445	7,680	8,082	8,786	8,733	9,756	0	0	0	0	0	61,127
YOUTH VIDEOS	2,095	1,921	1,568	1,857	1,766	1,594	1,396	0	0	0	0	0	12,197
YOUTH KITS	602	598	451	325	394	305	264	0	0	0	0	0	2,939
YOUTH CDS	1,580	1,766	1,313	1,384	1,451	1,290	1,387	0	0	0	0	0	10,171
YOUTH SPECIAL COLLECTION	0	0	0	0	0	1	0	0	0	0	0	0	1
YOUTH STORYTELLING	0	2	1	56	37	9	37	0	0	0	0	0	142
TOYS & PUPPETS	87	60	56	266	304	304	313	0	0	0	0	0	1,390
SUBTOTAL YOUTH (MEDIA)	13,009	13,792	11,069	11,970	12,738	12,236	13,153	0	0	0	0	0	87,967
TOTAL YOUTH	42,772	42,638	36,729	38,471	38,115	33,661	37,223	0	0	0	0	0	269,609
YOUTH MISC.	163	150	107	0	0	0	0	0	0	0	0	0	420
GRAND TOTAL	109,365	110,936	97,691	100,232	100,057	97,842	104,836	0	0	0	0	0	720,959
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	5,458	5,464	4,689	4,995	5,072	4,702	5,133	0	0	0	0	0	35,513
GILBERT	1,538	1,406	894	1,204	1,397	1,288	947	0	0	0	0	0	8,674
OPEN ACCESS	13,761	13,874	13,567	14,177	14,394	13,794	15,635	0	0	0	0	0	99,202
Total Special Circulation	20,757	20,744	19,150	20,376	20,863	19,784	21,715	0	0	0	0	0	143,389
% Special Circulation	18.98%	18.70%	19.60%	20.33%	20.85%	20.22%	20.71%						19.89%
AMES	87,061	88,518	77,115	78,493	78,104	76,915	81,191	0	0	0	0	0	567,397

**Bookmobile Stats
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
ADULT FICTION	947	713	693	881	697	552	720	0	0	0	0	0	5,203
ADULT NON-FICTION	456	297	494	548	509	382	413	0	0	0	0	0	3,099
ADULT GRAPHIC NOVELS	5	1	9	6	5	0	5	0	0	0	0	0	31
ADULT MANGA	11	4	11	14	18	7	2	0	0	0	0	0	67
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	455	401	433	440	410	407	392	0	0	0	0	0	2,938
LITERARY PERKS	0	0	0	0	0	0	0	0	0	0	0	0	-
NEW FICTION	223	171	197	290	224	124	247	0	0	0	0	0	1,476
NEW NON-FICTION	248	171	233	329	330	200	296	0	0	0	0	0	1,807
PERIODICALS	67	47	76	73	79	62	67	0	0	0	0	0	471
TRAVEL BAGS	1	0	0	0	1	1	1	0	0	0	0	0	4
SUBTOTAL (PRINT)	2,413	1,805	2,146	2,581	2,273	1,735	2,143	0	0	0	0	0	15,096
NEW MEDIA	4	2	3	4	2	4	3	0	0	0	0	0	22
MUSIC CDS	114	47	124	163	134	167	111	0	0	0	0	0	860
AUDIO BOOKS ON CD	105	61	83	105	64	48	74	0	0	0	0	0	540
AUDIO BOOKS ON TAPE	72	68	52	40	47	47	51	0	0	0	0	0	377
THEATRICAL VIDEOS	218	115	155	212	164	103	157	0	0	0	0	0	1,124
NON-THEATRICAL VIDEOS	22	20	21	21	42	5	20	0	0	0	0	0	151
THEATRICAL DVDS	773	318	964	1,012	917	652	730	0	0	0	0	0	5,366
NON-THEATRICAL DVDS	57	29	115	87	67	24	76	0	0	0	0	0	455
KITS	35	26	38	24	23	38	42	0	0	0	0	0	226
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL (MEDIA)	1,400	686	1,555	1,668	1,460	1,088	1,264	0	0	0	0	0	9,121
ADULT MISC.	5	6	6	6	6	0	11	0	0	0	0	0	40
TOTAL (ADULT)	3,818	2,497	3,707	4,255	3,739	2,823	3,418	0	0	0	0	0	24,257
BIG BOOKS	0	3	11	19	18	10	25	0	0	0	0	0	86
BOARD BOOKS	758	335	703	890	729	523	689	0	0	0	0	0	4,627
EASY	940	523	985	1,182	1,159	883	1,165	0	0	0	0	0	6,837
EASY TO READ	608	261	604	644	492	330	538	0	0	0	0	0	3,477
JUVENILE NON FICTION	926	411	899	1,067	856	702	892	0	0	0	0	0	5,753
JUVENILE FICTION	944	328	800	1,056	910	740	825	0	0	0	0	0	5,603
JUVENILE GRAPHIC NOVELS	120	35	147	171	144	85	112	0	0	0	0	0	814
PARENTING COLLECTION	3	0	1	14	5	3	4	0	0	0	0	0	30
JUVENILE LARGE PRINT	3	1	2	2	3	1	2	0	0	0	0	0	14
JUVENILE PERIODICALS	2	0	0	2	2	0	0	0	0	0	0	0	6
YOUNG ADULT PRINT	189	84	173	221	223	145	167	0	0	0	0	0	1,202
COMIC BOOKS	4	0	4	12	26	2	2	0	0	0	0	0	50
YOUNG ADULT GRAPHIC NOVELS	13	9	27	32	20	9	9	0	0	0	0	0	119
MANGA	33	15	45	26	46	28	29	0	0	0	0	0	222
YOUNG ADULT PERIODICALS	0	0	0	0	0	0	0	0	0	0	0	0	-
JUVENILE PAPERBACKS	73	46	61	126	48	53	38	0	0	0	0	0	445
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL YOUTH (PRINT)	4,616	2,051	4,462	5,464	4,681	3,514	4,497	0	0	0	0	0	29,285
YOUTH DVDS	1,149	452	1,642	1,848	1,634	1,142	1,422	0	0	0	0	0	9,289
YOUTH VIDEOS	492	119	506	497	372	280	299	0	0	0	0	0	2,565
YOUTH KITS	26	11	18	51	46	51	55	0	0	0	0	0	258
YOUTH CDS	128	54	105	149	150	175	189	0	0	0	0	0	950
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	4	4	2	2	3	3	7	0	0	0	0	0	25
TOYS & PUPPETS	62	84	112	134	97	76	69	0	0	0	0	0	634
SUBTOTAL YOUTH (MEDIA)	1,861	724	2,385	2,681	2,302	1,727	2,041	0	0	0	0	0	13,721
TOTAL YOUTH	6,477	2,775	6,847	8,145	6,983	5,241	6,538	0	0	0	0	0	43,006
YOUTH MISC.	0	0	0	0	0	0	0	0	0	0	0	0	-
GRAND TOTAL	10,295	5,272	10,554	12,400	10,722	8,064	9,956	0	0	0	0	0	67,263
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	310	173	421	500	455	244	492	0	0	0	0	0	2,595
GILBERT	587	199	616	727	731	320	681	0	0	0	0	0	3,861
OPEN ACCESS	182	69	233	266	228	83	136	0	0	0	0	0	1,197
Total Special Circulation	1,079	441	1,270	1,493	1,414	647	1,309	0	0	0	0	0	7,653
% Special Circulation	10.48%	8.36%	12.03%	12.04%	13.19%	8.02%	13.15%						11.38%
AMES	9,036	4,765	9,198	10,788	9,127	7,350	8,459	0	0	0	0	0	58,723

**Miscellaneous Stats
FY06/07**

Description	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Total
HOME DELIVERY													
# of Patrons	58	58	59	59	59	56	55						404
Centers	23	23	23	23	23	21	20						156
Individual Deliveries Made	36	37	41	44	30	44	34						266
Additional Individuals serv.	13	8	6	4	7	6	9						53
GATE COUNT	43,793	43,069	37,470	39,057	33,152	34,192	37,802						268,535
HOLDS													
Main	9,511	10,114	8,740	11,313	10,518	8,904	9,819						68,919
BKM/Hm Delivery	802	293	925	1,586	1,390	572	800						6,368
Total Holds	10,313	10,407	9,665	12,899	11,908	9,476	10,619						75,287
INTERLIBRARY LOANS													
Requested	69	90	74	82	56	51	110						532
Received	52	84	62	70	63	45	83						459
Loaned	266	315	345	361	321	261	366						2,235
MEETING ROOM USAGE													
Number of Room Uses	202	123	181	189	188	146	233						1,262
People	4,257	1,987	3,683	4,349	3,823	2,746	3,568						24,413
PROGRAMS													
Adult	33	16	36	29	25	13	29						181
Children & Family	126	14	75	90	91	74	99						569
Outreach	32	2	2	1	3	1	2						43
Teen	10	8	3	4	2	3	4						34
Project Smyles	12	24	28	28	38	39	41						210
Total Programs	213	64	144	152	159	130	175						1,037
PROGRAM ATTENDANCE													
Adult	1,031	436	1,760	1,805	424	332	566						6,354
Children & Family	3,169	431	1,664	1,971	1,877	1,336	1,969						12,417
Outreach	503	115	181	11	35	8	18						871
Teen	221	198	129	50	27	93	31						749
Project Smyles	180	315	376	370	418	433	531						2,623
Total Attendance	5,104	1,495	4,110	4,207	2,781	2,202	3,115						23,014
Webref	120	124	123	100	137	75	165						844
PAC Usage													
PAC	98,084	96,859	95,779	100,315	101,072	89,170	110,833						692,112
Community Organizations & Ames Tribune	605	589	575	603	668	510	507						4,057
Total	98,689	97,448	96,354	100,918	101,740	89,680	111,340						696,169

Monthly Stats For Subscription Databases FY06/07

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	96	83	64	55	26	78	93						495
Business Remote	67	120	67	25	2	50	46						377
Business Total	163	203	131	80	28	128	139	0	0	0	0	0	872
Residential In-House	72	52	51	58	21	98	69						421
Residential Remote	90	32	38	60	23	70	62						375
Residential Total	162	84	89	118	44	168	131	0	0	0	0	0	796
Grand Total	325	287	220	198	72	296	270	0	0	0	0	0	1668
Des Moines Register													
In-House	31	2	25	11	1	16	29						115
Remote	43	26	33	19	32	34	17						204
Total	74	28	58	30	33	50	46	0	0	0	0	0	319
New York Times													
In-House	3	2	12	3	2	4	10						36
Remote	119	154	121	184	129	89	203						999
Total	122	156	133	187	131	93	213	0	0	0	0	0	1035
Access World News													
In-House	1	14	14	10	14	6	5						64
Remote	4	0	72	104	51	44	43						318
Total	5	14	86	114	65	50	48	0	0	0	0	0	382
EBSCOhost													
In-House	174	149	741	578	189	140	1142						3113
Remote	579	170	789	909	1190	445	1660						5742
Total	753	319	1530	1487	1379	585	2802	0	0	0	0	0	8855
Novelist													
In-House	641	581	320	205	366	181	169						2463
Remote	53	16	153	36	41	0	1						300
Total	694	597	473	241	407	181	170	0	0	0	0	0	2763
Chilton Online													
In-House	8	9	5	9	8								39
Remote	94	104	75	119	91								483
Total	102	113	80	128	99	0	0	0	0	0	0	0	522
Heritage Quest													
In-House + Remote	4811	3271	5226	3811	3982	4154	4063						29318
GRAND TOTAL	6833	4769	7653	6160	6127	5409	7611	0	0	0	0	0	44562
YEAR TO DATE	44562												
Bookletters (Pageviews)	3371	3803	3338	3197	2393	2384	3332						21818