

Agenda
Ames Public Library Board of Trustees
March 9, 2006 - 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
- Gifts - Action Item

Administrative Staff Reports

- Co-Directors' Reports
- Department Coordinators' Reports

Friends of the Ames Public Library Report – Ferree, Warnick, Hayslett

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Current: Financial Limits Authority
Investments
- Next Month: Trustee By-Laws

New Business

- Employee Reclassification – Action Item
- Plans of Service – Discussion
- Nominating Committee Report
- Executive Committee Reports
- Legislative Report

Unfinished Business

- Building Acquisition Update – Hayslett
- Director Search – Munson

Trustee Comments

Adjournment

The next regular meeting is Thursday, April 20, 2006 at 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes February 16, 2006

The Ames Public Library Board of Trustees met in regular session on Thursday, February 16, 2006, in the Library boardroom with Anderson, Ferree, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Botine, Mathews, and Mungons were absent.

Call to Order: President Munson called the meeting to order at 7:02 p.m.

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

Approval of Minutes: Ross moved and Sondall seconded a motion to adopt the minutes from the January 19, 2006, meeting. The motion passed unanimously.

Public Forum: none

Financial Reports:

Claims: Ferree moved and Warnick seconded a motion to approve the claims. Sondall questioned the debits to Best Buy. Hayslett reported as part of the budget rearrangement, the items were moved to the Collections budget. Ross questioned the procedure for P-card purchases. Carey explained that staff goes through extensive training before their P-card is authorized. Munson questioned who approves the purchases for P-cards. Carey explained that prior approval by their supervisor is needed before an employee makes a purchase. The claims were unanimously approved.

Gifts: The following donations were presented for acceptance:

- From Carol J. Lamb\$100.00
in memory of her grandchildren: Elaine Hockerman and Nathan Hockerman
- From John and Patricia Ball.....\$500.00
in memory of Margaret Lucille Kennedy Smith for the youth department
- From Dane 207 Questers in memory of David Stone\$15.00
- From Mary Whiting.....\$2,000.00
- From John and Elizabeth Mayfield.....\$200.00
in memory of Levinah Morrow for film programming

Carey explained that the Mayfield gift for film programming will continue with a pledge of \$100.00 per month. Warnick asked how the gift spending is tracked. Hayslett said Mary Logsdon sends an acknowledgement and tracks the gift spending. Ferree moved and Anderson seconded a motion to accept the donations. The motion passed unanimously.

Budget Update: Hayslett explained that she covered the budget update in her monthly report. Warnick questioned the purchase for wearing apparel. Hayslett explained the wearing apparel line is for shirts, pants, and boots for the custodians.

Interim Co-Director's Report - Carey: Carey stated that the Project Smyles kick off and reception was wonderful. Marner is signing books at Borders on Saturday, February 18th. Warnick questioned the computer lab changes. Carey said the check in for the computer lab will be moved to circulation, as the lab will become self service. To offset the reduction in the service level, the Library is adding computer classes and one-on-one sessions. Discussion followed regarding the best use of staff time and concerns about unstaffed areas of the library. Carey said that Harris is moving downstairs to be closer to the lab. Carey thanked Harris and Donnell for working through the details of the move.

Munson asked about the crisis with the hourly budget. Hayslett said the management team asked for an increase in the hourly budget in the budget meeting with city staff. Hayslett explained the city's budgeting process. Ross questioned how well Unique Management Services (UMS) was doing. Carey said in addition to the materials returned after a customer was referred to UMS, more customers are returning materials so they are not turned over to the service.

Munson asked if the Library card expiration date procedure had been implemented, as she had to go to the desk to check out. Carey explained that the Library is still doing address checks on existing cards; however, new cards will have expiration dates of a year from the date of issue.

Carey reported the smoke detectors had been hooked up to the alarm system, the sprinkler connect was added to hook up the sprinkler system to the alarm system, and a sprinkler was added in the elevator room. The fire inspector inspected the Library and a staff fire drill was held. Batteries and light bulbs have been ordered for exit signs and emergency lights.

Interim Co-Director's Report - Hayslett: Hayslett had nothing to add to her report. Ross questioned the amount on her report for Parks and Recreation online registration. Carey stated that \$375.00 is a one-time licensing fee, not an annual fee. Carey said the estimated costs for advertising in the Parks and Recreation brochure is approximately \$1950.00, depending on the pages available. Ross questioned why the request for alternative funding increased for the bins. Heid said the first estimate was out of a catalog and for a product that wouldn't last as long. The additional funding would allow for custom-built bins that would last longer. Additionally, the costs of materials have increased. Heid explained the theory behind bins versus shelving. Ross questioned the request for collections money in the alternative funding request. Discussion followed on strategies to increase the collection budget for next year.

Department Coordinators:

Community Relations Specialist: Duggan invited Trustees to attend lunch at 11:30 p.m. on Staff Day on February 20, 2006. She asked that a Board member present employee service awards at lunch. Ross said he would present the awards.

Computer Specialist: Sondall questioned Harris about taking computers to Altoona for disposal. Harris explained that businesses need to take electronics to the regional waste facility for disposal. Anderson noted that ISU may be able to take some surplus computers. Munson added that the State of Iowa has a surplus system that may be able to assist.

Friends of the Ames Public Library Report: Ferree noted that Joan Van Norman has volunteered to assist Nancy Schroeder with the book sale. Ross questioned if there is a space problem for the book sale now that the teen space is set up. Carey said there will be additional tables in the lobby. The Friends are discussing the possibility of holding other smaller sales throughout the year.

Foundation Report: Ross reported the Foundation added four new directors. The bylaws committee has submitted their recommendation for changes which include the following: reduce the number of directors from 15-21 to 9-15; change the term from 6 years to 4 years, with a renewable term; compress the secretary/treasurer to one office, where the role of the treasurer is oversight; and change the quorum amount to at least five. Members will come back to the next meeting with recommendations. In addition, they are discussing the needs for insurance and will ask the city risk manager for a recommendation. He said the Foundation recognizes they depend on Library staff, so they are working with the city attorney to draft an agreement between the Foundation and the Board of Trustees regarding compensation for Library staff time spent working on Foundation matters. Carey reported the Foundation elected the following officers: Chuck Jons, president; Sally Barclay, vice president; and Jim Mason, treasurer. She said that Lisa Eslinger was added as a new director and Ann Campbell has resigned. Carey stated the Foundation needs a non-voting Friends' member on their Board. Ross added that in the new bylaws, the Director of Ames Public Library will become

an ex-officio, non-voting member of the Foundation Board. Carey stated that the campaign is approaching \$25,000.00. Ross thanked Sheila Lundt for her help with the bylaws.

Policy Review:

Employee Recognition Policy – Tabled Policy Action Item: Warnick moved and Ferree seconded the motion to take the Employee Recognition Policy from the table. The motion passed unanimously.

Employee Recognition Policy – Action Item: Sondall moved and Warnick seconded the motion to approve the Employee Recognition Policy as presented/amended. Warnick stated the changes made the policy clearer. The motion as presented passed unanimously.

Unattended Children Policy – Action Item: Ferree moved and Warnick seconded a motion to approve the Unattended Children Policy as presented/amended. Under **Unattended Children**, first bullet, first sentence, Ross recommended adding conduct after child, and then adding an apostrophe s after child. Warnick asked how often the police were called to the Library. Hayslett said they weren't called very often. Carey said the Library staff would make an attempt to locate the parent if there was a problem. Munson recommended under **Consequences**, second bullet, first sentence, add "is" between "and" and "not." Anderson called the question. The motion as amended passed unanimously. Under **Unattended Children**, first bullet, first sentence, add "conduct" after child, and change child to "child's." Under **Consequences**, second bullet, first sentence, add "is" between "and" and "not."

New Business:

Change of March meeting date – Action Item: Ross moved and Sondall seconded the motion to change the meeting date of the March 2006 meeting from Thursday, March 16, 2006, to Thursday, March 9, 2006 as presented/amended. The motion as presented passed unanimously.

Private Funding Request – Action Item: Ross moved and Ferree seconded the motion to approve the alternate funding request as presented/amended. Warnick questioned what RIIF meant. Hayslett said it is money from the State of Iowa Rebuild Iowa Infrastructure Fund. Ross questioned the need for data base cleaning. Harris said this should be done annually as OCLC records that are imported are not standardized. Discussion followed regarding the procedure to request funding from the Friends and Foundation. Carey said this action authorized the Library staff to request the funds from those organizations. The motion as presented passed unanimously.

Update on Security Issues - Discussion: Carey reported that Harris and Woo are waiting for estimates from two companies on security cameras. Harris reported that the Library is looking at an expandable security system. Carey said the Library will be initiating background checks on some volunteers for a cost of \$12.00 per person. Volunteers who will have background checks include home delivery, select Project Smyles volunteers, volunteers who will go into daycares to read one-on-one and any volunteer that has contact with the public. She reported the volunteer will have to sign a consent form. Carey said the staff is also working on lost child procedures. Carey said she, Woo, and Sheila Lundt will meet with the city attorney to review the city ordinance regarding the Library. One addition to the ordinance may be to ban smoking in front of the Library. Munson requested the addition of allowing someone to serve a full term of their own as a trustee after they stepped in to fill someone else's unfulfilled term.

Passport Service – Discussion: Hayslett said implementing the passport service has been suspended for now.

Appointment of Trustee Bylaws Review Committee: Munson asked Ferree and Mathews to serve on the Trustee Bylaws Review Committee. Ferree agreed to serve. Munson said she will contact Mathews later, since he was absent from the meeting.

Appointment of Nominating Committee: Munson appointed Sondall and Anderson to serve on the nominating committee. She stated a Board member can't serve for more than three terms in the same office. Elections will be held at the April meeting. She thanked them for agreeing to serve.

Unfinished Business:

Building Acquisition Update: Hayslett reported the Library received the Quit Claim Deed for the property. Assistant City Attorney Judy Parks will register the documents and work to resolve setting a date for removal of the seller's personal property. Munson asked if insurance was needed on the property. Munson reported she talked to Public Works Director John Joiner regarding the demolition. He said the City's purchasing department will prepare a Request for Proposal for the demolition. She will be putting together a team in March to move forward on the demolition as soon after 5/1/2006 as possible. Munson said she is looking for a long-term Board member, a short-term member, and someone in mid-term to serve on a demolition committee. She asked interested members to contact her as soon as possible.

Director Search Update: Munson reported the ads for the director were posted. She reported that it was too late to send a Board member to the Public Library Association meeting in Boston. The search committee will stay after the Board meeting to set up an appointment for a meeting at a later date.

Trustee Comments:

Ross had no comment.

Warnick had no comment.

Sondall asked when to discuss a request she received from a staff member. Anderson recommended the Board's executive committee meet to discuss the request and come back to a Board meeting with a recommendation. Sondall reported that she had attended the Teen Space ground breaking, which was a wonderful event.

Anderson said the Teen Space and Project Smyles events were wonderful. He stated that this is a dynamic library.

Ferree reported that he was uniformly impressed with the Library Notes columns that are in the *Tribune*.

Munson had no comment.

Adjournment

Anderson moved and Sondall seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 9:17 p.m.

Library Claims Listing
2/9/2006-3/2/2006

| Vendor | Category | Amount |
|---------------------------|-------------------------------|---------------------|
| PAYROLL SUMMARY | PERS SALARIES/WAGES | \$ 18,397.04 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 124.18 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 46.72 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 2,793.06 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 261.37 |
| PAYROLL SUMMARY | FICA | \$ 1,117.52 |
| PAYROLL SUMMARY | IPERS | \$ 1,057.84 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 50.79 |
| FEB06 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 231.05 |
| JAN06 INTERNAL LONG DIST | LONG DISTANCE | \$ 7.77 |
| JAN06 EQUIP&ESCROW CHRGS | FLEET OPERATING/MAINT | \$ 41.75 |
| JAN06 EQUIP&ESCROW CHRGS | FLEET REPLACEMENT FUNDS | \$ 142.00 |
| FEB06 COMPUTER REPLACEMNT | COMPUTER REPLACEMENT FUND | \$ 674.63 |
| PAYROLL SUMMARY | INTERDEPARTMENTAL LABOR | \$ 64.86 |
| ROSS, DALE H | CONFERENCES | \$ 278.30 |
| IA LIBRARY ASSOC | DUES AND MEMBERSHIPS | \$ 30.00 |
| AMER LIBRARY ASSOC | DUES AND MEMBERSHIPS | \$ 95.00 |
| QWEST DEX MEDIA EAST | ADVERTISING | \$ 160.70 |
| AMER LIBRARY ASSOCIATION | RECRUITING COSTS | \$ 750.00 |
| BANK OF AMERICA | RECRUITING COSTS | \$ 40.95 |
| REED BUSINESS INFORMATION | RECRUITING COSTS | \$ 150.00 |
| QWEST COMMUNICATIONS | TELEPHONE OUTSIDE | \$ 78.60 |
| VERIZON WIRELESS | TELEPHONE OUTSIDE | \$ 124.69 |
| CORBIN SANITATION | WASTE DISPOSAL | \$ 182.59 |
| ALLIANT ENERGY | NATURAL GAS | \$ 1,518.56 |
| MIDWEST AUTOMATIC FIRE SP | STRUCTURAL REPAIR | \$ 1,026.00 |
| ACCURATE MECHANICAL CO IN | FIXED EQUIPMENT REPAIR | \$ 3,350.00 |
| FITZ ELECTRIC | FIXED EQUIPMENT REPAIR | \$ 1,481.64 |
| GIBBS PLUMBING & HEATING | FIXED EQUIPMENT REPAIR | \$ 228.00 |
| ADT SECURITY SERVICES | FIXED EQUIPMENT REPAIR | \$ 1,275.00 |
| MIDIOWA NET | COMPUTER MAINT | \$ 25.00 |
| MIDWEST OFFICE TECHNOLOGY | RENTALS AND LEASES | \$ 117.07 |
| CANON FINANCIAL SERVICES | RENTALS AND LEASES | \$ 218.06 |
| DUST TEX SERVICE INC | NON-CITY SERVICE | \$ 6.35 |
| STEAMWAY CLEANING & RESTO | NON-CITY SERVICE | \$ 289.58 |
| ADT SECURITY SERVICES | NON-CITY SERVICE | \$ 182.00 |
| BANK OF AMERICA | NON-CITY SERVICE | \$ 62.50 |
| CH ISSUES | OFFICE SUPPLIES | \$ 158.33 |
| OFFICE DEPOT INC | OFFICE SUPPLIES | \$ 76.97 |
| PITNEY BOWES INC | OFFICE SUPPLIES | \$ 82.98 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 19.98 |
| OFFICE DEPOT/3" FASTENERS | OFFICE SUPPLIES | \$ (9.21) |
| BANK OF AMERICA | MINOR COMPUTER EQUIPMENT | \$ 784.19 |
| BANK OF AMERICA | STRUCTURAL MATERIAL | \$ 15.44 |
| CAPITAL SANITARY SUPPLY I | CLEANING SUPPLIES | \$ 169.69 |
| BANK OF AMERICA | EQUIPMENT PARTS/SUPPLIES | \$ 34.94 |
| WAGAMAN, CAMILLE | FOOD & FEED | \$ 47.50 |
| SAMS CLUB DIRECT COMM ACC | FOOD & FEED | \$ 25.52 |
| CAREY, LYNNE D | SPECIAL PROJECT SUPPLIES | \$ 25.00 |
| BANK OF AMERICA | PURCHASE CARD CLEARING | \$ 553.17 |
| | Library Administration | \$ 38,670.81 |
| PAYROLL SUMMARY | PERS SALARIES/WAGES | \$ 13,765.86 |

Library Claims Listing
2/9/2006-3/2/2006

| Vendor | Category | Amount |
|---------------------------|---------------------------|---------------------|
| PAYROLL SUMMARY | TEMP SALARIES/WAGES | \$ 1,479.95 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 76.52 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 35.77 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 874.36 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 219.19 |
| PAYROLL SUMMARY | FICA | \$ 937.09 |
| PAYROLL SUMMARY | IPERS | \$ 876.67 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 43.17 |
| FEB06 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 92.42 |
| JAN06 INTERNAL LONG DIST | LONG DISTANCE | \$ 2.03 |
| JAN06 EQUIP&ESCROW CHRGS | FLEET OPERATING/MAINT | \$ 560.52 |
| JAN06 EQUIP&ESCROW CHRGS | FLEET REPLACEMENT FUNDS | \$ 1,713.00 |
| CITY OF AMES UTILITIES | ELECTRICITY | \$ 18.95 |
| QWEST COMMUNICATIONS | TELEPHONE OUTSIDE | \$ 280.85 |
| BANK OF AMERICA | PURCHASE CARD CLEARING | \$ 437.57 |
| | Outreach Services | \$ 21,413.92 |
| PAYROLL SUMMARY | PERS SALARIES/WAGES | \$ 14,450.08 |
| PAYROLL SUMMARY | TEMP SALARIES/WAGES | \$ 644.90 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 97.54 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 32.34 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 2,350.78 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 209.54 |
| PAYROLL SUMMARY | FICA | \$ 895.86 |
| PAYROLL SUMMARY | IPERS | \$ 867.96 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 18.86 |
| FEB06 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 138.63 |
| JAN06 INTERNAL LONG DIST | LONG DISTANCE | \$ 3.58 |
| MALINOWSKI, MARIANNE | TRAVEL/MEETINGS | \$ 30.68 |
| YOUNG, BETTY | TRAINING | \$ 149.27 |
| CHATHAM AREA LIBRARY DIST | NON-CITY SERVICE | \$ 2.00 |
| DEMCO INC | OFFICE SUPPLIES | \$ 9.37 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 7.92 |
| BAKER & TAYLOR INC | JUVENILE | \$ 1,081.35 |
| BANK OF AMERICA | JUVENILE | \$ (42.30) |
| BWI | JUVENILE | \$ 1,304.69 |
| BAKER & TAYLOR INC | ADULT REFERENCE | \$ 1,300.00 |
| R C BOOTH ENTERPRISE | ADULT REFERENCE | \$ 28.00 |
| BAKER & TAYLOR INC | AUDIO-VISUAL | \$ 400.42 |
| BBC AUDIOBOOKS AMERICA | AUDIO-VISUAL | \$ 439.22 |
| RANDOM HOUSE INC | AUDIO-VISUAL | \$ 283.20 |
| RECORDED BOOKS LLC | AUDIO-VISUAL | \$ 729.25 |
| BAKER & TAYLOR ENTERTAINM | AUDIO-VISUAL | \$ 74.93 |
| MIDWEST TAPE | AUDIO-VISUAL | \$ 1,095.69 |
| BANK OF AMERICA | AUDIO-VISUAL | \$ 1,853.47 |
| MICROMARKETING LLC | AUDIO-VISUAL | \$ 23.70 |
| BAKER & TAYLOR INC | ADULT COLLECTIONS | \$ 5,096.88 |
| REGENT BOOK CO INC | ADULT COLLECTIONS | \$ 35.55 |
| INGRAM LIBRARY SERVICES | ADULT COLLECTIONS | \$ 4.95 |
| THOMSON GALE GROUP | ADULT COLLECTIONS | \$ 470.79 |
| BANK OF AMERICA | ADULT COLLECTIONS | \$ 745.40 |
| | Technical Services | \$ 34,834.50 |
| PAYROLL SUMMARY | PERS SALARIES/WAGES | \$ 11,438.36 |

Library Claims Listing
2/9/2006-3/2/2006

| Vendor | Category | Amount |
|---------------------------|-----------------------------|---------------------|
| PAYROLL SUMMARY | TEMP SALARIES/WAGES | \$ 507.37 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 63.59 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 24.90 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 1,201.64 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 169.00 |
| PAYROLL SUMMARY | FICA | \$ 722.51 |
| PAYROLL SUMMARY | IPERS | \$ 686.86 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 14.87 |
| FEB06 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 92.42 |
| JAN06 INTERNAL LONG DIST | LONG DISTANCE | \$ 2.69 |
| OFFICE DEPOT INC | OFFICE SUPPLIES | \$ 1.07 |
| SIGLER/PAW PRINT STAMP | OFFICE SUPPLIES | \$ (20.50) |
| BANK OF AMERICA | FOOD & FEED | \$ 59.68 |
| DEMCO INC | SPECIAL PROJECT SUPPLIES | \$ 77.60 |
| RECORDED BOOKS LLC | SPECIAL PROJECT SUPPLIES | \$ 27.30 |
| VEISHEA INC | SPECIAL PROJECT SUPPLIES | \$ 20.00 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ 35.67 |
| BANK OF AMERICA | PURCHASE CARD CLEARING | \$ 796.92 |
| | Programming | \$ 15,921.95 |
| PAYROLL SUMMARY | PERS SALARIES/WAGES | \$ 40,846.80 |
| PAYROLL SUMMARY | TEMP SALARIES/WAGES | \$ 184.35 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 262.07 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 90.24 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 4,447.94 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 576.90 |
| PAYROLL SUMMARY | FICA | \$ 2,466.81 |
| PAYROLL SUMMARY | IPERS | \$ 2,359.24 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 46.68 |
| FEB06 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 554.52 |
| JAN06 INTERNAL LONG DIST | LONG DISTANCE | \$ 9.01 |
| VAN BROCKLIN, CATHY | TRAVEL/MEETINGS | \$ 18.20 |
| MIDWEST OFFICE TECHNOLOGY | RENTALS AND LEASES | \$ 234.43 |
| CANON FINANCIAL SERVICES | RENTALS AND LEASES | \$ 436.12 |
| LIB 2-13-06 | SPECIAL PROJECT SUPPLIES | \$ (7.00) |
| LIB 2-21-06 | SPECIAL PROJECT SUPPLIES | \$ (3.50) |
| BANK OF AMERICA | PURCHASE CARD CLEARING | \$ 14.89 |
| | Information Services | \$ 52,537.70 |
| PAYROLL SUMMARY | PERS SALARIES/WAGES | \$ 13,574.20 |
| PAYROLL SUMMARY | TEMP SALARIES/WAGES | \$ 9,318.33 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 76.30 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 34.83 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 2,242.14 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 317.66 |
| PAYROLL SUMMARY | FICA | \$ 1,358.28 |
| PAYROLL SUMMARY | IPERS | \$ 1,244.25 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 193.54 |
| FEB06 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 184.84 |
| JAN06 INTERNAL LONG DIST | LONG DISTANCE | \$ 15.54 |
| BANK OF AMERICA | CONFERENCES | \$ 230.20 |
| UNIQUE MANAGEMENT SERVICE | NON-CITY SERVICE | \$ 2,198.57 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 48.00 |
| | Circulation Services | \$ 31,036.68 |

Library Claims Listing
2/9/2006-3/2/2006

| Vendor | Category | Amount |
|----------------------------|-------------------------|--------------------|
| PAYROLL SUMMARY | PERS SALARIES/WAGES | \$ 1,843.68 |
| PAYROLL SUMMARY | TEMP SALARIES/WAGES | \$ 2,518.85 |
| PAYROLL SUMMARY | IPERS DISABILITY | \$ 12.45 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 4.74 |
| PAYROLL SUMMARY | HEALTH INSURANCE | \$ 275.02 |
| PAYROLL SUMMARY | MEDICARE FICA | \$ 60.34 |
| PAYROLL SUMMARY | FICA | \$ 258.03 |
| PAYROLL SUMMARY | IPERS | \$ 250.89 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 32.92 |
| FEB06 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 46.21 |
| JAN06 INTERNAL LONG DIST | LONG DISTANCE | \$ 1.90 |
| MIDWEST OFFICE TECHNOLOGY | RENTALS AND LEASES | \$ 151.75 |
| CANON FINANCIAL SERVICES | RENTALS AND LEASES | \$ 218.06 |
| OFFICE DEPOT INC | OFFICE SUPPLIES | \$ 23.65 |
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 1,701.00 |
| | Computer Lab | \$ 7,399.49 |
| | | |
| | | |
| Margaret Munson, President | Gary Botine, Secretary | Date: |

Gifts

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 9, 2006**

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

From Sarah Bohlke..... \$25.00
in honor of Betty Nelson, Kay Marner's aunt, for Project Smyles

From Book and Basket \$20.00
in memory of Gertrude Burrell

From Lavern and Margaret Paulson \$50.00

From Tom Scott An assortment of first aid supplies

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

| EXPENSE REPORT SUMMARY FY 2005/2006 | | | | | | | | | | | | | | | | | | |
|-------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|----------|----------|----------|------------------|----------------|--------------|---|--|
| February 28, 2006 | | | | | | | | | | | | | | | | | | |
| 8 Months =66.6% | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | Y-T-D | Current | % | |
| | Budget | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Total | Balance | Spent | | |
| PERSONAL SERVICES | | | | | | | | | | | | | | | | | | |
| Salaries | 1,425,281 | 120,856 | 114,013 | 114,012 | 112,494 | 111,841 | 114,560 | 114,316 | 114,317 | | | | | 916,409 | 508,872 | 64.3% | | |
| Temporary Salaries | 208,338 | 9,731 | 17,654 | 16,573 | 16,570 | 16,802 | 14,930 | 13,686 | 14,654 | | | | | 120,600 | 87,738 | 57.9% | | |
| Longevity | 5,828 | | 60 | | | 2,863 | | | | | | | | 2,923 | 2,905 | 50.2% | | |
| Adjustment | (42,688) | | | | | | | | | | | | | 0 | (42,688) | 0.0% | | |
| Vacation | 0 | | 6,570 | | 342 | | | | | | | | | 6,912 | (6,912) | | | |
| Total Personal Svcs | 1,596,759 | 130,587 | 138,297 | 130,585 | 129,406 | 131,506 | 129,490 | 128,002 | 128,971 | 0 | 0 | 0 | 0 | 1,046,844 | 549,915 | 65.6% | | |
| EMPLOYEE BENEFITS | | | | | | | | | | | | | | | | | | |
| Temp Salaries Benefits | 30,003 | | | | | | | | | | | | | 0 | 30,003 | 0.0% | | |
| IPERS Disability | 8,657 | 743 | 746 | 722 | 720 | 707 | 714 | 707 | 714 | | | | | 5,773 | 2,884 | 66.7% | | |
| Life Insurance | 3,385 | 283 | 281 | 270 | 270 | 262 | 260 | 269 | 271 | | | | | 2,166 | 1,219 | 64.0% | | |
| Health Insurance | 172,427 | 14,630 | 13,891 | 13,891 | 13,753 | 13,612 | 14,170 | 14,168 | 14,185 | | | | | 112,300 | 60,127 | 65.1% | | |
| FICA Medicare | 20,113 | 1,840 | 1,953 | 1,838 | 1,826 | 1,858 | 1,828 | 1,799 | 1,814 | | | | | 14,756 | 5,357 | 73.4% | | |
| FICA | 86,004 | 7,869 | 8,347 | 7,870 | 7,804 | 7,935 | 7,821 | 7,694 | 7,755 | | | | | 63,095 | 22,909 | 73.4% | | |
| IPERS | 82,290 | 8,196 | 7,481 | 7,443 | 7,356 | 7,482 | 7,148 | 7,272 | 7,349 | | | | | 59,727 | 22,563 | 72.6% | | |
| Workers Comp | 2,598 | 457 | 416 | 398 | 396 | 399 | 400 | 389 | 401 | | | | | 3,256 | (658) | 125.3% | | |
| Total Employee Ben | 405,477 | 34,018 | 33,115 | 32,432 | 32,125 | 32,255 | 32,341 | 32,298 | 32,489 | 0 | 0 | 0 | 0 | 261,073 | 144,404 | 64.4% | | |
| INTERNAL SERVICES | | | | | | | | | | | | | | | | | | |
| City Data Services | 7,204 | | 320 | 321 | 656 | 657 | 656 | 656 | 657 | | | | | 3,923 | 3,281 | 54.5% | | |
| City Messenger | 3,029 | | 173 | 202 | 211 | 212 | 230 | 194 | 351 | | | | | 1,573 | 1,456 | 51.9% | | |
| Printing | 4,950 | | 310 | 98 | 711 | 166 | 135 | 330 | 257 | | | | | 2,007 | 2,943 | 40.5% | | |
| Insurance & Bonds | 18,783 | | 3,130 | 1,565 | 1,565 | 1,565 | 1,565 | 1,565 | 1,565 | | | | | 12,520 | 6,263 | 66.7% | | |
| Phone Operation/Maint | 16,081 | 1,339 | 1,341 | 1,340 | 1,340 | 1,340 | 1,341 | 1,340 | 1,340 | | | | | 10,721 | 5,360 | 66.7% | | |
| Long Distance | 575 | | 32 | 39 | 45 | 47 | 35 | 39 | 43 | | | | | 280 | 295 | 48.7% | | |
| Fleet Operating/Maint | 8,328 | | 761 | 1,194 | 216 | 196 | 603 | 602 | 602 | | | | | 4,174 | 4,154 | 50.1% | | |
| Fleet Replacement | 20,556 | | 1,855 | 1,855 | 1,855 | 1,855 | 1,145 | 1,855 | 1,855 | | | | | 12,275 | 8,281 | 59.7% | | |
| Computer Replacement | 13,485 | 2,188 | 2,119 | 1,890 | 1,887 | 675 | 675 | 674 | 675 | | | | | 10,783 | 2,702 | 80.0% | | |
| Interdepartmental Labor | | | | | | | | 61 | 64 | | | | | 125 | (125) | | | |
| Total Internal Svcs | 92,991 | 3,527 | 10,041 | 8,504 | 8,486 | 6,713 | 6,385 | 7,316 | 7,409 | 0 | 0 | 0 | 0 | 58,381 | 34,610 | 62.8% | | |
| CONTRACTUAL | | | | | | | | | | | | | | | | | | |
| Outside Prof Services | 23,700 | | 461 | | | 18,000 | 15 | 1,185 | 0 | | | | | 19,661 | 4,039 | 83.0% | | |
| Postage/Freight | 13,500 | | 128 | 136 | 3,114 | 12 | 151 | 3,081 | 28 | | | | | 6,650 | 6,850 | 49.3% | | |
| Travel/Meetings | 2,025 | | 237 | 264 | 150 | 13 | 59 | 0 | 48 | | | | | 771 | 1,254 | 38.1% | | |
| Training | 4,300 | 25 | | 50 | 1,613 | (1,047) | 45 | 590 | 334 | | | | | 1,610 | 2,690 | 37.4% | | |
| Conferences | 15,989 | 725 | 1,184 | 1,561 | 1,232 | 2,713 | 1,868 | (545) | 279 | | | | | 9,017 | 6,972 | 56.4% | | |
| Dues & Memberships | 4,385 | 445 | 210 | | 145 | 375 | | 936 | 125 | | | | | 2,236 | 2,149 | 51.0% | | |
| Printing | 1,500 | | (42) | | | | | 1,446 | 0 | | | | | 1,404 | 96 | 93.6% | | |
| Advertising | 3,000 | | 450 | 319 | 408 | | 147 | 867 | 160 | | | | | 2,351 | 649 | 78.4% | | |
| Recruiting Costs | 18,500 | | 810 | 997 | 187 | 70 | 2,340 | 203 | 1,624 | | | | | 6,231 | 12,269 | 33.7% | | |
| Electricity | 43,759 | | 5,517 | 5,496 | 4,977 | 3,490 | 2,694 | 2,665 | 3,035 | | | | | 27,874 | 15,885 | 63.7% | | |
| Phone Operation/Maint | 9,845 | 120 | 478 | 321 | 1,345 | 913 | 224 | 4,846 | 484 | | | | | 8,731 | 1,114 | 88.7% | | |
| Long Distance | 20 | | | | | | | (17) | 0 | | | | | (17) | 37 | -85.0% | | |
| Water/Sewer | 3,400 | | 277 | 276 | 261 | 286 | 261 | 240 | 270 | | | | | 1,871 | 1,529 | 55.0% | | |
| Waste Disposal | 2,200 | | 183 | 182 | 183 | 182 | 183 | 313 | 182 | | | | | 1,408 | 792 | 64.0% | | |
| Natural Gas | 9,400 | | 32 | 14 | 15 | 945 | | 3,755 | 1,518 | | | | | 6,279 | 3,121 | 66.8% | | |

| EXPENSE REPORT SUMMARY FY 2005/2006 | | | | | | | | | | | | | | | | | |
|--|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------|--------------|------------|-------------|------------------|----------------|----------------|----------|
| February 28, 2006 | | | | | | | | | | | | | | | | | |
| 8 Months =66.6% | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | Y-T-D | Current | % |
| | Budget | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Total | Balance | Spent | |
| Structural Repair | 8,000 | | 192 | | 284 | 574 | 210 | 75 | 1,026 | | | | | 2,361 | 5,639 | 29.5% | |
| Moveable Equip Repair | 2,000 | | | 653 | | | 80 | | | | | | | 733 | 1,267 | 36.7% | |
| Fixed Equip Repair | 18,400 | | | 15 | 790 | 6,180 | 61 | 84 | 6,335 | | | | | 13,465 | 4,935 | 73.2% | |
| Computer Maintenance | 40,541 | 39,361 | 1,031 | 111 | (395) | (586) | | 25 | 25 | | | | | 39,572 | 969 | 97.6% | |
| Rentals & Leases | 19,955 | 503 | 1,442 | 1,817 | 1,726 | 2,249 | 65 | 2,671 | 1,375 | | | | | 11,848 | 8,107 | 59.4% | |
| Other Non-City Services | 14,110 | | 3,387 | 831 | 1,192 | (3,638) | 327 | 289 | 2,679 | | | | | 5,067 | 9,043 | 35.9% | |
| Total Contractual | 258,529 | 41,179 | 15,977 | 13,043 | 17,227 | 30,731 | 8,730 | 22,709 | 19,527 | 0 | 0 | 0 | 0 | 169,123 | 89,406 | 65.4% | |
| COMMODITIES | | | | | | | | | | | | | | | | | |
| Office Supplies | 15,000 | 5,214 | 8,320 | 1,626 | 2,266 | (12,103) | 322 | 1,505 | 323 | | | | | 7,473 | 7,527 | 49.8% | |
| Minor Office Equipment | 22,350 | | 121 | 70 | 35 | | | | | | | | | 226 | 22,124 | 1.0% | |
| Minor Computer Equip | 9,000 | 314 | 88 | 479 | 150 | | 775 | 20 | | | | | | 1,826 | 7,174 | 20.3% | |
| Ag-Hort Supplies | 350 | 156 | | | 95 | | | | | | | | | 251 | 99 | 71.7% | |
| Structural Materials | 2,000 | | | | | 805 | 101 | | | | | | | 906 | 1,094 | 45.3% | |
| Chemicals/Lab Supplies | 10 | | | 10 | | | | | | | | | | 10 | 0 | 100.0% | |
| Cleaning Supplies | 7,000 | 490 | 560 | 588 | 627 | 2,314 | 67 | 1,183 | 170 | | | | | 5,999 | 1,001 | 85.7% | |
| Equip Parts/Supplies | 24,400 | | | 1,290 | 3,100 | 14,168 | 5 | 11 | | | | | | 18,574 | 5,826 | 76.1% | |
| Minor Equipment/Tools | 550 | 105 | | 166 | 21 | | | | | | | | | 292 | 258 | 53.1% | |
| Food | 3,500 | 407 | 815 | 70 | 291 | 214 | 389 | 178 | 73 | | | | | 2,437 | 1,063 | 69.6% | |
| Wearing Apparel | 200 | | | 39 | | | | 182 | | | | | | 221 | (21) | 110.5% | |
| Special Project Supplies | 4,000 | 58 | 582 | 412 | 112 | 300 | 239 | 58 | 140 | | | | | 1,901 | 2,099 | 47.5% | |
| Purchase Card Clearing | 0 | 42 | 1,574 | (1,445) | 3,100 | 3,781 | (2,680) | 358 | | | | | | 4,730 | (4,730) | | |
| Equipment/Vehicle Fuel | 25 | | | | | | 5 | 5 | | | | | | 10 | 15 | 40.0% | |
| Total Commodities | 88,385 | 6,786 | 12,060 | 3,305 | 9,797 | 9,479 | (777) | 3,500 | 706 | 0 | 0 | 0 | 0 | 44,856 | 43,529 | 50.8% | |
| CAPITAL | | | | | | | | | | | | | | | | | |
| Moveable Equipment | 0 | | 1,619 | 61 | (1,664) | (16) | | | | | | | | 0 | 0 | | |
| Periodicals | 9,500 | 374 | 8,047 | 16 | 37 | 82 | 10 | 9 | | | | | | 8,575 | 925 | 90.3% | |
| Juvenile | 62,535 | 1,375 | 6,497 | 6,121 | 1,385 | 7,977 | 2,014 | 7,977 | 3,525 | | | | | 36,871 | 25,664 | 59.0% | |
| Adult Reference | 26,500 | 9,558 | 2,903 | 9,433 | 874 | (3,369) | 1,330 | 596 | 1,592 | | | | | 22,917 | 3,583 | 86.5% | |
| Audio Visual | 70,000 | 1,160 | 6,103 | 3,985 | 7,242 | 5,295 | 4,453 | 4,785 | 3,904 | | | | | 36,927 | 33,073 | 52.8% | |
| Adult Collection | 120,251 | 2,767 | 13,934 | 9,047 | 13,217 | 11,515 | 6,786 | 8,550 | 8,982 | | | | | 74,798 | 45,453 | 62.2% | |
| Total Capital | 288,786 | 15,234 | 39,103 | 28,663 | 21,091 | 21,484 | 14,593 | 21,917 | 18,003 | 0 | 0 | 0 | 0 | 180,088 | 108,698 | 62.4% | |
| OTHER EXPENDITURES | | | | | | | | | | | | | | | | | |
| Refunds | | | | | | | | | | | | | | 0 | 0 | | |
| Total Other Expenditures | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | |
| GRAND TOTAL | 2,730,927 | 231,331 | 248,593 | 216,532 | 218,132 | 232,168 | 190,762 | 215,742 | 207,105 | 0 | 0 | 0 | 0 | 1,760,365 | 970,562 | 64.5% | |

| 2005/06 LIBRARY EXPENSE SUMMARY | | | | | | |
|--|------------------|------------------|------------------|------------------|----------------|--------------|
| February 28, 2006 | | | | | | |
| 8 Months =66.6% | | | | | | |
| | 2004/05 | 2005/06 | YTD | YTD | Current | % |
| | Actuals | Budget | 2004/05 | 2005/06 | Balance | Spent |
| PERSONAL SERVICES | | | | | | |
| Salaries | 1,393,030 | 1,425,281 | 929,150 | 916,409 | 508,872 | |
| Temporary Salaries | 190,893 | 208,338 | 127,326 | 120,600 | 87,738 | |
| Longevity | 5,996 | 5,828 | 3,188 | 2,923 | 2,905 | |
| Sick Leave | 1,954 | | | | 0 | |
| Adjustment | (8,305) | (42,688) | (8,265) | | (42,688) | |
| Vacation | 8,849 | | 8,809 | 6,912 | (6,912) | |
| Total Personal Services | 1,592,417 | 1,596,759 | 1,060,208 | 1,046,844 | 549,915 | 65.6% |
| EMPLOYEE BENEFITS | | | | | | |
| Temp Salaries Benefits | | 30,003 | | | 30,003 | |
| IPERS Disability | 8,542 | 8,657 | 5,698 | 5,773 | 2,884 | |
| Life Insurance | 3,297 | 3,385 | 2,199 | 2,166 | 1,219 | |
| Health Insurance | 164,232 | 172,427 | 109,543 | 112,300 | 60,127 | |
| FICA Medicare | 22,573 | 20,113 | 15,057 | 14,756 | 5,357 | |
| FICA | 96,519 | 86,004 | 64,378 | 63,095 | 22,909 | |
| IPERS | 89,629 | 82,290 | 59,783 | 59,727 | 22,563 | |
| Workers Compensation | 4,616 | 2,598 | 3,078 | 3,256 | (658) | |
| Flex Administration | 1,537 | 0 | 1,027 | | 0 | |
| Total Employee Benefits | 390,945 | 405,477 | 260,763 | 261,073 | 144,404 | 64.4% |
| INTERNAL SERVICES | | | | | | |
| City Data Services | 3,866 | 7,204 | 2,579 | 3,923 | 3,281 | |
| City Messenger | 2,133 | 3,029 | 1,423 | 1,573 | 1,456 | |
| Printing | 5,379 | 4,950 | 3,588 | 2,007 | 2,943 | |
| Insurance & Bonds | 18,318 | 18,783 | 12,218 | 12,520 | 6,263 | |
| Phone Operation/Maintenance | 16,591 | 16,081 | 11,065 | 10,721 | 5,360 | |
| Long Distance | 500 | 575 | 335 | 280 | 295 | |
| Fleet Operating/Maintenance | 8,133 | 8,328 | 5,425 | 4,174 | 4,154 | |
| Fleet Replacement | 20,976 | 20,556 | 13,991 | 12,275 | 8,281 | |
| Computer Replacement | 21,689 | 13,485 | 14,467 | 10,783 | 2,702 | |
| Interdepartmental Labor | 0 | 0 | 0 | 125 | (125) | |
| Total Internal Services | 97,585 | 92,991 | 65,092 | 58,381 | 34,610 | 62.8% |
| CONTRACTUAL | | | | | | |
| Outside Professional Services | 27,367 | 23,700 | 18,253 | 19,661 | 4,039 | |
| Postage/Freight | 13,317 | 13,500 | 8,883 | 6,650 | 6,850 | |
| Travel/Meetings | 1,343 | 2,025 | 895 | 771 | 1,254 | |
| Training | 1,713 | 4,300 | 1,142 | 1,610 | 2,690 | |
| Conferences | 13,756 | 15,989 | 9,176 | 9,017 | 6,972 | |
| Subscriptions and Books | 88 | | 88 | | 0 | |
| Dues & Memberships | 4,735 | 4,385 | 3,158 | 2,236 | 2,149 | |
| Printing | 340 | 1,500 | 227 | 1,404 | 96 | |
| Advertising | 4,701 | 3,000 | 3,136 | 2,351 | 649 | |
| Recruiting Costs | 7,156 | 18,500 | 4,774 | 6,231 | 12,269 | |
| Electricity | 40,759 | 43,759 | 27,186 | 27,874 | 15,885 | |
| Phone Operation/Maintenance | 4,667 | 9,845 | 3,113 | 8,731 | 1,114 | |
| Long Distance | 4 | 20 | 4 | (17) | 37 | |
| Water/Sewer | 3,199 | 3,400 | 2,134 | 1,871 | 1,529 | |
| Waste Disposal | 2,084 | 2,200 | 1,390 | 1,408 | 792 | |
| Natural Gas | 6,700 | 9,400 | 4,469 | 6,279 | 3,121 | |
| Structural Repair | 6,267 | 8,000 | 4,180 | 2,361 | 5,639 | |
| Moveable Equipment Repair | 1,054 | 2,000 | 703 | 733 | 1,267 | |
| Fixed Equipment Repair | 4,486 | 18,400 | 2,992 | 13,465 | 4,935 | |
| Computer Maintenance | 28,125 | 40,541 | 18,759 | 39,572 | 969 | |
| Rentals & Leases | 20,103 | 19,955 | 13,408 | 11,848 | 8,107 | |

| 2005/06 LIBRARY EXPENSE SUMMARY | | | | | | |
|--|------------------|------------------|------------------|------------------|----------------|--------------|
| February 28, 2006 | | | | | | |
| 8 Months =66.6% | | | | | | |
| | 2004/05 | 2005/06 | YTD | YTD | Current | % |
| | Actuals | Budget | 2004/05 | 2005/06 | Balance | Spent |
| Other Non-City Services | 19,174 | 14,110 | 12,789 | 5,067 | 9,043 | |
| Total Contractual | 211,138 | 258,529 | 140,860 | 169,123 | 89,406 | 65.4% |
| COMMODITIES | | | | | | |
| Office Supplies | 15,291 | 15,000 | 10,199 | 7,473 | 7,527 | |
| Minor Office Equipment | 2,278 | 22,350 | 1,520 | 226 | 22,124 | |
| Minor Computer Equipment | 11,790 | 9,000 | 7,864 | 1,826 | 7,174 | |
| Ag-Hort Supplies | 958 | 350 | 639 | 251 | 99 | |
| Structural Materials | 1,463 | 2,000 | 976 | 906 | 1,094 | |
| Chemicals/Lab Supplies | | 10 | | 10 | 0 | |
| Cleaning Supplies | 7,130 | 7,000 | 4,756 | 5,999 | 1,001 | |
| Equipment Parts/Supplies | 21,601 | 24,400 | 14,407 | 18,574 | 5,826 | |
| Minor Equipment & Tools | 778 | 550 | 519 | 292 | 258 | |
| Food | 1,634 | 3,500 | 1,090 | 2,437 | 1,063 | |
| Wearing Apparel | 139 | 200 | 93 | 221 | (21) | |
| Special Project Supplies | 5,746 | 4,000 | 3,833 | 1,901 | 2,099 | |
| Purchase Card Clearing | | | | 4,730 | (4,730) | |
| Fuel for Vehicles/Equipment | 3 | 25 | 3 | 10 | 15 | |
| Total Commodities | 68,811 | 88,385 | 45,899 | 44,856 | 43,529 | 50.8% |
| CAPITAL | | | | | | |
| Periodicals | 9,338 | 9,500 | 6,228 | 8,575 | 925 | |
| Juvenile | 57,115 | 62,535 | 38,096 | 36,871 | 25,664 | |
| Adult Reference | 43,248 | 26,500 | 28,846 | 22,917 | 3,583 | |
| Audio Visual | 55,519 | 70,000 | 37,031 | 36,927 | 33,073 | |
| Adult Collection | 96,264 | 120,251 | 64,208 | 74,798 | 45,453 | |
| Total Capital | 261,484 | 288,786 | 174,409 | 180,088 | 108,698 | 62.4% |
| OTHER EXPENDITURES | | | | | | |
| Refunds | 33 | | 33 | | 0 | |
| Total Other Expenditures | 33 | 0 | 33 | 0 | 0 | |
| GRAND TOTAL | 2,622,413 | 2,730,927 | 1,747,263 | 1,760,365 | 970,562 | 64.5% |
| | | | | | | % of |
| | | | | | | Total |
| TOTALS BY DIVISION: | | | | | | |
| Administration/Support | 588,628 | 588,141 | 392,620 | 375,842 | 212,299 | 21.40% |
| Outreach Services | 240,737 | 258,622 | 160,463 | 163,551 | 95,071 | 9.30% |
| Collections | 547,835 | 582,498 | 365,392 | 381,161 | 201,337 | 21.70% |
| Programming & Promotions | 201,422 | 207,600 | 135,715 | 128,749 | 78,851 | 7.30% |
| Public Services | 639,156 | 639,297 | 430,342 | 425,789 | 213,508 | 24.20% |
| Circulation Services | 343,587 | 384,483 | 225,089 | 240,534 | 143,949 | 13.70% |
| Computer Lab | 61,048 | 70,286 | 37,642 | 44,739 | 25,547 | 2.50% |
| GRAND TOTAL | 2,622,413 | 2,730,927 | 1,747,263 | 1,760,365 | 970,562 | 100% |

| Library Donations Report | | | | | | | | |
|---|-------------------------------------|------------|---------------------------------------|------------|---------------------------------------|---------------------------------------|---|------------------------------|
| Fiscal Year 2005/2006 | | | | | | | | |
| Year-to-Date through February 28, 2006 | | | | | | | | |
| | Gladys Myers Bequest | | Roscoe Marsden Bequest | | Verna Thompson Bequest | Herbert Howell Bequest | Other Donations & Grants | Total |
| Reserved principal and interest | 659,104.07 | (1) | 100,000.00 | (2) | | | 8,276.00 | (3) 767,380.07 |
| Computer replacement reserve | 45,414.00 | | 8,180.00 | | | | | 53,594.00 |
| Committed funds (see below) | 36,877.58 | | 2,500.00 | | 407,103.22 | 12,009.57 | 44,476.06 | 502,966.43 |
| Available funds: | | | | | | | | |
| Beginning available balance | 55,596.01 | | 13,111.13 | | 583,292.00 | 149,241.89 | 78,142.93 | 879,383.96 |
| Interest revenue | 13,952.35 | | 2,793.26 | | 10,822.83 | 4,855.49 | 2,433.98 | 34,857.91 |
| Donations | | | | | | 62,228.78 | 72,255.40 | 134,484.18 |
| Expenses | (13,353.08) | | (623.73) | | (187,011.61) | (11,915.43) | (44,981.78) | (257,885.63) |
| Committed funds | (36,877.58) | | (2,500.00) | | (407,103.22) | (12,009.57) | (44,476.06) | (502,966.43) |
| Current available balance | 19,317.70 | | 12,780.66 | | 0.00 | 192,401.16 | 63,374.47 | 287,873.99 |
| Total fund balabce | 760,713.35 | | 123,460.66 | | 407,103.22 | 204,410.73 | 116,126.53 | 1,611,814.49 |
| Expense detail: | | | | | | | | |
| Project Smyles | 8,856.72 | | | | | | 19,352.41 | 28,209.13 |
| Teen Space | 4,188.48 | | | | | | | 4,188.48 |
| Internal printing | | | | | | | 627.08 | 627.08 |
| Outside professional services | | | | | 2,647.96 | | 3,700.00 | 6,347.96 |
| Advertising | | | | | 160.90 | | | 160.90 |
| Court fees/permits | | | | | 4,202.75 | | | 4,202.75 |
| Other non-City services | | | | | | | 95.28 | 95.28 |
| Minor office equipment | | | | | | | 646.28 | 646.28 |
| Minor computer equipment | 25.72 | | 379.98 | | | | 153.32 | 559.02 |
| Parts and supplies | | | | | | | 4,131.53 | 4,131.53 |
| Minor equipment/tools | | | | | | | 79.84 | 79.84 |
| Wearing apparel | | | | | | | 389.35 | 389.35 |
| Special project supplies | | | 243.75 | | | | 266.27 | 510.02 |
| Land | | | | | 180,000.00 | | | 180,000.00 |
| Youth collection | | | | | | 2,749.21 | 2,428.29 | 5,177.50 |
| Adult reference collection | | | | | | 2,859.50 | 4,129.60 | 6,989.10 |
| Audio/visual collection | 211.41 | | | | | 6,306.72 | 744.09 | 7,262.22 |
| Adult collection | 70.75 | | | | | | 8,238.44 | 8,309.19 |
| Total expenses | 13,353.08 | | 623.73 | | 187,011.61 | 11,915.43 | 44,981.78 | 257,885.63 |
| Committed funds detail: | | | | | | | | |
| Building expansion | | | | | 407,103.22 | | | 407,103.22 |
| Strategic planning travel | 6,922.78 | | | | | | | 6,922.78 |
| Project Smyles | 19,143.28 | | | | | | 2,647.59 | 21,790.87 |
| Teen Space | 10,811.52 | | | | | | | 10,811.52 |
| Administration laptop | | | 2,500.00 | | | | | 2,500.00 |
| Collection materials | | | | | | 12,009.57 | | 12,009.57 |
| Materials processing | | | | | | | 2,868.47 | 2,868.47 |
| Books for Babies program | | | | | | | 9,000.00 | 9,000.00 |
| Equipment | | | | | | | 13,460.00 | 13,460.00 |
| Web development | | | | | | | 15,000.00 | 15,000.00 |
| Computer training | | | | | | | 1,500.00 | 1,500.00 |
| Total committed funds | 36,877.58 | | 2,500.00 | | 407,103.22 | 12,009.57 | 44,476.06 | 502,966.43 |
| (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 2005/2006 | | | | | | | | | | | | | |
| Year-to-Date through February 28, 2006 | | | | | | | | | | | | | |
| | | | | Tommy | | | | | | | | | |
| | General | Friends | Foundation | Feinberg | Gilman | Smith | Children's | Youth | Books for | Enrich | Iowa Infra- | Gates | Total |
| | Donations | Donations | Donations | Memorial | Fund | Endowment | Theater | Services | Babies | Iowa | structure | Foundation | |
| Reserved principal and interest | | | | 1,000.00 | 5,276.00 | 2,000.00 | | | | | | | 8,276.00 |
| Committed funds (see below) | 2,868.47 | | | | | | | | | 11,647.59 | 29,960.00 | | 44,476.06 |
| Available funds: | | | | | | | | | | | | | |
| Beginning available balance | 12,039.54 | (96.85) | (553.26) | 314.06 | 2,320.04 | 718.07 | 4,225.00 | 3,263.15 | 1,407.60 | 22,126.87 | 32,225.39 | 153.32 | 78,142.93 |
| Interest revenue | 2,433.98 | | | | | | | | | | | | 2,433.98 |
| Donations/grants | 9,763.54 | 7,809.22 | 5,994.74 | | | | | 2,175.00 | 1,000.00 | 14,672.16 | 30,478.76 | | 71,893.42 |
| Project Smyles donations | 361.98 | | | | | | | | | | | | 361.98 |
| Expenses | (6,881.21) | (8,814.55) | (5,628.09) | | (168.13) | (705.79) | | (2,045.98) | (422.17) | (19,352.41) | (810.13) | (153.32) | (44,981.78) |
| Transfers between programs | | | | | | | | | | | | | 0.00 |
| Committed funds | (2,868.47) | | | | | | | | | (11,647.59) | (29,960.00) | 0.00 | (44,476.06) |
| Current available balance | 14,849.36 | (1,102.18) | (186.61) | 314.06 | 2,151.91 | 12.28 | 4,225.00 | 3,392.17 | 1,985.43 | 5,799.03 | 31,934.02 | 0.00 | 63,374.47 |
| Total fund balance | 17,717.83 | (1,102.18) | (186.61) | 1,314.06 | 7,427.91 | 2,012.28 | 4,225.00 | 3,392.17 | 1,985.43 | 17,446.62 | 61,894.02 | 0.00 | 116,126.53 |
| Expense detail: | | | | | | | | | | | | | |
| Project Smyles | | | | | | | | | | 19,352.41 | | | 19,352.41 |
| Internal printing | | 312.18 | 20.00 | | 21.00 | | | | 273.90 | | | | 627.08 |
| Outside professional services | | 3,700.00 | | | | | | | | | | | 3,700.00 |
| Other non-City services | | | | | | | | 95.28 | | | | | 95.28 |
| Minor office equipment | | | | | | | | 646.28 | | | | | 646.28 |
| Minor computer equipment | | | | | | | | | | | | 153.32 | 153.32 |
| Parts and supplies | 4,131.53 | | | | | | | | | | | | 4,131.53 |
| Minor equipment/tools | | 79.84 | | | | | | | | | | | 79.84 |
| Wearing apparel | 389.35 | | | | | | | | | | | | 389.35 |
| Special project supplies | | 118.00 | | | | | | | 148.27 | | | | 266.27 |
| Youth collection | | | 166.61 | | 147.13 | | | 1,304.42 | | | 810.13 | | 2,428.29 |
| Adult reference | | | 4,129.60 | | | | | | | | | | 4,129.60 |
| Audio/visual collection | | | 744.09 | | | | | | | | | | 744.09 |
| Adult collection | 2,360.33 | 4,604.53 | 567.79 | | | 705.79 | | | | | | | 8,238.44 |
| Total expenses | 6,881.21 | 8,814.55 | 5,628.09 | 0.00 | 168.13 | 705.79 | 0.00 | 2,045.98 | 422.17 | 19,352.41 | 810.13 | 153.32 | 44,981.78 |
| Committed funds detail: | | | | | | | | | | | | | |
| Project Smyles | | | | | | | | | | 2,647.59 | | | 2,647.59 |
| Materials processing | 2,868.47 | | | | | | | | | | | | 2,868.47 |
| Books for Babies program | | | | | | | | | | 9,000.00 | | | 9,000.00 |
| Equipment | | | | | | | | | | | 13,460.00 | | 13,460.00 |
| Web development | | | | | | | | | | | 15,000.00 | | 15,000.00 |
| Computer training | | | | | | | | | | | 1,500.00 | | 1,500.00 |
| Total committed funds | 2,868.47 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11,647.59 | 29,960.00 | 0.00 | 44,476.06 |
| * Beginning balance includes available balance at 6/30/05 plus outstanding committed funds | | | | | | | | | | | | | |

| Gladys Myers Donation Fund | | | |
|---|-----------------------|-------------------------|-------------------------|
| Interest Earned per Fiscal Year | | | |
| Year-to-Date through February 28, 2006 | | | |
| | | | |
| | | | |
| | | | |
| | | | 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 | 17,440.44 | 3,488.09 | 13,952.35 |
| Total | 295,520.36 | 59,104.07 | 236,416.29 |

MONTHLY REPORT March 2006

Lynne Carey, Outreach and Circulation Coordinator/Interim Co-Director

FOUNDATION:

Please come to the meeting prepared to discuss ideas for the APLF annual campaign.

The special 2005 campaign total is now \$24,792.

I am continuing to work with Dale Ross and Sheila Lundt on revision of the APLF by-laws. Bill Shrum and I are gathering information on insurance coverage for the APLF. Chuck Jons, Sheila and I met to discuss a multitude of issues facing the APLF in the next year.

ADMINISTRATION STAFF:

Patti Woo, Jill Anderson and I worked with City Treasurer, Roger Wisecup, to address issues raised during an audit. We have developed new procedures for daily money handling and have revised procedures for the handling of Friends and Foundation money.

Patti and I met with Mary Logsdon to fine tune the procedures for tracking encumbrances and expenditures of the donations account. Mary does a tremendous job of managing this account.

OUTREACH and CIRCULATION STAFF:

I have been working with Fleet Services staff on potential bookmobile improvements. We are planning to install heaters at each staff desk to replace the space heaters that were removed per the Fire Inspector's recommendation. We are also looking at samples of carpet that would be more durable and easier to keep clean than what we have now.

UNIQUE MANAGEMENT:

The next report from Unique Management Services will be available on Wednesday, so I will present it at the meeting.

COMPUTER LAB:

Mark has been working around the clock to install all new hardware in the Computer Lab. Simultaneously, he has been installing upgraded software. The hardware installation went beautifully, but the software installation has been a nightmare. So, instead of a grand opening of our new, self-service computer lab, we have been limping along all week with non-working computer management software. As a result, we are operating not only as a self-service lab, but a self-service "honor system" lab. Surprisingly, there have been very few problems with this arrangement. Val Donnell and the Circ staff have been very

appreciative of the training and trouble-shooting help that has been offered by former computer lab staff.

Val, Mark and I met with the Computer Class Team to discuss immediate needs and longer term goals for the provision of instructional materials and class offerings.

CONTINUING EDUCATION:

Staff Development Day was very successful thanks to the efforts of the planning team: Jillian Duggan (Chair), Sarah Bohlke, Roger Hop, Marianne Malinowski, Cathy Van Brocklin and Camille Wagaman. Everyone enjoyed the desserts provided by Board members. Thank you!

GENERAL:

The week the lab was closed we did lots of cleaning and shifting of office space. Many staff members put in extra effort hauling and sorting. Mark Harris' office is now adjacent to the computer lab; Val Donnell is in the office next to Mark's; Jan Heuss, Vickie Leek and Lynne Van Valin have desk space in the Collections work room; Barbe Cobb and Chris Robinson have desks in the Community Relations Specialist work room; the Literacy Coordinator and Booksale Coordinator share an office and storage space in what was formerly the Volunteer Coordinator office, and Sarah Bohlke has created an office space and volunteer work space in the north side of the computer lab. These new arrangements make work flow much more efficient. We appreciate the flexibility of all the staff involved in helping achieve these improvements.

We took advantage of the office shifting to work with staff from City Information Services to move phone lines and update all of the phone assignments and displays. We are now working on providing consistency in the assignment and use of voice mail boxes.

I enjoyed meeting Joan Van Norman, the new co-booksale coordinator at a get-together hosted by Nancy Schroeder. All of the volunteers who help support the booksale throughout the year had a chance to meet. We are gearing up for the next booksale, April 7-9. Please contact Sarah Bohlke at 239-5663 if you are interested in helping with the sale.

I met with members of the team formerly known as "Display and Exhibit" to work on developing a charter and a name that describes their charge. We are responding to a need to define who will provide continuity for library-wide merchandising, display and promotional efforts. Team members are Jillian Duggan (chair), Barbe Cobb, Kay Marner and Chris Robinson.

I met with Chief of Police Loras Jaeger and Commander Jim Robinson to discuss effective response to violations of the Library's conduct policy. They were extremely helpful and will continue to provide assistance as we develop more finely tuned procedures. One

recommendation we are looking into is to no longer offer after hours meetings to the public.

I have nearly completed professional development plan meetings with Circulation, Outreach and Administration staff members.

PROJECT SMYLES:

As I mentioned at the last meeting, the Project Smyles kickoff was incredible. Every detail was exquisitely planned. Over 170 people attended and enjoyed crafts, story time and cookies. Sales of the book and plush toy were brisk. Kay Marner did an amazing job of planning and executing the event!

Kay and Smyles attended their first "external" book signing event at Border's. People really seemed to enjoy a chance to meet the author and to receive a big furry hug from Smyles.

PROGRAMS:

Terri and I are working with Bill Michener from Channel 12 on some ideas for cable tv shows.

Our program offerings continue to be enthusiastically received. We are receiving many more requests for co-sponsorship of programs.

Be sure to check *Page One* for upcoming programs!

MEETINGS:

I attended meetings of the Outreach Staff, Circulation Staff, APL Management Team, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Teen Space Committee, Project Smyles committee, Bookends at the Bandshell Planning Team, APL Children and Family Programming Team, Ames Citizens for Clean Energy, Character Counts Steering Team, Character Counts Events Team, Unique Team, Circulation/Outreach Joint meeting, APL Policy committee, Administrative Team, APL Budget Team, International Women's Day Planning committee, Title I program planning committee, Latino Open House planning committee, Director Search committee, the Inkspots, Teen Advisory Group, and the APL Board.

**Monthly Report
Dawn Hayslett
Interim Co-Director
March 2006**

Friends – Friends Board will meet on Monday, March 6th. We will be talking about volunteers and details for the April book sale. On the agenda is a request to appoint of a Friends liaison to the Ames Public Library Foundation. I worked with the Friends accountant on new procedures for depositing Literary Grounds receipts. We are also doing a review of our by-laws and will be appointing a nominating committee for elections at our May annual meeting.

Public Services – We have been working on several elements of the changes resulting from the decision to make the computer lab self-service. Previously, computer desk staff handled the meeting rooms. With that staff transferred to assist in Circulation, check-in, inspecting, equipment, and attendance for meeting rooms has all moved to the Information Desk. We had a training session at our weekly staff meeting to learn about equipment and procedures. We will have another session next week. There's a lot to learn.

Information Desk staff are also now responsible for the microfilm cabinets and machines which were located in the computer lab. They have been moved to the tax form area.

Information Desk staff is busy scheduling appointments with the volunteer tax preparers. This is an extremely popular service. We began the season with two volunteers on Tuesdays and Thursdays. The appointments were filling up immediately. So we requested and received a third volunteer on Tuesday afternoons through April 15.

During Staff Day, Scott Dermont organized the relocation of our Books on CD to the audio book area by adding shelving. Graphic novels and manga were moved on now are on the shelving previously used by the Books on CD. This is a better display for those materials and now there is more room for the growing collection. Everyone helped out and the area looks great.

We have had two meetings of a new task force to develop computer instruction classes. With salaried staff no longer supporting the computer desk, we are developing a plan to provide a variety of computer classes. These may include classes on the public catalog, basic skills such as Windows navigation, and sessions on how to use online databases as well as one-on-one tutorials that were popular in the past. The group is just starting to talk about issues, topics,

and logistics. We are developing a survey to ask our customers what kinds of classes they want and what times are convenient for them to attend. We are now gathering data on what computer classes other libraries offer the public.

Other Activities

- I contacted Senator Herman Quirnbach and Representative Beth Wessel-Kroeschell regarding the proposed change to the obscenity exemption for public libraries as well as the request for additional funding for library service areas.
- I wrote the Monthly Project Briefing which goes to the City Council.
- I presented a lecture on horror fiction for our “Let’s Talk About It” book discussion group. The next selection takes us to romance with Nicholas Sparks’ “The Notebook.” Ron Palumbo and I will be sharing the presenter duties for that session.
- I attended the City Department Heads meeting on Monday. We were introduced to the new City Assessor, Greg Lynch. Under discussion was the new plan for facilities released by the Ames Community Schools. This has obvious repercussions for the City’s recreation complex plans.
- I met with Melinda Thach, Literacy Coordinator. She is hosting a get together for volunteers later this month. I sent you her February newsletter.
- I wrote my monthly column for *Page One* and edited the New Arrivals page.
- I worked with Jon-Scott Johnson, City Risk-Manager, to arrange for insurance coverage on the property.
- I have taken over the “Romance” newsletter which is distributed twice a month via the BookLetters service on our homepage. In addition to the traditional genres, I will be sneaking in some supernatural as well as contemporary chick lit selections.
- I was the facilitator for our monthly Chick Lit book discussion group. We had a great discussion on “My Sister’s Keeper” by Jodi Picoult. I highly recommend the book. Next month we will be talking about Alexander McCall Smith’s “The No. 1 Ladies Detective Agency.” It is set in Botswana.
- I attended the Director Search Committee meeting where we discussed current status of the search and improvements to the interview process.

Coordinators' Reports

March, 2006

Marianne Malinowski ***Adult Collection Manager***

We have been busy rearranging our workspace. We have three new employees in our department – Jan Heuss, Lynne Van Valin and Vickie Leek. Their desks have been moved to the Collections Department to enable Mark to have an office downstairs in close proximity to the computer lab. We also have taken responsibility for cleaning CDs and DVDs in our department. The CD/DVD cleaning machine used to be located in the computer lab and it is now in our department. I think it is a good move because we do all other types of mending in our department and it makes sense to handle this as well.

We had one meeting to discuss process improvement ideas for handling holds and requests. We're meeting again next week to continue our discussion.

Jerri Heid ***Youth Services Specialist***

Members of the youth services and outreach staff attended the summer workshop presentation, *Paws, Claws, Scales and Tales* in Johnston. We returned with many exciting ideas for fabulous programs to use this summer. Chris Robinson has completed an attractive four-page spread publicizing the summer program. It will be used as handout for the program as well as an ad in the Parks and Recreation brochure.

I presented, "How to Choose Children's Books from a Librarian's Point of View" at the ISU HDFS 240 Children's Literature class. I believe this was beneficial for both the students and APL, as it gave the students a real life perspective and gave them a face at APL they will know. The latter has already proven true, as I have had several students come up to me and say, "you talked about this in class and can you direct me to..."

APL also hosted the Title I reading parents and teacher meeting. This program provided a wonderful collaborative opportunity for the school and APL for the benefit of parents and students.

I invite you to attend the program TAG members are hosting Friday, February 10th at 4:00 p.m. TAG members will be teaching the participants how to create purses from old books. Our own Kate Pickett taught the TAG members this skill.

Mark Harris
Systems Administrator

The installation of the new PCs in the Computer Lab is nearing completion but, problems remain with the reservation software. As of this writing, the company is unable make the software connect to the Horizon database for patron ID verification. The interesting thing that has happened, however, is that patrons are generally honoring the recommended time limit; few patrons have been turned away or have had to wait long.

We are moving forward with hiring an outside firm to redesign the APL website. The first step will be to map out the current website so we can determine navigation structure. Then we will move forward with the actual aesthetic design work.

Jillian Duggan
Community Relations Specialist

Thank you to the board members who stopped by our Staff Day. The desserts were great! I am compiling the results from the feedback forms, and the Staff Day committee will meet to discuss them.

I will be going with Jerri to the YA Summer Program Workshop in Johnston March 15th and will be on the committee to plan and implement this summer's teen programs. We look forward to some cool events for teens this year!

Financial Limits Authority Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 9, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Financial Limits Authority Policy as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy
Section: Administration
Subject: Financial Limits Authority

Board of Trustees
Reviewed: 4/03, 5/05, 3/06
Approved: 8/97
Revised: 10/97

Policy

Ultimate responsibility for maintenance and operation of the Library lies with the Board of Trustees. The Board also acknowledges that the Director is responsible for administering the day-to-day operation of the Library. To carry out these responsibilities effectively, the Board delegates certain authorities to the Director. This policy will define the limits of the financial authority delegated to the Director.

Procedure

The Director is authorized to pay or contract for goods/services in the following categories:

Weekly Bills

The Director is authorized to pay weekly claims for supplies, equipment, materials and services that are consistent with the Board-approved annual budget for operations.

Employee Compensation

The Director is authorized to offer starting salaries on the Board's behalf. It is understood that starting salaries shall not exceed the mid-point of the position's range without Board approval.

Contracts

Upon approval of the budget, the Director is authorized to negotiate and sign service contracts not to exceed **\$10,000**, for services received by the Library for its operational or administrative needs.

The Director is also authorized to negotiate and sign library service agreements for services delivered by the Library that result in revenues not to exceed **\$25,000**.

Disposition of Library Property

The Director is authorized to dispose of surplus library property including but not limited to materials, furniture, equipment, vehicles, supplies, etc. These may be sold or otherwise disposed of through procedures allowed by state statute, local ordinance, or through procedures set forth in the *City of Ames Purchasing Manual*. The Board of Trustees will be notified of the Director's intent to sell any item(s) having a potential value in excess of \$500.

Donations and Gifts

- 1) Specified Donations: The Director is authorized to expend funds annually out of both the general Donations account (i.e. memorial gifts) and trust accounts that are designated for a specific purpose, i.e. the Gilman, Feinberg and Smith endowments.
- 2) Unspecified Donations: The Director is authorized to expend funds up to \$1000 annually out of the general Donations account. Additional expenditures require Board authorization.
- 3) Any expenditures of money from these donations accounts should be reported by line item to the Board of Trustees at the first board meeting following the expenditure.

Investments Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 9, 2006**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy

Section: Administration

Subject: Investments

Board

Approved: 12/99

Reviewed: 5/05, 3/06

Revised:

The Ames Public Library Board of Trustees has authority over and controls the expenditure of private funds given to the City of Ames for the use of the Ames Public Library. The Board works with the city treasurer to manage those funds in accordance with the code of Iowa, sound financial practices and in the best interests of the Library and the citizens of Ames. The Library hereby adopts the City of Ames Investment Policy as its investment policy:

CITY OF AMES INVESTMENT POLICY AND PROCEDURES

TABLE OF CONTENTS

Prepared June, 1989

Revised April, 1998

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SCOPE

This investment policy applies to all funds and investment transactions of the City.

The investment of bond proceeds or sinking funds shall comply with this investment policy and be consistent with applicable bond resolutions.

This investment policy is intended to comply with Iowa Code, Chapter 12B.10B.

Upon adoption of the investment policy or amendments by City Council, copies are to be delivered to the following:

1. The governing body or officer of the City of Ames to which the policy applies.
2. All depository institutions or fiduciaries for public funds of the City of Ames.
3. The external auditor engaged to audit any fund of the City of Ames.

PURPOSE AND OBJECTIVES

The purpose of this investment policy is to formalize investment objectives, policies and procedures and to establish guidelines and define responsibilities. All idle funds shall be invested at the highest rates available consistent with state and local law and made with the following objectives in mind:

1. Preservation of capital and protection of principal.
2. Maintenance of liquidity to meet operating requirements which might be reasonably anticipated.
3. Security of City assets.
4. Obtaining a reasonable return.
5. Diversification of portfolio to avoid unreasonable and avoidable market risks.

All investments will be undertaken in a prudent manner. Staff recognizes that the portfolio is subject to public review and the program shall be managed in a professional way to be worthy of public trust.

GENERAL POLICY

The City's general policy is to purchase investments based on safety, liquidity, and yield, to buy and hold investments to maturity, and to ladder investment maturities, thereby minimizing losses incurred by selling an investment in an unfavorable market. Assets will be diversified to minimize loss resulting from over concentration in a specific maturity, a specific issuer, or a specific class of investment.

RISK CONSTRAINTS

Investment risks consist of:

1. Default risk
2. Market risk
3. Loss of liquidity

Prudence will be exercised in the selection of securities and issuers to control default risk. Market risk will be minimized by portfolio diversification and the purchase of investments with the intent to hold until maturity. A minimum of ten percent (10%) of the total portfolio shall be in highly marketable securities, savings account, checking with interest or a combination of all three to control loss of liquidity.

AUTHORITY

In accordance with Section 12B.10 (1), the responsibility for conducting investment transaction resides with the City Treasurer. The City Treasurer, under the general direction of the City Council or **the Library Trustees**, will invest available fund balances. The City Treasurer reports directly to the Director of Finance, and in turn, to the City Manager and City Council.

PRUDENCE

The City Treasurer, when investing or depositing public funds, shall exercise the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to attain the goal of 12B.10 (2) This standard requires that when making investment decisions, a public entity shall consider the role that the investment or deposit plays within the portfolio of assets of the public entity.

COLLATERALIZATION

Credit Unions and Savings & Loans - Must deposit, maintain, pledge, and assign securities that are approved by the public officer and whose market value is not less than 110% of the total deposits of the City less the \$100,000 F.D.I.C. insurance. Collateral may not be released and/or exchanged without the written approval of the public officer. Deposits may also be secured with investments in an open end investment company that is registered with Securities and Exchange Commission and operated in accordance with 17CFR Section 270.2a-7.

Commercial Banks - Commercial bank deposits are secured with securities pledged to the State Treasurer whose market value is at least equal to 10% of the previous year's average of public funds invested in the bank. In the event of default, any losses in excess of 10% pledged collateral are secured by the state sinking fund. Public deposits may also be secured with investments in an open end investment company that is registered with Securities and Exchange Commission and operated in accordance with 17CFR, Section 270.2a-7.

AUTHORIZED INVESTMENTS, per State of Iowa Code 12B.10 (5)

Assets of the City may be invested in the following:

1. Interest bearing savings accounts, interest bearing money market accounts, and interest bearing checking accounts at any bank, savings and loan association or credit union in the State of Iowa. Each bank must be on the most recent Approved Bank List as distributed by the Treasurer of the State of Iowa, or as amended as necessary by notice inserted in the monthly mailing by the Rate setting Committee. Each financial institution shall be properly declared as a depository by the City Council. Deposits in any financial institution shall not exceed the approved limit set by City Council.
2. Obligations of the United States Government, its agencies and instrumentalities.
3. Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions approved and secured pursuant to Chapter 12C.
4. Iowa Public Agency Investment Trust (IPAIT) or Iowa Schools Joint Investment Trust (ISJIT) as appropriate.
5. Prime bankers' acceptances that mature within 270 days or purchase and that are eligible for purchase by a federal reserve bank.
6. Commercial paper or other short-term corporate debt that matures within 270 days or purchase and is rated within the two standard rating services approved by the superintendent of banking.
7. Repurchase agreements, provided that the underlying collateral consists of obligations of the United States Government, its agencies and instrumentalities and the City take delivery of the collateral either directly or through an authorized custodian.
8. An open-end management investment company registered with the Securities and Exchange Commission under the Federal Investment Company Act of 1940, 15 U.S.C. Section 80(a) and operated in accordance with 17 C.F.R. Section 270.2a-7, whose portfolio investments are limited to those instruments individually authorized in this Investment Policy.

PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the City shall not be invested in the following:

1. Reverse repurchase agreements, per State of Iowa Code 12B.10(5)(e)
2. Futures and options contracts, per State of Iowa Code 12B.10(5)

Assets of the City shall not be invested pursuant to the following investment practices:

1. Trading of securities strictly for speculation or the realization of short-term trading gains.
2. Pursuant to a contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
3. If a fiduciary or other third party with custody of public investment transaction records of the City fails to produce requested records when requested by this public body within a reasonable time, the City shall make no new investment with or through the

fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

MATURITY LIMITATIONS

Operating funds must be identified and distinguished from all other funds available for investment.

1. Operating funds may be invested only in authorized instruments that mature within three hundred ninety-seven (397) days.
2. The Treasurer may invest funds that are not identified as operating funds in investments with maturities longer than three hundred ninety-seven (397) days. All investments shall have maturities that are consistent with the needs of the City.

DIVERSIFICATION

Investments are subject by statute to the following diversification requirements:

Prime bankers' acceptances

At the time of purchase, no more than ten percent (10%) of the investment portfolio shall be invested in prime bankers' acceptances; and

At the time of purchase, no more than five percent (5%) of the investment portfolio shall be invested in the securities of a single issuer; and

Maturity date shall not exceed 270 days.

Commercial paper or other short-term corporate debt

At the time of purchase, no more than ten percent (10%) of the investment portfolio shall be in commercial paper or other short-term corporate debt and must be rated within the two highest classifications, as established by at least one of the rating services approved by the superintendent of banking by rule adopted pursuant to Chapter 17A; and

At the time of purchase, no more than five percent (5%) of the investment portfolio shall be invested in the securities of a single issuer; and

At the time of purchase, no more than five percent (5%) of all amounts invested in commercial paper and other short-term corporate debt shall be invested in paper and debt rated in the second highest classification.

Maturity date shall not exceed 270 days.

SAFEKEEPING AND CUSTODY

All invested assets involving the use of public funds custodial agreement as defined in Section 12B.10C, shall comply with all rules adopted pursuant to Section 12B.10C. All custodial agreements shall be in writing and shall contain a provision that all custodial services be provided in accordance with the laws of the State of Iowa.

PROCEDURES

The Treasurer will conduct a daily cash flow review to determine idle cash available for investment.

To the extent permitted by law, the City will pool cash from various funds for investments.

Bids for certificates of deposit will be solicited from no fewer than three (3) institutions both in and out of the City. Purchases of government treasuries and agencies will be solicited from banks and broker dealers where there is a developed relationship. Certificates of deposit are secured by the proper collateral. Government treasuries and agencies are secured by either full faith and credit or implied consent of the United States Government.

Bids will be awarded based on the best yield on the type of security that best fits the portfolio and policy limitations in the judgment of the City Treasurer. Ties between local institutions will be awarded on a rotating basis. All other things being equal, in the event of a tie between out-of-city and in-city institutions, bids will be awarded locally.

Funds for purchases and maturities will be wired in accordance with transfer and wire authority contained in Exhibit D. This provides immediate funds and is an additional safeguard that funds will not be diverted to an unauthorized account. All investments in government agencies, treasuries, commercial paper, corporate bonds, and bankers acceptance will be purchased on a Delivery vs. Payment basis. This means the City's third party custodian has either received the physical security or in book entry form before payment is made. Certificates of deposit purchased at Ames institutions will continue to be held by the issuer providing the City receives a copy of the certificate or a safekeeping receipt.

All investments will be made in accordance with Iowa Code Chapters 12B and 12C.

The Director of Finance will review the portfolio at least annually for compliance with adopted policies; make general comments and recommendations if necessary.

These policies and procedures are made available to the City's external auditors for their review for compliance as required by state statute.

COMMENTS

This investment policy shall be reviewed annually to insure consistency to overall objectives of safety, liquidity and yield, compliance to current law and economic trends.

This document is intended to provide continuity to the City's investment program in the event of an interruption of service by the chief investment official.

No attempt will be made to divest the funds of any investment now held in order to comply with future changes to state law, as long as they are in compliance with the law at time of purchase and do not put the portfolio at risk. Purchases from that date forward will be made in accordance with those changes.

EXHIBIT A

INVESTMENT DEFINITIONS

GOVERNMENT TREASURIES

Treasury Bills

A non-interest bearing discount security issued by the U. S. Government to finance the national debt. Backed by the full faith and credit of the U. S. Government.

Treasury Notes

Intermediate term coupon bearing U. S. Treasury Securities having initial maturities of from 1-10 years. Backed by full faith and credit of the U. S. Government.

Treasury Bonds

Long-term U. S. Treasury Securities having initial maturities of 10-30 years. Backed by full faith and credit of the U. S. Government.

GOVERNMENT AGENCIES

FNMA

Federal National Mortgage Association Agency. Conventional mortgages that are financed by the sale of corporate obligations (debentures and short term notes) to private investors. Backed by moral or implied obligation of the U. S. Government.

FHLMC

Federal Home Loan Mortgage Corporation was established to help maintain the availability of mortgage credit for residential housing. Participation is in the conventional loan market. Backed by moral or implied obligation of U. S. Government.

FHLB

Federal Home Loan Banks. The institution that regulates lending to Savings and Loan Associations. Backed by a moral or implied obligation of the U. S. Government.

FFC

Federal Farm Credits. Supports agricultural loans. Backed by moral or implied obligation of the U. S. Government.

GNMA

Government National Mortgage Association. Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loans, and other institutions. Security holder is protected by full faith and credit of the U. S. Government. These securities are backed by FHA, VA or FMHA mortgages.

GNMA Midgets

Government National Mortgage Association 15-year mortgages versus the normal 30-year mortgages to help finance residential housing. Backed by full faith and credit of the U. S. Government.

OTHER

Repos

A repurchase agreement is a contractual transaction between an investor and an issuing financial institution. The investor exchanges cash for temporary ownership or control of collateral securities with an agreement between the parties that on a future date the financial institution will repurchase the securities. Anyone purchasing a repo should be notified in writing by the seller/broker what government treasuries or agencies underlie the credit.

Bankers Acceptance

A draft or bill of exchange accepted by a bank or trust company. The acceptance institution guarantees payment on the bill as well as the issuing institution and is further collateralized by the shipment of goods.

Commercial Paper

An unsecured promissory note with a fixed maturity of no more than 270 days. Primarily used by large corporations to finance short term debt.

Certificate of Deposit

A time deposit with a specific maturity evidenced by a certificate. Insured by the FDIC for \$100,000.

GIC

Guaranteed Insurance Contract offered by an insurance company to pay a specific rate of interest over a period of time.

TVA

Tennessee Valley Authority was established by the TVA Act of 1933 with the objective of developing the resources of the Tennessee Valley region in order to strengthen the regional and national economy. The act authorized TVA to issue evidence of indebtedness that may only be used to finance its power program.

EXHIBIT B

GLOSSARY OF TERMS

Agency - Securities issued by government sponsored corporations such as Federal Home Loan Banks or Federal Land Banks. Agency securities are exempt from Securities and Exchange Commission (SEC) registration requirements.

Agent - Individual authorized by another person, called the principal, to act in the latter behalf in transactions involving a third party.

Book-entry - An electronic system of accountability, custody, transfer, and settlement of securities. Book-entry systems allow rapid and accurate transfers of securities with simultaneous cash settlement.

Collateralized Mortgage Obligation (CMO) - Mortgage backed bond that separates mortgage pools into different maturity classes called tranches. Issued by Federal National Mortgage Corp. and Federal National Mortgage Association usually backed with government guarantee and have AAA bond rating. Planned Amortization Class CMO's (PAC) have stable prepayment schedules that do not react unfavorably in wide market swings.

Dealer - An individual or firm that purchases and sells securities for its own account and its customers.

Debenture - An unsecured debt instrument backed only by the general credit standing and earning capacity of the issuer.

Delivery Versus Payment (DVP) - Securities industry procedure, common with institutional accounts, whereby delivery of securities sold is made to the buying customer's bank in exchange for payment, usually in the form of cash.

Discount Notes - Manner of selling securities such as treasury bills or agency bonds which are issued at less than face value and are redeemed at face value.

Federal Reserve Banks - The Federal Reserve System, the nation's central bank, is comprised of 12 regional Federal Reserve Banks and 25 branches. These banks fulfill many roles for the government and the financial community, one of which is the electronic transfer of book-entry securities.

Fiduciary - Person, company, or association holding assets in trust of a beneficiary.

Futures Contract - Agreement to buy or sell a specific amount of a commodity or financial instrument at a particular price on a stipulated future date.

Maturity Date - The date a security ceases to earn interest that is the same day that the principal amount of the obligation is due in full.

Open-End Management Company - Investment company that sells mutual funds to the public. The term arises from the fact that the firm continually creates new shares on demand. Mutual fund shareholders buy the shares at net asset value and can redeem them at any time at the prevailing market price, which may be higher or lower than the price at which the investor bought.

Operating Funds (Chapter 12B.10A) - Statutorily defined to be those funds reasonably expected to be expended during a current budget year or within 15 months of receipt. May only be invested in investments which mature within 397 days.

Option - Right to buy or sell property that is granted in exchange for an agreed upon sum. If the right is not exercised after a specified period, the option expires and the option buyer forfeits the money.

Par Value - Face amount of 100% of the principal amount of a security at original issue.

Portfolio - Combined holding of more than one stock, bond, commodity, real estate investment, cash equivalent, or other asset by an individual or institutional investor.

Safekeeping - Storage and protection of a customer's financial assets, valuables, or documents, provided as a service by an institution serving as agent and where control is delegated by the customer, also as custodian.

Speculation - Assumption of risk in anticipation of gain but recognizing a higher than average possibility of loss.

Yield - The rate of return an investor earns on an investment over a specified period of time.

EXHIBIT C

LIQUIDITY SCALE

| |
|---------------------------------|
| Overnight Repurchase Agreements |
| State Investment Pools |
| Treasury Bills |
| Other Treasuries |
| U. S. Government Agencies |
| Banker's Acceptances |
| Negotiable CD's |
| Commercial Paper |
| Eurodollar Deposits |
| Non-Negotiable Bank CD's |
| Long-Term Government Bonds |
| U. S. Agency Bonds |

Cash ←-----DEGREE OF LIQUIDITY-----> Illiquid

DEFAULT RISK SCALE

| |
|--|
| U. S. Treasury (Bills, Notes, Bonds) |
| U. S. Government Guaranteed |
| U. S. Government Agencies |
| U. S. Treasury Repos (DVP) |
| U. S. Government Instrumentalities |
| Bankers' Acceptances |
| Collateralized Bank CD's |
| Commercial Paper A/P-1 |
| Bank CD's (Uninsured/Uncollateralized) |
| Eurodollar Deposits |
| Investment Grade Commercial Paper |

Risk Free ←-----DEGREE OF RISK-----> Higher Degree of Risk

EXHIBIT D
TRANSFER AND WIRE AUTHORITY

Individuals holding the following positions have authority to conduct City banking business:
Investment Officer/City Treasurer, Director of Finance, and Assistant to the City Manager

This will include depositing funds, transferring funds between accounts, opening new accounts, purchasing investments and wiring funds out of the depository bank for investments and specific expenses.

Procedures

The depository bank is notified in writing which individuals have authority to conduct City banking business.

The depository bank is notified in writing that all transfers of City funds must be between existing City accounts only, with the exception of the payment for the flex-benefit program. These funds are transferred to Iowa Benefits account upon notification from the Payroll Division.

The depository bank is notified in writing that funds wired out of the City accounts can be authorized by any one of the three (3) designated personnel with the City Treasurer being the primary individual conducting business.

Procedures for wiring funds are:

1. Authorized individual will use a secured on-line banking program to wire funds. An alternative to that method is to phone the bank with wire instructions. Each authorized individual is issued a personal code by the bank to prevent unauthorized withdrawals.
2. Internal controls will be satisfied by the tracking of investments through the accounting system and investment program reports. Purchases and maturities are accounted for on the master investment report, show up as a withdrawal or deposit on the bank statement, and are confirmed for accuracy with the appropriate financial institution by external auditors.
3. Monthly bank statements will be reconciled by someone other than personnel authorized to move funds.

No new checking or savings accounts may be opened without the signature of at least two (2) of the three (3) authorized personnel or City Council approval.

All financial institutions conducting business with the City will be notified in writing of the:

1. Authorized personnel requesting wires.
2. Authorized City accounts to receive funds.

Employee Reclassification

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
March 9, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, change the classification of the Library Automation Specialist (grade 59) to IT Systems Administrator (grade 60) as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____



Memo

Department of Human Resources

TO: Lynne Carey, Interim Co-Director

CC: Dawn Hayslett, Interim Co-Director
Julie Huisman, Director of Human Resources

FROM: Doug Garnett, ²⁷Human Resources Officer

DATE: February 14, 2006

SUBJECT: Reclassification – Library Automation Specialist to IT Systems Administrator

The Human Resources Department has completed your request to review the newly created job specification for IT Systems Administrator and recommend the appropriate pay grade. The final draft of the job specification and point-factor analysis are included.

This classification was previously titled Library Automation Specialist and was a pay grade 59. The classification was also designated as non-exempt under the Fair Labor Standards Act.

A point-factor analysis indicates the pay grade for the new IT Systems Administrator job specification is a 60; the same pay grade as the Systems Analyst, Telecommunications/Network Specialist and Client Support Coordinator job specifications within the City structure. This reclassification would bring the Library's key IT position in line with the equivalent City positions. The complex nature of this position warrants a pay grade 60 as the point-factor analysis confirms. This classification also meets the test requirements to qualify for the computer employee exemption under the FLSA. Therefore, this position should be considered as exempt.

Please let me know if you have any questions or need additional information. Thank you for allowing me to assist you in this process!

| | IT Systems Administrator (new) | Systems Analyst | Telecommunications/Network Specialist |
|-----------------------------------|---|----------------------------|--|
| Education | 6 | 4 | 6 |
| Experience | 3 | 3 | 3 |
| Organizational Control | 1 | 2 | 2 |
| Human Relations | 5 | 4 | 4 |
| Total | | | |
| Human Relations | 5 | 4 | 4 |
| Public Contact | 0 | 0 | 0 |
| Responsibility | 4 | 4 | 4 |
| Guidance Received | 5 | 3 | 4 |
| Complexity | 5 | 5 | 5 |
| Working Conditions | 1 | 3 | 2 |
| PAY GRADE | 60 | 60 | 60 |

DEFINITION: Under the general administrative direction of the Library Director, provides technology management and leadership by planning, implementing, and supporting software, hardware, telecommunications, networks and emerging technologies. Exercises discretion and independent judgment in applying departmental policies and procedures; performs other work as required.

JOB FUNCTIONS: Performs all aspects of technology support within the Library. Manages, maintains and updates the Dynix HORIZON library system; other technology systems including email/Internet, LAN, WAN, wireless and thin client networks, telecommunications. Collects and analyzes information; and prepares reports. Maintains inventory of equipment, parts, reference manuals and supplies. Provides technical advice and support in library planning.

Employees must continually strive to bring shared values to life, through our Excellence Through People organizational culture. Values include continuous improvement, respect for others, customer driven, leadership, data-driven decisions, positive attitude, teaming environment, innovation, honesty and integrity, creativity, and employee involvement. ETP assures that exceptional services are delivered to the public and employees experience an enjoyable and stimulating work environment.

EQUIPMENT:

Examples of Equipment Used on the Job: A wide variety of computer hardware such as computers, monitors, keyboards, servers, routers, switches, scanners, barcode scanners, 3M Self-check, Barcloner, UPS, firewall appliances, modems and printers. Computer software such as that used for mid-range applications, PCs, networking, library services and operating systems. General office equipment such as writing utensils, telephone, cell phone and pager; photocopier, fax machine and various hand tools. Reading materials such as correspondence, books, manuals, periodicals, online bulletin boards/blogs, online vendor websites, and various online troubleshooting websites.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

Required Physical Activities: Climbing, stooping, reaching, standing, walking, lifting, finger dexterity, grasping, talking, hearing, and repetitive motions.

Physical Characteristics of Work: Requires sitting approximately 85% of the time, standing approximately 5% of the time and standing and walking, approximately 10% of the time. Requires frequent lifting of objects weighting under 10 pounds, and occasionally lifting of objects from 10 to over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with the use of a computer terminal, preparing and analyzing data, extensive reading, and visual inspection involving small defects or parts.

Environmental Conditions: Worker is subject to inside environmental conditions, noise and electrical hazards.

EMPLOYMENT STANDARDS:

Education and Experience: Bachelor's degree in computer science or related field and at least eighteen months library-specific application support experience; or equivalent combination of education or experience. Experience with Dynix Horizon Information Portal and Dynix Horizon Desktop Client operations; Microsoft SQL Server, Microsoft IIS web services, Microsoft Exchange Server, Microsoft Terminal Services, Microsoft Active Directory, Microsoft Sharepoint Services, Microsoft Windows 2000, XP and Server 2003, Wyse system support software for thin clients, PC desktop applications (including Microsoft Office 2003), Raiser's Edge, HTML, Sophos Anti-Virus, LAN Software including switch, router and firewall configuration, Microsoft Internet Explorer, Vendprint Access Manager for PC and Printers preferred, and support of Event Software's FASTbook. Ability to support various software components for hardware including printers, scanners, and digital cameras.

Knowledge, Abilities, and Skills: Knowledge of the principles, practices, methods, and techniques associated with the support and management of the Dynix Horizon system, PCs, and library-specific programs and equipment. Knowledge of modern library and office practices and procedures including the utilization of technology to enhance efficiency and effectiveness; knowledge of departmental policies and administrative requirements as they affect library operations and responsibilities.

Ability to establish and maintain effective working relationships with co-workers, other City employees, and members of outside agencies; ability to deal with service requests, questions, and complaints in a friendly and professional manner; ability to communicate clearly and concisely in both written and oral communications; ability to communicate technical concepts to non-technical persons; ability to develop operations procedures and computer programs from specifications.

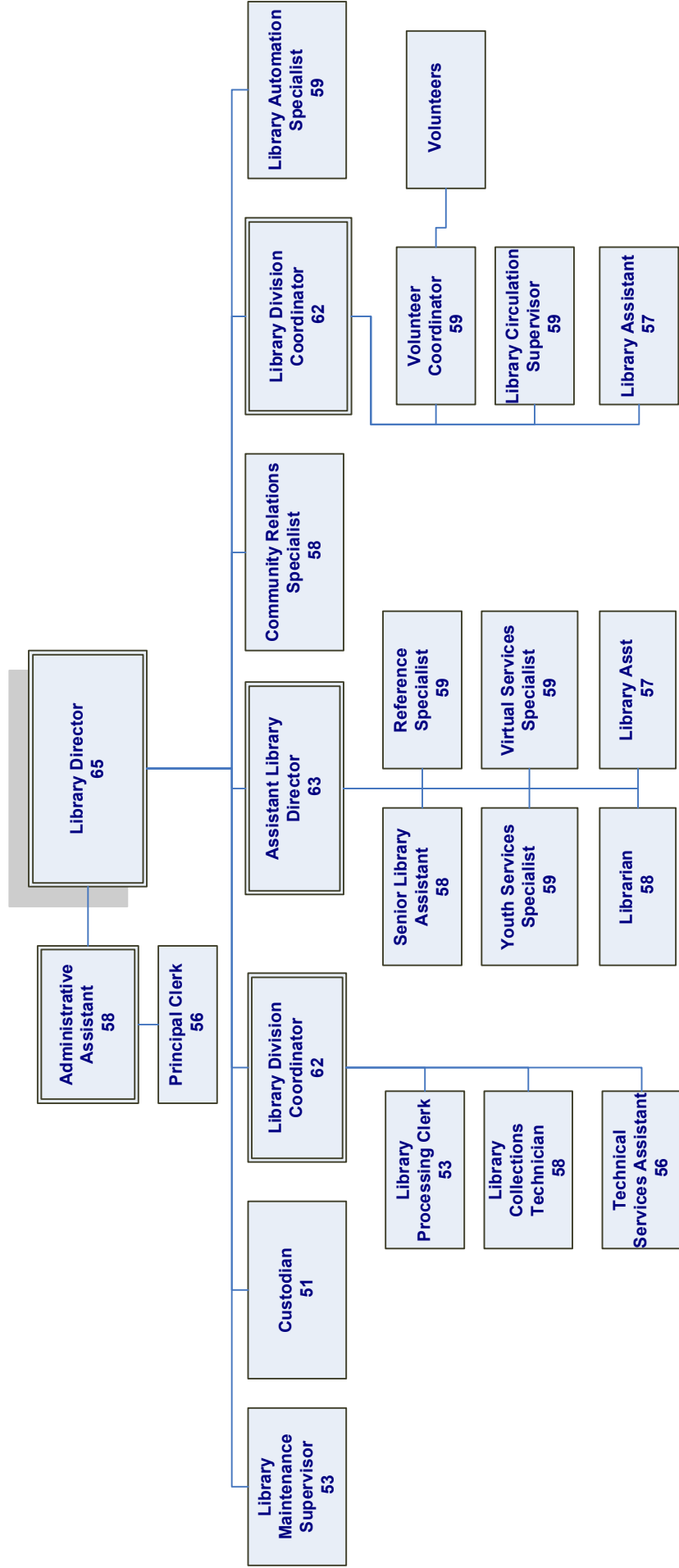
Skill in analyzing, designing, implementing, and maintaining networks, computer systems and subsystems; skill in selecting and implementing commercially packaged software applications including testing, training, and acting as a technical liaison between the vendor and the client; skill in identification, diagnosis, and resolution of basic PC hardware, peripherals, network connection, and software problems.

Skill in planning, organizing, and directing the development and maintenance of data processing and library-specific services systems; skill in performing general management functions relating to planning and budgeting.



LIBRARY

BOARD OF TRUSTEES



**Circulation Monthly Stats
February 2006**

| COMPARISON | Adult Print | Adult Media | Total Adult Circ | Youth Print | Youth Media | Total Youth Circ | Total Misc | Total Main | Total BKM/Home Del. | Grand Total |
|----------------------------|---------------------|--------------------|-------------------------|--------------------|-----------------------------------|-------------------------|-------------------|-------------------|-------------------------------------|--------------------|
| Current Month | 28,974 | 33,287 | 62,261 | 26,934 | 12,859 | 39,793 | 114 | 93,425 | 8,743 | 102,168 |
| One Year Ago | 30,121 | 30,821 | 60,942 | 25,954 | 11,775 | 37,729 | 8 | 89,673 | 9,006 | 98,679 |
| Difference | (1,147) | 2,466 | 1,319 | 980 | 1,084 | 2,064 | | 3,752 | (263) | 3,489 |
| % Change | -3.8% | 8.0% | 2.2% | 3.8% | 9.2% | 5.5% | | 4.2% | -2.9% | 3.5% |
| Year to Date | | | | | | | | | | |
| Current Year | 248,745 | 276,502 | 525,247 | 226,783 | 107,750 | 334,533 | 852 | 790,535 | 70,097 | 860,632 |
| One Year Ago | 249,644 | 258,820 | 508,464 | 217,068 | 96,246 | 313,314 | 61 | 750,229 | 71,610 | 821,839 |
| Difference | (899) | 17,682 | 16,783 | 9,715 | 11,504 | 21,219 | | 40,306 | (1,513) | 38,793 |
| % Change | -0.4% | 6.8% | 3.3% | 4.5% | 12.0% | 6.8% | | 5.4% | -2.1% | 4.7% |
| SPECIAL CIRCULATION | | | | | | | | | | |
| | Story County | Gilbert | Open Access | Total Circ | % of Total that is Special | | | AMES | % of Total Circ that is Ames | |
| Current Month | 5,300 | 1,631 | 13,939 | 20,870 | 20.4% | | | 80,233 | 78.5% | |
| One Year Ago | 5,875 | 1,807 | 13,217 | 20,899 | 21.2% | | | 76,400 | 77.4% | |
| Difference | (575) | (176) | 722 | (29) | | | | 3,833 | | |
| % Change | -9.8% | -9.7% | 5.5% | -0.1% | | | | 5.0% | | |
| Year to Date | | | | | | | | | | |
| Current Year | 46,539 | 14,309 | 107,918 | 168,766 | 19.6% | | | 682,618 | 79.3% | |
| One Year Ago | 47,416 | 13,963 | 104,332 | 165,711 | 20.2% | | | 646,386 | 78.7% | |
| Difference | (877) | 346 | 3,586 | 3,055 | | | | 36,232 | | |
| % Change | -1.8% | 2.5% | 3.4% | 1.8% | | | | 5.6% | | |

Main Stats FY05/06

| Description | Jul-05 | Aug-05 | Sep-05 | Oct-05 | Nov-05 | Dec-05 | Jan-06 | Feb-06 | Mar-06 | Apr-06 | May-06 | Jun-06 | Total |
|----------------------------------|----------------|----------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|---------------|---------------|---------------|----------------|
| ADULT FICTION | 8,754 | 8,461 | 7,342 | 7,114 | 6,763 | 6,578 | 7,210 | 6,643 | 0 | 0 | 0 | 0 | 58,865 |
| ADULT NON-FICTION | 11,041 | 10,988 | 10,207 | 10,668 | 10,311 | 9,072 | 11,856 | 10,826 | 0 | 0 | 0 | 0 | 84,969 |
| ADULT GRAPHIC NOVELS | 603 | 467 | 406 | 456 | 393 | 338 | 386 | 301 | 0 | 0 | 0 | 0 | 3,350 |
| ADULT MANGA | 958 | 966 | 735 | 903 | 797 | 771 | 649 | 622 | 0 | 0 | 0 | 0 | 6,401 |
| ADULT ILL ITEMS | 68 | 67 | 71 | 54 | 69 | 68 | 63 | 99 | 0 | 0 | 0 | 0 | 559 |
| ADULT PAPERBACKS | 1,392 | 1,261 | 1,081 | 773 | 888 | 780 | 969 | 680 | 0 | 0 | 0 | 0 | 7,824 |
| LITERARY PERKS | 60 | 58 | 56 | 45 | 41 | 42 | 49 | 39 | 0 | 0 | 0 | 0 | 390 |
| NEW FICTION | 4,757 | 5,071 | 4,246 | 4,566 | 4,193 | 4,219 | 4,573 | 3,916 | 0 | 0 | 0 | 0 | 35,541 |
| NEW NON-FICTION | 3,578 | 3,739 | 3,044 | 3,199 | 3,193 | 2,952 | 3,426 | 2,969 | 0 | 0 | 0 | 0 | 26,100 |
| PERIODICALS | 1,088 | 1,090 | 917 | 995 | 849 | 736 | 1,081 | 856 | 0 | 0 | 0 | 0 | 7,612 |
| TRAVEL BAGS | 75 | 73 | 49 | 49 | 59 | 51 | 61 | 65 | 0 | 0 | 0 | 0 | 482 |
| SUBTOTAL (PRINT) | 32,374 | 32,241 | 28,154 | 28,822 | 27,556 | 25,607 | 30,323 | 27,016 | 0 | 0 | 0 | 0 | 232,093 |
| NEW MEDIA | 234 | 240 | 197 | 246 | 248 | 228 | 315 | 235 | 0 | 0 | 0 | 0 | 1,943 |
| MUSIC CDS | 7,049 | 8,477 | 7,191 | 8,206 | 7,944 | 7,857 | 8,049 | 7,777 | 0 | 0 | 0 | 0 | 62,550 |
| AUDIO BOOKS ON CD | 3,328 | 3,291 | 2,912 | 2,857 | 2,996 | 2,882 | 3,044 | 2,659 | 0 | 0 | 0 | 0 | 23,969 |
| AUDIO BOOKS ON TAPE | 998 | 1,002 | 783 | 677 | 742 | 644 | 693 | 581 | 0 | 0 | 0 | 0 | 6,120 |
| THEATRICAL VIDEOS | 3,814 | 3,593 | 2,954 | 2,923 | 3,003 | 3,387 | 3,166 | 2,739 | 0 | 0 | 0 | 0 | 25,579 |
| NON-THEATRICAL VIDEOS | 924 | 967 | 836 | 817 | 869 | 985 | 1,088 | 1,008 | 0 | 0 | 0 | 0 | 7,494 |
| THEATRICAL DVDS | 14,403 | 15,379 | 13,078 | 13,706 | 13,857 | 15,095 | 15,862 | 13,927 | 0 | 0 | 0 | 0 | 115,307 |
| NON-THEATRICAL DVDS | 1,982 | 2,025 | 1,721 | 1,656 | 1,709 | 1,808 | 2,311 | 2,135 | 0 | 0 | 0 | 0 | 15,347 |
| KITS | 1,120 | 1,053 | 871 | 942 | 882 | 744 | 797 | 709 | 0 | 0 | 0 | 0 | 7,118 |
| MEDIA ILL ITEMS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| SUBTOTAL (MEDIA) | 33,852 | 36,027 | 30,543 | 32,030 | 32,250 | 33,630 | 35,325 | 31,770 | 0 | 0 | 0 | 0 | 265,427 |
| ADULT MISC. | 131 | 83 | 39 | 61 | 15 | 15 | 29 | 66 | 0 | 0 | 0 | 0 | 439 |
| TOTAL (ADULT) | 66,357 | 68,351 | 58,736 | 60,913 | 59,821 | 59,252 | 65,677 | 58,852 | 0 | 0 | 0 | 0 | 497,959 |
| BOARD BOOKS | 2,766 | 2,658 | 2,555 | 2,694 | 2,870 | 2,046 | 2,457 | 2,119 | 0 | 0 | 0 | 0 | 20,165 |
| EASY | 7,868 | 7,812 | 7,938 | 8,577 | 8,176 | 5,676 | 7,275 | 7,302 | 0 | 0 | 0 | 0 | 60,624 |
| EASY TO READ | 2,606 | 2,185 | 1,996 | 2,281 | 2,298 | 1,756 | 2,091 | 2,447 | 0 | 0 | 0 | 0 | 17,660 |
| JUVENILE NON FICTION | 4,365 | 3,758 | 4,274 | 4,751 | 5,034 | 3,811 | 5,434 | 4,593 | 0 | 0 | 0 | 0 | 36,020 |
| JUVENILE FICTION | 6,118 | 5,685 | 3,994 | 4,007 | 4,617 | 3,596 | 4,012 | 3,909 | 0 | 0 | 0 | 0 | 35,938 |
| JUVENILE FICTION SERIES | 458 | 511 | 253 | 157 | 235 | 161 | 257 | 186 | 0 | 0 | 0 | 0 | 2,218 |
| JUVENILE GRAPHIC NOVELS | 45 | 123 | 107 | 172 | 145 | 151 | 166 | 152 | 0 | 0 | 0 | 0 | 1,061 |
| PARENTING COLLECTION | 18 | 21 | 26 | 41 | 61 | 32 | 43 | 54 | 0 | 0 | 0 | 0 | 296 |
| JUVENILE LARGE PRINT | 104 | 85 | 49 | 61 | 77 | 73 | 40 | 69 | 0 | 0 | 0 | 0 | 558 |
| JUVENILE PERIODICALS | 111 | 111 | 246 | 269 | 191 | 121 | 299 | 177 | 0 | 0 | 0 | 0 | 1,525 |
| YOUNG ADULT PRINT | 2,433 | 2,434 | 1,764 | 1,723 | 1,954 | 1,656 | 1,995 | 1,719 | 0 | 0 | 0 | 0 | 15,678 |
| COMIC BOOKS | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| YOUNG ADULT GRAPHIC NOVELS | 415 | 379 | 232 | 272 | 227 | 154 | 285 | 220 | 0 | 0 | 0 | 0 | 2,184 |
| MANGA | 684 | 696 | 525 | 543 | 431 | 635 | 556 | 585 | 0 | 0 | 0 | 0 | 4,655 |
| YOUNG ADULT PERIODICALS | | | | | | | | 27 | 0 | 0 | 0 | 0 | 27 |
| YOUTH REFERENCE | 0 | 1 | 0 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| SUBTOTAL YOUTH (PRINT) | 27,992 | 26,459 | 23,960 | 25,550 | 26,320 | 19,868 | 24,910 | 23,559 | 0 | 0 | 0 | 0 | 198,618 |
| YOUTH DVDS | 7,570 | 7,458 | 6,162 | 6,507 | 7,244 | 6,927 | 7,528 | 6,737 | 0 | 0 | 0 | 0 | 56,133 |
| YOUTH VIDEOS | 3,072 | 2,840 | 2,193 | 2,319 | 2,637 | 2,193 | 2,421 | 2,306 | 0 | 0 | 0 | 0 | 19,981 |
| YOUTH KITS | 869 | 658 | 476 | 534 | 540 | 459 | 396 | 345 | 0 | 0 | 0 | 0 | 4,277 |
| YOUTH CDS | 1,462 | 1,530 | 1,287 | 1,437 | 1,498 | 1,273 | 1,459 | 1,293 | 0 | 0 | 0 | 0 | 11,239 |
| YOUTH SPECIAL COLLECTION | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 3 |
| YOUTH STORYTELLING | 1 | 1 | 1 | 5 | 15 | 2 | 0 | 7 | 0 | 0 | 0 | 0 | 32 |
| TOYS & PUPPETS | 258 | 303 | 225 | 232 | 307 | 301 | 342 | 324 | 0 | 0 | 0 | 0 | 2,292 |
| SUBTOTAL YOUTH (MEDIA) | 13,232 | 12,790 | 10,345 | 11,034 | 12,241 | 11,155 | 12,146 | 11,014 | 0 | 0 | 0 | 0 | 93,957 |
| TOTAL YOUTH | 41,224 | 39,249 | 34,305 | 36,584 | 38,561 | 31,023 | 37,056 | 34,573 | 0 | 0 | 0 | 0 | 292,575 |
| YOUTH MISC. | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| GRAND TOTAL | 107,581 | 107,601 | 93,041 | 97,497 | 98,382 | 90,275 | 102,733 | 93,425 | 0 | 0 | 0 | 0 | 790,535 |
| SPECIAL CIRCULATION | | | | | | | | | | | | | |
| RURAL ROUTE STORY CNTY | 5,882 | 6,275 | 5,010 | 5,520 | 5,210 | 5,123 | 5,674 | 4,893 | 0 | 0 | 0 | 0 | 43,587 |
| GILBERT | 1,527 | 1,724 | 768 | 1,002 | 1,041 | 940 | 967 | 1,006 | 0 | 0 | 0 | 0 | 8,975 |
| OPEN ACCESS | 13,697 | 14,024 | 12,528 | 12,969 | 13,199 | 11,891 | 14,677 | 13,799 | 0 | 0 | 0 | 0 | 106,784 |
| Total Special Circulation | 21,106 | 22,023 | 18,306 | 19,491 | 19,450 | 17,954 | 21,318 | 19,698 | 0 | 0 | 0 | 0 | 159,346 |
| % Special Circulation | 19.62% | 20.47% | 19.68% | 19.99% | 19.77% | 19.89% | 20.75% | 21.08% | | | | | 20.16% |
| AMES | 85,425 | 84,488 | 73,590 | 76,862 | 77,797 | 71,519 | 80,377 | 72,740 | 0 | 0 | 0 | 0 | 622,798 |

**Bookmobile Stats
FY05/06**

| Description | Jul-05 | Aug-05 | Sep-05 | Oct-05 | Nov-05 | Dec-05 | Jan-06 | Feb-06 | Mar-06 | Apr-06 | May-06 | Jun-06 | Total |
|----------------------------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|----------|----------|----------|----------|---------------|
| ADULT FICTION | 669 | 932 | 775 | 849 | 648 | 635 | 664 | 702 | 0 | 0 | 0 | 0 | 5,874 |
| ADULT NON-FICTION | 349 | 304 | 423 | 521 | 406 | 395 | 443 | 423 | 0 | 0 | 0 | 0 | 3,264 |
| ADULT GRAPHIC NOVELS | 15 | 0 | 7 | 19 | 10 | 10 | 2 | 9 | 0 | 0 | 0 | 0 | 72 |
| ADULT MANGA | 40 | 11 | 18 | 30 | 32 | 5 | 10 | 19 | 0 | 0 | 0 | 0 | 165 |
| ADULT ILL ITEMS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| ADULT PAPERBACKS | 460 | 390 | 461 | 430 | 400 | 390 | 445 | 416 | 0 | 0 | 0 | 0 | 3,392 |
| LITERARY PERKS | 3 | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 7 |
| NEW FICTION | 181 | 186 | 219 | 235 | 234 | 164 | 210 | 159 | 0 | 0 | 0 | 0 | 1,588 |
| NEW NON-FICTION | 159 | 147 | 221 | 299 | 238 | 190 | 285 | 175 | 0 | 0 | 0 | 0 | 1,714 |
| PERIODICALS | 84 | 66 | 83 | 69 | 83 | 69 | 64 | 54 | 0 | 0 | 0 | 0 | 572 |
| TRAVEL BAGS | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 4 |
| SUBTOTAL (PRINT) | 1,962 | 2,037 | 2,208 | 2,452 | 2,052 | 1,858 | 2,125 | 1,958 | 0 | 0 | 0 | 0 | 16,652 |
| NEW MEDIA | 3 | 0 | 4 | 5 | 1 | 0 | 4 | 2 | 0 | 0 | 0 | 0 | 19 |
| MUSIC CDS | 202 | 80 | 139 | 147 | 109 | 160 | 129 | 161 | 0 | 0 | 0 | 0 | 1,127 |
| AUDIO BOOKS ON CD | 83 | 33 | 72 | 77 | 77 | 66 | 81 | 77 | 0 | 0 | 0 | 0 | 566 |
| AUDIO BOOKS ON TAPE | 76 | 75 | 74 | 85 | 52 | 61 | 67 | 50 | 0 | 0 | 0 | 0 | 540 |
| THEATRICAL VIDEOS | 251 | 137 | 253 | 237 | 183 | 201 | 178 | 186 | 0 | 0 | 0 | 0 | 1,626 |
| NON-THEATRICAL VIDEOS | 49 | 32 | 35 | 37 | 37 | 19 | 69 | 34 | 0 | 0 | 0 | 0 | 312 |
| THEATRICAL DVDS | 874 | 292 | 886 | 918 | 746 | 667 | 807 | 895 | 0 | 0 | 0 | 0 | 6,085 |
| NON-THEATRICAL DVDS | 50 | 28 | 61 | 76 | 70 | 41 | 53 | 70 | 0 | 0 | 0 | 0 | 449 |
| KITS | 45 | 43 | 68 | 47 | 23 | 43 | 40 | 42 | 0 | 0 | 0 | 0 | 351 |
| MEDIA ILL ITEMS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| SUBTOTAL (MEDIA) | 1,633 | 720 | 1,592 | 1,629 | 1,298 | 1,258 | 1,428 | 1,517 | 0 | 0 | 0 | 0 | 11,075 |
| ADULT MISC. | 0 | 0 | 1 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 5 |
| TOTAL (ADULT) | 3,595 | 2,757 | 3,801 | 4,083 | 3,351 | 3,116 | 3,554 | 3,475 | 0 | 0 | 0 | 0 | 27,732 |
| BOARD BOOKS | 569 | 254 | 557 | 788 | 498 | 310 | 504 | 396 | 0 | 0 | 0 | 0 | 3,876 |
| EASY | 653 | 365 | 789 | 1,017 | 679 | 522 | 842 | 754 | 0 | 0 | 0 | 0 | 5,621 |
| EASY TO READ | 534 | 168 | 658 | 767 | 530 | 416 | 551 | 448 | 0 | 0 | 0 | 0 | 4,072 |
| JUVENILE NON FICTION | 523 | 366 | 850 | 1,058 | 835 | 747 | 944 | 819 | 0 | 0 | 0 | 0 | 6,142 |
| JUVENILE FICTION | 701 | 333 | 862 | 942 | 717 | 604 | 780 | 628 | 0 | 0 | 0 | 0 | 5,567 |
| JUVENILE FICTION SERIES | 100 | 42 | 71 | 45 | 32 | 39 | 36 | 25 | 0 | 0 | 0 | 0 | 390 |
| JUVENILE GRAPHIC NOVELS | 0 | 3 | 28 | 39 | 30 | 31 | 33 | 50 | 0 | 0 | 0 | 0 | 214 |
| PARENTING COLLECTION | 0 | 1 | 1 | 2 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 7 |
| JUVENILE LARGE PRINT | 8 | 1 | 5 | 4 | 2 | 5 | 7 | 0 | 0 | 0 | 0 | 0 | 32 |
| JUVENILE PERIODICALS | 0 | 5 | 16 | 4 | 0 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 37 |
| YOUNG ADULT PRINT | 219 | 94 | 231 | 273 | 237 | 196 | 209 | 192 | 0 | 0 | 0 | 0 | 1,651 |
| COMIC BOOKS | 4 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| YOUNG ADULT GRAPHIC NOVELS | 24 | 4 | 18 | 27 | 27 | 15 | 24 | 22 | 0 | 0 | 0 | 0 | 161 |
| MANGA | 79 | 21 | 67 | 72 | 32 | 29 | 48 | 41 | 0 | 0 | 0 | 0 | 389 |
| YOUNG ADULT PERIODICALS | | | | | | | | | | | | | |
| YOUTH REFERENCE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| SUBTOTAL YOUTH (PRINT) | 3,414 | 1,659 | 4,153 | 5,038 | 3,620 | 2,928 | 3,978 | 3,375 | 0 | 0 | 0 | 0 | 28,165 |
| YOUTH DVDS | 859 | 323 | 1,148 | 1,302 | 938 | 901 | 1,049 | 1,107 | 0 | 0 | 0 | 0 | 7,627 |
| YOUTH VIDEOS | 589 | 252 | 788 | 739 | 542 | 376 | 513 | 537 | 0 | 0 | 0 | 0 | 4,336 |
| YOUTH KITS | 65 | 28 | 52 | 53 | 48 | 36 | 44 | 32 | 0 | 0 | 0 | 0 | 358 |
| YOUTH CDS | 138 | 50 | 124 | 174 | 161 | 138 | 127 | 118 | 0 | 0 | 0 | 0 | 1,030 |
| YOUTH SPECIAL COLLECTION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| YOUTH STORYTELLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| TOYS & PUPPETS | 62 | 39 | 83 | 73 | 41 | 48 | 45 | 51 | 0 | 0 | 0 | 0 | 442 |
| SUBTOTAL YOUTH (MEDIA) | 1,713 | 692 | 2,195 | 2,341 | 1,730 | 1,499 | 1,778 | 1,845 | 0 | 0 | 0 | 0 | 13,793 |
| TOTAL YOUTH | 5,127 | 2,351 | 6,348 | 7,379 | 5,350 | 4,427 | 5,756 | 5,220 | 0 | 0 | 0 | 0 | 41,958 |
| YOUTH MISC. | 0 | 67 | 45 | 60 | 58 | 57 | 72 | 48 | 0 | 0 | 0 | 0 | 407 |
| GRAND TOTAL | 8,722 | 5,175 | 10,194 | 11,522 | 8,759 | 7,600 | 9,382 | 8,743 | 0 | 0 | 0 | 0 | 70,097 |
| SPECIAL CIRCULATION | | | | | | | | | | | | | |
| RURAL ROUTE STORY CNTY | 181 | 160 | 523 | 430 | 352 | 286 | 613 | 407 | 0 | 0 | 0 | 0 | 2,952 |
| GILBERT | 641 | 285 | 1,033 | 933 | 673 | 466 | 678 | 625 | 0 | 0 | 0 | 0 | 5,334 |
| OPEN ACCESS | 118 | 46 | 130 | 137 | 242 | 198 | 123 | 140 | 0 | 0 | 0 | 0 | 1,134 |
| Total Special Circulation | 940 | 491 | 1,686 | 1,500 | 1,267 | 950 | 1,414 | 1,172 | 0 | 0 | 0 | 0 | 9,420 |
| % Special Circulation | 10.78% | 9.49% | 16.54% | 13.02% | 14.47% | 12.50% | 15.07% | 13.41% | | | | | 13.44% |
| AMES | 7,669 | 4,598 | 8,388 | 9,864 | 7,404 | 6,530 | 7,874 | 7,493 | 0 | 0 | 0 | 0 | 59,820 |

**Miscellaneous Stats
FY05/06**

| Description | Jul-05 | Aug-05 | Sep-05 | Oct-05 | Nov-05 | Dec-05 | Jan-06 | Feb-06 | Mar-06 | Apr-06 | May-06 | Jun-06 | Total |
|--|--------|--------|--------|--------|--------|--------|---------|---------|--------|--------|--------|--------|---------|
| HOME DELIVERY | | | | | | | | | | | | | |
| # of Patrons | 54 | 55 | 55 | 54 | 54 | 54 | 55 | 56 | | | | | 437 |
| Centers | 27 | 27 | 27 | 26 | 27 | 23 | 23 | 24 | | | | | 204 |
| Individual Deliveries Made | 37 | 35 | 37 | 32 | 32 | 32 | 38 | 38 | | | | | 281 |
| Additional Individuals serv. | 11 | 11 | 8 | 9 | 8 | 12 | 8 | 5 | | | | | 72 |
| HOLDS | | | | | | | | | | | | | |
| Main | 9,697 | 9,790 | 8,401 | 8,695 | 8,790 | 8,903 | 10,103 | 9,444 | | | | | 73,823 |
| BKM/Hm Delivery | 704 | 269 | 823 | 1,049 | 758 | 641 | 965 | 865 | | | | | 6,074 |
| Total Holds | 10,401 | 10,059 | 9,224 | 9,744 | 9,548 | 9,544 | 11,068 | 10,309 | 0 | 0 | 0 | 0 | 79,897 |
| INTERLIBRARY LOANS | | | | | | | | | | | | | |
| Requested | 109 | 88 | 102 | 96 | 97 | 87 | 116 | 98 | | | | | 793 |
| Received | 73 | 74 | 79 | 64 | 83 | 75 | 70 | 107 | | | | | 625 |
| Loaned | 255 | 311 | 304 | 345 | 284 | 254 | 224 | 288 | | | | | 2,265 |
| MEETING ROOMS | | | | | | | | | | | | | |
| Meetings | 54 | 73 | 77 | 77 | 125 | 78 | 96 | 103 | | | | | 683 |
| People | 812 | 911 | 1,350 | 1,201 | 2,794 | 1,040 | 1,756 | 1,114 | | | | | 10,978 |
| PROGRAMS | | | | | | | | | | | | | |
| Youth | 91 | | | | | | | | | | | | 91 |
| Adult | 23 | 8 | 17 | 18 | 18 | 11 | 25 | 29 | | | | | 149 |
| Children & Family | | 2 | 84 | 34 | 104 | 73 | 96 | 98 | | | | | |
| Outreach | | 8 | 2 | 10 | 4 | 5 | 1 | 13 | | | | | |
| Teen | | 6 | 3 | 4 | 3 | 4 | 2 | 8 | | | | | |
| Project Smyles | | | | | | | | 2 | | | | | |
| Total Programs | 114 | 24 | 106 | 66 | 129 | 93 | 124 | 150 | 0 | 0 | 0 | 0 | 240 |
| PROGRAM ATTENDANCE | | | | | | | | | | | | | |
| Youth | 3,083 | | | | | | | | | | | | 3,083 |
| Adult | 1,250 | 162 | 573 | 1,919 | 406 | 287 | 1,082 | 998 | | | | | 6,677 |
| Children & Family | | 130 | 1,615 | 1,500 | 1,926 | 1,197 | 1,844 | 1,570 | | | | | |
| Outreach | | 410 | 73 | 283 | 31 | 53 | 10 | 282 | | | | | |
| Teen | | 34 | 15 | 187 | 24 | 98 | 12 | 132 | | | | | |
| Project Smyles | | | | | | | | 182 | | | | | |
| Total Attendance | 4,333 | 736 | 2,276 | 3,889 | 2,387 | 1,635 | 2,948 | 2,982 | 0 | 0 | 0 | 0 | 21,186 |
| Webref | 81 | 111 | 49 | 117 | 78 | 81 | 119 | 110 | | | | | 746 |
| PAC Usage | | | | | | | | | | | | | |
| PAC | 90,485 | 89,167 | 78,674 | 93,684 | 90,114 | 77,865 | 104,917 | 100,626 | | | | | 725,532 |
| Community Organizations & Ames Tribune | 654 | 643 | 834 | 799 | 957 | 528 | 782 | 808 | | | | | 6,005 |
| Total | 91,139 | 89,810 | 79,508 | 94,483 | 91,071 | 78,393 | 105,699 | 101,434 | 0 | 0 | 0 | 0 | 731,537 |

ONLINE DATABASE USAGE FOR FY 2005/06

| DATABASE | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | YTD |
|----------------------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|------------|------------|------------|--------------|
| ReferenceUSA | | | | | | | | | | | | | |
| Business In-House | 143 | 149 | 69 | 95 | 126 | 89 | 94 | 70 | | | | | 835 |
| Business Remote | 30 | 33 | 7 | 25 | 25 | 30 | 22 | 13 | | | | | 185 |
| Business Total | 173 | 182 | 76 | 120 | 151 | 119 | 116 | 83 | 0 | 0 | 0 | 0 | 1020 |
| Residential In-House | 82 | 125 | 107 | 99 | 77 | 82 | 77 | 57 | | | | | 706 |
| Residential Remote | 51 | 28 | 92 | 25 | 29 | 30 | 58 | 17 | | | | | 330 |
| Residential Total | 133 | 153 | 199 | 124 | 106 | 112 | 135 | 74 | 0 | 0 | 0 | 0 | 1036 |
| Grand Total | 306 | 335 | 275 | 244 | 257 | 231 | 251 | 157 | 0 | 0 | 0 | 0 | 2056 |
| Des Moines Register | | | | | | | | | | | | | |
| In-House | 17 | 43 | 4 | 2 | 8 | 20 | 7 | 3 | | | | | 104 |
| Remote | 32 | 19 | 41 | 145 | 70 | 55 | 15 | 22 | | | | | 399 |
| Total | 49 | 62 | 45 | 147 | 78 | 75 | 22 | 25 | 0 | 0 | 0 | 0 | 503 |
| New York Times | | | | | | | | | | | | | |
| In-House | 8 | 12 | 24 | 21 | 29 | 27 | 10 | 19 | | | | | 150 |
| Remote | 10 | 14 | 114 | 300 | 161 | 195 | 128 | 191 | | | | | 1113 |
| Total | 18 | 26 | 138 | 321 | 190 | 222 | 138 | 210 | 0 | 0 | 0 | 0 | 1263 |
| Access World News | | | | | | | | | | | | | |
| In-House | 21 | 26 | 5 | 17 | 8 | 31 | 9 | 6 | | | | | 123 |
| Remote | 21 | 2 | 19 | 66 | 15 | 5 | 31 | 28 | | | | | 187 |
| Total | 42 | 28 | 24 | 83 | 23 | 36 | 40 | 34 | 0 | 0 | 0 | 0 | 310 |
| EBSCOhost | | | | | | | | | | | | | |
| In-House | 228 | 410 | 422 | 420 | 777 | 356 | 268 | 275 | | | | | 3156 |
| Remote | 247 | 158 | 481 | 631 | 1631 | 589 | 1070 | 1099 | | | | | 5906 |
| Total | 475 | 568 | 903 | 1051 | 2408 | 945 | 1338 | 1374 | 0 | 0 | 0 | 0 | 9062 |
| Novelist | | | | | | | | | | | | | |
| In-House + Remote | 73 | 270 | 243 | 265 | 582 | 335 | 332 | 482 | 0 | 0 | 0 | 0 | 2582 |
| Chilton Online | | | | | | | | | | | | | |
| In-House | 4 | 19 | 19 | 6 | 2 | 9 | 18 | | | | | | 77 |
| Remote | 7 | 26 | 44 | 58 | 48 | 41 | 64 | | | | | | 288 |
| Total | 11 | 45 | 63 | 64 | 50 | 50 | 82 | 0 | 0 | 0 | 0 | 0 | 365 |
| Heritage Quest | | | | | | | | | | | | | |
| In-House + Remote | 2809 | 2929 | 3560 | 5320 | 3692 | 2567 | 5019 | 3735 | | | | | 29631 |
| GRAND TOTAL | 3783 | 4263 | 5251 | 7495 | 7280 | 4461 | 7222 | 6017 | 0 | 0 | 0 | 0 | 45772 |
| YEAR TO DATE | 45772 | | | | | | | | | | | | |