

**Agenda**  
**Ames Public Library Board of Trustees**  
**April 20, 2006 - 7:00 p.m.**  
**Board Room**

**Adoption of Agenda**

**Election of Officers**

**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: Investments, Personnel (Subject: Benefits – Paid Leave Time) and Trustee By-Laws
- Next Month: none

**New Business**

- May Board meeting date – Action Item
- Gilbert contract – Action Item
- Approval of new hires – Action Item
- Legislative Report

**Unfinished Business**

- Building Acquisition Update – Hayslett
- Director Search – Munson
- Executive Committee Report

**Trustee Comments**

**Adjournment**

**The next regular meeting is Thursday, May 23, 2006 at 7:00 p.m.**

## **Election of Officers**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
April 20, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, elect officers as follows:

President:	Margaret Munson
Vice President:	Dale Ross
Secretary:	Melody Warnick

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

# Ames Public Library

## Board of Trustees

### Meeting Minutes March 9, 2006

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The Ames Public Library Board of Trustees met in regular session on Thursday, March 9, 2006, in the Library boardroom with Anderson, Botine, Ferree, Mathews, Mungons, Munson, Ross, and Interim Co-Directors Carey and Hayslett in attendance. Sondall and Warnick were absent.

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

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

**Approval of Minutes:** Botine asked for a clarification of the discussion of the passport service. Hayslett replied that the staff doesn't have time to work on it. Mathews asked if there was more time available since turning the computer lab into a self-service operation. Carey said the hourly budget for the lab went to the circulation department and the salaried staff time will be used to develop computer classes. The minutes were approved as presented.

**Public Forum:** none

#### Financial Reports:

**Claims:** Ferree moved and Anderson seconded a motion to approve the claims. Ferree questioned the payment to Accurate Mechanical. Hayslett explained it was the quarterly payment for maintenance of the heating/cooling system. Carey explained that she is working with the city's purchasing department to rewrite the maintenance contract. Ross questioned if the payment to Fitz Electric was to repair the damaged bollards in front of the building. Carey reported that the custodian had done most of the repairs to the bollards but needed to order additional parts. Munson asked who audits the financial records. Hayslett said the city finance department does an annual audit. The claims were unanimously approved.

**Gifts:** The following donations were presented for acceptance:

- From Sarah Bohlke .....\$25.00  
in honor of Betty Nelson, Kay Marner's aunt, for Project Smyles
- From Book and Basket in memory of Gertrude Burrell .....\$20.00
- From Lavern and Margaret Paulson .....\$50.00
- From Tom Scott ..... An assortment of first aid supplies

Botine moved and Ross seconded a motion to accept the donations. The motion passed unanimously.

**Interim Co-Director's Report - Carey:** Carey had nothing to add to her report. Mungons questioned her report of the cash audit. Carey reported that the city treasurer has helped with the Library's cash handling procedures and also verified the cash amounts on hand. Anderson requested that Carey contact Lisa Eslinger to welcome her to the Foundation Board. Anderson questioned the decision to no longer offer after-hours meetings in the Library. Carey stated the police suggested stopping the after-hours meetings due to safety and liability issues. Munson asked for an update on Unique Management Services. Carey reported that 454 accounts were submitted last week and of those submitted 48% had action taken on them; \$7,705.00 was collected; \$1,887.00 in materials had been returned; and \$301.00 waived. Carey stated that to date no one has been credit reported, as the 120-day limit hasn't been reached. Munson suggested discussing ideas for the annual campaign for the Foundation. Some suggestions included express-check stations,

chairs for public seating, or building related projects. Munson suggested sending any ideas to Anderson, Ross or Carey. Carey stated the next Foundation meeting is in early April.

**Interim Co-Director's Report - Hayslett:** Hayslett had nothing to add to her report. Mungons asked for an update from her report about the new plan for facilities at Ames Community Schools, which was discussed during City Department Heads' meeting. Hayslett reported that the City's Parks and Recreation department felt they hadn't been adequately informed of the plan by the school system. Mathews asked for an update on computer classes. Hayslett stated the computer class team had held two meetings and was still gathering data. Mathews asked for a timeline for the classes. Hayslett said they are aiming to start classes in May, but it may be as late as June.

#### **Department Coordinators:**

Youth Services Specialist: Heid had nothing to add to her report.

Computer Specialist: Harris had nothing to add to his report. Ross questioned the cost of the web-site redesign. Harris said the cost to map the site is \$700.00, where the consultant analyzes the navigation and management structure of the current web site. He said the cost for design and content will be \$8,000.00 to \$9,000.00; however, the cost can be reduced if Library employees enter content. Ross asked if the plan is to have the consultant maintain the web site. Harris said it will be Library staff's responsibility to maintain the site. Harris said he hopes the turn around for the design to take two to three months.

Community Relations Specialist: Duggan had nothing to add to her report. Ross asked her if she was planning any special publicity for the launch of the new web site. Duggan said she would submit an article to the local newspaper.

**Friends of the Ames Public Library Report:** Hayslett reported that Friend's President Lisa Hill appointed a nominating committee and bylaws review committee. They will vote for officers at the May meeting. Lynn Pike was appointed the Friends' liaison to the Foundation. Hayslett said Nancy Schroeder and Joan Van Norman reported on the upcoming book sale. Hayslett said there are still plenty of opportunities to volunteer at the book sale.

**Foundation Report:** Carey had nothing to add to her report. Ross said some of the outstanding issues for the Foundation are insurance coverage and performing an audit. Carey said the Foundation is looking for a full-service accounting service that also offers brokerage service.

#### **Policy Review:**

Financial Limits Authority Policy – Action Item: Ross moved and Anderson seconded the motion to approve the Financial Limits Authority Policy as presented/amended. Discussion involved the director's authorization to sign contracts up to \$25,000.00 and to expend funds out of the General Donations account. Ross recommended approving the policy as presented and then revisiting it again after the ordinance review. The motion as presented passed unanimously.

Investments Policy – Action Item: Anderson moved and Ross seconded the motion to approve the Investments Policy as presented/amended. Discussion involved whether the city should manage the Library's investments. The motion as presented passed unanimously. Munson stated that Ferree and Mathews are reviewing the bylaws for next month's meeting.

#### **New Business:**

Employee Reclassification – Action Item: Ferree moved and Mathews seconded the motion to change the classification of the Library Automation Specialist (grade 59) to IT Systems Administrator (grade 60) as presented/amended. Discussion followed on whether this reclassification is the correct grade. Harris explained the breadth and scope of his position is bigger than similar positions in the city, as he is managing seven servers and a variety of complex services. Carey reported the main

difference between Harris and other positions within the city was that he doesn't supervise anyone. Ross stated it was incumbent to change the way the position was figured into management or to hire additional IT help. Anderson suggested a review of the position by the Board in twelve months. Carey said she will reopen the issue with Human Resources. Anderson called the question. The motion as presented passed unanimously.

Nominating Committee Report: Anderson reported the nominating committee met and was recommending the following slate of officers: Munson, president; Ross, vice-president; and Warnick, secretary. Munson stated elections will be held at the next meeting. Anderson asked if there were any nominations from the floor. There were no other nominations.

Executive Committee Report: Munson reported the Executive Committee was recommending hiring an organizational consultant to interview the interim co-directors and some staff members to evaluate the interim co-directors and current Library operations. Ross stated the process would provide an unbiased, third-party opinion to enable the Board to see any system problems. He said it would be an opportunity for employees to provide input in a non-threatening environment. Ferree questioned the cost. Munson said the cost is approximately \$1500.00. Munson said they hope to have more information at the April Board meeting.

Munson recommended forming a committee to look at the city's ordinance regarding the Library. Munson asked Carey, Ross and Ferree to review the ordinance. Munson asked the committee to consider allowing someone to serve a full term of their own as a trustee after they stepped in to fill someone else's unfulfilled term.

Legislative Report: Hayslett reported that she and Ross attended the Iowa Library Association's legislative day on March 8<sup>th</sup>. Hayslett talked to all of the local representatives. Hayslett reported that the Internet filtering bill failed. Ross reported the education reform package is requesting one certified teacher-librarian in each school district. Hayslett stated the bill is resting on the Senate to pass.

Plans of Service – Discussion: Carey handed out the Circulation and Outreach plans of service. She said the next step of the process will be to add Collections and Administration work groups and prioritize all the plans with the element of serving the community.

Hayslett handed out the Public Services plan of service, along with the work plan. She said they need to regroup and figure out priorities and refine the plan.

Carey said the missing piece is to prioritize plans Library-wide, with the new director as part of the process. Ross also said there would need to be an opportunity for buy in from staff. Ross said a new director should develop a 5-10 year plan. Munson thanked Carey and Hayslett for the information.

### **Unfinished Business:**

Building Acquisition Update: Hayslett reported she is working with Assistant City Attorney Judy Parks to make sure the taxes are paid on the property. Parks has asked for a check to be reissued for the trust balance. Hayslett explained the process of finalizing the building acquisition: once the former owner has removed his possessions he'll call the assistant city attorney, who will arrange a final walk through of the property. If the walk through is satisfactory, the appeal will be dismissed and the former owner will be given a check for the additional compensation. Hayslett said if this is not completed by May 1, 2006, the Library will take possession. Hayslett reported she talked to the city's risk manager and the property has been added to the city's insurance. She is working with the city's purchasing department on the bid preparation for the asbestos abatement. Munson stated that nothing can be done until the Library has possession of the building. Munson asked if Ferree and Mathews would agree to serve on a demolition committee. They agreed to serve. Munson said she would contact Sondall to see if she will serve on the committee. Hayslett said another bid will need to be prepared for the demolition of the building, packing the soil, and seeding the land for a green space.

Director Search: Munson reported the review of director applications is slated for March 31, 2006; however, the position is open until filled. She said the search committee met and made minor modifications to the process such as: adding a formal presentation to the public, staff and the Board of Trustees interviews; along with adding more structure to the public forum. Some of the interview questions will be modified and the committee is working on coordinating the questions between different groups. The search committee will meet on April 5<sup>th</sup> to review applications. Munson said five applications have been received to date. Hayslett asked for Board input for the candidate's presentation. Botine recommended the candidate highlight their accomplishments and work they have done on building projects. Botine felt the candidate's ability to convey their message and their comfort level with the presentation was important. Munson said to convey any ideas for the candidate's presentation to the search committee. Munson said she hoped to have a hiring recommendation at the May Board meeting.

### **Trustee Comments:**

Mathews reported he listened to a National Public Radio show regarding the future of libraries in America. He is trying to get copies of the transcript.

Anderson questioned when the next Board retreat would be held. Munson replied that one has not been scheduled. Anderson said he would like to look at a bigger picture of the allocation of fiscal resources; how many staff members have direct interaction with patrons; and how resources are allocated between programs, youth, young adults, books and media. He said the Board should look at broader things such as strategic planning. Munson replied that due to the upcoming director interviews, a retreat would have to be scheduled later in the year.

Botine had no comment.

Ross stated that the Patriot Act has been reauthorized by the U.S. House of Representatives. He gave an update on the No Child Left Behind Act.

Ferree had no comment.

Mungons asked for an update on the e-mail request that had been referred to the Executive Committee last month. Munson said there was no consensus about an appropriate action. Anderson requested a response by the next Board meeting. Discussion followed regarding the appropriate channels for staff to bring issues to the Board of Trustees. Mungons stated that he will not be able to attend the April Board meeting.

Munson said she would have a response to the e-mail issue at the April meeting.

### **Adjournment**

Ferree moved and Botine seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 9:18 p.m.

**Library Claims Listing**  
**3/3/2006-4/10/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
05/06 INITIAL AMENDMENTS	PERS SALARIES/WAGES	\$ 17,973.52
05/06 INITIAL AMENDMENTS	LONGEVITY	\$ 380.00
05/06 INITIAL AMENDMENTS	IPERS DISABILITY	\$ 121.32
05/06 INITIAL AMENDMENTS	LIFE INSURANCE	\$ 45.11
05/06 INITIAL AMENDMENTS	HEALTH INSURANCE	\$ 2,686.14
05/06 INITIAL AMENDMENTS	MEDICARE FICA	\$ 259.18
05/06 INITIAL AMENDMENTS	FICA	\$ 1,108.16
05/06 INITIAL AMENDMENTS	IPERS	\$ 1,055.35
05/06 INITIAL AMENDMENTS	WORKERS COMP	\$ 48.99
FLEX ADMINISTRATION 2006	FLEX ADMINISTRATION	\$ 213.94
FEB06 INFO SVCS CHARGES	CITY DATA SERV	\$ 656.28
FEB 06 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 187.47
3/06 MESSENGER CHARGES	CITY MESSENGER SERV	\$ 200.94
MAR06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 23.80
APRIL INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,565.00
MAR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
FEB06 INTERNAL LONG DIST	LONG DISTANCE	\$ 6.12
FEB06 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 41.75
JAN06 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 41.75
RETRN FLEET ADMIN FEE TO	FLEET OPERATING/MAINT	\$ (18.75)
RETURN FLEET ADMIN FEE TO	FLEET OPERATING/MAINT	\$ (106.50)
REVERSE JAN EQUIP ESCROW	FLEET OPERATING/MAINT	\$ (41.75)
FEB06 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 142.00
JAN06 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 142.00
RETURN FLEET ESCROW TO	FLEET REPLACEMENT FUNDS	\$ (426.00)
REVERSE JAN EQUIP ESCROW	FLEET REPLACEMENT FUNDS	\$ (142.00)
MAR06 COMPUTER REPLACEMENT	COMPUTER REPLACEMENT FUND	\$ 674.63
CORRECT J FORTH PAYROLL	INTERDEPARTMENTAL LABOR	\$ (64.86)
2/15/06 HOURLY LABOR TRF	INTERDEPARTMENTAL LABOR	\$ 90.81
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 136.41
TRANSFER POSTAGE EXPENSE	POSTAGE/FREIGHT	\$ (3,405.85)
AMER LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 190.00
MAIN STREET CULTURAL DIST	DUES AND MEMBERSHIPS	\$ 125.00
INFO TECH RESEARCH GROUP	DUES AND MEMBERSHIPS	\$ 495.00
QWEST DEX MEDIA EAST	ADVERTISING	\$ 323.82
MAIN STREET CULTURAL DIST	ADVERTISING	\$ 200.00
DEC05 POOL VEH USAGE #230	RECRUITING COSTS	\$ 50.25
NOV05 POOL VEH USAGE #230	RECRUITING COSTS	\$ 18.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 5,527.85
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 78.60
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 2,525.82
CITY OF AMES UTILITIES	WATER/SEWER	\$ 503.34
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.59
ALLIANT ENERGY	NATURAL GAS	\$ 1,579.20
FITZ ELECTRIC	MOVABLE EQUIP REPAIR	\$ 584.49
HOKEL MACHINE SUPPLY	FIXED EQUIPMENT REPAIR	\$ 108.05
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
ELECTRONIC ENGINEERING CO	RENTALS AND LEASES	\$ 65.70
PITNEY BOWES	RENTALS AND LEASES	\$ 792.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 117.07
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 520.53

**Library Claims Listing**  
**3/3/2006-4/10/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 12.70
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 554.16
MIDWEST AUTOMATIC FIRE SP	NON-CITY SERVICE	\$ 166.30
GENERAL BINDING CORP	OFFICE SUPPLIES	\$ 127.71
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 171.89
BANK OF AMERICA	OFFICE SUPPLIES	\$ 78.97
10/21/05 OFFICE DEPOT	OFFICE SUPPLIES	\$ (20.49)
BANK OF AMERICA	MINOR OFFICE EQUIPMENT	\$ 35.94
LIB 3-27-06	MINOR COMPUTER EQUIPMENT	\$ (50.00)
SANDISK REBATE 3-24-06	MINOR COMPUTER EQUIPMENT	\$ (15.00)
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 1,885.85
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 79.12
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 442.46
AMES LOCK & SECURITY	EQUIPMENT PARTS/SUPPLIES	\$ 12.50
STITZELL ELECTRIC SUPPLY	EQUIPMENT PARTS/SUPPLIES	\$ 438.82
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 18.67
CARVER ACE HARDWARE	EQUIPMENT PARTS/SUPPLIES	\$ 6.48
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 72.39
BANK OF AMERICA	FOOD & FEED	\$ 59.41
FIRST NATIONAL BANK	SPECIAL PROJECT SUPPLIES	\$ 100.00
NORTH GRAND MALL	SPECIAL PROJECT SUPPLIES	\$ 225.00
APPLEBEES	SPECIAL PROJECT SUPPLIES	\$ 25.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 7.99
BEST BUYS	SPECIAL PROJECT SUPPLIES	\$ 75.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (2,509.02)
ALEXANDER, JIM	FUEL FOR VEHICLES/EQUIP	\$ 6.15
	<b>Library Administration</b>	<b>\$ 39,833.82</b>
05/06 INITIAL AMENDMENTS	PERS SALARIES/WAGES	\$ 14,334.39
05/06 INITIAL AMENDMENTS	TEMP SALARIES/WAGES	\$ 972.98
05/06 INITIAL AMENDMENTS	LONGEVITY	\$ 326.75
05/06 INITIAL AMENDMENTS	IPERS DISABILITY	\$ 76.52
05/06 INITIAL AMENDMENTS	LIFE INSURANCE	\$ 35.77
05/06 INITIAL AMENDMENTS	HEALTH INSURANCE	\$ 874.36
05/06 INITIAL AMENDMENTS	MEDICARE FICA	\$ 224.79
05/06 INITIAL AMENDMENTS	FICA	\$ 961.18
05/06 INITIAL AMENDMENTS	IPERS	\$ 899.01
05/06 INITIAL AMENDMENTS	WORKERS COMP	\$ 38.49
FLEX ADMINISTRATION 2006	FLEX ADMINISTRATION	\$ 77.29
MAR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
FEB06 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.36
FEB06 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 154.87
JAN06 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 185.00
REVERSE JAN EQUIP ESCROW	FLEET OPERATING/MAINT	\$ (560.52)
FEB06 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,713.00
JAN06 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,713.00
REVERSE JAN EQUIP ESCROW	FLEET REPLACEMENT FUNDS	\$ (1,713.00)
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 193.75
HOP, ROGER	TRAVEL/MEETINGS	\$ 15.08
BANK OF AMERICA	CONFERENCES	\$ 399.11
CITY OF AMES UTILITIES	ELECTRICITY	\$ 65.09
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 280.85

**Library Claims Listing**  
**3/3/2006-4/10/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 158.60
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 36.40
FITZ ELECTRIC	MOVABLE EQUIP REPAIR	\$ 64.32
SAMS CLUB DIRECT COMM ACC	OFFICE SUPPLIES	\$ 16.69
BANK OF AMERICA	OFFICE SUPPLIES	\$ 8.97
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 1.84
BANK OF AMERICA	FOOD & FEED	\$ 11.51
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (454.54)
	<b>Outreach Services</b>	<b>\$ 21,208.33</b>
05/06 INITIAL AMENDMENTS	PERS SALARIES/WAGES	\$ 15,298.28
05/06 INITIAL AMENDMENTS	TEMP SALARIES/WAGES	\$ 730.02
05/06 INITIAL AMENDMENTS	LONGEVITY	\$ 560.00
05/06 INITIAL AMENDMENTS	IPERS DISABILITY	\$ 103.26
05/06 INITIAL AMENDMENTS	LIFE INSURANCE	\$ 34.57
05/06 INITIAL AMENDMENTS	HEALTH INSURANCE	\$ 2,443.13
05/06 INITIAL AMENDMENTS	MEDICARE FICA	\$ 229.58
05/06 INITIAL AMENDMENTS	FICA	\$ 981.57
05/06 INITIAL AMENDMENTS	IPERS	\$ 953.83
05/06 INITIAL AMENDMENTS	WORKERS COMP	\$ 20.51
FLEX ADMINISTRATION 2006	FLEX ADMINISTRATION	\$ 307.16
MAR06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 71.00
MAR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
FEB06 INTERNAL LONG DIST	LONG DISTANCE	\$ 7.28
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 12.80
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 1,702.34
BANK OF AMERICA	OFFICE SUPPLIES	\$ 57.56
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 594.77
DEARREADER.COM	PERIODICALS	\$ 315.00
BAKER & TAYLOR INC	JUVENILE	\$ 4,825.23
MARSHALL CAVENDISH	JUVENILE	\$ 149.94
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 1,042.09
WESTON WOODS	JUVENILE	\$ 65.95
PERFECTION LEARNING CORP	JUVENILE	\$ 322.34
BANK OF AMERICA	JUVENILE	\$ 1,162.63
BWI	JUVENILE	\$ 447.93
DINAH MIGHT ADVENTURES LP	JUVENILE	\$ 62.60
BIG KIDS PRODUCTIONS INC	JUVENILE	\$ 399.20
C W ASSOCIATES	ADULT REFERENCE	\$ 111.03
COUNCIL OF STATE GOVERNME	ADULT REFERENCE	\$ 58.50
DEALERS COST CORP	ADULT REFERENCE	\$ 29.00
POLK DIRECTORIES	ADULT REFERENCE	\$ 339.00
RAND MCNALLY & CO	ADULT REFERENCE	\$ 300.49
H W WILSON CO	ADULT REFERENCE	\$ 236.00
QWEST DEX MEDIA EAST	ADULT REFERENCE	\$ 186.43
INTL CODE COUNCIL INC	ADULT REFERENCE	\$ 653.87
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 256.47
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 459.97
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 144.00
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 1,594.28
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 77.84
DAEDALUS BOOKS	AUDIO-VISUAL	\$ 167.34

**Library Claims Listing**  
**3/3/2006-4/10/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 77.96
MIDWEST TAPE	AUDIO-VISUAL	\$ 2,040.93
BANK OF AMERICA	AUDIO-VISUAL	\$ 3,171.29
MICROMARKETING LLC	AUDIO-VISUAL	\$ 236.62
BOLINDA PUBLISHING INC	AUDIO-VISUAL	\$ 83.20
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 14,333.79
RECORDED BOOKS LLC	ADULT COLLECTIONS	\$ 258.15
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 24.49
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 9.28
BAKER & TAYLOR ENTERTAINM	ADULT COLLECTIONS	\$ 108.60
THOMAS BOUREGY & COMPANY	ADULT COLLECTIONS	\$ 138.50
MEREDITH BOOK GROUP	ADULT COLLECTIONS	\$ 259.00
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 506.72
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 79.52
BANK OF AMERICA	ADULT COLLECTIONS	\$ 447.63
AMAZON.COM	ADULT COLLECTIONS	\$ 14.19
	<b>Collections</b>	<b>\$ 59,443.29</b>
05/06 INITIAL AMENDMENTS	PERS SALARIES/WAGES	\$ 11,438.36
05/06 INITIAL AMENDMENTS	TEMP SALARIES/WAGES	\$ 674.14
05/06 INITIAL AMENDMENTS	LONGEVITY	\$ 211.50
05/06 INITIAL AMENDMENTS	IPERS DISABILITY	\$ 63.59
05/06 INITIAL AMENDMENTS	LIFE INSURANCE	\$ 24.90
05/06 INITIAL AMENDMENTS	HEALTH INSURANCE	\$ 1,201.64
05/06 INITIAL AMENDMENTS	MEDICARE FICA	\$ 174.50
05/06 INITIAL AMENDMENTS	FICA	\$ 746.00
05/06 INITIAL AMENDMENTS	IPERS	\$ 708.65
PAYROLL SUMMARY	WORKERS COMP	\$ 16.76
FLEX ADMINISTRATION 2006	FLEX ADMINISTRATION	\$ 113.51
FEB06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 83.48
MAR06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 148.76
MAR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
FEB06 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.72
AMES HISTORICAL SOCIETY	OUTSIDE PROF SERV	\$ 100.00
BANK OF AMERICA	CONFERENCES	\$ 145.00
IA LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 110.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 322.00
BANK OF AMERICA	PRINTING OUTSIDE	\$ 63.00
SAMS CLUB DIRECT COMM ACC	OFFICE SUPPLIES	\$ 65.01
BANK OF AMERICA	OFFICE SUPPLIES	\$ 88.40
07/29/05 BOA/WAL-MART	OFFICE SUPPLIES	\$ (47.17)
1/27/06 BOA/WAL-MART	OFFICE SUPPLIES	\$ (10.00)
10/25/05 OFFICE DEPOT	OFFICE SUPPLIES	\$ (9.21)
10/28/05 BOA/TARGET	OFFICE SUPPLIES	\$ (79.53)
10/28/05 BOA/WAL-MART	OFFICE SUPPLIES	\$ (46.81)
11/29/05 BOA/HOBBY LOBBY	OFFICE SUPPLIES	\$ (10.64)
11/29/05 BOA/WAL-MART	OFFICE SUPPLIES	\$ (20.73)
12/16/05 OFFICE DEPOT	OFFICE SUPPLIES	\$ (49.52)
12/29/05 BOA/WAL-MART	OFFICE SUPPLIES	\$ (23.56)
2/10/06 OFFICE DEPOT	OFFICE SUPPLIES	\$ (1.07)
FAREWAY STORES INC	FOOD & FEED	\$ 8.45
SAMS CLUB DIRECT COMM ACC	FOOD & FEED	\$ 58.80

**Library Claims Listing  
3/3/2006-4/10/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
BANK OF AMERICA	FOOD & FEED	\$ 110.96
DEMCO INC	SPECIAL PROJECT SUPPLIES	\$ 18.99
OFFICE DEPOT INC	SPECIAL PROJECT SUPPLIES	\$ 61.18
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 81.90
ROBINSON, CHRISTINA	SPECIAL PROJECT SUPPLIES	\$ 14.25
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 214.61
BLANK PARK ZOO	SPECIAL PROJECT SUPPLIES	\$ 100.00
LOWES/B COBB/PJCT SMYLES	SPECIAL PROJECT SUPPLIES	\$ (14.89)
07/29/05 BOA/WAL-MART	SPECIAL PROJECT SUPPLIES	\$ 47.17
1/27/06 BOA/WAL-MART	SPECIAL PROJECT SUPPLIES	\$ 10.00
10/28/05 BOA/TARGET	SPECIAL PROJECT SUPPLIES	\$ 79.53
10/28/05 BOA/WAL-MART	SPECIAL PROJECT SUPPLIES	\$ 46.81
11/29/05 BOA/HOBBY LOBBY	SPECIAL PROJECT SUPPLIES	\$ 10.64
11/29/05 BOA/WAL-MART	SPECIAL PROJECT SUPPLIES	\$ 20.73
2/10/06 OFFICE DEPOT	SPECIAL PROJECT SUPPLIES	\$ 1.07
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (829.98)
	<b>Programming &amp; Promotions</b>	<b>\$ 16,335.32</b>
05/06 INITIAL AMENDMENTS	PERS SALARIES/WAGES	\$ 41,418.78
05/06 INITIAL AMENDMENTS	TEMP SALARIES/WAGES	\$ 116.73
05/06 INITIAL AMENDMENTS	LONGEVITY	\$ 1,187.50
05/06 INITIAL AMENDMENTS	IPERS DISABILITY	\$ 265.94
05/06 INITIAL AMENDMENTS	LIFE INSURANCE	\$ 91.64
05/06 INITIAL AMENDMENTS	HEALTH INSURANCE	\$ 4,563.10
05/06 INITIAL AMENDMENTS	MEDICARE FICA	\$ 600.14
05/06 INITIAL AMENDMENTS	FICA	\$ 2,566.26
05/06 INITIAL AMENDMENTS	IPERS	\$ 2,456.56
05/06 INITIAL AMENDMENTS	WORKERS COMP	\$ 49.34
FLEX ADMINISTRATION 2006	FLEX ADMINISTRATION	\$ 48.29
FEB06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 63.06
MAR06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 13.80
MAR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 554.52
FEB06 INTERNAL LONG DIST	LONG DISTANCE	\$ 6.29
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 98.47
DOBBS, ANN R	TRAVEL/MEETINGS	\$ 24.70
BANK OF AMERICA	CONFERENCES	\$ 723.20
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 234.43
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
DEMCO INC	OFFICE SUPPLIES	\$ 4.77
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 186.49
BANK OF AMERICA	OFFICE SUPPLIES	\$ 41.30
12/16/05 OFFICE DEPOT	OFFICE SUPPLIES	\$ 49.52
12/29/05 BOA/WAL-MART	OFFICE SUPPLIES	\$ 23.56
BANK OF AMERICA	FOOD & FEED	\$ 75.31
LIB 3-6-06	SPECIAL PROJECT SUPPLIES	\$ (13.00)
LIB 4-3-06	SPECIAL PROJECT SUPPLIES	\$ (5.20)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (14.89)
MARSHALLTOWN PUBLIC LIBRA	REFUNDS	\$ 12.00
	<b>Public Services</b>	<b>\$ 56,314.85</b>
05/06 INITIAL AMENDMENTS	PERS SALARIES/WAGES	\$ 13,763.70
05/06 INITIAL AMENDMENTS	TEMP SALARIES/WAGES	\$ 10,203.70
05/06 INITIAL AMENDMENTS	LONGEVITY	\$ 264.25

**Library Claims Listing**  
**3/3/2006-4/10/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
05/06 INITIAL AMENDMENTS	IPERS DISABILITY	\$ 76.30
05/06 INITIAL AMENDMENTS	LIFE INSURANCE	\$ 35.04
05/06 INITIAL AMENDMENTS	HEALTH INSURANCE	\$ 2,235.71
05/06 INITIAL AMENDMENTS	MEDICARE FICA	\$ 337.23
05/06 INITIAL AMENDMENTS	FICA	\$ 1,441.77
05/06 INITIAL AMENDMENTS	IPERS	\$ 1,314.65
05/06 INITIAL AMENDMENTS	WORKERS COMP	\$ 202.95
FLEX ADMINISTRATION 2006	FLEX ADMINISTRATION	\$ 403.74
FEB06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 120.00
MAR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 184.84
FEB06 INTERNAL LONG DIST	LONG DISTANCE	\$ 11.44
POSTMASTER	POSTAGE/FREIGHT	\$ 50.00
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 766.42
DONNELL, VALERIE	CONFERENCES	\$ 52.95
AMES DAILY TRIBUNE	RECRUITING COSTS	\$ 67.88
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 1,476.75
HEUSS PRINTING INC	OFFICE SUPPLIES	\$ 474.50
QUILL CORP	OFFICE SUPPLIES	\$ 183.92
LUCAS COLOR CARD	OFFICE SUPPLIES	\$ 1,654.64
BANK OF AMERICA	OFFICE SUPPLIES	\$ 56.42
PAPER ROLL PRODUCTS	OFFICE SUPPLIES	\$ 87.41
	<b>Circulation Services</b>	<b>\$ 35,466.21</b>
05/06 INITIAL AMENDMENTS	PERS SALARIES/WAGES	\$ 847.02
05/06 INITIAL AMENDMENTS	TEMP SALARIES/WAGES	\$ 246.48
05/06 INITIAL AMENDMENTS	IPERS DISABILITY	\$ 5.72
05/06 INITIAL AMENDMENTS	LIFE INSURANCE	\$ 1.81
05/06 INITIAL AMENDMENTS	HEALTH INSURANCE	\$ 147.90
05/06 INITIAL AMENDMENTS	MEDICARE FICA	\$ 15.57
05/06 INITIAL AMENDMENTS	FICA	\$ 66.56
05/06 INITIAL AMENDMENTS	IPERS	\$ 62.87
05/06 INITIAL AMENDMENTS	WORKERS COMP	\$ 3.46
FLEX ADMINISTRATION 2006	FLEX ADMINISTRATION	\$ 134.29
MAR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 46.21
FEB06 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.27
ROBERT HALF TECHNOLOGY	OUTSIDE PROF SERV	\$ 840.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 150.63
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
DEMCO INC	MINOR OFFICE EQUIPMENT	\$ 28.98
	<b>Computer Lab</b>	<b>\$ 3,035.89</b>
Margaret Munson, President	Melody Warnick, Secretary	Date:

# Gifts

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
April 20, 2006**

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

From Navid Emami and Lynne Carey ..... \$25.00  
in honor of Betty Nelson, Kay Marner's aunt, for Project Smyles

From Serendipity..... \$71.00  
in memory of Isabel Matterson

From Ames Woman's Club ..... \$43.57  
in memory of Leola Beckwith and Betty Wilson

From the India Cultural Association ..... \$42.87

From Steve and Mary Herrnstadt ..... \$28.95  
in memory of Kristi McConnell Van Pelt

**Correction from the 2/16/2006 Gifts Resolution**

From Carol J. Lamb ..... \$100.00  
in memory of her grandchildren: Claire Hockerman and Nathan Hockerman

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

EXPENSE REPORT SUMMARY FY 2005/2006																
March 31, 2006																
9 Months =75.0%																
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent
<b>PERSONAL SERVICES</b>																
Salaries	1,425,281	120,856	114,013	114,012	112,494	111,841	114,560	114,316	114,317	115,074				1,031,483	393,798	72.4%
Temporary Salaries	208,338	9,731	17,654	16,573	16,570	16,802	14,930	13,686	14,654	12,943				133,543	74,795	64.1%
Longevity	5,828		60			2,863				2,929				5,852	(24)	100.4%
Adjustment	(42,688)													0	(42,688)	0.0%
Vacation	0		6,570		342									6,912	(6,912)	
<b>Total Personal Svcs</b>	<b>1,596,759</b>	<b>130,587</b>	<b>138,297</b>	<b>130,585</b>	<b>129,406</b>	<b>131,506</b>	<b>129,490</b>	<b>128,002</b>	<b>128,971</b>	<b>130,946</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,177,790</b>	<b>418,969</b>	<b>73.8%</b>
<b>EMPLOYEE BENEFITS</b>																
Temp Salaries Benefits	30,003													0	30,003	0.0%
IPERS Disability	8,657	743	746	722	720	707	714	707	714	711				6,484	2,173	74.9%
Life Insurance	3,385	283	281	270	270	262	260	269	271	269				2,435	950	71.9%
Health Insurance	172,427	14,630	13,891	13,891	13,753	13,612	14,170	14,168	14,185	14,152				126,452	45,975	73.3%
FICA Medicare	20,113	1,840	1,953	1,838	1,826	1,858	1,828	1,799	1,814	1,840				16,596	3,517	82.5%
FICA	86,004	7,869	8,347	7,870	7,804	7,935	7,821	7,694	7,755	7,871				70,966	15,038	82.5%
IPERS	82,290	8,196	7,481	7,443	7,356	7,482	7,148	7,272	7,349	7,447				67,174	15,116	81.6%
Workers Comp	2,598	457	416	398	396	399	400	389	401	382				3,638	(1,040)	140.0%
Flex Benefits										1,298				1,298	(1,298)	
<b>Total Employee Ben</b>	<b>405,477</b>	<b>34,018</b>	<b>33,115</b>	<b>32,432</b>	<b>32,125</b>	<b>32,255</b>	<b>32,341</b>	<b>32,298</b>	<b>32,489</b>	<b>33,970</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>295,043</b>	<b>110,434</b>	<b>72.8%</b>
<b>INTERNAL SERVICES</b>																
City Data Services	7,204		320	321	656	657	656	656	657	656				4,579	2,625	63.6%
City Messenger	3,029		173	202	211	212	230	194	351	187				1,760	1,269	58.1%
Printing	4,950		310	98	711	166	135	330	257	267				2,274	2,676	45.9%
Insurance & Bonds	18,783		3,130	1,565	1,565	1,565	1,565	1,565	1,565	1,565				14,085	4,698	75.0%
Phone Operation/Maint	16,081	1,339	1,341	1,340	1,340	1,340	1,341	1,340	1,340	1,341				12,062	4,019	75.0%
Long Distance	575		32	39	45	47	35	39	43	38				318	257	55.3%
Fleet Operating/Maint	8,328		761	1,194	216	196	603	602	602	(236)				3,938	4,390	47.3%
Fleet Replacement	20,556		1,855	1,855	1,855	1,855	1,145	1,855	1,855	1,855				14,130	6,426	68.7%
Computer Replacement	13,485	2,188	2,119	1,890	1,887	675	675	674	675	674				11,457	2,028	85.0%
Interdepartmental Labor								61	64	26				151	(151)	
<b>Total Internal Svcs</b>	<b>92,991</b>	<b>3,527</b>	<b>10,041</b>	<b>8,504</b>	<b>8,486</b>	<b>6,713</b>	<b>6,385</b>	<b>7,316</b>	<b>7,409</b>	<b>6,373</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64,754</b>	<b>28,237</b>	<b>69.6%</b>
<b>CONTRACTUAL</b>																
Outside Prof Services	23,700		461			18,000	15	1,185		840				20,501	3,199	86.5%
Postage/Freight	13,500		128	136	3,114	12	151	3,081	28	(572)				6,078	7,422	45.0%
Travel/Meetings	2,025		237	264	150	13	59		49	15				787	1,238	38.9%
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	1,497				10,514	5,475	65.8%
Dues & Memberships	4,385	445	210		145	375		936	125	1,242				3,478	907	79.3%
Printing	1,500		(42)					1,446		63				1,467	33	97.8%
Advertising	3,000		450	319	408		147	867	160	524				2,875	125	95.8%
Recruiting Costs	18,500		810	997	187	70	2,340	203	1,624	109				6,340	12,160	34.3%
Electricity	43,759		5,517	5,496	4,977	3,490	2,694	2,665	3,035	2,696				30,570	13,189	69.9%
Phone Operation/Maint	9,845	120	478	321	1,345	913	224	4,846	484	3,042				11,773	(1,928)	119.6%
Long Distance	20							(17)						(17)	37	-85.0%
Water/Sewer	3,400		277	276	261	286	261	240	270	244				2,115	1,285	62.2%

<b>EXPENSE REPORT SUMMARY FY 2005/2006</b>																	
<b>March 31, 2006</b>																	
<b>9 Months =75.0%</b>																	
															Y-T-D	Current	%
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent	
Waste Disposal	2,200		183	182	183	182	183	313	182	183				1,591	609	72.3%	
Natural Gas	9,400		32	14	15	945		3,755	1,518	1,579				7,858	1,542	83.6%	
Structural Repair	8,000		192		284	574	210	75	1,026					2,361	5,639	29.5%	
Moveable Equip Repair	2,000			653			80			649				1,382	618	69.1%	
Fixed Equip Repair	18,400			15	790	6,180	61	84	6,335	108				13,573	4,827	73.8%	
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	3,189				15,037	4,918	75.4%	
Other Non-City Services	14,110		3,387	831	1,192	(3,638)	327	289	2,679	1,989				7,056	7,054	50.0%	
<b>Total Contractual</b>	<b>258,529</b>	<b>41,179</b>	<b>15,977</b>	<b>13,043</b>	<b>17,227</b>	<b>30,731</b>	<b>8,730</b>	<b>22,709</b>	<b>19,528</b>	<b>17,397</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>186,521</b>	<b>72,008</b>	<b>72.1%</b>	
<b>COMMODITIES</b>																	
Office Supplies	15,000	5,214	8,320	1,626	2,266	(12,103)	322	1,505	323	4,743				12,216	2,784	81.4%	
Minor Office Equipment	22,350		121	70	35					65				291	22,059	1.3%	
Minor Computer Equip	9,000	314	88	479	150		775	20		2,605				4,431	4,569	49.2%	
Ag-Hort Supplies	350	156			95									251	99	71.7%	
Structural Materials	2,000					805	101			94				1,000	1,000	50.0%	
Chemicals/Lab Supplies	10			10										10	0	100.0%	
Cleaning Supplies	7,000	490	560	588	627	2,314	67	1,183	170	442				6,441	559	92.0%	
Equip Parts/Supplies	24,400			1,290	3,100	14,169	5	11		506				19,081	5,319	78.2%	
Minor Equipment/Tools	550	105		166	21					73				365	185	66.4%	
Food	3,500	407	815	70	291	214	389	178	73	383				2,820	680	80.6%	
Wearing Apparel	200			39				182						221	(21)	110.5%	
Special Project Supplies	4,000	58	582	412	112	300	239	58	140	1,163				3,064	936	76.6%	
Purchase Card Clearing	0	42	1,574	(1,445)	3,100	3,781	(2,680)	358		(2,006)				2,724	(2,724)		
Equipment/Vehicle Fuel	25						5	5						10	15	40.0%	
<b>Total Commodities</b>	<b>88,385</b>	<b>6,786</b>	<b>12,060</b>	<b>3,305</b>	<b>9,797</b>	<b>9,480</b>	<b>(777)</b>	<b>3,500</b>	<b>706</b>	<b>8,068</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52,925</b>	<b>35,460</b>	<b>59.9%</b>	
<b>CAPITAL</b>																	
Moveable Equipment	0		1,619	61	(1,664)	(16)								0	0		
Periodicals	9,500	374	8,047	16	37	82	10	9		315				8,890	610	93.6%	
Juvenile	62,535	1,375	6,497	6,121	1,385	7,977	2,014	7,977	3,525	4,582				41,453	21,082	66.3%	
Adult Reference	26,500	9,558	2,903	9,433	874	(3,369)	1,330	596	1,592	894				23,811	2,689	89.9%	
Audio Visual	70,000	1,160	6,103	3,985	7,242	5,295	4,453	4,785	3,904	7,150				44,077	25,923	63.0%	
Adult Collection	120,251	2,767	13,934	9,047	13,217	11,515	6,786	8,550	8,982	9,137				83,935	36,316	69.8%	
<b>Total Capital</b>	<b>288,786</b>	<b>15,234</b>	<b>39,103</b>	<b>28,663</b>	<b>21,091</b>	<b>21,484</b>	<b>14,593</b>	<b>21,917</b>	<b>18,003</b>	<b>22,078</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>202,166</b>	<b>86,620</b>	<b>70.0%</b>	
<b>OTHER EXPENDITURES</b>																	
Refunds										12				12	(12)		
<b>Total Other Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>(12)</b>		
<b>GRAND TOTAL</b>	<b>2,730,927</b>	<b>231,331</b>	<b>248,593</b>	<b>216,532</b>	<b>218,132</b>	<b>232,169</b>	<b>190,762</b>	<b>215,742</b>	<b>207,106</b>	<b>218,844</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,979,211</b>	<b>751,716</b>	<b>72.5%</b>	

<b>2005/06 LIBRARY EXPENSE SUMMARY</b>						
<b>March 31, 2006</b>						
<b>9 Months =75.0%</b>						
	<b>2004/05</b>	<b>2005/06</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2004/05</b>	<b>2005/06</b>	<b>Balance</b>	<b>Spent</b>
<b>PERSONAL SERVICES</b>						
Salaries	1,393,030	1,425,281	1,044,774	1,031,483	393,798	
Temporary Salaries	190,893	208,338	143,171	133,543	74,795	
Longevity	5,996	5,828	5,996	5,852	(24)	
Sick Leave	1,954				0	
Adjustment	(8,305)	(42,688)	(8,265)		(42,688)	
Vacation	8,849		8,809	6,912	(6,912)	
<b>Total Personal Services</b>	<b>1,592,417</b>	<b>1,596,759</b>	<b>1,194,485</b>	<b>1,177,790</b>	<b>418,969</b>	<b>73.8%</b>
<b>EMPLOYEE BENEFITS</b>						
Temp Salaries Benefits		30,003			30,003	
IPERS Disability	8,542	8,657	6,409	6,484	2,173	
Life Insurance	3,297	3,385	2,474	2,435	950	
Health Insurance	164,232	172,427	123,176	126,452	45,975	
FICA Medicare	22,573	20,113	16,931	16,596	3,517	
FICA	96,519	86,004	72,391	70,966	15,038	
IPERS	89,629	82,290	67,222	67,174	15,116	
Workers Compensation	4,616	2,598	3,462	3,638	(1,040)	
Flex Administration	1,537	0	1,154	1,298	(1,298)	
<b>Total Employee Benefits</b>	<b>390,945</b>	<b>405,477</b>	<b>293,217</b>	<b>295,043</b>	<b>110,434</b>	<b>72.8%</b>
<b>INTERNAL SERVICES</b>						
City Data Services	3,866	7,204	2,900	4,579	2,625	
City Messenger	2,133	3,029	1,600	1,760	1,269	
Printing	5,379	4,950	4,036	2,274	2,676	
Insurance & Bonds	18,318	18,783	13,739	14,085	4,698	
Phone Operation/Maintenance	16,591	16,081	12,444	12,062	4,019	
Long Distance	500	575	376	318	257	
Fleet Operating/Maintenance	8,133	8,328	6,100	3,938	4,390	
Fleet Replacement	20,976	20,556	15,732	14,130	6,426	
Computer Replacement	21,689	13,485	16,267	11,457	2,028	
Interdepartmental Labor	0	0	0	151	(151)	
<b>Total Internal Services</b>	<b>97,585</b>	<b>92,991</b>	<b>73,194</b>	<b>64,754</b>	<b>28,237</b>	<b>69.6%</b>
<b>CONTRACTUAL</b>						
Outside Professional Services	27,367	23,700	20,526	20,501	3,199	
Postage/Freight	13,317	13,500	9,989	6,078	7,422	
Travel/Meetings	1,343	2,025	1,008	787	1,238	
Training	1,713	4,300	1,285	1,610	2,690	
Conferences	13,756	15,989	10,318	10,514	5,475	
Subscriptions and Books	88		88		0	
Dues & Memberships	4,735	4,385	3,552	3,478	907	
Printing	340	1,500	255	1,467	33	
Advertising	4,701	3,000	3,526	2,875	125	
Recruiting Costs	7,156	18,500	5,367	6,340	12,160	
Electricity	40,759	43,759	30,569	30,570	13,189	
Phone Operation/Maintenance	4,667	9,845	3,500	11,773	(1,928)	
Long Distance	4	20	4	(17)	37	
Water/Sewer	3,199	3,400	2,399	2,115	1,285	
Waste Disposal	2,084	2,200	1,563	1,591	609	
Natural Gas	6,700	9,400	5,025	7,858	1,542	
Structural Repair	6,267	8,000	4,700	2,361	5,639	
Moveable Equipment Repair	1,054	2,000	791	1,382	618	
Fixed Equipment Repair	4,486	18,400	3,365	13,573	4,827	
Computer Maintenance	28,125	40,541	21,094	39,572	969	
Rentals & Leases	20,103	19,955	15,078	15,037	4,918	

<b>2005/06 LIBRARY EXPENSE SUMMARY</b>						
<b>March 31, 2006</b>						
<b>9 Months =75.0%</b>						
	<b>2004/05</b>	<b>2005/06</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2004/05</b>	<b>2005/06</b>	<b>Balance</b>	<b>Spent</b>
Other Non-City Services	19,174	14,110	14,381	7,056	7,054	
<b>Total Contractual</b>	<b>211,138</b>	<b>258,529</b>	<b>158,383</b>	<b>186,521</b>	<b>72,008</b>	<b>72.1%</b>
<b>COMMODITIES</b>						
Office Supplies	15,291	15,000	11,469	12,216	2,784	
Minor Office Equipment	2,278	22,350	1,708	291	22,059	
Minor Computer Equipment	11,790	9,000	8,843	4,431	4,569	
Ag-Hort Supplies	958	350	719	251	99	
Structural Materials	1,463	2,000	1,097	1,000	1,000	
Chemicals/Lab Supplies		10		10	0	
Cleaning Supplies	7,130	7,000	5,348	6,441	559	
Equipment Parts/Supplies	21,601	24,400	16,201	19,081	5,319	
Minor Equipment & Tools	778	550	584	365	185	
Food	1,634	3,500	1,226	2,820	680	
Wearing Apparel	139	200	104	221	(21)	
Special Project Supplies	5,746	4,000	4,310	3,064	936	
Purchase Card Clearing				2,724	(2,724)	
Fuel for Vehicles/Equipment	3	25	3	10	15	
<b>Total Commodities</b>	<b>68,811</b>	<b>88,385</b>	<b>51,612</b>	<b>52,925</b>	<b>35,460</b>	<b>59.9%</b>
<b>CAPITAL</b>						
Periodicals	9,338	9,500	7,004	8,890	610	
Juvenile	57,115	62,535	42,836	41,453	21,082	
Adult Reference	43,248	26,500	32,436	23,811	2,689	
Audio Visual	55,519	70,000	41,639	44,077	25,923	
Adult Collection	96,264	120,251	72,198	83,935	36,316	
<b>Total Capital</b>	<b>261,484</b>	<b>288,786</b>	<b>196,113</b>	<b>202,166</b>	<b>86,620</b>	<b>70.0%</b>
<b>OTHER EXPENDITURES</b>						
Refunds	33		33	12	(12)	
<b>Total Other Expenditures</b>	<b>33</b>	<b>0</b>	<b>33</b>	<b>12</b>	<b>(12)</b>	
<b>GRAND TOTAL</b>	<b>2,622,413</b>	<b>2,730,927</b>	<b>1,967,036</b>	<b>1,979,211</b>	<b>751,716</b>	<b>72.5%</b>
						<b>% of</b>
						<b>Total</b>
<b>TOTALS BY DIVISION:</b>						
Administration/Support	588,628	588,141	441,748	413,927	174,214	20.90%
Outreach Services	240,737	258,622	180,722	185,035	73,587	9.30%
Collections	547,835	582,498	411,154	426,814	155,684	21.60%
Programming & Promotions	201,422	207,600	152,254	145,743	61,857	7.40%
Public Services	639,156	639,297	483,272	482,081	157,216	24.40%
Circulation Services	343,587	384,483	254,365	276,138	108,345	14.00%
Computer Lab	61,048	70,286	43,521	49,473	20,813	2.50%
<b>GRAND TOTAL</b>	<b>2,622,413</b>	<b>2,730,927</b>	<b>1,967,036</b>	<b>1,979,211</b>	<b>751,716</b>	<b>100%</b>

<b>Library Donations Report</b>						
<b>Fiscal Year 2005/2006</b>						
<b>Year-to-Date through March 31, 2006</b>						
	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Herbert Howell Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
<b>Reserved principal and interest</b>	<b>659,542.29</b> (1)	<b>100,000.00</b> (2)			<b>8,276.00</b> (3)	<b>767,818.29</b>
<b>Computer replacement reserve</b>	<b>30,411.00</b>	<b>8,180.00</b>				<b>38,591.00</b>
<b>Committed funds (see below)</b>	<b>32,452.55</b>	<b>2,500.00</b>	<b>402,420.84</b>	<b>8,414.55</b>	<b>51,118.12</b>	<b>496,906.06</b>
<b>Available funds:</b>						
Beginning available balance	70,599.01	13,111.13	583,292.00	149,241.89	78,142.93	894,386.96
Interest revenue	15,705.26	3,169.65	12,027.65	5,423.40	2,783.76	39,109.72
Donations				62,228.78	74,097.09	136,325.87
Expenses	(32,780.59)	(623.73)	(192,898.81)	(15,510.45)	(48,213.35)	(290,026.93)
Committed funds	(32,452.55)	(2,500.00)	(402,420.84)	(8,414.55)	(51,118.12)	(496,906.06)
<b>Current available balance</b>	<b>21,071.13</b>	<b>13,157.05</b>	<b>0.00</b>	<b>192,969.07</b>	<b>55,692.31</b>	<b>282,889.56</b>
<b>Total fund balance</b>	<b>743,476.97</b>	<b>123,837.05</b>	<b>402,420.84</b>	<b>201,383.62</b>	<b>115,086.43</b>	<b>1,586,204.91</b>
<b>Expense detail:</b>						
Project Smyles	9,828.56				19,797.50	29,626.06
Teen Space	7,641.67					7,641.67
Internal printing					671.36	671.36
Outside professional services			3,247.96		4,100.00	7,347.96
Postage/freight					644.87	644.87
Advertising			160.90			160.90
Court fees/permits			9,489.95			9,489.95
Other non-City services					95.28	95.28
Office supplies	25.20				1.97	27.17
Minor office equipment					646.28	646.28
Minor computer equipment	15,003.00	379.98			153.32	15,536.30
Parts and supplies					5,062.25	5,062.25
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				5,397.42	2,702.51	8,099.93
Adult reference collection				2,859.50	4,129.60	6,989.10
Audio/visual collection	211.41			7,253.53	744.09	8,209.03
Adult collection	70.75				8,728.86	8,799.61
<b>Total expenses</b>	<b>32,780.59</b>	<b>623.73</b>	<b>192,898.81</b>	<b>15,510.45</b>	<b>48,213.35</b>	<b>290,026.93</b>
<b>Committed funds detail:</b>						
Building expansion			402,420.84			402,420.84
Strategic planning travel	6,922.78					6,922.78
Project Smyles	18,171.44				5,320.37	23,491.81
Teen Space	7,358.33					7,358.33
Administration laptop		2,500.00				2,500.00
Collection materials				8,414.55		8,414.55
Materials processing					1,937.75	1,937.75
Books for Babies program					9,000.00	9,000.00
Equipment					18,360.00	18,360.00
Web development					15,000.00	15,000.00
Computer training					1,500.00	1,500.00
<b>Total committed funds</b>	<b>32,452.55</b>	<b>2,500.00</b>	<b>402,420.84</b>	<b>8,414.55</b>	<b>51,118.12</b>	<b>496,906.06</b>
(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.						

<b>Library Donations Report - Other Donations</b>													
<b>Fiscal Year 2005/2006</b>													
<b>Year-to-Date through March 31, 2006</b>													
	<b>General</b>	<b>Friends</b>	<b>Foundation</b>	<b>Tommy</b>	<b>Gilman</b>	<b>Smith</b>	<b>Children's</b>	<b>Youth</b>	<b>Books for</b>	<b>Enrich</b>		<b>Gates</b>	
	<b>Donations</b>	<b>Donations</b>	<b>Donations</b>	<b>Feinberg</b>	<b>Fund</b>	<b>Endowment</b>	<b>Theater</b>	<b>Services</b>	<b>Babies</b>	<b>Iowa</b>	<b>RIIF</b>	<b>Foundation</b>	<b>Total</b>
<b>Reserved principal and interest</b>				<b>1,000.00</b>	<b>5,276.00</b>	<b>2,000.00</b>							<b>8,276.00</b>
<b>Committed funds (see below)</b>	<b>7,692.45</b>							<b>2,000.00</b>		<b>11,465.67</b>	<b>29,960.00</b>		<b>51,118.12</b>
<b>Available funds:</b>													
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	2,783.76												2,783.76
Donations/grants	7,950.21	8,911.40	6,054.86					2,175.00	1,000.00	14,672.16	30,478.76		71,242.39
Project Smyles donations	2,854.70												2,854.70
Expenses	(8,034.80)	(9,394.90)	(6,267.61)		(442.35)	(705.79)		(2,045.98)	(422.17)	(19,536.30)	(1,210.13)	(153.32)	(48,213.35)
Transfers between programs													0.00
Committed funds	(7,692.45)							(2,000.00)		(11,465.67)	(29,960.00)	0.00	(51,118.12)
<b>Current available balance</b>	<b>9,900.96</b>	<b>(580.35)</b>	<b>(766.01)</b>	<b>314.06</b>	<b>1,877.69</b>	<b>12.28</b>	<b>4,225.00</b>	<b>1,392.17</b>	<b>1,985.43</b>	<b>5,797.06</b>	<b>31,534.02</b>	<b>0.00</b>	<b>55,692.31</b>
<b>Total fund balance</b>	<b>17,593.41</b>	<b>(580.35)</b>	<b>(766.01)</b>	<b>1,314.06</b>	<b>7,153.69</b>	<b>2,012.28</b>	<b>4,225.00</b>	<b>3,392.17</b>	<b>1,985.43</b>	<b>17,262.73</b>	<b>61,494.02</b>	<b>0.00</b>	<b>115,086.43</b>
<b>Expense detail:</b>													
Project Smyles		263.17								19,534.33			19,797.50
Internal printing		356.46	20.00		21.00				273.90				671.36
Outside professional services		3,700.00									400.00		4,100.00
Postage/freight		5.35	639.52										644.87
Other non-City services								95.28					95.28
Office supplies										1.97			1.97
Minor office equipment								646.28					646.28
Minor computer equipment												153.32	153.32
Parts and supplies	5,062.25												5,062.25
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		421.35			1,304.42			810.13		2,702.51
Adult reference			4,129.60										4,129.60
Audio/visual collection			744.09										744.09
Adult collection	2,583.20	4,872.08	567.79			705.79							8,728.86
<b>Total expenses</b>	<b>8,034.80</b>	<b>9,394.90</b>	<b>6,267.61</b>	<b>0.00</b>	<b>442.35</b>	<b>705.79</b>	<b>0.00</b>	<b>2,045.98</b>	<b>422.17</b>	<b>19,536.30</b>	<b>1,210.13</b>	<b>153.32</b>	<b>48,213.35</b>
<b>Committed funds detail:</b>													
Project Smyles	2,854.70									2,465.67			5,320.37
Materials processing	1,937.75												1,937.75
Books for Babies program										9,000.00			9,000.00
Equipment/book bins	2,900.00							2,000.00			13,460.00		18,360.00
Web development											15,000.00		15,000.00
Computer training											1,500.00		1,500.00
<b>Total committed funds</b>	<b>7,692.45</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>11,465.67</b>	<b>29,960.00</b>	<b>0.00</b>	<b>51,118.12</b>
* Beginning balance includes available balance at 6/30/05 plus outstanding committed funds													

<b>Gladys Myers Donation Fund</b>			
<b>Interest Earned per Fiscal Year</b>			
<b>Year-to-Date through March 31, 2006</b>			
			<b>80% available</b>
			<b>for expenditure</b>
	<b>Total interest</b>	<b>20% reserved</b>	<b>or spent over</b>
<b>Fiscal year</b>	<b>revenue</b>	<b>for reinvestment</b>	<b>life of donation</b>
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	19,631.57	3,926.31	15,705.26
<b>Total</b>	<b>297,711.49</b>	<b>59,542.29</b>	<b>238,169.20</b>



**Investments FY 2006  
Portfolio Management  
Portfolio Summary  
March 31, 2006**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	31,500,000.00	31,500,000.00	31,500,000.00	46.58	225	83	4.505	4.567
Iowa Public Agency Investment Trust	15,740.93	15,740.93	15,740.93	0.02	1	1	3.821	3.874
Commercial Paper Disc. -Amortizing	7,000,000.00	6,909,212.50	6,914,351.94	10.22	194	99	4.590	4.654
Federal Agency Coupon Securities	19,913,000.00	19,739,008.12	19,889,080.54	29.41	654	242	3.696	3.747
Federal Agency Disc. -Amortizing	6,750,000.00	6,616,175.00	6,622,924.38	9.79	202	147	4.734	4.799
Pass Through Securities /PAC/CMO	2,691,349.50	2,613,568.92	2,692,102.13	3.97	1,193	937	4.278	4.338
<b>Investments</b>	<b>67,870,090.43</b>	<b>67,393,705.47</b>	<b>67,624,199.92</b>	<b>100.00%</b>	<b>384</b>	<b>171</b>	<b>4.289</b>	<b>4.348</b>

Total Earnings	March 31 Month Ending	Fiscal Year To Date
Current Year	244,630.48	1,915,928.59
<b>Average Daily Balance</b>	<b>67,579,660.14</b>	<b>66,755,067.87</b>
<b>Effective Rate of Return</b>	<b>4.26%</b>	<b>3.82%</b>

I certify that these reports are in conformance with the Iowa Public Investment Act.

*Roger J. Wisecup II*  
 Roger J Wisecup II, City Treasurer 4-10-06

## **MONTHLY REPORT April 2006**

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

### **FOUNDATION:**

The APLF Board met on April 4 and welcomed Lisa Eslinger as a new member and Lynn Pike as the Friends of APL liaison. The Board approved a request for \$11,000.00 to fund collections during the 06/07 fiscal year.

Dale Ross, Sheila Lundt and I met with new City Attorney, Doug Marek, to discuss development of a Memo of Understanding between the APL Board and the APLF Board regarding reimbursement for staff time and overhead related to APLF activities.

### **ADMINISTRATION STAFF:**

Patti and I keep plugging away on our long to-do list. Mike Quinn joined us for a meeting with Paul Sandoval from the Fire Department to revamp our Fire Emergency procedures. We met with City staff to discuss our HVAC contract and plan to pursue a shared contract with the City Hall in the future. We have identified areas of the building to install motion sensors on the lights.

Jim Alexander has announced his retirement plans after more than 30 years with APL. His last day will be July 1. He is truly a library institution and will be sorely missed.

### **OUTREACH and CIRCULATION STAFF:**

Sarah Bohlke and the staff celebrations committee have been working hard on planning for the annual volunteer recognition event. You are all invited to join us for a salad/dessert luncheon on Wednesday, April 26, from 11:30 a.m. to 1:00 p.m.

I conducted interviews for Circulation Assistants. JinSook Choi-Kang and Barbara Grau were hired pending Board approval. We are very pleased to welcome them to our team.

We were sorry to accept the resignation of Desk Assistant, Andrew Miller. Andrew is leaving to take a job in his field of study.

### **UNIQUE MANAGEMENT:**

Val Donnell has worked diligently to preview old accounts with outstanding balances. To date she has purged all accounts that have had no activity since 2000.

From the April 1 report from Unique Management Services:

647 accounts submitted (x \$8.95=\$5790.65)

45.34% activated

\$67,865.37 dollars submitted

\$10,077.12 dollars received  
\$2,171.09 material received

**CONTINUING EDUCATION:**

Val Donnell attended the Public Library Association bi-annual conference in Boston. She reported that the programs were extremely valuable and she particularly benefited from visiting with vendors in the exhibits hall.

**GENERAL:**

APL employees were honored for their years of service as salaried employees at the recent City Employees Awards luncheon:

Vickie Leek 5 years; Barbe Cobb 15 years; Scott Dermont 15 years; Lynn Van Valin 15 years; Camille Wagaman 15 years; Jacque Zabaracki 20 years

I enjoyed meeting three Bulgarian librarians from the ABLE project who were passing through Ames on their way to host libraries in eastern Iowa. They toured APL and met with staff for an informal exchange. It is really fun to discover our similarities, for instance both Patti Woo and one of the visitors are from places called Montana!

I was interviewed by Dr. Michelle Clark as part of the co-director evaluation process. I appreciated her skill and professionalism.

As a member of the Iowa Library Association Leadership Development Team I participated in the selection of the attendees of the second Leadership Development Institute. Twenty-five people were chosen to attend the four-day training session in August.

I have been appointed to another term on the American Library Association Leadership and Management Program Committee.

The budget team has reconvened to work on final budget amendments for fiscal year 05/06. We are making a few shifts in line items but the bottom line looks good.

**PROJECT SMYLES:**

The first Project Smyles visit was a rousing success. The visit included three groups totaling 46 children at the University Community Childcare center.

Kay Marner and Smyles have presented several book signings and author visits.

Linda Olson, Anastasia Tuckness and Kay Marner worked countless hours to prepare a grant proposal for the Weyerhaeuser Family Foundation to fund year two of Project Smyles.

**PROGRAMS:**

I appreciated the extra effort of many staff members who helped with various aspects of program presentation while I was on vacation.

APL was the co-sponsor of two successful programs at the City Auditorium, Ted Kooser Day and the Opera Iowa presentation of *Così fan Tutti*. We also hosted a wonderful "Evening with the Author" featuring Ames treasure, Grace Amemiya, sharing her experiences as a Japanese American in an internment camp during WWII.

Jerri Heid and Kay Marner were joined by Smyles in the premier of a new Cable TV program featuring APL. They did a wonderful job!

Betsy Van Roekel deserves a special mention for the delightful way she brings Smyles to life.

Kate Pickett and Jerri Heid planned and presented a wonderfully fun Teen program on making handbags from old books and fabric. Each participant made a bag to take home. The program was so successful that we plan to reprise it for adults during the Wild Women's Weekend this June.

I am working with a newly formed group that is focussing on serving the local Spanish speaking population, Foro Latino. Our first project is presenting an open house at APL on April 29 to welcome Latinos. In addition to introducing a Spanish language new borrower form we will offer storytime, tours and beginning computer classes in Spanish. Bienvenidos a la Biblioteca!

Watch Page One for a great line-up of 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, APLF Board meeting, *Così fan Tutti* planning team, Princess and the Pea planning team, APL Board By-laws/Ordinance committee, ILA Leadership Development team, APL Children and Family Programming Team, Ames Citizens for Clean Energy, Circulation/Outreach Joint meeting, APL Policy committee, Administrative Team, APL Budget Team, International Women's Day Planning committee, Foro Latino, Director Search committee, Teen Advisory Group, and the APL Board.

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

**Friends** – The Friends conducted another very successful used book sale the weekend of April 7-9. The gross receipts were just over \$9,800.00. This is wonderful for any sale but tremendous for a spring sale. Thanks go to Nancy Schroeder and Joan Van Norman as co-coordinators. They worked very hard as did scores of other Friends' volunteers to make this happen. Also thanks to Lynne Carey and Sarah Bohlke for working with the coordinators and volunteers.

I met with Treasurer, Barb Weber and President Lisa Hill to draft a proposed budget for 2006-7. This was discussed at the April 3<sup>rd</sup> meeting. The budget draft includes a \$10,000.00 request for library materials in order to maintain a "C" level of accreditation. The Board is also proposing \$4,000.00 for materials allocated to meet staff requests during the year. With Vice President, Susan Jasper, I did a substantial revision of the Friends by-laws to reflect changes in the organization. The by-laws have not been revised since 2000. This draft was presented at the April 3<sup>rd</sup> meeting.

The Friends Board will hold its annual meeting on May 1<sup>st</sup>. They will approve a new slate of officers, set a budget, and consider the revisions to their by-laws that evening. The Board is also considering a staff request for a scholarship grant. I will also be presenting requests for "Let's Talk About It" and "Great Books" for the coming year. The Friends Board does not meet in June or July.

**Public Services** – Staff is finishing their training on equipment used in the meeting rooms. We are in the midst of conducting our semi-annual reference question survey. Two times a year, for a week, we keep statistics on the number of reference questions we answer in person and on the phone. These statistics are shared in the Library's annual report and the annual survey sent to the State Library to maintain our accreditation. We only count informational and reference questions in this survey not directional questions such as, "Where are the DVDs?"

To gather data for staff discussions on DVDs and holds, we are also tracking the number of times we assist a customer in finding library materials and the time it takes. In addition, we recording the number of items we place on hold as a result of phone requests from customers. We will be doing this for one month.

In response to a request from the Central Iowa Library Service Area Administrator, we have agreed to provide back-up reference for the library service area for the next fiscal year beginning July 1<sup>st</sup>. The contract will pay us \$1,500.00 to answer approximately two to four questions per month from smaller libraries in the area. These are questions that the local library has been unsuccessful in answering. The questions vary from finding an article in the *Des Moines Register* or identifying a quotation to finding the value of a work of art. We feel that we can accommodate this work easily into a typical shift at the

Information Desk and will not impose a significant amount of time. We will try this for one year and then assess if we want to continue in this role.

Beginning this week, we are conducting a customer survey to ask them what they want in computer instruction. Print copies of a brief survey will be available in the computer lab and in the lobby as well as on the Library's website. We will collect surveys for two weeks and then see if we can tailor our first offerings to what the public wants. The committee met to discuss what we learned from looking at what other libraries are teaching. It seems everyone is offering a basic class (mouse, navigation, etc.) as well as classes on their library's online subscription databases. The committee also developed a charter for their activities.

Staff is currently working on their self-evaluations as the first step in the City performance appraisal process. I prepared forms for staff to submit their comments.

### **Policy Review –**

Investments – Staff is recommending the Board adopt the current City of Ames Investments policy rather than the outdated version which was approved at the last meeting. As we did with the Employee Recognition policy, there would only be a "Purpose" statement.

Personnel Policy - Staff is recommending two changes to the current Personnel Policy both of which are in the "Benefits" section. One change is to mirror the City's vacation schedule for longtime employees and the other to deal with a unique holiday situation.

### **Other Activities**

- I wrote the Monthly Project Briefing which goes to the City Council.
- Ron Palumbo and I presented on romance fiction for the March meeting of "Let's Talk About It." As part of our genre fiction series, we discussed Nicholas Sparks' "The Notebook." Up next, Dr. George McJimsey will present on the adventure genre with a discussion of George MacDonald Fraser's "Flashman" series. It is a stirring tale of daring deeds with a British regiment in India and Afghanistan in the mid-1800s.
- I attended the City Middle Management session led by Preston Daniels on cultural diversity. He is a great presenter.
- I edited the New Arrivals page for the monthly Friends mailing. In place of my usual column for the May *Page One*, Friends President, Lisa Hill, contributed her annual letter.
- I researched and submitted my semi-monthly romance choices for BookLetters. Ninety-nine people have signed up to receive this newsletter via email.
- I was the facilitator for our monthly Chick Lit book discussion group. We had a great discussion on "The No. 1 Ladies Detective Agency" by Alexander McCall Smith. This is the first male author we have read in the history of the Chick Lit group. But, it is a marvelous novel full of life and I highly recommend the book.

Next month we will be returning to our traditional fare with a discussion of titles by Sophie Kinsella. She is the author of the "Shopaholic" series.

- Books@Noon continues to remain strong. In March, fourteen people attended to discuss what they are reading.
- I attended the Director Search Committee meeting where we chose candidates for reference checks and phone interviews. We also discussed improvements to the interview process. In place of the Management Team interview, there will be a Staff interview which will include members of the Management Team, Mark Harris, and two other staff members. Also, the interview will be open so that staff may listen to the candidates' responses to our questions. This should facilitate more substantial feedback on the candidates from the entire staff.
- I completed four reference checks for one of the candidates.
- I have been working with Assistant City Attorney, Judy Parks, to have a final walk through of the building. We are attempting to set a time during the week of April 17-21. Following the walk through, Calvin will be required to sign a waiver that he has removed all his possessions before he will receive any additional compensation. The locks will be changed as quickly as possible following the walk through.
- I attended the interview with consultant Dr. Michelle Clark.
- I facilitated the monthly Policy Group meeting, attended several Management Team meetings and several budget amendment meetings.
- Scott Dermont and I met several times regarding our current Capital Improvements Project. He is working with John Haila and a local construction firm to replace the brick work and cracked sidewalk in front of the Library. The bid was approved by City Council. We hope to have the work completed by the middle of May.

Coordinator's Report  
April, 2006

Marianne Malinowski  
Collection Manager

**Database cleaning** – We sent our Horizon database to be cleaned this month. We will be sending files to be cleaned on a monthly basis from now on, which will keep our subject headings and data up-to-date. We haven't been able to catalog while this cleaning has been going on. It is projected to take a few weeks to complete. I'm really excited about this – it has been a goal of mine for a long time to have scheduled maintenance for the database.

**Private funding for collections** – We have a total of \$40,000 in private funding approved for collections for the 2006-07 fiscal year. A big thank you to the Friends of the Ames Public Library, the Foundation and the Board for supporting our collections. This will enable us to spend 12% of our budget on collections, which corresponds to the "B" level of state accreditation.

**Literary Perks** – At the last Friends meeting it was decided to discontinue the Literary Perks rental book program. Since the program has not been able to pay for itself in the 3-year trial period, the staff recommended that it be discontinued.

**Interlibrary Loan** – I would like to thank Tracy Briseno for volunteering to be trained as a back-up for our interlibrary loan service. Tracy is a dynamo. She learned the job very quickly and has already been able to fill in during absences. Another thank you to Sarah Bohlke who has also started to train as a back-up interlibrary loan librarian as well. We have been operating without a back-up for some time, which is risky, so I'm thrilled to have new people working in this area.

**New magazines** – We were able to increase the periodicals budget for FY06-07. The extra money in that budget line is going to allow us to add 50 new magazine titles. The periodicals collection took the biggest hit when the collection budgets were cut a few years ago, so it's wonderful to see the collection building back up again.

**Upcoming meetings and projects –**

Jerri Heid is working with Roy Kenagy to finalize plans for a collection development workshop to be held for our selectors on May 25<sup>th</sup>. Jerri asked me to work with them on the agenda for the workshop. We'll be meeting with Jerri and Roy on April 25<sup>th</sup> to work out the details.

I am working on plans for the annual Iowa OCLC Users Group Conference which will be held at St. Ambrose University in Davenport on May 25<sup>th</sup> and 26<sup>th</sup>.

I was chosen to attend a new supervisory training course that is being offered by the City. They are asking experienced supervisors to attend the first round of classes to give feedback on the content and relevance of the topics. The classes will be held one day a month from May through October.

I'm writing performance appraisals for my staff and meeting with the management team to work on budget amendments which are due next week.

**Meetings & training** – I attended the following meetings and workshops in the past month:

- Employee Care Fund board meeting
- Iowa OCLC Users Group Executive Board meeting
- Youth Selectors' meeting
- TAG meeting
- Policy meeting
- Budget meetings to work on spring budget amendments
- BCR Local Holdings training workshop

## **Youth Services Report January/February Jerri Heid**

**Youth Area Book Bins:** The new bins have arrived! We have had many compliments about the colors and about how much easier it is for patrons to choose books. In addition to an increase in the ease of browsing the picture books, the change to bins has increased the line of sight from the desk and play area.

Each book bin is marked with the first letter of the author's last name. Books are not alphabetized within the bin, which speeds re-shelving. On the negative side, we have had patrons and library staff members express concerns about the lack of organization of books and the length of time it might take to find a particular book when having to sort through a group of, for example, "M" authors. Customer and staff education is important during this orientation process, but I expect that the end result will benefit the majority.

Because the new bins are so moveable, the design of the room can easily be changed. We have ordered the rest of the furniture approved through alternate funding. Once it arrives, we will move the bins to adjust for the additional parent and toddler-friendly pieces. The old picture book shelving has been dismantled and stored.

**Public Library Association Conference:** I attended many informative sessions at PLA in Boston. Patrick Jones and his co-authors of *Connecting Young Adults* spoke to a full auditorium at each of their three sessions. Jones presented information on creating an "accepting teen environment library" (which means that the teen area won't necessarily look like the rest of the Library), offering teens equal services, and offering library service without devaluing teens' existence. Another program (which will be reflected in our upcoming summer reading program) centered around offering a pre-reader and reading summer library program. Iowa has been ahead of other states in offering summer reading programs to what I call "soon to be readers." The great part of this program was the format in which it was accomplished. I also attended luncheons with authors Jon Scieska and Jerry Spinelli. I saw many Iowa librarians and was able to network with many others.

**Month of the Young Child (MOYC):** We have collaborated with other agencies to celebrate April in a variety of ways. Jillian designed an awesome tray liner that McDonalds will use throughout this month. A "look and find" of the bookmobile design featured the liner with a calendar promoting the various library programs. Throughout the month the *Ames Life and Times* is featuring articles about the young child. There was also a two-page spread of activities and calendars of events of child program. The newspaper and Month of the Young Child group also are honoring day care providers. BabyTalk coordinator Carol Elbert and Library staff members Jacque, Anastasia and I offered a "Read to Your Baby" program for parents. On April 27, Smyles, the bookmobile and the MOYC group will put on a picnic and lead toddler/preschool activities at Brookside Park.

**Summer Programs:** The Children and Family programming committee has scheduled summer programs, dates and times. We added the option of pre-registering online this year, and our program information was included in the Parks and Recreation brochure. Families who have a household ID account with Parks and Recreation will be able to register independently online at home or with help here at the Library. Those who do not have a household account will have to set one up with Parks and Recreation and then pre-register. Those who not wish to set up one will be able to pre-register at the Youth and Information desks.

A subcommittee of the Children and Family programming committee has been formed to work with TAG to plan an awesome teen summer program. Members include staff from the circulation, outreach and public service departments—all very dedicated to create a great program. (Patrick Jones would be proud!)

The **Youth Selectors** group is completing year-end purchases and is planning for next year's expenditures. The group decided to add addition magazines to the Parenting shelf and the children's magazine collection. A Collection Development workshop has been scheduled for May 25, with Roy Kenagy instructing.

The **teen space** will soon have an official name. TAG members met with Teen Space Committee members and will vote for the new name on Saturday. After the vote we will walk over to Target to purchase items for the teen space. They have also planned a DDR event for that evening. Kate Pickett is also working with TAG volunteers who will be part of the book cart brigade at VEISHA.

I apologize for not attending the Board meeting. I was invited by Mary Cameron to attend the Summer Library Consortium yearly meeting. As a previous author of the young adult program chapter and member of the State Youth Services Council, I am looking forward to seeing the offerings of representatives from the 30 states.

## **System Administrator's Monthly Report**

### **April 2006**

#### **Mark F. Harris**

I have spent the majority of the past month working on the Authority and Bibliography Records cleanup for Collections. We have contracted with Library Technologies, Inc. for monthly updates to new records and an annual update for the whole database. The complexity of this project is challenging, and unanticipated, and has forced me to delay some other projects that I had on my list. However, the annual update is nearing completion, and the monthly process should be easy to manage. There may still be some unknown challenges for Collections to work through.

We still have not received any updates, or information on when these updates may be available, for our lab reservation software, Vendprint Access Management. And although the honor system process seems to generally work (signing up on a piece of paper and leaving after an hour), there are developing issues with kids after school/weekends, and internet history being left on the PCs after a user instead of being cleaned off after use.

**Jillian Duggan, Community Relations Specialist**  
**April 2006**

**Current Projects:**

- *May Page One*
- May flyers and promotional materials
- Library Notes
- Business Cards
- Project Smyles folder inserts
- Summer Program planning
- Updated maps for fire emergency procedures

**Recently Completed:**

- Computer Class Survey
- National Library Week displays
- ILL labels
- Spanish language cardholder registration forms
- *Cosi Fan Tutte* materials
- Spring Book Sale promotional materials
- Readers Advisory bookmarks and bibliographies
- Staff Picks brochure
- Month of the Young Child promotional materials
- *April Page One*
- April flyers

## **Investments Policy**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
April 20, 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, 4/06**

**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. In accordance with Section 12B.10(1) of the Code of Iowa, the responsibility for conducting investment transactions resides with the City Treasurer. The City Treasurer, under the general direction of the City Council, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate activities. The Ames Public Library Board of Trustees, hereby adopts the City of Ames Investment Policy as its investment policy:

**Deleted:** 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.

**Deleted:** Library

# INVESTMENT POLICY



**REVISED OCTOBER 2001**

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# CITY OF AMES, IOWA INVESTMENT POLICY

## 1.0 PURPOSE

The purpose of this investment policy is to set investment objectives, policies, establish guidelines, and define responsibilities for the investment of funds for the City of Ames.

## 2.0 POLICY

The policy of the City of Ames is to invest all funds in a manner that will provide market returns while maintaining maximum security and meeting cash flow demands. This policy is intended to comply with the Code of Iowa for investment of public funds.

This policy is static and general in nature; it defines authorized investments and guides the investment decisions and security selection process. The City's Investment Policy will be regularly reviewed and adjusted to create a portfolio that is suitable for the City given current conditions.

## 3.0 SCOPE

This investment policy applies to all funds and investment transactions of the City. These funds are accounted for in the Comprehensive Annual Financial Report, which includes the following:

- 3.1 General Fund
- 3.2 Special Revenue Funds
- 3.3 Capital Projects Funds (includes restricted bond proceeds)
- 3.4 Enterprise Funds (includes restricted sinking funds)
- 3.5 Trust and Agency Funds
- 3.6 Internal Service Funds

The restricted sinking funds and bond proceeds are invested in compliance with this investment policy and applicable bond resolutions.

This policy does not include employee pension plans as they are managed by a third party.

### 3.7 Pooling of Funds

Except for cash in certain restricted and special funds, the City of Ames will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their

respective participation and in accordance with generally accepted accounting principles.

#### **4.0 OBJECTIVES**

The primary objectives, in priority order, for the City of Ames investment activities shall be:

##### **4.1 Safety**

With safety being the foremost objective, care must be taken to ensure the preservation of capital and the protection of principal. The objective will be to mitigate credit risk and interest rate risk by following the guidelines listed below.

##### **a. Credit Risk**

The City of Ames will minimize credit risk (the risk of loss due to the failure of the security issuer or backer) by:

- Limiting investments to those addressed in Section 11.0 of this investment policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with whom the City will do business.
- Diversifying the investment portfolio by agency and issuer so that potential losses on individual securities can be minimized.
- Holding a minimum of 5% of the total portfolio in highly marketable short-term treasuries, checking with interest, government pooled account, or a combination of all three.

##### **b. Interest Rate Risk**

The City of Ames will minimize the market value risk of the investments in the portfolio by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for operations, thereby avoiding the need to sell securities in the open market prior to maturity. Investments are purchased with the intent to hold until maturity.

##### **4.2 Liquidity**

The maintenance of liquidity to meet reasonably anticipated operating requirements is achieved by structuring the portfolio so securities mature concurrent with anticipated cash demands. Liquidity specifically addresses principal preservation and should insure against premature sale of a security (risking market loss) to meet an obligation.

##### **4.3 Return on Investments**

The portfolio shall be designed to obtain a reasonable return throughout budgetary and economic cycles. The return on investments is to be

accorded secondary importance compared to the safety and liquidity objectives described above. The core of investments will focus on relatively low risk securities with an expectation of earning a reasonable return relative to the risk being assumed. Securities shall not be sold prior to maturity, with the following exceptions:

- A security with declining value may be sold early to minimize loss of principal.
- A security may be exchanged to improve the quality, yield, or target duration in the portfolio.
- A security may be sold in order to satisfy liquidity requirements.

When selling a security prior to maturity, the City Treasurer must be prepared to justify the reasons and explain any gains or losses.

It is important to remember that compliance with the policy does not measure return, but rather manages risk. Policy compliance does not provide a benchmark to meet or exceed, but is a model to follow. The City will benchmark its portfolio performance to the appropriate “treasuries constant maturity” rate based on portfolio maturities of the investment plan.

## **5.0 PRUDENCE**

The City Treasurer shall exercise the care, skill, prudence, and diligence when investing or depositing public funds that a prudent person acting in a like capacity and familiar with such matters would use. 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 entity. Investment officers acting within written procedures and this investment policy shall be relieved of personal responsibility for individual securities’ credit risk or market price changes. Significant deviations from expected investment performance shall be reported in a timely fashion and the purchase and sale of securities carried out in accordance with the terms of this policy.

The City investment program shall be managed in a professional and prudent manner worthy of the public trust and review.

## **6.0 INVESTMENT AUTHORITY AND RESPONSIBILITY**

### **6.1 Authority**

In accordance with Section 12B.10(1) of the Code of Iowa, the responsibility for conducting investment transactions resides with the City Treasurer. The City Treasurer, under the general direction of the City Council, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate activities.

The Code of Iowa Section 12B.10B requires the City governing body to adopt a written investment policy and distribute copies to the following:

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

#### 6.2 Responsibility Assigned

The City Treasurer shall invest all funds for the City in accordance with the investment policy. In the absence of the City Treasurer, authority is delegated first to the Director of Finance, and then to the Assistant to the City Manager. All designees shall act in accordance with the established policies and internal controls set forth in the investment policy.

### **7.0 INVESTMENT PROCEDURES**

The City Treasurer shall establish written investment procedures consistent with this investment policy for the operation of the investment program. Procedures will at a minimum address daily cash flow review, wire transfers, basis for awarding bids, internal controls, authorized personnel, and portfolio inventory.

The procedures document is intended to provide guidance for staff and to provide continuity in the event of an interruption of service of the chief investment official.

### **8.0 CONFLICT OF INTEREST**

Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or could impair their ability to make impartial decisions. Employees shall disclose any material interests in financial institutions with which they do business and avoid undertaking personal investment transactions with the same individual they conduct business with on behalf of the City of Ames.

### **9.0 AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

#### 9.1 Selection Process

A list of financial institutions authorized to provide investment services to the City of Ames will be maintained. In accordance with the Code of Iowa, this list will state the maximum authorized amount allowed in each institution and must be approved by City Council.

In addition, a list of broker/dealers will be maintained. This list may include both primary and regional dealers. Dealers will be approved by the City Treasurer and the Director of Finance based on the following:

- Creditworthiness
- License to conduct business in Iowa
- Qualification under Securities and Exchange Commission Rule 15C3-1

9.2 Financial Institutions and Broker/Dealers

All financial institutions and broker/dealers who desire to conduct business with the City of Ames shall supply the City with the following:

- Audited financial statements, provided annually
- Trading resolutions
- Proof of state registration, if applicable
- Completed broker/dealer questionnaire
- Copy of the broker's license for the individuals servicing the account
- Resume of individual servicing the account
- Any pending legal or regulatory sanctions

**10.0 SUITABILITY**

Suitability, not simply return, is the standard for selecting investments for the portfolio. The City Treasurer shall review the following when selecting investments for the City:

- Sufficient liquidity to meet current obligations
- Appropriate level of market risk
- Diversified portfolio
- Legal investments
- Market rate of return

**11.0 AUTHORIZED INVESTMENTS** (Code of Iowa, Section 12.B10(5))

11.1 Permitted investments

- Obligations of the United States Government, its agencies and instrumentalities.
- Certificates of deposit and other evidences of deposit at federally insured depository institutions approved pursuant to Chapter 12C, Code of Iowa.
- Prime bankers' acceptances that mature within two hundred seventy (270) days and that are eligible for purchase by a federal reserve bank, provided that at the time of purchase, no more than ten percent of the investment portfolio shall be in investments authorized by this paragraph and that at the time of purchase, no more than five percent of the investment portfolio shall be invested in the securities of a single issuer.

- Commercial paper or other short-term corporate debt that matures within 270 days and that is rated within the two highest classifications, as established by at least one of the standard rating services approved by the superintendent of banking by rule adopted pursuant to Chapter 17A, Code of Iowa, provided that at the time of purchase, no more than five percent 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, and provided further that at the time of purchase, no more than ten percent of the investment portfolio shall be in investments authorized by this paragraph, and that at the time of purchase, no more than five percent of the investment portfolio shall be invested in the securities of a single issuer.
- Repurchase agreements whose underlying collateral consists of the investments in obligations of the United States Government, its agencies and instrumentalities, if the political subdivision takes delivery of the collateral either directly or through an authorized custodian. Repurchase agreements do not include reverse agreements.
- An open-end management investment company registered with the Federal 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. (More commonly referred to as “constant dollar money market funds”.)
- A joint investment trust organized pursuant to Chapter 2E, Code of Iowa, prior to and existing in good standing on the effective date of this act or a joint investment trust organized pursuant to Chapter 28E, Code of Iowa, after April 28, 1992, provided that the joint investment trust shall either be rated within the two highest classifications by at least one of the standard rating services approved by the Superintendent of Banking by rule adopted pursuant to Chapter 17A, Code of Iowa, and operated in accordance with 17 C.F.R. Section 270.2A-7, or be registered with the Federal 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. The manager or investment advisor of the joint investment trust shall be registered with the Federal Securities and Exchange Commission under the Investment Advisor Act of 1940, 15 U.S.C. Section 80(b).
- Warrants or improvement certificates of a levee or drainage district.

The City Treasurer is not required to invest in all the investment options authorized in this policy. Selection will be based on cash flow characteristics, exposure to market risk, rate of return, the technical ability of the staff responsible for administering the program, and the availability of time and tools for staff to engage in conservative, but effective, management.

## 12.0 PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

Assets of the City shall not be invested in the following, according to Code of Iowa 12B.10(5):

- Reverse repurchase agreements
- Futures and options contracts

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

- Trading of securities strictly for speculation or the realization of short-term trading gains.
- A contract providing for the compensation of an agent or fiduciary based upon the performance of the invested assets.
- If a fiduciary or other third party with custody of public investment transaction records of the City fails to produce records within a reasonable time, when requested by the City, the City shall make no new investments with or through the fiduciary or third party and shall not renew maturing investments with or through the fiduciary or third party.

## 13.0 MASTER REPURCHASE AGREEMENTS

A repurchase agreement is a contractual transaction agreement 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. A signed master repurchase agreement shall be on file with the financial institution with which repurchase transactions are made.

The master repurchase agreement must include the following provisions:

- The underlying collateral shall be limited to the United States Government, agency and instrumentalities.
- Collateral shall be marked to market daily by the custodian and shall be maintained at a value equal to or greater than the cash investment.
- At the time of purchase, the market value of the collateral shall represent 102% of the cash investment.
- An authorized third party custodian or safekeeping agent shall hold all securities purchased under a repurchase agreement.
- A seller of repurchase securities shall not be entitled or authorized to substitute collateral, except as authorized by the City Treasurer.
- Retail repurchase agreements and reverse agreements shall not be authorized for purchase.

## 14.0 INVESTMENT POOLS

Government sponsored pools are sources for short-term cash management. Before investing in these pools, the following issues must be reviewed:

- The pool must meet the requirements of Code of Iowa 12.B10(5)(g).
- The pool must provide a written statement of policy and objectives.
- A questionnaire should be developed that will address the following general topics:
  - A description of eligible investment securities.
  - A description of interest calculations and how it is distributed, and how gains and losses are treated.
  - A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program audited.
  - A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
  - A schedule for receiving statements and portfolio listings.
  - Are reserves, retained earnings, etc. utilized by the pool/fund?
  - A fee schedule, and when and how it is assessed.
  - Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?
- The pool must contain only the types of investment allowed by this policy.

## 15.0 SAFEKEEPING AND CUSTODY

### 15.1 Delivery vs. Payment

All trades, where applicable, will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

### 15.2 Bonding

City investment officials shall be bonded to protect loss of public funds against possible embezzlement and/or malfeasance.

### 15.3 Internal Controls

The Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Ames are protected from loss, theft, or misuse.

The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Delivery versus payment

- Clear delegation of authority
- Confirmation of transactions for investments and wire transfers

Review of compliance with the internal policy and related procedures shall be a part of the annual audit process conducted by the City's independent auditors.

## **16.0 COLLATERAL/SECURITY FOR DEPOSIT OF PUBLIC FUNDS**

### **16.1 Commercial Banks and Savings and Loans**

The City shall make deposits only with commercial banks and savings and loans that participate in the State of Iowa public funds collateral pool.

### **16.2 Credit Unions**

Before a deposit of public funds is made with a credit union in excess of the amount federally insured, the public officer shall obtain security for the deposit by one or more of the following:

- Surety bond of a surety company approved by the United States Treasury and authorized to do business in the State of Iowa and shall be an amount equal to the public funds on deposit at any time.
- Deposit, maintain, pledge, and assign for the benefit of the public entity. The securities shall be approved by the public officer, the market value of which is not less than 110% of the total deposits of the funds on deposit for that public entity in the credit union. These securities shall be deposited with the Federal Reserve Bank, the Federal Home Loan Bank of Des Moines, Iowa, or the U. S. Central Credit Union.
- Irrevocable letter of credit issued by the National Credit Union Administration naming the City of Ames as beneficiary.
- Withdrawal or exchange of the securities may be done only with the written approval of the appropriate public officer.

## **17.0 DIVERSIFICATION**

The purpose of diversification is to reduce overall portfolio risk while attaining market rates of return and to enable the City of Ames to meet all anticipated cash requirements.

The investments shall be diversified by:

- Limiting investments to avoid over-concentration in securities of a specific issuer (excluding treasury bills).
- Limiting certificates of deposit to the amount approved by City Council for each financial institution in accordance with the Code of Iowa.
- Investing in securities with varying maturities.
- Investing a minimum of 5% of the total portfolio in highly marketable short-term treasuries, checking accounts with interest, government pooled account, or a combination of all three.

## 18.0 MAXIMUM MATURITIES

To the extent possible, the City of Ames will attempt to match its investments with anticipated cash flow requirements.

### 18.1 Operating Funds

Operating funds are those funds that can be reasonably expended during a current budget year or within fifteen months of receipt. These funds may only be invested in instruments that mature within three hundred ninety-seven (397) days or less. Operating funds must be identified and distinguished from all other funds available for investment. (Section 12B.10A, Code of Iowa)

### 18.2 Non-Operating Funds

Reserve funds for debt service, and funds being accumulated for capital improvements on a pay-as-you-go basis that are not required for operations may be invested for longer than three hundred ninety-seven (397) days (Section 12B.10A(3), Code of Iowa). These maturities shall coincide as nearly as possible with the anticipated need. The City of Ames will keep these investments to a duration not to exceed seven (7) years.

## 19.0 REPORTING

### 19.1 Methods

The City Treasurer shall prepare an investment report quarterly for the City Council. This report will include the following:

- List of individual securities held at the end of the reporting period further broken down by issuer, purchase date, maturity date, coupon rate, par value, market value, book value, and yield to maturity.
- A report summarizing the portfolio by type, the percentage of the total portfolio which each type of investment represents, par value, market value, book value, term, days to maturity, year-to-date earnings and effective rate of return.

### 19.2 Performance Standards

The market value is calculated monthly and reported to the City Council quarterly. The portfolio is benchmarked to the applicable treasuries constant maturities rate as reported by the Federal Reserve.

## 20.0 POLICY CONSIDERATION

### 20.1 Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy as long as they were in compliance with State of Iowa law and the City's investment policy in effect at the time of purchase. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

### 20.2 Amendments

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

20.3 Policy is required by Code of Iowa, Section 12B.10B and approved by City Council.

## APPENDIX

**ACCRUED INTEREST:** The accumulated interest due on a bond at the last interest payment made by the issuer.

**AGENCY:** A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U. S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of a federal agency is the Government National Mortgage Association (GNMA). An example of an FSA is the Federal National Mortgage Association (FNMA).

**AMORTIZATION:** The systematic reduction of the amount owed on a debt issue through periodic payments of principal.

**ASKED:** The price at which securities are offered.

**BANKERS' ACCEPTANCE (BA):** A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BASIS POINT:** A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

**BID:** The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

**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.

**BOOK VALUE:** The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

**BROKER:** A broker brings buyers and sellers together for a commission.

**CALLABLE BOND:** A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

**CALL PRICE:** The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a certificate. Large-denomination CDs are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COLLATERIALIZED 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 CMOs (PAC) have stable prepayment schedules that do not react unfavorably in wide market swings.

**COMMERCIAL PAPER:** An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** The official annual report for the entity. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**COUPON:** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**CREDIT QUALITY:** The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

**CREDIT RISK:** The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**CURRENT YIELD (CURRENT RETURN):** A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DERIVATIVES:** (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor; or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**DISCOUNT:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U. S. Treasury Bills.

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**DURATION:** A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables; term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

**FAIR VALUE:** The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&Ls, small business firms, students, farmers, farm cooperatives, and exporters.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

**FEDERAL FUNDS (Fed Funds):** Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

**FEDERAL FUNDS RATE:** The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

**FEDERAL HOME LOAN BANKS (FHLB):** Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance

companies. The mission of the FHLBS is to liquefy the housing related assets of its members who must purchase stock in their district bank.

**FEDERAL HOME LOAN MORTGAGE CORPORATION (FHLMC):** Established to help maintain the availability of mortgage credit for residential housing. Participation is in the conventional loan market.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D. C., 12 regional banks and about 5,700 commercial banks that are members of the system.

**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.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA OR GINNIE MAE):** Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U. S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

**INVERTED YIELD CURVE:** A chart formation that illustrates long-term securities having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

**INVESTMENT-GRADE OBLIGATIONS:** An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

**INVESTMENT POLICY:** A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

**MARK-TO-MARKET:** The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

**MARKET RISK:** The risk that the value of a security will rise or decline as a result of changes in market conditions.

**MARKET VALUE:** The price at which a security is trading and could presumably be purchased or sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase---reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MONEY MARKET:** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**OFFER:** The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales

have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**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.

**PORTFOLIO:** Collection of securities held by an investor.

**PRIMARY DEALER:** A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks, and a few unregulated firms.

**PRUDENT PERSON RULE:** An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state---the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity.

**REINVESTMENT RISK:** The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

**REPURCHASE AGREEMENT (RP OR REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SEC RULE 15C3-1:** See Uniform Net Capital Rule.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES & EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SPECULATION:** Assumption of risk in anticipation of gain but recognizing a higher than average possibility of loss.

**STRUCTURED NOTES:** Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and corporations which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

**SWAP:** Trading one asset for another.

**TOTAL RETURN:** The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period.

$$(\text{Price Appreciation}) + (\text{Dividends Paid}) + (\text{Capital Gains}) = \text{Total Return}$$

**TREASURY BILLS:** A non-interest bearing discount security issued by the U. S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS:** Long-term coupon-bearing U. S. Treasury securities issued as direct obligations of the U. S. Government and having initial maturities of more than ten years.

**TREASURY NOTES:** Medium-term coupon-bearing U. S. Treasury securities issued as direct obligations of the U. S. Government and having initial maturities from two to ten years.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**VOLATILITY:** A degree of fluctuation in the price and valuation of securities.

**WEIGHTED AVERAGE MATURITY (WAM):** The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

**WHEN ISSUED (WI):** A conditional transaction in which an authorized new security has not been issued. All “when issued” transactions are settled when the actual security is issued.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage. (a) **INCOME YIELD** is obtained by dividing the current dollar income by the current market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

**YIELD CURVE:** A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

**YIELD-TO-CALL (YTC):** The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date.

**YIELD-TO-MATURITY:** The rate of return yielded by a debt security held to maturity when both interest payments and the investor’s potential capital gain or loss are included in the calculation of return.

**ZERO-COUPON SECURITIES:** Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.



## BROKER/DEALER QUESTIONNAIRE AND CERTIFICATION

1. Name of Firm \_\_\_\_\_

2. Local Address

National Headquarters

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Local Telephone Number(s), Toll-Free Number(s)

\_\_\_\_\_

\_\_\_\_\_

4. Primary Representative/Manager/Partner-in-Charge

Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

5. Is the firm a primary or regional dealer in U. S. Government Securities, as designated by the Federal Reserve of New York, qualifying under S.E.C. Uniform Net Capital Rule 15c3-1?

Primary \_\_\_\_\_ Yes \_\_\_\_\_ No

Regional \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how long has the firm been a primary dealer? \_\_\_\_\_ years

If yes, how long has the firm been a regional dealer? \_\_\_\_\_ years

6. Is the firm a commercial bank or an NASD member affiliate of a bank chartered under the laws of one of the United States?

\_\_\_\_\_ Yes Chartered under laws of the state of \_\_\_\_\_  
\_\_\_\_\_ No

If yes, are the bank customers' deposits insured by the Federal Deposit Insurance Corporation?

\_\_\_\_\_ Yes \_\_\_\_\_ No

7. Place an "X" by each regulatory agency that your firm is examined by and/or subject to its rules and regulations.

\_\_\_\_\_ FDIC      \_\_\_\_\_ SEC      \_\_\_\_\_ NYSE      \_\_\_\_\_ Comptroller of Currency  
\_\_\_\_\_ Federal Reserve System

\_\_\_\_\_ Other (Example: State Regulatory Agency) Multistate firms please note: It is not necessary to include regulatory agencies which do not have jurisdiction over your firm's activities in Local Government Jurisdiction.

8. Is the firm licensed to sell securities in the state of Iowa?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

9. Is/Are the person(s) designated to service the City's account licensed to sell securities in the state of Iowa?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

10. Is the firm a member of the Federal Reserve System? \_\_\_\_\_ Yes      \_\_\_\_\_ No

11. What was the firm's approximate total retail volume in U. S. Treasury and Agency securities last year?

Firm wide      \$ \_\_\_\_\_      # of Transactions \_\_\_\_\_

Local Office      \$ \_\_\_\_\_      # of Transactions \_\_\_\_\_

12. Identify personnel who will be trading with or quoting prices of securities to our government.

Name \_\_\_\_\_      Title \_\_\_\_\_

Name \_\_\_\_\_      Title \_\_\_\_\_

13. Fully disclose the method in which you would be compensated for your services.

14. Please identify the firm's most directly comparable public sector clients in our geographical area.

Entity \_\_\_\_\_      Contact Person \_\_\_\_\_  
Telephone # \_\_\_\_\_      Client since \_\_\_\_\_

Entity \_\_\_\_\_      Contact Person \_\_\_\_\_  
Telephone # \_\_\_\_\_      Client since \_\_\_\_\_

15. Place an "X" in the block next to each of the instruments set forth below in which you make an active market (both buy and sell).

\_\_\_\_\_ T-Bills      \_\_\_\_\_ T Notes/Bonds  
\_\_\_\_\_ BA      \_\_\_\_\_ Commercial Paper

Bank CDs                       S & L CDs  
 GNMA's                         FHLMA's  
 Other Federal Agencies (Please Specify) \_\_\_\_\_  
 Instrumentalities (Please Specify) \_\_\_\_\_

16. Does your firm specialize in any of the instruments listed above? If so, please specify which ones.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Have any of your public sector clients ever reported to the firm, its officers or employees, that they sustained a loss (in a single year) exceeding ten percent of original purchase price on any individual security purchased through the firm?

Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Has the firm ever been subject to a regulatory or state/federal agency investigation for alleged improper, fraudulent, disreputable, or unfair activities related to the sale of securities?

Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Who audits the fiduciary systems of the firm's custody and delivery processes?

\_\_\_\_\_

20. Has the firm consistently complied with the Federal Reserve's Capital Adequacy Standard?         Yes     No

21. By what factor (1.5x, 2x, etc.) does the firm presently exceed the Capital Adequacy Standard's measure of risk? \_\_\_\_\_

22. Has the firm's capital position ever fallen short of the Capital Adequacy Standard?  
 Yes     No

23. What portfolio information do you require from your clients?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. What reports, confirmations, documents and audit trail will we receive?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. Approximately how many and what percentage of the firm's transactions failed last month?

\_\_\_\_\_ # transactions \_\_\_\_\_%

Last year?

\_\_\_\_\_ # transactions \_\_\_\_\_%

26. Describe the precautions taken by the firm to protect the interest of the public when dealing with governmental agencies as investors.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

27. Please supply the following:

A. The firm's most recent audited annual financial report and most recent quarterly report.

B. Proof of the firm's designation by the Federal Reserve Bank of New York as a "primary securities dealer".

OR

Proof of FDIC coverage.

C. Proof of individual's (assigned to service the City's account) State of Iowa securities sales license.

D. Proof of the firm's State of Iowa securities sales license.

CERTIFICATION

*I hereby certify that sales personnel assigned to the City of Ames, Iowa account have received and read a copy of the City's Investment Policy. For each transaction, we pledge to exercise due diligence in disclosing all information necessary for each party to agree to the details of the transaction. When recommending a transaction, we will have reasonable grounds for believing the transaction is suitable based upon information available from the issuer and based upon the facts disclosed by the City of Ames, Iowa, or otherwise known about such customer. We have implemented investment procedures and a system of controls designed to preclude imprudent investment activities arising out of transactions conducted between our firm and the City of Ames, Iowa. I attest to the accuracy of our responses to the questionnaire.*

Signed \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

**Personnel Policy, Benefits – Paid Leave Time**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
April 20, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Personnel Policy, Benefits – Paid Leave Time as presented/amended.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

**Ames Public Library Policy**  
**Section: Personnel**  
**Subject: Benefits – Paid Leave Time**

**Board**  
**Approved: 5/98**  
**Reviewed: 4/01, 4/06**  
**Revised: 4/01**

## Vacation

### Purpose

The purpose of vacation leave is to enable the employee to enjoy periodic rest from his/her regular job so that he/she may return to work mentally and physically refreshed.

### Amount

All regular full-time employees (exceptions follow this paragraph) shall earn vacation at the following rates, which reflect longevity and employment.

Six (6) hours and forty (40) minutes each month for the first seven years of employment (10 working days annually).

Ten (10) hours each month through the fourteenth year of employment (15 working days annually).

Thirteen (13) hours and twenty (20) minutes each month after completing fourteen years of employment (20 working days annually).

Deleted: )

Sixteen (16) hours and forty (40) minutes each month after completing twenty-five years of employment (38 working days annually).

Library employees classified as Director, Assistant Director, Library Division Coordinator, or Librarian shall earn vacation at the following rates:

For the first twelve months of employment, employees listed above shall earn six (6) hours and forty (40) minutes vacation time per month (10 working days annually).

After completion of twelve months of employment, employees shall earn ten (10) hours vacation time per month (15 working days annually).

Beginning with the fifteenth (15<sup>th</sup>) year of employment, employees shall earn thirteen (13) hours and twenty (20) minutes of vacation time per month (20 working days annually).

Sixteen (16) hours and forty (40) minutes each month after completing twenty-five years of employment (38 working days annually).

### Part-time Employees

Employees, who work less than full-time, but at least one thousand forty (1,040) hours a year, shall be credited vacation on a prorated basis.

Accrual

An employee who enters employment with the Library before the sixteenth of the month or leaves the employ after the 15<sup>th</sup> of the month shall earn vacation leave for that month.

All salaried support staff (those without a master's degree in library science) may accumulate vacation leave to the following maximum amounts after the specified years of employment:

Length of Employment                      Maximum Accumulated Leave

<del>0 through 7</del> years	<del>120</del> hours
<del>8 through 14</del> years	<del>184</del> hours
<del>14 through 24</del> years	<del>240</del> hours
<del>25 or more</del> years	<del>304</del> hours

- Deleted: Up to
- Deleted: 6
- Deleted: to
- Deleted: or
- Deleted: more years

Library employees classified as Director, Assistant Director, Library Division Coordinator, or Librarian may accumulate vacation leave in the following maximum amounts after the specified years of service:

Length of Employment                      Maximum Accumulated Leave

<del>0 through 14</del> years	<del>184</del> hours
<del>14 through 24</del> years	<del>240</del> hours
<del>25 or more</del> years	<del>304</del> hours

- Deleted: Up to
- Deleted: or more years

Waiving Vacation

Because vacation leave is granted to employees for recreation, no employee shall be permitted to waive such leave for the purpose of receiving double pay.

When Taken

No vacation leave may be taken by an employee until he/she has been in the continuous employment of the Library for a period of six full months.

Holidays Occurring During Vacation

If Library holidays occur during an employee's scheduled vacation, they shall not be charged as vacation leave.

Terminal Leave

Any regular employee leaving the employment of the Library shall be compensated for unused vacation leave up to the date of termination, provided he/she has been in the continuous service of the Library for at least six full months and has given the proper written notice to the Library Director.

Termination vacation shall be added to the employee's final payroll check. The effective date of termination shall be the last day actually worked by the employee.

Holidays

Paid Holidays

The following shall be paid holidays for regular employees of the Library.

New Year's Day.....	January 1
President's Day.....	3 <sup>rd</sup> Monday in February
Memorial Day.....	Last Monday in May
Independence Day.....	July 4
Labor Day.....	1 <sup>st</sup> Monday in September
Veterans' Day.....	November 11
Thanksgiving.....	4 <sup>th</sup> Thursday in November
Friday after Thanksgiving	
Christmas Eve.....	December 24
Christmas Day.....	December 25

Holidays when the Library is Open

The Library will usually be closed on the holidays specified above, except Presidents' Day and Veterans' Day. When a holiday falls on a Sunday, the following Monday shall be observed except when December 24 falls on a Saturday and December 25 falls on a Sunday. In that instance, the Library will be open the following Monday and employees shall be granted different days off within the same fiscal year as agreed upon with their Supervisor.

If either December 24 or 25 falls on a Saturday or Sunday regular employees shall be granted a different day or days off within the same fiscal year as agreed upon with their supervisor.

The Library is open regularly scheduled hours on Veterans' Day and closed to the public on Presidents' Day. Staff is required to attend the Library's annual staff development day on Presidents' Day. Regular employees shall be granted a different day off within the same fiscal year for these holidays as agreed upon with their supervisor.

Unpaid Holidays

Although not paid holidays, the Library's hours are different on the following days:

New Year's Eve.....	December 31, Library closes at 5:00 p.m.
Easter Sunday.....	Library is closed.

Holidays when a Staff Member is Not Working

If a holiday falls on a staff member's regularly scheduled time off, the employee shall be entitled to a different day off within that fiscal year at a time approved by his/her supervisor.

### Part-time Staff

Holiday time for salaried part-time staff will be proportional (4 hours of one-half time staff, 6 hours for three-fourths time staff, etc).

### **Sick Leave**

All full-time employees shall accrue sick leave with pay at the rate of one working day for each calendar month of service.

Regular part-time employees shall accrue proportional sick leave with pay for each calendar month of service.

An employee who enters employment with the Library before the sixteenth day of the month or who leaves employment with the Library after the fifteenth day of the month shall earn sick leave for that month.

Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave during such absence.

Sick leave can be accumulated from year to year with no maximum limit and can only be granted in minimum units of tenths (.0) of an hour.

Sick leave shall not be considered as a right which an employee uses at his discretion, but shall be allowed only in case of actual personal sickness, including pregnancy or pregnancy-related conditions, disability, or as utilized according to family leave provisions. Sick leave may also be used for examinations and consultations with health care providers.

In order to receive compensation while absent on sick leave, the employee shall notify his/her immediate supervisor or the Administrative Assistant prior to the time set for beginning daily duties.

When an absence is for more than three consecutive working days, the employee may be required to file a physician's certificate with the Director, stating the cause of absence. The employee may also be asked to provide a physician's statement at two (2) week intervals from the time the sick leave began.

Salary will continue provided the employee has accumulated sick leave. In the event sick leave is no longer available, vacation or the leave of absence without pay provisions may apply, or, in the event of absence due to long-term disability, disability payments may apply.

An employee receiving temporary disability payments under the worker's compensation laws may use accumulated sick leave in order to maintain his/her regular income.

An absence report must be signed and returned to the Director on the day of return to work so the benefit is not forfeited.

Payment for unused sick leave is issued in the event of regular or disability retirement (provided for under one of the officially established retirement plans of the City) or death of an employee prior to regular retirement. The employee or his/her beneficiary is entitled to payment for unused sick leave as follows:

- Twenty-five percent (25%) of the employee's last salaried hourly rate of pay for all hours in excess of 720 (90 eight hour work days).
- No payment is issued for sick leave up to 720 hours.

### **Time Off for Blood Donations**

Employees wishing to take time off with pay to donate blood must receive approval from their immediate supervisor, or the Department coordinator as provided above, prior to leaving the assigned work area.

### **Court Leave**

Every employee who is called or required to serve as a trial juror or as a witness for the Federal Government, State of Iowa, or a political subdivision thereof, shall be entitled to be absent from his/her duties during the period of such service, or while necessarily being present in court as a result of such call.

The employee will be paid the salaried wage, but will be required to forfeit the jury fee, exclusive of reimbursement for expenses, to the Library.

### **Family Leave**

The Library's definition of "family" is the parent, child, spouse, sibling, grandparent, and grandchild of the employee or of the employee's "in-laws", step-parent, step-child, foster parent, foster child, or others whose permanent home is that of the employee.

Leave is granted either when a salaried employee must care for an ill family member, or in the case of an illness or injury causing a family member to be hospitalized. Up to three (3) days per occurrence may be charged to sick leave unless otherwise approved by the Director. The Library complies fully with the Family Medical Leave Act, the full text and conditions of which are available from the Library's administrative office.

### **Death in Family**

Leave is granted in the event of death in the family with the Director's approval. Up to three (3) days with pay shall be granted. Two (2) additional days (charged to sick leave) may also be approved by the Director. The definition of "family" in the event of death additionally includes but is not necessarily limited to: sons- or daughters-in-law, sisters- or brothers-in-law, aunts, uncles, nieces, and nephews of the employee or of the employee's spouse.

### **Maternity/Paternity Leave**

The Family Medical Leave Act guarantees up to twelve weeks of leave for birth or adoption. In many circumstances it will be to the employee's advantage to apply for FMLA leave in connection with the birth and after-care of an infant. Sick and vacation leave may also be used for this purpose. Sick leave, vacation and leave without pay will all be counted toward the maximum allowable FMLA leave. Refer to the section on the Family Medical Leave Act for a full explanation of this policy.

### **Funeral Leave (other than family)**

Leave is granted in the event of death of current or former Library employees, their husbands or wives, trustees, or particular Library friends as determined by the Director. Salaried employees may be allowed up to four hours off with pay.

The need for continuing essential services may limit the number of employees who may attend a funeral. The Department Coordinator will decide on both the amount of time actually required for funeral attendance up to four hours, and the number of employees who may attend the funeral.

Regular employees who act as pall bearers for any deceased person whose funeral takes place during work hours may also receive up to four hours off with pay.

All other funeral attendance must be taken as vacation leave or leave without pay.

### **Military Leave**

The Director shall grant leave without pay and without loss of seniority to employees called for the purpose of regular service or training duty in the Armed Forces of the United States, providing that military leave shall be with pay during the first thirty calendar days of such leave.

All employees taking such leave shall give the Director an opportunity to determine, within the limits of government regulations, when such leave shall be taken.

At the option of the Director, an employee commencing a military leave of absence of more than 90 days shall be paid in a lump sum for all accrued vacation leave.

An employee ordered to report for active duty in the National Guard or Reserve Military, Naval, or Air Force shall present copies of such orders to the Director at least ten (10) days before the reporting date, or as soon as such orders are received.

### **Leave of Absence Without Pay**

The Director may grant an employee leave of absence without pay if such leave will not interfere with the best interests of the Library. No such leave shall be granted except upon written request of the employee setting forth the reason for the request.

Upon expiration of a regularly approved leave, the employee shall return to the position held at the time leave was granted. Failure on the part of an employee on leave to report promptly at its expiration may result in discharge.

Leave of more than 60 days, except for disability, shall result in less of seniority rights during the period of unpaid leave. Sick leave or vacation benefits do not accrue during a leave without pay.

Any employee who is a candidate for, elected to, or appointed to an elective office shall, upon request, be granted leave as required by Chapter 55 of the Code of Iowa.

No paid holidays will be granted which occur during unpaid leaves of absence.

**Bylaws, Board of Trustees**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
April 20, 2006**

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

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

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

**Board of Trustees**  
**Approved: 3/97**  
**Reviewed: 3/04, 4/05, 4/06**  
**Revised 3/04, 4/05**

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

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### **Library Board**

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1. In accordance with Ordinance No. 784 of the City of Ames, the Ames Public Library Board of Trustees will have nine (9) members. The members are appointed by the Mayor, with the approval of the City Council, and the term of office for each trustee shall be for a six (6) year period with no reappointment. Trustees shall receive no compensation but will be reimbursed for necessary expenses related to their service as trustees.
2. The general powers and duties of the Ames Public Library Board of Trustees are specified in Chapter 15 of the Municipal Code of the City of Ames.
3. The Board will exercise its powers and duties as follows:
  - a. Employ a competent and qualified librarian to serve as Director.
  - b. Evaluate the performance and effectiveness of the Director in fulfilling his/her duties and responsibilities as prescribed in the Bylaws. This evaluation will be performed annually by the Director Evaluation Committee of the Board and will be discussed with the Director at a March meeting of the Board.
  - c. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
  - d. Report to and cooperate with other public officials, boards and the Ames community in support of a good public relations program within the community.
  - e. Prepare and seek adequate support for the annual Library budget.
  - f. Develop long-range goals for the Library and work toward the achievement of these goals.
  - g. Accept gifts and approve all library expenditures.
  - h. Authorize the use of the library by nonresidents of the city.
4. No member of the Board of Trustees shall be financially interested, directly or indirectly, in any contract, sale or transaction that comes before the Board of Trustees for approval or other official action that pertains to the Library.

## **Officers**

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1. The officers of the Board will be President, Vice President and Secretary, who shall serve terms of one year, and shall be designated the "Executive Committee." Officers may succeed themselves in office, but may serve no more than three terms in the same office. An officer must be a Board member during his/her term in office.
2. At the February meeting of the Board, the President will appoint a Nominating Committee consisting of two (2) Board members to prepare a slate of candidates for office. This slate, chosen from the current Board members, will be presented to the Board at the April meeting. Nominations for office may then be offered from the floor, after which the Board will vote. Officers will be installed immediately after the election, and will hold office until their successors are elected and installed.
3. The duties of the officers are as follows:
  - a. The President will:
    - i. preside at all meetings of the Board
    - ii. appoint all standing and ad hoc committees
    - iii. prepare the agenda for Board meetings
    - iv. serve as Chair of the Executive Committee
    - v. sign the monthly financial statement presented by the Director as an indication of the acceptance of the statement by the Board
    - vi. serve as liaison for the library staff
  - b. The Vice President will:
    - i. perform such functions as may be assigned by the President or the Board
    - ii. serve as a member of the Executive Committee
    - iii. perform all the functions of the President in his/her absence or disability
  - c. The Secretary will:
    - i. record and properly file, in permanent form, complete proceedings of each Board meeting (This responsibility may be discharged with the assistance of appropriate library personnel.)
    - ii. send a copy of such proceedings to each Board member prior to the subsequent meeting (This responsibility may be discharged with the assistance of appropriate library personnel.)
    - iii. sign the monthly financial statement together with the President
    - iv. perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President
    - v. serve as a member of the Executive Committee

## Meetings

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1. Regular meetings will be held monthly, with the date, hour and location being determined by the Board.
2. Special meetings may be held at any time, at the call of either the President or any three (3) members of the Board; however, at least twenty-four (24) hours advance notice of the special meeting must be given to all Trustees.
3. A quorum at any meeting will consist of five (5) or more Trustees.
4. A vote will be decided by a simple majority of the Trustees voting except in the case where other criteria are required by ordinance or statute.
5. An agenda for each regular Board meeting will be made available to the Trustees prior to the meeting, together with necessary discussion materials.
6. The agenda will be made available to the public at least twenty-four (24) hours prior to the meeting, by posting or advertising it in places generally available to the public.
7. The order of business for regular meetings shall include but not be limited to the following items:
  - a. Call to Order
  - b. Adoption of Agenda
  - c. Public Forum
  - d. Financial Reports
  - e. Administrative Staff Reports
  - f. Friends of the Ames Public Library Report
  - g. Ames Public Library Foundation Report
  - h. Policy Review
  - i. Strategic Planning Progress Report
  - j. Unfinished Business
  - k. New Business
  - l. Staff Report
  - m. Trustee Comments
  - n. Adjournment
8. All meetings of the Board are open to anyone who may wish to observe the proceedings in accordance with the Iowa Open Meetings Law, Iowa Code Chapter 21. 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.
9. The latest edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis will govern the parliamentary procedures of the Board. Deleted: Robert's Rules of Order

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## **Committees/Board Liaison Appointments**

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1. The President may appoint ad hoc committees as needed. Standing committees must be established by a vote of the Board. If a committee member is unable to serve, a replacement will be appointed by the President. In May of each year, the President will appoint:
  - a. two (2) Trustees to serve as an Arts Advisory Committee, to serve in an advisory capacity to the Board, the Director and Library personnel in the acquisition and acceptance of fine art objects for the Library.
  - b. two (2) Trustees to serve as liaison with the Friends of the Ames Public Library Board.
  - c. two (2) Trustees to serve as representatives to the Ames Public Library Foundation Board of Directors.
  - d. two (2) Trustees to serve as a Budget and Finance Committee. With the assistance of the Director, this Committee prepares the annual general fund budget and regularly reviews private funds and makes recommendations regarding their management. Committee members give policy direction regarding service priorities for personnel, materials, and operations expenditures and for budgeted revenues. Committee members review the capital improvement plan projects and the Library's line-item budget request during the preparation process in September/October and recommend a budget request for Board approval in November. The Budget and Finance Committee members attend the Library's budget hearing with the City Council in February.
2. No committee shall have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

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## **The Director**

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1. The Director's duties and responsibilities are detailed [in](#) the Director's General Job Duties Policy in the Ames Public Library Policy Manual.
2. The Director is a non-voting, ex-officio member of the Board of Trustees.

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## **Amendments to Bylaws**

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

**May 2006 Board Meeting**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
April 20, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, change the date of the May 2006 meeting to Tuesday, May 23, 2006, as presented/amended.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

**Gilbert Library Services Contract**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
April 20, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve the 2005/2006 Gilbert contract as presented/amended.

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

## Library Services Contract

The City of Gilbert, 119 Main St., Gilbert, Iowa and the Ames Public Library, 515 Douglas Ave., Ames, Iowa, agree as follows:

1. The Ames Public Library will provide the residents of the City of Gilbert with library service. All residents of Gilbert will be issued library cards upon request and will have full use of the main library in the city of Ames. In addition, the Ames Public Library Bookmobile will make at least one stop per week in the city of Gilbert. The length of stay per visit will be determined by the Ames Public Library but shall average no fewer than four hours per visit. The Ames Public Library will submit an annual report to the Gilbert City Council detailing use of the library by Gilbert residents.
2. The City of Gilbert will provide all electric power to operate the Bookmobile.
3. This contract shall terminate on June 30, 2006. The parties agree that this contract may be extended by mutual agreement after re-negotiation of the terms thereof.
4. The City of Gilbert shall pay to the Ames Public Library the sum of \$47,170 for library service during the period July 1, 2005 through June 30, 2006. Payment shall be made in two installments on or before June 1, 2006. It is understood that execution of the terms of this contract shall be contingent upon appropriations by the Gilbert City Council sufficient to meet the terms of this contract.

Ames Public Library

City of Gilbert

\_\_\_\_\_  
President, Board of Trustees  
Margaret Munson

\_\_\_\_\_  
Mayor  
Yvonne Wannemuehler

Date \_\_\_\_\_

Date \_\_\_\_\_

**New Hires**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
April 20, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve the hiring of the following circulation assistants (temporary) as presented/amended.

Barbara Grau – effective 4/10/2006 at \$7.00/hour  
Jinsook Choi-Kang – effective 4/12/2006 at \$7.00/hour

Resolution by \_\_\_\_\_

Seconded by \_\_\_\_\_

Resolution passed/failed by a vote of \_\_\_\_\_

Date \_\_\_\_\_

**Circulation Monthly Stats  
March 2006**

<b>COMPARISON</b>	<b>Adult Print</b>	<b>Adult Media</b>	<b>Total Adult Circ</b>	<b>Youth Print</b>	<b>Youth Media</b>	<b>Total Youth Circ</b>	<b>Total Misc</b>	<b>Total Main</b>	<b>Total BKM/Home Del.</b>	<b>Grand Total</b>
Current Month	33,811	40,063	73,874	31,512	15,765	47,277	177	111,541	9,787	121,328
One Year Ago	35,330	34,594	69,924	28,063	13,772	41,835	11	102,178	9,592	111,770
<b>Difference</b>	(1,519)	5,469	3,950	3,449	1,993	5,442		9,363	195	9,558
<b>% Change</b>	-4.3%	15.8%	5.6%	12.3%	14.5%	13.0%		9.2%	2.0%	8.6%
<b>Year to Date</b>										
Current Year	282,556	316,565	599,121	258,295	123,515	381,810	1,029	902,076	79,884	981,960
One Year Ago	284,974	293,414	578,388	245,131	110,018	355,149	72	852,407	81,202	933,609
<b>Difference</b>	(2,418)	23,151	20,733	13,164	13,497	26,661		49,669	(1,318)	48,351
<b>% Change</b>	-0.8%	7.9%	3.6%	5.4%	12.3%	7.5%		5.8%	-1.6%	5.2%
<b>SPECIAL CIRCULATION</b>	<b>Story County</b>	<b>Gilbert</b>	<b>Open Access</b>	<b>Total Circ</b>	<b>% of Total that is Special</b>			<b>AMES</b>	<b>% of Total Circ that is Ames</b>	
Current Month	6,254	2,009	16,202	24,465	20.2%			95,522	78.7%	
One Year Ago	6,708	2,037	14,457	23,202	20.8%			87,245	78.1%	
<b>Difference</b>	(454)	(28)	1,745	1,263				8,277		
<b>% Change</b>	-6.8%	-1.4%	12.1%	5.4%				9.5%		
<b>Year to Date</b>										
Current Year	52,793	16,318	124,120	193,231	19.7%			778,140	79.2%	
One Year Ago	54,124	16,000	118,789	188,913	20.2%			733,631	78.6%	
<b>Difference</b>	(1,331)	318	5,331	4,318				44,509		
<b>% Change</b>	-2.5%	2.0%	4.5%	2.3%				6.1%		

**Main Stats FY05/06**

<b>Description</b>	<b>Jul-05</b>	<b>Aug-05</b>	<b>Sep-05</b>	<b>Oct-05</b>	<b>Nov-05</b>	<b>Dec-05</b>	<b>Jan-06</b>	<b>Feb-06</b>	<b>Mar-06</b>	<b>Apr-06</b>	<b>May-06</b>	<b>Jun-06</b>	<b>Total</b>
ADULT FICTION	8,754	8,461	7,342	7,114	6,763	6,578	7,210	6,643	7,789	0	0	0	66,654
ADULT NON-FICTION	11,041	10,988	10,207	10,668	10,311	9,072	11,856	10,826	12,301	0	0	0	97,270
ADULT GRAPHIC NOVELS	603	467	406	456	393	338	386	301	524	0	0	0	3,874
ADULT MANGA	958	966	735	903	797	771	649	622	841	0	0	0	7,242
ADULT ILL ITEMS	68	67	71	54	69	68	63	99	76	0	0	0	635
ADULT PAPERBACKS	1,392	1,261	1,081	773	888	780	969	680	1,236	0	0	0	9,060
LITERARY PERKS	60	58	56	45	41	42	49	39	30	0	0	0	420
NEW FICTION	4,757	5,071	4,246	4,566	4,193	4,219	4,573	3,916	4,596	0	0	0	40,137
NEW NON-FICTION	3,578	3,739	3,044	3,199	3,193	2,952	3,426	2,969	3,360	0	0	0	29,460
PERIODICALS	1,088	1,090	917	995	849	736	1,081	856	811	0	0	0	8,423
TRAVEL BAGS	75	73	49	49	59	51	61	65	83	0	0	0	565
<b>SUBTOTAL (PRINT)</b>	<b>32,374</b>	<b>32,241</b>	<b>28,154</b>	<b>28,822</b>	<b>27,556</b>	<b>25,607</b>	<b>30,323</b>	<b>27,016</b>	<b>31,647</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>263,740</b>
NEW MEDIA	234	240	197	246	248	228	315	235	281	0	0	0	2,224
MUSIC CDS	7,049	8,477	7,191	8,206	7,944	7,857	8,049	7,777	9,244	0	0	0	71,794
AUDIO BOOKS ON CD	3,328	3,291	2,912	2,857	2,996	2,882	3,044	2,659	3,416	0	0	0	27,385
AUDIO BOOKS ON TAPE	998	1,002	783	677	742	644	693	581	859	0	0	0	6,979
THEATRICAL VIDEOS	3,814	3,593	2,954	2,923	3,003	3,387	3,166	2,739	3,365	0	0	0	28,944
NON-THEATRICAL VIDEOS	924	967	836	817	869	985	1,088	1,008	1,094	0	0	0	8,588
THEATRICAL DVDS	14,403	15,379	13,078	13,706	13,857	15,095	15,862	13,927	16,646	0	0	0	131,953
NON-THEATRICAL DVDS	1,982	2,025	1,721	1,656	1,709	1,808	2,311	2,135	2,604	0	0	0	17,951
KITS	1,120	1,053	871	942	882	744	797	709	945	0	0	0	8,063
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SUBTOTAL (MEDIA)</b>	<b>33,852</b>	<b>36,027</b>	<b>30,543</b>	<b>32,030</b>	<b>32,250</b>	<b>33,630</b>	<b>35,325</b>	<b>31,770</b>	<b>38,454</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>303,881</b>
ADULT MISC.	131	83	39	61	15	15	29	66	81	0	0	0	520
<b>TOTAL (ADULT)</b>	<b>66,357</b>	<b>68,351</b>	<b>58,736</b>	<b>60,913</b>	<b>59,821</b>	<b>59,252</b>	<b>65,677</b>	<b>58,852</b>	<b>70,182</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>568,141</b>
BOARD BOOKS	2,766	2,658	2,555	2,694	2,870	2,046	2,457	2,119	2,655	0	0	0	22,820
EASY	7,868	7,812	7,938	8,577	8,176	5,676	7,275	7,302	8,411	0	0	0	69,035
EASY TO READ	2,606	2,185	1,996	2,281	2,298	1,756	2,091	2,447	2,578	0	0	0	20,238
JUVENILE NON FICTION	4,365	3,758	4,274	4,751	5,034	3,811	5,434	4,593	5,235	0	0	0	41,255
JUVENILE FICTION	6,118	5,685	3,994	4,007	4,617	3,596	4,012	3,909	5,047	0	0	0	40,985
JUVENILE FICTION SERIES	458	511	253	157	235	161	257	186	212	0	0	0	2,430
JUVENILE GRAPHIC NOVELS	45	123	107	172	145	151	166	152	215	0	0	0	1,276
PARENTING COLLECTION	18	21	26	41	61	32	43	54	57	0	0	0	353
JUVENILE LARGE PRINT	104	85	49	61	77	73	40	69	71	0	0	0	629
JUVENILE PERIODICALS	111	111	246	269	191	121	299	177	247	0	0	0	1,772
YOUNG ADULT PRINT	2,433	2,434	1,764	1,723	1,954	1,656	1,995	1,719	1,994	0	0	0	17,672
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	282	0	0	0	2,466
MANGA	684	696	525	543	431	635	556	585	578	0	0	0	5,233
YOUNG ADULT PERIODICALS								27	54	0	0	0	81
YOUTH REFERENCE	0	1	0	1	4	0	0	0	1	0	0	0	7
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>27,992</b>	<b>26,459</b>	<b>23,960</b>	<b>25,550</b>	<b>26,320</b>	<b>19,868</b>	<b>24,910</b>	<b>23,559</b>	<b>27,637</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>226,255</b>
YOUTH DVDS	7,570	7,458	6,162	6,507	7,244	6,927	7,528	6,737	8,183	0	0	0	64,316
YOUTH VIDEOS	3,072	2,840	2,193	2,319	2,637	2,193	2,421	2,306	2,999	0	0	0	22,980
YOUTH KITS	869	658	476	534	540	459	396	345	507	0	0	0	4,784
YOUTH CDS	1,462	1,530	1,287	1,437	1,498	1,273	1,459	1,293	1,640	0	0	0	12,879
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	16	0	0	0	48
TOYS & PUPPETS	258	303	225	232	307	301	342	324	377	0	0	0	2,669
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>13,232</b>	<b>12,790</b>	<b>10,345</b>	<b>11,034</b>	<b>12,241</b>	<b>11,155</b>	<b>12,146</b>	<b>11,014</b>	<b>13,722</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>107,679</b>
<b>TOTAL YOUTH</b>	<b>41,224</b>	<b>39,249</b>	<b>34,305</b>	<b>36,584</b>	<b>38,561</b>	<b>31,023</b>	<b>37,056</b>	<b>34,573</b>	<b>41,359</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>333,934</b>
YOUTH MISC.	0	1	0	0	0	0	0	0	0	0	0	0	1
<b>GRAND TOTAL</b>	<b>107,581</b>	<b>107,601</b>	<b>93,041</b>	<b>97,497</b>	<b>98,382</b>	<b>90,275</b>	<b>102,733</b>	<b>93,425</b>	<b>111,541</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>902,076</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	5,882	6,275	5,010	5,520	5,210	5,123	5,674	4,893	5,911	0	0	0	49,498
GILBERT	1,527	1,724	768	1,002	1,041	940	967	1,006	1,137	0	0	0	10,112
OPEN ACCESS	13,697	14,024	12,528	12,969	13,199	11,891	14,677	13,799	16,058	0	0	0	122,842
<b>Total Special Circulation</b>	<b>21,106</b>	<b>22,023</b>	<b>18,306</b>	<b>19,491</b>	<b>19,450</b>	<b>17,954</b>	<b>21,318</b>	<b>19,698</b>	<b>23,106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>182,452</b>
<b>% Special Circulation</b>	<b>19.62%</b>	<b>20.47%</b>	<b>19.68%</b>	<b>19.99%</b>	<b>19.77%</b>	<b>19.89%</b>	<b>20.75%</b>	<b>21.08%</b>	<b>20.72%</b>				<b>20.23%</b>
AMES	85,425	84,488	73,590	76,862	77,797	71,519	80,377	72,740	87,242	0	0	0	710,040

**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	810	0	0	0	6,684
ADULT NON-FICTION	349	304	423	521	406	395	443	423	448	0	0	0	3,712
ADULT GRAPHIC NOVELS	15	0	7	19	10	10	2	9	6	0	0	0	78
ADULT MANGA	40	11	18	30	32	5	10	19	18	0	0	0	183
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	429	0	0	0	3,821
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	181	0	0	0	1,769
NEW NON-FICTION	159	147	221	299	238	190	285	175	211	0	0	0	1,925
PERIODICALS	84	66	83	69	83	69	64	54	60	0	0	0	632
TRAVEL BAGS	2	0	0	0	0	0	1	1	1	0	0	0	5
<b>SUBTOTAL (PRINT)</b>	<b>1,962</b>	<b>2,037</b>	<b>2,208</b>	<b>2,452</b>	<b>2,052</b>	<b>1,858</b>	<b>2,125</b>	<b>1,958</b>	<b>2,164</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,816</b>
NEW MEDIA	3	0	4	5	1	0	4	2	5	0	0	0	24
MUSIC CDS	202	80	139	147	109	160	129	161	120	0	0	0	1,247
AUDIO BOOKS ON CD	83	33	72	77	77	66	81	77	72	0	0	0	638
AUDIO BOOKS ON TAPE	76	75	74	85	52	61	67	50	47	0	0	0	587
THEATRICAL VIDEOS	251	137	253	237	183	201	178	186	219	0	0	0	1,845
NON-THEATRICAL VIDEOS	49	32	35	37	37	19	69	34	45	0	0	0	357
THEATRICAL DVDS	874	292	886	918	746	667	807	895	987	0	0	0	7,072
NON-THEATRICAL DVDS	50	28	61	76	70	41	53	70	76	0	0	0	525
KITS	45	43	68	47	23	43	40	42	38	0	0	0	389
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>SUBTOTAL (MEDIA)</b>	<b>1,633</b>	<b>720</b>	<b>1,592</b>	<b>1,629</b>	<b>1,298</b>	<b>1,258</b>	<b>1,428</b>	<b>1,517</b>	<b>1,609</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,684</b>
ADULT MISC.	0	0	1	2	1	0	1	0	1	0	0	0	6
<b>TOTAL (ADULT)</b>	<b>3,595</b>	<b>2,757</b>	<b>3,801</b>	<b>4,083</b>	<b>3,351</b>	<b>3,116</b>	<b>3,554</b>	<b>3,475</b>	<b>3,774</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,506</b>
BOARD BOOKS	569	254	557	788	498	310	504	396	483	0	0	0	4,359
EASY	653	365	789	1,017	679	522	842	754	814	0	0	0	6,435
EASY TO READ	534	168	658	767	530	416	551	448	544	0	0	0	4,616
JUVENILE NON FICTION	523	366	850	1,058	835	747	944	819	847	0	0	0	6,989
JUVENILE FICTION	701	333	862	942	717	604	780	628	760	0	0	0	6,327
JUVENILE FICTION SERIES	100	42	71	45	32	39	36	25	61	0	0	0	451
JUVENILE GRAPHIC NOVELS	0	3	28	39	30	31	33	50	74	0	0	0	288
PARENTING COLLECTION	0	1	1	2	1	2	0	0	9	0	0	0	16
JUVENILE LARGE PRINT	8	1	5	4	2	5	7	0	11	0	0	0	43
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	189	0	0	0	1,840
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	19	0	0	0	180
MANGA	79	21	67	72	32	29	48	41	64	0	0	0	453
YOUNG ADULT PERIODICALS													
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>3,414</b>	<b>1,659</b>	<b>4,153</b>	<b>5,038</b>	<b>3,620</b>	<b>2,928</b>	<b>3,978</b>	<b>3,375</b>	<b>3,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,040</b>
YOUTH DVDS	859	323	1,148	1,302	938	901	1,049	1,107	1,248	0	0	0	8,875
YOUTH VIDEOS	589	252	788	739	542	376	513	537	579	0	0	0	4,915
YOUTH KITS	65	28	52	53	48	36	44	32	36	0	0	0	394
YOUTH CDS	138	50	124	174	161	138	127	118	125	0	0	0	1,155
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	55	0	0	0	497
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>1,713</b>	<b>692</b>	<b>2,195</b>	<b>2,341</b>	<b>1,730</b>	<b>1,499</b>	<b>1,778</b>	<b>1,845</b>	<b>2,043</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,836</b>
<b>TOTAL YOUTH</b>	<b>5,127</b>	<b>2,351</b>	<b>6,348</b>	<b>7,379</b>	<b>5,350</b>	<b>4,427</b>	<b>5,756</b>	<b>5,220</b>	<b>5,918</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,876</b>
YOUTH MISC.	0	67	45	60	58	57	72	48	95	0	0	0	502
<b>GRAND TOTAL</b>	<b>8,722</b>	<b>5,175</b>	<b>10,194</b>	<b>11,522</b>	<b>8,759</b>	<b>7,600</b>	<b>9,382</b>	<b>8,743</b>	<b>9,787</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,884</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	181	160	523	430	352	286	613	407	343	0	0	0	3,295
GILBERT	641	285	1,033	933	673	466	678	625	872	0	0	0	6,206
OPEN ACCESS	118	46	130	137	242	198	123	140	144	0	0	0	1,278
<b>Total Special Circulation</b>	<b>940</b>	<b>491</b>	<b>1,686</b>	<b>1,500</b>	<b>1,267</b>	<b>950</b>	<b>1,414</b>	<b>1,172</b>	<b>1,359</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,779</b>
<b>% Special Circulation</b>	<b>10.78%</b>	<b>9.49%</b>	<b>16.54%</b>	<b>13.02%</b>	<b>14.47%</b>	<b>12.50%</b>	<b>15.07%</b>	<b>13.41%</b>	<b>13.89%</b>				<b>13.49%</b>
AMES	7,669	4,598	8,388	9,864	7,404	6,530	7,874	7,493	8,280	0	0	0	68,100

**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
<b>HOME DELIVERY</b>													
# of Patrons	54	55	55	54	54	54	55	56	59				496
Centers	27	27	27	26	27	23	23	24	24				228
Individual Deliveries Made	37	35	37	32	32	32	38	38	39				320
Additional Individuals serv.	11	11	8	9	8	12	8	5	2				74
<b>GATE COUNT</b>													
								70,448	82,878				153,326
<b>HOLDS</b>													
Main	9,697	9,790	8,401	8,695	8,790	8,903	10,103	9,444	10,689				84,512
BKM/Hm Delivery	704	269	823	1,049	758	641	965	865	914				6,988
<b>Total Holds</b>	10,401	10,059	9,224	9,744	9,548	9,544	11,068	10,309	11,603	0	0	0	91,500
<b>INTERLIBRARY LOANS</b>													
Requested	109	88	102	96	97	87	116	98	92				885
Received	73	74	79	64	83	75	70	107	81				706
Loaned	255	311	304	345	284	254	224	288	394				2,659
<b>MEETING ROOM USAGE</b>													
Number of Room Uses	54	73	77	77	125	78	96	103	145				828
People	812	911	1,350	1,201	2,794	1,040	1,756	1,114	2,638				13,616
<b>PROGRAMS</b>													
Youth	91												91
Adult	23	8	17	18	18	11	25	29	17				166
Children & Family		2	84	34	104	73	96	99	86				
Outreach		8	2	10	4	5	1	14	6				
Teen		6	3	4	3	4	2	8	5				
Project Smyles								0	3				
<b>Total Programs</b>	114	24	106	66	129	93	124	150	117	0	0	0	257
<b>PROGRAM ATTENDANCE</b>													
Youth	3,083												3,083
Adult	1,250	162	573	1,919	406	287	1,082	998	459				7,136
Children & Family		130	1,615	1500	1,926	1,197	1,844	1,744	1,395				
Outreach		410	73	283	31	53	10	290	125				
Teen		34	15	187	24	98	12	132	50				
Project Smyles								0	46				
<b>Total Attendance</b>	4,333	736	2,276	3,889	2,387	1,635	2,948	3,164	2,075	0	0	0	23,443
<b>Webref</b>													
	81	111	49	117	78	81	119	110	136				882
<b>PAC Usage</b>													
PAC	90,485	89,167	78,674	93,684	90,114	77,865	104,917	100,626	114,050				839,582
Community Organizations & Ames Tribune	654	643	834	799	957	528	782	808	633				6,638
<b>Total</b>	91,139	89,810	79,508	94,483	91,071	78,393	105,699	101,434	114,683	0	0	0	846,220

**ONLINE DATABASE USAGE FOR FY 2005/06**

<b>DATABASE</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>YTD</b>
<b>ReferenceUSA</b>													
Business In-House	143	149	69	95	126	89	94	70	76				<b>911</b>
Business Remote	30	33	7	25	25	30	22	13	13				<b>198</b>
Business Total	173	182	76	120	151	119	116	83	89	0	0	0	<b>1109</b>
Residential In-House	82	125	107	99	77	82	77	57	69				<b>775</b>
Residential Remote	51	28	92	25	29	30	58	17	30				<b>360</b>
Residential Total	133	153	199	124	106	112	135	74	99	0	0	0	<b>1135</b>
Grand Total	306	335	275	244	257	231	251	157	188	0	0	0	<b>2244</b>
<b>Des Moines Register</b>													
In-House	17	43	4	2	8	20	7	3	40				<b>144</b>
Remote	32	19	41	145	70	55	15	22	70				<b>469</b>
Total	49	62	45	147	78	75	22	25	110	0	0	0	<b>613</b>
<b>New York Times</b>													
In-House	8	12	24	21	29	27	10	19	6				<b>156</b>
Remote	10	14	114	300	161	195	128	191	127				<b>1240</b>
Total	18	26	138	321	190	222	138	210	133	0	0	0	<b>1396</b>
<b>Access World News</b>													
In-House	21	26	5	17	8	31	9	6	6				<b>129</b>
Remote	21	2	19	66	15	5	31	28	12				<b>199</b>
Total	42	28	24	83	23	36	40	34	18	0	0	0	<b>328</b>
<b>EBSCOhost</b>													
In-House	228	410	422	420	777	356	268	275	704				<b>3860</b>
Remote	247	158	481	631	1631	589	1070	1099	1437				<b>7343</b>
Total	475	568	903	1051	2408	945	1338	1374	2141	0	0	0	<b>11203</b>
<b>Novelist</b>													
In-House + Remote	73	270	243	265	582	335	332	482	273	0	0	0	<b>2855</b>
<b>Chilton Online</b>													
In-House	4	19	19	6	2	9	18	7	8				<b>92</b>
Remote	7	26	44	58	48	41	64	64	66				<b>418</b>
Total	11	45	63	64	50	50	82	71	74	0	0	0	<b>510</b>
<b>Heritage Quest</b>													
In-House + Remote	2809	2929	3560	5320	3692	2567	5019	3735	3936				<b>33567</b>
<b>GRAND TOTAL</b>													
	<b>3783</b>	<b>4263</b>	<b>5251</b>	<b>7495</b>	<b>7280</b>	<b>4461</b>	<b>7222</b>	<b>6088</b>	<b>6873</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>52716</b>
<b>YEAR TO DATE</b>													
	<b>52716</b>												