

Agenda
Ames Public Library Board of Trustees
April 21, 2005 - 7:00 p.m.
Board Room

Adoption of Agenda

Introductions and Welcome to New Board Members

Installation of New Board Members

Election of Officers – Action Item

Approval of Minutes

Public Forum

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

Financial Reports

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

Administrative Staff Reports

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

Friends of the Ames Public Library Report – Jennings, Hayslett

Ames Public Library Foundation Report – Munson, Ross, Millsap

Policy Review

- Current: Bylaws (Tabled from March meeting); Gifts Policy – Action Items
- Next Month: American Library Association and Related Documents

Unfinished Business

- Strategic Planning Report– Millsap, Management Team
- Legislative Report – Hayslett

New Business

- Resolution Thanking Book Sale Coordinator Nancy Schroeder – Action Item
- Trustee Orientation/Education - Discussion

Trustee Comments

Adjournment

Next Regular Meeting: Thursday, May 19, 2005, 7 p.m.

Election of Officers

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
April 21, 2005**

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

| | |
|-----------------|-----------------|
| President: | Margaret Munson |
| Vice President: | Dale Ross |
| Secretary: | Gary Botine |

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library

Board of Trustees

**Meeting Minutes
March 24, 2005**

The Ames Public Library Board of Trustees met in regular session on Thursday, March 24, 2005, at 7:00 p.m. in the Library board room with Cameron, Botine, Munson, Jennings, Ferree, and Library Director Gina Millsap in attendance. Ross and Kavanagh were absent.

Call to Order: The meeting was called to order by President Cameron at 7:05 p.m.

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

Approval of Minutes: The minutes from the February 17, 2005, meeting were approved as presented.

Public Forum: none

Cameron introduced the future Board members who were in attendance: Anderson, Mungons, Sondall, and Warnick.

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

Donations: The following donations were presented for acceptance:

- From Anonymous..... \$11.95
- From Anonymous for Youth Services Department..... \$5.75
- From United Nations Association for adult programming..... \$25.00
- From ISU Russian Speaking Student Association 5 DVDs
- From Gladys Colwell in memory of Margaret Smith
for Youth Services Department..... \$50.00
- From Mrs. Walter Goepfinger in memory of Margaret Smith
for Youth Services Department..... \$100.00
- From Jay Simser in memory of Margaret Smith
for Youth Services Department..... \$100.00
- From Russ Cross - *Historic Rio Grande Valley: An Illustrated History* by Marjorie Johnson
- From Merritt Bailey (one-third of the money will be spent on popular paperbacks;
one-third on poetry for all ages, including poetry on CD; and one-third on titles by
Iowa authors) \$5000.00
- From Mr. and Mrs. Robert W. Dyas in memory of Margaret Smith
for Youth Services Department..... \$50.00
- From Eva H. Lettow for Home Delivery..... \$25.00

Ferree moved and Munson seconded a motion to accept the donations. The motion passed unanimously. Cameron stated that Merritt Bailey was a former Library Trustee. Millsap pointed out the donation from city councilman Russ Cross.

Budget and Finance Committee Report: Botine reported the library expenditures were under expended for FY04/2005. Millsap said it was due to salary savings. She will bring the spring budget amendments to the Board in April.

Director's Report: Millsap reported that two Bulgarian librarians visited the library recently. Millsap stated that she will be going to Bulgaria in May as part of the American-Bulgarian Library Exchange sponsored by Iowa Resource for International Service (IRIS).

Assistant Director's Report: Cameron explained that Assistant Director Hayslett was ill; therefore, there would be no report.

Department Coordinators:

Youth Services Specialist: Cameron introduced Jerri Heid, the new youth services specialist. Heid gave her background information. Millsap said that Ms. Heid is one of the premier children's librarians in Iowa and it was a coup to hire her for the Ames Public Library.

Circulation/Outreach Services: Carey announced that the Library is sponsoring programming for First Amendment week. On Sunday, April 10 at 2 p.m. in the Library auditorium a panel of Ames residents will share personal stories of practicing their First Amendment rights in everyday life.

Carey announced that effective May 1, 2005, the Library will be assessing a \$0.50 handling fee for holds not picked up. She stated the time staff spends on the number of holds not picked up has increased dramatically over the past year.

Community Relations Specialist: Duggan distributed the April issue of *Page One*.

Friends' Report: Jennings reported that the Book Sale is Friday evening, April 1, through Sunday, April 3. Carey announced that as a volunteer, you can pre-buy 10 items. Those interested in volunteering should contact her. Millsap invited the Board to attend the Volunteer luncheon on April 20th.

Foundation Report: Millsap reported that there was a problem with the job negotiation for the development director position; however, it has been resolved. She will announce the position once the contract is finalized.

Policy Review: Trustee Bylaws: Chapter 15 "Libraries" of Ames Municipal Code: Botine moved and Jennings seconded the motion to approve the Trustee Bylaws Policy as presented/amended. Discussion focused on rewording the policy to reflect the Director General Job Duties policy with the bylaws. Botine moved and Jennings seconded the motion to table the Trustee Bylaws Policy. The motion was unanimously approved.

Unfinished Business:

Strategic Planning Report: Millsap reported that she presented an update on Plans of Service on staff day; Carey stated that Circulation/Outreach would be finalizing their Plans of Service next week. Cameron said the Plans of Service grew out of a Trustee retreat two years ago.

Legislative Report: Millsap reported that legislative day was a success with many legislators in attendance. Botine asked for data that would support legislative priorities in order to promote them to the community.

Nominating Committee Report: Jennings reported that the committee will present the following slate of officers: Munson for president, Ross for vice-president, and Botine for secretary.

New Business:

Director Evaluation Salary/Salary Discussion - Closed Session: Millsap requested that per the Code of Iowa Open Meetings Law, Chapter 21, section 9, that the meeting be closed to discuss her salary and evaluation. Botine moved and Munson seconded the motion to close the meeting. After a unanimous roll call vote, the meeting was closed at 8:00 p.m. At 9:15 p.m. Botine moved and Munson seconded the motion to reopen the meeting. After a unanimous roll call vote, the meeting was reopened.

Director Evaluation 2004/05 – Action Item: Munson moved and Jennings seconded the motion to approve the Director’s evaluation. The motion passed unanimously.

Cameron thanked the Director Evaluation Committee for their work.

Director Pay Grade Change – Action Item: Jennings moved and Munson seconded the motion to approve changing the pay grade for the Library Director from pay grade 64 to grade 65 within the City of Ames Pay Plan. The motion passed unanimously.

Director’s Salary Setting for FY2005/06 – Action Item: Botine moved and Ferree seconded the motion to set the Director’s salary for FY2005/06 at a 4% increase. The motion passed unanimously.

Director’s Goals – Action Item: Jennings moved and Munson seconded the motion to approve the Director’s goals as presented. The motion passed unanimously.

Presentation to Retiring Trustees: Millsap presented a certificate of appreciation to Cameron for her years of dedication and service to the Ames Public Library. Cameron stated that it was a pleasure to serve.

Trustee Comments:

Cameron said it had been a pleasure to serve on the Board of Trustees.

Munson said it was a pleasure and privilege to work with Cameron and other Board members.

Botine thanked Cameron for her service and Millsap for lunch with the Bulgarian librarians.

Jennings stated that she will miss working with Cameron. She thanked Munson for working with her and former Board member Gloggner on the Director Evaluation Committee.

Ferree thanked the Director Evaluation Committee for their work, as it was a tremendous effort. He thanked Cameron for her service.

Adjournment

Ferree moved and Botine seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 9:25 p.m.

Library Claims Listing
3/14/2005-4/11/2005

| Vendor | Category | Amount |
|---------------------------|---------------------------|---------------|
| 04/05 INITIAL AMENDMENTS | PERS SALARIES/WAGES | \$ 30,717.24 |
| 04/05 INITIAL AMENDMENTS | LONGEVITY | \$ 540.00 |
| 04/05 INITIAL AMENDMENTS | IPERS DISABILITY | \$ 169.59 |
| 04/05 INITIAL AMENDMENTS | LIFE INSURANCE | \$ 69.90 |
| 04/05 INITIAL AMENDMENTS | HEALTH INSURANCE | \$ 4,228.28 |
| 04/05 INITIAL AMENDMENTS | MEDICARE FICA | \$ 442.12 |
| 04/05 INITIAL AMENDMENTS | FICA | \$ 1,890.28 |
| 04/05 INITIAL AMENDMENTS | IPERS | \$ 1,797.30 |
| 04/05 INITIAL AMENDMENTS | WORKERS COMP | \$ 58.82 |
| 04/05 INITIAL AMENDMENTS | FLEX ADMINISTRATION | \$ 29.36 |
| MAR05 INFO SVCS CHARGES | CITY DATA SERV | \$ 319.59 |
| FEB 05 MESSENGER CHARGES | CITY MESSENGER SERV | \$ 153.87 |
| MAR05 PRINTING CHARGES | PRINTING/GRAPHICS | \$ 379.46 |
| MAR05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 323.47 |
| MAR COMPUTER REPLCMT FNDS | COMPUTER REPLACEMENT FUND | \$ 2,114.75 |
| YELLOW BOOK USA PAYMENT | POSTAGE/FREIGHT | \$ (690.00) |
| UPS | POSTAGE/FREIGHT | \$ 4.48 |
| VELOCITY EXPRESS 152 | POSTAGE/FREIGHT | \$ 49.25 |
| BANK OF AMERICA | POSTAGE/FREIGHT | \$ 14.80 |
| YELLOW BOOK USA | POSTAGE/FREIGHT | \$ 690.00 |
| RESERVE ACCOUNT | POSTAGE/FREIGHT | \$ 1,400.00 |
| BANK OF AMERICA | TRAINING | \$ 195.29 |
| BANK OF AMERICA | CONFERENCES | \$ 20.80 |
| YELLOW BOOK USA PAYMENT | ADVERTISING | \$ 690.00 |
| QWEST DEX MEDIA EAST | ADVERTISING | \$ 135.60 |
| BANK OF AMERICA | RECRUITING COSTS | \$ 6.99 |
| CITY OF AMES UTILITIES | ELECTRICITY | \$ 44.43 |
| VERIZON WIRELESS | TELEPHONE OUTSIDE | \$ 249.74 |
| MCLEOD USA | TELEPHONE OUTSIDE | \$ 254.42 |
| IA COMMUNICATIONS NETWORK | LONG DISTANCE OUTSIDE | \$ 4.30 |
| ALLIANT UTILITIES | NATURAL GAS | \$ 1,275.33 |
| FITZ ELECTRIC | STRUCTURAL REPAIR | \$ 2,039.14 |
| NELSON ELECTRIC CO | STRUCTURAL REPAIR | \$ 55.70 |
| AUTOMATIC DOOR GROUP INC | STRUCTURAL REPAIR | \$ 399.51 |
| MCLEOD USA | COMPUTER MAINT | \$ 570.13 |
| MIDIOWA NET | COMPUTER MAINT | \$ 12.50 |
| EVENT SOFTWARE CORP | COMPUTER MAINT | \$ 1,200.00 |
| CROSSROADS INTL COMMUNICA | COMPUTER MAINT | \$ 70.00 |
| PITNEY BOWES | RENTALS AND LEASES | \$ 792.00 |
| MIDWEST OFFICE TECHNOLOGY | RENTALS AND LEASES | \$ 853.95 |
| CANON FINANCIAL SERVICES | RENTALS AND LEASES | \$ 872.24 |
| DUST TEX SERVICE INC | NON-CITY SERVICE | \$ 13.48 |
| STEAMWAY CLEANING & RESTO | NON-CITY SERVICE | \$ 277.08 |
| CH ISSUES | OFFICE SUPPLIES | \$ 258.91 |
| REIMB WALMART PURCHASE MC | OFFICE SUPPLIES | \$ (5.00) |
| OFFICE DEPOT INC | OFFICE SUPPLIES | \$ 569.16 |
| QUILL CORP | OFFICE SUPPLIES | \$ 208.08 |
| VERNON CO | OFFICE SUPPLIES | \$ 530.35 |
| COBB, BARB | OFFICE SUPPLIES | \$ 11.51 |
| PRINTING SERVICES INC | OFFICE SUPPLIES | \$ 101.63 |

Library Claims Listing
3/14/2005-4/11/2005

| Vendor | Category | Amount |
|---------------------------|-------------------------------|---------------------|
| BANK OF AMERICA | OFFICE SUPPLIES | \$ 251.46 |
| OLSON, LINDA | OFFICE SUPPLIES | \$ 21.25 |
| BANK OF AMERICA | MINOR COMPUTER EQUIPMENT | \$ (155.34) |
| GIBBS PLUMBING & HEATING | STRUCTURAL MATERIAL | \$ 670.00 |
| STITZELL ELECTRIC SUPPLY | STRUCTURAL MATERIAL | \$ 172.56 |
| CAPITAL SANITARY SUPPLY | CLEANING SUPPLIES | \$ 463.68 |
| BANK OF AMERICA | CLEANING SUPPLIES | \$ 17.47 |
| BANK OF AMERICA | FOOD & FEED | \$ 33.13 |
| RECORDED BOOKS LLC | SPECIAL PROJECT SUPPLIES | \$ 27.30 |
| ROBINSON, CHRISTINA | SPECIAL PROJECT SUPPLIES | \$ 12.82 |
| BANK OF AMERICA | SPECIAL PROJECT SUPPLIES | \$ 106.36 |
| CURTIS ALAN HED INC | SPECIAL PROJECT SUPPLIES | \$ 375.00 |
| BANK OF AMERICA | PURCHASE CARD CLEARING | \$ (158.56) |
| | Library Administration | \$ 58,246.96 |
| 04/05 INITIAL AMENDMENTS | PERS SALARIES/WAGES | \$ 11,554.90 |
| PAYROLL SUMMARY | TEMP SALARIES/WAGES | \$ 1,200.00 |
| 04/05 INITIAL AMENDMENTS | LONGEVITY | \$ 277.50 |
| 04/05 INITIAL AMENDMENTS | IPERS DISABILITY | \$ 77.99 |
| 04/05 INITIAL AMENDMENTS | LIFE INSURANCE | \$ 25.77 |
| 04/05 INITIAL AMENDMENTS | HEALTH INSURANCE | \$ 749.48 |
| 04/05 INITIAL AMENDMENTS | MEDICARE FICA | \$ 187.64 |
| 04/05 INITIAL AMENDMENTS | FICA | \$ 802.20 |
| 04/05 INITIAL AMENDMENTS | IPERS | \$ 749.37 |
| 04/05 INITIAL AMENDMENTS | WORKERS COMP | \$ 37.53 |
| 04/05 INITIAL AMENDMENTS | FLEX ADMINISTRATION | \$ 3.58 |
| MAR05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 92.42 |
| BANK OF AMERICA | PURCHASE CARD CLEARING | \$ (4.79) |
| | Outreach Services | \$ 15,753.59 |
| 04/05 INITIAL AMENDMENTS | PERS SALARIES/WAGES | \$ 13,925.94 |
| 04/05 INITIAL AMENDMENTS | TEMP SALARIES/WAGES | \$ 1,059.23 |
| PAYROLL SUMMARY | LONGEVITY | \$ 510.00 |
| 04/05 INITIAL AMENDMENTS | IPERS DISABILITY | \$ 94.00 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 31.98 |
| 04/05 INITIAL AMENDMENTS | HEALTH INSURANCE | \$ 2,245.35 |
| 04/05 INITIAL AMENDMENTS | MEDICARE FICA | \$ 212.70 |
| 04/05 INITIAL AMENDMENTS | FICA | \$ 909.40 |
| 04/05 INITIAL AMENDMENTS | IPERS | \$ 890.95 |
| PAYROLL SUMMARY | WORKERS COMP | \$ 23.09 |
| 04/05 INITIAL AMENDMENTS | FLEX ADMINISTRATION | \$ 21.86 |
| MAR05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 138.63 |
| VELOCITY EXPRESS | POSTAGE/FREIGHT | \$ 137.90 |
| IA LIBRARY ASSOCIATION | CONFERENCES | \$ 25.00 |
| BAKER & TAYLOR INC | OFFICE SUPPLIES | \$ 302.56 |
| BRODART CO | OFFICE SUPPLIES | \$ 1,984.24 |
| DEMCO INC | OFFICE SUPPLIES | \$ 1,225.73 |
| OFFICE DEPOT INC | OFFICE SUPPLIES | \$ 104.90 |
| RECORDED BOOKS LLC | OFFICE SUPPLIES | \$ 266.20 |
| LPI-THE ADVOCATE | PERIODICALS | \$ 29.97 |
| BAKER & TAYLOR INC | ADULT COLLECTIONS | \$ 5,360.17 |
| INGRAM LIBRARY SERVICES | ADULT COLLECTIONS | \$ 43.31 |

Library Claims Listing
3/14/2005-4/11/2005

| Vendor | Category | Amount |
|------------------------------|-----------------------------|---------------------|
| THOMSON GALE GROUP | ADULT COLLECTIONS | \$ 242.19 |
| BANK OF AMERICA | ADULT COLLECTIONS | \$ 657.62 |
| | Technical Services | \$ 30,442.92 |
| 04/05 INITIAL AMENDMENTS | PERS SALARIES/WAGES | \$ 7,990.28 |
| PAYROLL SUMMARY | TEMP SALARIES/WAGES | \$ 493.18 |
| 04/05 INITIAL AMENDMENTS | LONGEVITY | \$ 180.00 |
| 04/05 INITIAL AMENDMENTS | IPERS DISABILITY | \$ 51.54 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 20.88 |
| 04/05 INITIAL AMENDMENTS | HEALTH INSURANCE | \$ 291.76 |
| 04/05 INITIAL AMENDMENTS | MEDICARE FICA | \$ 123.34 |
| 04/05 INITIAL AMENDMENTS | FICA | \$ 527.38 |
| 04/05 INITIAL AMENDMENTS | IPERS | \$ 498.15 |
| 04/05 INITIAL AMENDMENTS | WORKERS COMP | \$ 11.96 |
| 04/05 INITIAL AMENDMENTS | FLEX ADMINISTRATION | \$ 6.02 |
| MAR05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 138.63 |
| CENT IA LIBRARY SERVICE AREA | TRAVEL/MEETINGS | \$ 6.00 |
| STATE LIBRARY OF IOWA | CONFERENCES | \$ 150.00 |
| BAKER & TAYLOR INC | JUVENILE | \$ 2,044.76 |
| BOOKS ON TAPE | JUVENILE | \$ 110.40 |
| MARSHALL CAVENDISH | JUVENILE | \$ 149.94 |
| WORLD BOOK INC | JUVENILE | \$ 1,017.00 |
| BAKER & TAYLOR ENTERTAINMENT | JUVENILE | \$ 1,430.96 |
| FACTS ON FILE | JUVENILE | \$ 963.00 |
| ALIBRIS | JUVENILE | \$ 11.40 |
| MIDWEST TAPE | JUVENILE | \$ 415.68 |
| BANK OF AMERICA | JUVENILE | \$ 662.28 |
| BWI | JUVENILE | \$ 307.70 |
| | Youth Services | \$ 17,602.24 |
| 04/05 INITIAL AMENDMENTS | PERS SALARIES/WAGES | \$ 22,778.18 |
| 04/05 INITIAL AMENDMENTS | LONGEVITY | \$ 720.00 |
| 04/05 INITIAL AMENDMENTS | IPERS DISABILITY | \$ 153.76 |
| 04/05 INITIAL AMENDMENTS | LIFE INSURANCE | \$ 50.04 |
| 04/05 INITIAL AMENDMENTS | HEALTH INSURANCE | \$ 2,435.48 |
| 04/05 INITIAL AMENDMENTS | MEDICARE FICA | \$ 340.41 |
| 04/05 INITIAL AMENDMENTS | FICA | \$ 1,455.44 |
| 04/05 INITIAL AMENDMENTS | IPERS | \$ 1,351.17 |
| 04/05 INITIAL AMENDMENTS | WORKERS COMP | \$ 18.24 |
| 04/05 INITIAL AMENDMENTS | FLEX ADMINISTRATION | \$ 0.88 |
| MAR05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 369.68 |
| QUINN, MICHAEL | DUES AND MEMBERSHIPS | \$ 10.00 |
| IA LIBRARY ASSOC | DUES AND MEMBERSHIPS | \$ 80.00 |
| BANK OF AMERICA | PURCHASE CARD CLEARING | \$ (28.99) |
| EBSCO SUBSCRIPTION SERVIC | ADULT REFERENCE | \$ 10.89 |
| QWEST DEX MEDIA EAST | ADULT REFERENCE | \$ 348.81 |
| THOMSON GALE GROUP | ADULT REFERENCE | \$ 614.16 |
| | Information Services | \$ 30,708.15 |
| 04/05 INITIAL AMENDMENTS | PERS SALARIES/WAGES | \$ 14,813.86 |
| 04/05 INITIAL AMENDMENTS | TEMP SALARIES/WAGES | \$ 9,555.62 |
| 04/05 INITIAL AMENDMENTS | LONGEVITY | \$ 360.00 |
| 04/05 INITIAL AMENDMENTS | ADJUSTMENT | \$ (825.22) |

Library Claims Listing
3/14/2005-4/11/2005

| Vendor | Category | Amount |
|----------------------------|-----------------------------|---------------------|
| TRANSFER TO 870 FUND/LTDI | IPERS DISABILITY | \$ 104.36 |
| TFR TO 880 FUND/LIFE INS | LIFE INSURANCE | \$ 50.79 |
| 04/05 INITIAL AMENDMENTS | HEALTH INSURANCE | \$ 1,884.95 |
| 04/05 INITIAL AMENDMENTS | MEDICARE FICA | \$ 346.83 |
| 04/05 INITIAL AMENDMENTS | FICA | \$ 1,483.03 |
| DEPT IPERS REFUND/J DAKIN | IPERS | \$ 1,278.13 |
| 04/05 INITIAL AMENDMENTS | WORKERS COMP | \$ 169.21 |
| 04/05 INITIAL AMENDMENTS | FLEX ADMINISTRATION | \$ 26.96 |
| MAR05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 231.05 |
| MAR COMPUTER REPLCMT FNDS | COMPUTER REPLACEMENT FUND | \$ 355.20 |
| BANK OF AMERICA | RECRUITING COSTS | \$ 488.44 |
| MEDEMA, NANCY | RECRUITING COSTS | \$ 100.62 |
| | Circulation Services | \$ 30,423.83 |
| 04/05 INITIAL AMENDMENTS | PERS SALARIES/WAGES | \$ 8,556.60 |
| 04/05 INITIAL AMENDMENTS | TEMP SALARIES/WAGES | \$ 2,562.72 |
| 04/05 INITIAL AMENDMENTS | LONGEVITY | \$ 210.00 |
| 04/05 INITIAL AMENDMENTS | IPERS DISABILITY | \$ 57.76 |
| PAYROLL SUMMARY | LIFE INSURANCE | \$ 23.70 |
| 04/05 INITIAL AMENDMENTS | HEALTH INSURANCE | \$ 1,420.90 |
| 04/05 INITIAL AMENDMENTS | MEDICARE FICA | \$ 149.37 |
| 04/05 INITIAL AMENDMENTS | FICA | \$ 638.69 |
| 04/05 INITIAL AMENDMENTS | IPERS | \$ 651.44 |
| 04/05 INITIAL AMENDMENTS | WORKERS COMP | \$ 50.08 |
| 04/05 INITIAL AMENDMENTS | FLEX ADMINISTRATION | \$ 39.32 |
| MAR05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT | \$ 92.42 |
| BAKER & TAYLOR INC | AUDIO-VISUAL | \$ 328.70 |
| BOOKS ON TAPE | AUDIO-VISUAL | \$ 432.00 |
| RECORDED BOOKS LLC | AUDIO-VISUAL | \$ 2,583.90 |
| BAKER & TAYLOR ENTERTAINM | AUDIO-VISUAL | \$ 129.61 |
| MIDWEST TAPE | AUDIO-VISUAL | \$ 659.42 |
| BANK OF AMERICA | AUDIO-VISUAL | \$ 241.61 |
| MICROMARKETING LLC | AUDIO-VISUAL | \$ 251.15 |
| | Media Services | \$ 19,079.39 |
| | | |
| | | |
| | | |
| Margaret Munson, President | Gary Botine, Secretary | Date: |

Gifts

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY**

April 21, 2005

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

From Roger L. and B. Dawn Anderberg in memory of Margaret Smith
for Youth Services Department\$20.00

From Marguerite Sevde in memory of Margaret Smith
for Youth Services Department\$25.00

From Daniel and Patrick Jahren in honor of Ian Hermann's 14th birthday\$13.95

From Ames Baha'i Fund..... 2-year subscription to *World Order*

From Keith, Leslie, Caitlin, Kyle, and Nicholas Reschly in memory of Alice "Mimi" Pannkuk
A Snowman Named Just Bob and *The Giving Tree*

From Gerald W. and Sara H. Chase in memory of Fran Yarbrough\$30.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

| EXPENSE REPORT SUMMARY FY 2004/2005 | | | | | | | | | | | | | | | | |
|--|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|----------|----------|------------------|--------------------|--------------|
| March 31, 2005 | | | | | | | | | | | | | | | | |
| 9 Months =75.0% | | | | | | | | | | | | | | | | |
| | Budget | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Y-T-D Total | Current Balance | % Spent |
| PERSONAL SERVICES | | | | | | | | | | | | | | | | |
| Salaries | 1,421,735 | 120,062 | 116,165 | 120,527 | 119,280 | 119,957 | 116,929 | 110,442 | 109,387 | 110,339 | | | | 1,043,088 | 378,647 | 73.4% |
| Temporary Salaries | 178,296 | 10,082 | 19,180 | 15,677 | 13,877 | 14,743 | 12,982 | 12,894 | 14,502 | 14,871 | | | | 128,808 | 49,488 | 72.2% |
| Time and One-Half | 500 | | | | | | | | | | | | | 0 | 500 | 0.0% |
| Longevity | 5,990 | | | | | 3,198 | | | | 2,798 | | | | 5,996 | (6) | 100.1% |
| Sick Leave | | | | | | | | 1,954 | | | | | | 1,954 | (1,954) | |
| Adjustment | 0 | | | (3,146) | (1,138) | | | (1,750) | (732) | (825) | | | | (7,591) | 7,591 | |
| Vacation | | | 274 | | | | 8,575 | | | | | | | 8,849 | (8,849) | |
| Total Personal Svcs | 1,606,521 | 130,144 | 135,619 | 133,058 | 132,019 | 137,898 | 138,486 | 123,540 | 123,157 | 127,183 | 0 | 0 | 0 | 1,181,104 | 425,417 | 73.5% |
| EMPLOYEE BENEFITS | | | | | | | | | | | | | | | | |
| Temp Salaries Benefits | 24,961 | | | | | | | | | | | | | 0 | 24,961 | 0.0% |
| IPERS Disability | 8,907 | 735 | 722 | 728 | 728 | 735 | 747 | 681 | 681 | 709 | | | | 6,466 | 2,441 | 72.6% |
| Life Insurance | 3,243 | 282 | 271 | 277 | 283 | 281 | 282 | 264 | 264 | 273 | | | | 2,477 | 766 | 76.4% |
| Health Insurance | 169,477 | 13,742 | 13,469 | 13,742 | 13,743 | 13,743 | 13,356 | 13,253 | 13,258 | 13,256 | | | | 121,562 | 47,915 | 71.7% |
| FICA Medicare | 20,076 | 1,835 | 1,916 | 1,925 | 1,881 | 1,947 | 1,955 | 1,762 | 1,744 | 1,801 | | | | 16,766 | 3,310 | 83.5% |
| FICA | 85,848 | 7,844 | 8,196 | 8,223 | 8,040 | 8,326 | 8,363 | 7,540 | 7,452 | 7,706 | | | | 71,690 | 14,158 | 83.5% |
| IPERS | 82,092 | 8,028 | 7,452 | 7,311 | 7,633 | 7,911 | 7,400 | 6,971 | 7,056 | 7,215 | | | | 66,977 | 15,115 | 81.6% |
| Workers Comp | 2,499 | 465 | 421 | 384 | 364 | 373 | 358 | 349 | 365 | 368 | | | | 3,447 | (948) | 137.9% |
| Flex Administration | 1,488 | 129 | 122 | 122 | 122 | 121 | 128 | 128 | 129 | 128 | | | | 1,129 | 359 | 75.9% |
| Total Employee Ben | 398,591 | 33,060 | 32,569 | 32,712 | 32,794 | 33,437 | 32,589 | 30,948 | 30,949 | 31,456 | 0 | 0 | 0 | 290,514 | 108,077 | 72.9% |
| INTERNAL SERVICES | | | | | | | | | | | | | | | | |
| City Data Services | 3,884 | | 332 | 332 | 332 | 331 | 320 | 320 | 319 | 320 | | | | 2,606 | 1,278 | 67.1% |
| City Messenger | 2,228 | | | 293 | 130 | 210 | 278 | 184 | 157 | 153 | | | | 1,405 | 823 | 63.1% |
| Printing | 4,200 | | 238 | 331 | 2,116 | 38 | 449 | 376 | 243 | 373 | | | | 4,164 | 36 | 99.1% |
| Insurance & Bonds | 18,318 | | | 4,578 | 1,526 | 1,526 | 1,526 | 1,526 | 1,526 | 1,526 | | | | 13,734 | 4,584 | 75.0% |
| Phone Operation/Maint | 16,634 | 1,386 | 1,387 | 1,387 | 1,385 | 1,385 | 1,389 | 1,384 | 1,386 | 1,388 | | | | 12,477 | 4,157 | 75.0% |
| Long Distance | 500 | | 43 | 44 | 38 | 57 | 51 | 30 | 32 | 0 | | | | 295 | 205 | 59.0% |
| Fleet Operating/Maint | 3,836 | | 222 | 783 | 353 | 692 | 305 | 286 | 930 | 876 | | | | 4,447 | (611) | 115.9% |
| Fleet Replacement | 20,976 | | 1,748 | 1,748 | 1,748 | 1,748 | 1,748 | 1,748 | 1,748 | 1,748 | | | | 13,984 | 6,992 | 66.7% |
| Computer Replacement | 11,993 | | 2,908 | 1,453 | 1,361 | 1,362 | 1,693 | 1,692 | 0 | 4,164 | | | | 14,633 | (2,640) | 122.0% |
| Total Internal Svcs | 82,569 | 1,386 | 6,878 | 10,949 | 8,989 | 7,349 | 7,759 | 7,546 | 6,341 | 10,548 | 0 | 0 | 0 | 67,745 | 14,824 | 82.0% |
| CONTRACTUAL | | | | | | | | | | | | | | | | |
| Outside Prof Services | 28,200 | | | 20,000 | | | 1,340 | | | | | | | 21,340 | 6,860 | 75.7% |
| Postage/Freight | 13,500 | | 192 | 206 | 196 | 3,043 | 199 | 207 | 174 | 824 | | | | 6,737 | 6,763 | 49.9% |
| Travel/Meetings | 1,320 | 119 | | | 162 | 374 | 22 | 15 | 75 | 13 | | | | 780 | 540 | 59.1% |
| Training | 4,250 | 82 | 26 | 29 | 37 | 837 | 25 | 45 | 181 | 296 | | | | 1,558 | 2,692 | 36.7% |
| Conferences | 15,317 | 285 | 419 | 567 | 2,257 | 3,898 | 131 | 288 | 21 | 1,370 | | | | 9,236 | 6,081 | 60.3% |
| Subscriptions & Books | | | | | | | | | 87 | 0 | | | | 87 | (87) | |
| Dues & Memberships | 5,390 | 310 | 650 | 242 | 155 | 35 | 495 | 1,188 | 467 | 277 | | | | 3,819 | 1,571 | 70.9% |
| Printing | 5,100 | | | | | | | | | | | | | 0 | 5,100 | 0.0% |
| Advertising | 3,000 | | 414 | 440 | | 135 | 786 | | 335 | 566 | | | | 2,676 | 324 | 89.2% |
| Recruiting Costs | 7,332 | 261 | 595 | 1,125 | 912 | 2,444 | (78) | 348 | 646 | 770 | | | | 7,023 | 309 | |
| Insurance | 0 | | | | | | | | | | | | | 0 | 0 | |
| Electricity | 39,700 | | 4,490 | 4,436 | 4,173 | 3,496 | 2,602 | 2,467 | 2,788 | 2,495 | | | | 26,947 | 12,753 | 67.9% |
| Phone Operation/Maint | 4,900 | 373 | 377 | 477 | 378 | 376 | 124 | 375 | 379 | 378 | | | | 3,237 | 1,663 | 66.1% |
| Long Distance | 100 | | | | | | | | | 4 | | | | 4 | 96 | 4.0% |

| EXPENSE REPORT SUMMARY FY 2004/2005 | | | | | | | | | | | | | | | | |
|--|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|----------|----------|------------------|--------------------|--------------|
| March 31, 2005 | | | | | | | | | | | | | | | | |
| 9 Months =75.0% | | | | | | | | | | | | | | | | |
| | Budget | July | August | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | Y-T-D Total | Current Balance | % Spent |
| Water/Sewer | 3,400 | | 288 | 355 | 249 | 262 | 245 | 235 | 249 | 254 | | | | 2,137 | 1,263 | 62.9% |
| Waste Disposal | 2,600 | | 173 | 221 | 169 | 169 | 169 | | 338 | 169 | | | | 1,408 | 1,192 | 54.2% |
| Natural Gas | 8,740 | 15 | 15 | 17 | 15 | 305 | 1,034 | | 2,042 | 2,701 | | | | 6,144 | 2,596 | 70.3% |
| Structural Repair | 10,000 | | 110 | (89) | 648 | | 378 | 220 | 766 | 594 | | | | 2,627 | 7,373 | 26.3% |
| Moveable Equip Repair | 3,000 | | 429 | | | | | | 40 | 0 | | | | 469 | 2,531 | 15.6% |
| Fixed Equip Repair | 5,000 | | | | | 180 | 469 | 60 | 195 | 0 | | | | 904 | 4,096 | 18.1% |
| Computer Maintenance | 28,612 | 13,162 | 7,494 | 670 | 583 | 599 | 12 | 583 | 582 | 653 | | | | 24,338 | 4,274 | 85.1% |
| Rentals & Leases | 19,308 | 503 | 2,313 | 944 | 1,726 | 1,612 | 2,166 | 872 | 1,377 | 2,735 | | | | 14,248 | 5,060 | 73.8% |
| Non-City Services | 21,555 | 49 | 3,104 | 278 | 1,309 | 632 | 3,096 | 305 | 283 | 3,373 | | | | 12,429 | 9,126 | 57.7% |
| Total Contractual | 230,324 | 15,351 | 21,103 | 29,908 | 15,816 | 15,553 | 14,712 | 7,208 | 11,025 | 17,472 | 0 | 0 | 0 | 148,148 | 82,176 | 64.3% |
| COMMODITIES | | | | | | | | | | | | | | | | |
| Office Supplies | 41,000 | 2,839 | 2,480 | 1,721 | 1,320 | 1,617 | 1,833 | 1,994 | 2,328 | 7,173 | | | | 23,305 | 17,695 | 56.8% |
| Minor Office Equipment | 400 | | 225 | 101 | | 120 | | 255 | | 160 | | | | 861 | (461) | |
| Minor Computer Equip | 9,000 | 39 | | 60 | | | 64 | 160 | | 1,589 | | | | 1,912 | 7,088 | 21.2% |
| Ag-Hort Supplies | 300 | | | | 60 | | | 42 | | | | | | 102 | 198 | |
| Structural Materials | 2,000 | 60 | 367 | | | | | | 32 | 842 | | | | 1,301 | 699 | 65.1% |
| Cleaning Supplies | 5,000 | 194 | 462 | 706 | 1,497 | 468 | 510 | 307 | 378 | 447 | | | | 4,969 | 31 | 99.4% |
| Equip Parts/Supplies | 1,000 | | 21 | | 478 | 45 | 8 | 10 | 336 | | | | | 898 | 102 | 89.8% |
| Minor Equip & Tools | 300 | | 7 | | | | | | 36 | | | | | 43 | 257 | 14.3% |
| Food | 1,500 | | 99 | 196 | 350 | 17 | 91 | 63 | 250 | 127 | | | | 1,193 | 307 | 79.5% |
| Wearing Apparel | 200 | | 33 | | | | | | | | | | | 33 | 167 | 16.5% |
| Special Prjct Supplies | 5,000 | 624 | (174) | 1,604 | (1,197) | 588 | 53 | 502 | 484 | 1,071 | | | | 3,555 | 1,445 | 71.1% |
| Purchase Card Clearing | | (2,195) | 2,848 | 707 | (605) | (721) | 974 | (459) | | (450) | | | | 99 | (99) | |
| Vehicle/Equipment Fuel | | | | | | | | 3 | | | | | | 3 | (3) | |
| Total Commodities | 65,700 | 1,561 | 6,368 | 5,095 | 1,903 | 2,134 | 3,533 | 2,877 | 3,844 | 10,959 | 0 | 0 | 0 | 38,274 | 27,426 | 58.3% |
| CAPITAL | | | | | | | | | | | | | | | | |
| Periodicals | 9,500 | 6,850 | (20) | (248) | 1,614 | 103 | 308 | (1,464) | 1,175 | 345 | | | | 8,663 | 837 | 91.2% |
| Juvenile | 57,510 | 3,004 | 1,051 | 4,472 | 4,013 | 4,844 | 2,443 | 4,104 | 3,763 | 5,590 | | | | 33,284 | 24,226 | 57.9% |
| Adult Reference | 42,962 | 9,974 | 7,173 | 9,607 | 1,564 | 2,884 | 3,577 | 2,972 | 434 | 2,016 | | | | 40,201 | 2,761 | 93.6% |
| Audio Visual | 54,500 | 1,792 | 3,919 | 4,787 | 5,610 | 4,664 | 4,211 | 7,167 | 3,185 | 8,412 | | | | 43,747 | 10,753 | 80.3% |
| Adult Collection | 95,926 | 6,153 | 5,731 | 6,932 | 8,560 | 9,877 | 9,225 | 11,270 | 8,355 | 9,728 | | | | 75,831 | 20,095 | 79.1% |
| Total Capital | 260,398 | 27,773 | 17,854 | 25,550 | 21,361 | 22,372 | 19,764 | 24,049 | 16,912 | 26,091 | 0 | 0 | 0 | 201,726 | 58,672 | 77.5% |
| OTHER EXPENDITURES | | | | | | | | | | | | | | | | |
| Refunds | | | 33 | | | | | | | | | | | 33 | (33) | |
| Total Other Expenditures | 0 | 0 | 33 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 33 | (33) | |
| GRAND TOTAL | 2,644,103 | 209,275 | 220,424 | 237,272 | 212,882 | 218,743 | 216,843 | 196,168 | 192,228 | 223,709 | 0 | 0 | 0 | 1,927,544 | 716,559 | 72.9% |

| 2004/05 LIBRARY EXPENSE SUMMARY | | | | | | |
|--|------------------|------------------|------------------|------------------|----------------|--------------|
| March 31, 2005 | | | | | | |
| 9 Months =75.0% | | | | | | |
| | 2003/04 | 2004/05 | YTD | YTD | Current | % |
| | Actuals | Budget | 2003/04 | 2004/05 | Balance | Spent |
| PERSONAL SERVICES | | | | | | |
| Salaries | 1,360,586 | 1,421,735 | 1,018,125 | 1,043,088 | 378,647 | |
| Temporary Salaries | 190,271 | 178,296 | 129,163 | 128,808 | 49,488 | |
| Time and One-Half | 432 | 500 | | | 500 | |
| Longevity | 4,953 | 5,990 | 6,492 | 5,996 | (6) | |
| Sick Leave | 89 | | 89 | 1,954 | (1,954) | |
| Adjustment | (13,497) | | (7,118) | (7,591) | 7,591 | |
| Vacation | 3,436 | | 2,861 | 8,849 | (8,849) | |
| Total Personal Services | 1,546,270 | 1,606,521 | 1,149,612 | 1,181,104 | 425,417 | 73.5% |
| EMPLOYEE BENEFITS | | | | | | |
| Temp Salaries Benefits | | 24,961 | | | 24,961 | |
| IPERS Disability | 8,600 | 8,907 | 6,433 | 6,466 | 2,441 | |
| Life Insurance | 3,282 | 3,243 | 2,471 | 2,477 | 766 | |
| Health Insurance | 174,012 | 169,477 | 129,918 | 121,562 | 47,915 | |
| FICA Medicare | 22,020 | 20,076 | 16,319 | 16,766 | 3,310 | |
| FICA | 94,150 | 85,848 | 69,779 | 71,690 | 14,158 | |
| IPERS | 88,022 | 82,092 | 66,010 | 66,977 | 15,115 | |
| Workers Compensation | 4,900 | 2,499 | 3,719 | 3,447 | (948) | |
| Flex Administration | 1,510 | 1,488 | 1,144 | 1,129 | 359 | |
| Total Employee Benefits | 396,496 | 398,591 | 295,793 | 290,514 | 108,077 | 72.9% |
| INTERNAL SERVICES | | | | | | |
| City Data Services | 3,883 | 3,884 | 2,600 | 2,606 | 1,278 | |
| City Messenger | 1,848 | 2,228 | 1,252 | 1,405 | 823 | |
| Printing | 4,369 | 4,200 | 3,209 | 4,164 | 36 | |
| Insurance & Bonds | 20,413 | 18,318 | 15,309 | 13,734 | 4,584 | |
| Phone Operation/Maintenance | 17,406 | 16,634 | 13,055 | 12,477 | 4,157 | |
| Long Distance | 587 | 500 | 415 | 295 | 205 | |
| Fleet Operating/Maintenance | 5,835 | 3,836 | 3,706 | 4,447 | (611) | |
| Fleet Replacement | 19,668 | 20,976 | 13,112 | 13,984 | 6,992 | |
| Computer Replacement | 10,502 | 11,993 | 6,816 | 14,633 | (2,640) | |
| Interdepartmental Labor | 599 | | 29 | | 0 | |
| Total Internal Services | 85,110 | 82,569 | 59,503 | 67,745 | 14,824 | 82.0% |
| CONTRACTUAL | | | | | | |
| Outside Professional Services | 27,258 | 28,200 | 24,713 | 21,340 | 6,860 | |
| Postage/Freight | 16,280 | 13,500 | 13,527 | 6,737 | 6,763 | |
| Travel/Meetings | 1,289 | 1,320 | 885 | 780 | 540 | |
| Training | 1,291 | 4,250 | 1,279 | 1,558 | 2,692 | |
| Conferences | 19,651 | 15,317 | 14,775 | 9,236 | 6,081 | |
| Subscriptions and Books | | | | 87 | (87) | |
| Dues & Memberships | 5,288 | 5,390 | 3,838 | 3,819 | 1,571 | |
| Printing | 3,490 | 5,100 | 3,170 | | 5,100 | |
| Advertising | 3,735 | 3,000 | 2,402 | 2,676 | 324 | |
| Recruiting Costs | 4,348 | 7,332 | 4,216 | 7,023 | 309 | |
| Electricity | 39,746 | 39,700 | 26,259 | 26,947 | 12,753 | |
| Phone Operation/Maintenance | 5,060 | 4,900 | 3,611 | 3,237 | 1,663 | |
| Long Distance | 218 | 100 | 218 | 4 | 96 | |
| Water/Sewer | 2,703 | 3,400 | 2,187 | 2,137 | 1,263 | |
| Waste Disposal | 2,620 | 2,600 | 1,355 | 1,408 | 1,192 | |
| Natural Gas | 7,283 | 8,740 | 6,582 | 6,144 | 2,596 | |
| Structural Repair | 6,316 | 10,000 | 4,686 | 2,627 | 7,373 | |
| Moveable Equipment Repair | 2,082 | 3,000 | 1,433 | 469 | 2,531 | |
| Fixed Equipment Repair | 10,885 | 5,000 | 7,959 | 904 | 4,096 | |
| Computer Maintenance | 34,101 | 28,612 | 30,256 | 24,338 | 4,274 | |

| 2004/05 LIBRARY EXPENSE SUMMARY | | | | | | |
|--|------------------|------------------|------------------|------------------|----------------|--------------|
| March 31, 2005 | | | | | | |
| 9 Months =75.0% | | | | | | |
| | 2003/04 | 2004/05 | YTD | YTD | Current | % |
| | Actuals | Budget | 2003/04 | 2004/05 | Balance | Spent |
| Rentals & Leases | 17,787 | 19,308 | 13,597 | 14,248 | 5,060 | |
| Non-City Services | 18,744 | 21,555 | 12,648 | 12,429 | 9,126 | |
| Total Contractual | 230,175 | 230,324 | 179,596 | 148,148 | 82,176 | 64.3% |
| COMMODITIES | | | | | | |
| Office Supplies | 40,555 | 41,000 | 25,753 | 23,305 | 17,695 | |
| Minor Office Equipment | 670 | 400 | 670 | 861 | (461) | |
| Minor Computer Equipment | 8,864 | 9,000 | 3,054 | 1,912 | 7,088 | |
| Ag-Hort Supplies | | 300 | 1,857 | 102 | 198 | |
| Structural Materials | 1,916 | 2,000 | 4,798 | 1,301 | 699 | |
| Cleaning Supplies | 6,687 | 5,000 | 0 | 4,969 | 31 | |
| Equipment Parts/Supplies | 554 | 1,000 | 381 | 898 | 102 | |
| Minor Equipment & Tools | 175 | 300 | 80 | 43 | 257 | |
| Food | 793 | 1,500 | 435 | 1,193 | 307 | |
| Wearing Apparel | 162 | 200 | 162 | 33 | 167 | |
| Special Project Supplies | 4,807 | 5,000 | 2,859 | 3,555 | 1,445 | |
| Purchase Card Clearing | | | 3,829 | 99 | (99) | |
| Fuel for Vehicles/Equipment | 17 | | 17 | 3 | (3) | |
| Total Commodities | 65,200 | 65,700 | 43,895 | 38,274 | 27,426 | 58.3% |
| CAPITAL | | | | | | |
| Computer Equipment/Software | 203 | | 203 | | | |
| Periodicals | 10,811 | 9,500 | 9,359 | 8,663 | 837 | |
| Juvenile | 47,922 | 57,510 | 28,427 | 33,284 | 24,226 | |
| Adult Reference | 53,429 | 42,962 | 48,579 | 40,201 | 2,761 | |
| Audio Visual | 45,509 | 54,500 | 33,242 | 43,747 | 10,753 | |
| Adult Collection | 102,334 | 95,926 | 75,638 | 75,831 | 20,095 | |
| Total Capital | 260,208 | 260,398 | 195,448 | 201,726 | 58,672 | 77.5% |
| OTHER EXPENDITURES | | | | | | |
| Refunds | 128 | | 107 | 33 | (33) | |
| Total Other Expenditures | 128 | 0 | 107 | 33 | (33) | |
| GRAND TOTAL | 2,583,587 | 2,644,103 | 1,923,954 | 1,927,544 | 716,559 | 72.9% |
| | | | | | | % of |
| | | | | | | Total |
| TOTALS BY DIVISION: | | | | | | |
| Administration/Support | 715,047 | 741,836 | 539,151 | 523,082 | 218,754 | 27.10% |
| Outreach Services | 224,010 | 207,875 | 162,669 | 161,323 | 46,552 | 8.40% |
| Technical Services | 401,444 | 388,881 | 301,669 | 289,254 | 99,627 | 15.00% |
| Youth Services | 262,164 | 267,756 | 188,185 | 186,199 | 81,557 | 9.70% |
| Information Services | 373,351 | 372,587 | 330,086 | 305,518 | 67,069 | 15.90% |
| Circulation Services | 390,174 | 423,524 | 242,914 | 293,576 | 129,948 | 15.20% |
| Media Services | 217,397 | 241,644 | 159,280 | 168,592 | 73,052 | 8.70% |
| GRAND TOTAL | 2,583,587 | 2,644,103 | 1,923,954 | 1,927,544 | 716,559 | |

| LIBRARY DONATIONS REPORT | | | | | | |
|--|-------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---|-------------------|
| FISCAL YEAR 2004/2005 | | | | | | |
| YEAR-TO-DATE THROUGH MARCH 31, 2005 | | | | | | |
| | | | | | | |
| | Gladys Myers Bequest | Roscoe Marsden Bequest | Verna Thompson Bequest | Herbert Howell Bequest | Other Donations & Grants | Total |
| Reserved Principal and Interest | 718,720.06 | 108,248.42 | 333.01 | | 8,286.93 | 835,588.42 |
| Beginning available balance | 46,813.50 | 13,896.11 | 568,988.44 | | 51,852.68 | 681,550.73 |
| Interest revenue | 9,362.39 | 1,920.09 | 8,999.35 | 1,840.78 | 1,282.72 | 23,405.33 |
| Donations | | | 1,517.72 | 145,000.00 | 77,926.22 | 224,443.94 |
| Expenses | (5,043.72) | (2,310.59) | | | (50,434.54) | (57,788.85) |
| Encumbrances | (18,422.78) | | | | | (18,422.78) |
| Current Available Balance | 32,709.39 | 13,505.61 | 579,505.51 | 146,840.78 | 80,627.08 | 853,188.37 |
| Expense Detail: | | | | | | |
| Internal Printing | | | | | 487.95 | 487.95 |
| Interdepartmental Labor | | | | | 105.00 | 105.00 |
| Outside Professional Svcs | | | | | 3,525.00 | 3,525.00 |
| Postage/Freight | 1,100.00 | | | | | 1,100.00 |
| Outside Printing/Graphics | | | | | 3,502.96 | 3,502.96 |
| Rentals/Leases | | | | | 150.00 | 150.00 |
| Minor Office Equipment | | | | | 237.95 | 237.95 |
| Food | | | | | 368.62 | 368.62 |
| Special Project Supplies | | | | | 5,363.10 | 5,363.10 |
| Coffee Shop Inventory | | | | | 666.70 | 666.70 |
| Office Furniture/Equipment | | | | | 9,998.00 | 9,998.00 |
| Periodicals | | | | | 248.00 | 248.00 |
| Youth Collection | | | | | 2,363.19 | 2,363.19 |
| Audio-Visual | 3,587.79 | 2,310.59 | | | 7,013.93 | 12,912.31 |
| Adult Collection | 355.93 | | | | 16,404.14 | 16,760.07 |
| Total Expenses | 5,043.72 | 2,310.59 | 0.00 | 0.00 | 50,434.54 | 57,788.85 |
| Encumbrance Detail: | | | | | | |
| Strategic Planning Travel | 6,922.78 | | | | | 6,922.78 |
| Travel Kit Update | 1,000.00 | | | | | 1,000.00 |
| Des Moines Register MF | 3,000.00 | | | | | 3,000.00 |
| Adult CD Music | 3,500.00 | | | | | 3,500.00 |
| Materials Processing | 4,000.00 | | | | | 4,000.00 |
| Total Encumbrances | 18,422.78 | 0.00 | 0.00 | | 0.00 | 18,422.78 |

| GLADYS MYERS DONATION FUND | | | |
|--|-----------------------|-------------------------|------------------------|
| INTEREST EARNED PER FISCAL YEAR | | | |
| YEAR-TO-DATE THROUGH MARCH 31, 2005 | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total Interest | 20% Reserved | 80% Available |
| Fiscal Year | Revenue | for Reinvestment | for Expenditure |
| 1995/96 | 7,302.50 | 1,460.50 | 5,842.00 |
| 1996/97 | 31,049.09 | 6,209.82 | 24,839.27 |
| 1997/98 | 45,429.25 | 9,085.85 | 36,343.40 |
| 1998/99 | 41,596.65 | 8,319.33 | 33,277.32 |
| 1999/00 | 43,160.74 | 8,632.15 | 34,528.59 |
| 2000/01 | 34,541.40 | 6,908.28 | 27,633.12 |
| 2001/02 | 27,804.79 | 5,560.96 | 22,243.83 |
| 2002/03 | 17,422.07 | 3,484.41 | 13,937.66 |
| 2003/04 | 12,266.12 | 2,453.22 | 9,812.90 |
| 2004/05 | 11,702.99 | 2,340.60 | 9,362.39 |
| | | | |
| Total | 272,275.60 | 54,455.12 | 217,820.48 |

| LIBRARY DONATIONS REPORT | | | | | | |
|---|-------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---|-------------------|
| FISCAL YEAR 2004/2005 | | | | | | |
| YEAR-TO-DATE THROUGH MARCH 31, 2005 | | | | | | |
| | | | | | | |
| | Gladys Myers Bequest | Roscoe Marsden Bequest | Verna Thompson Bequest | Herbert Howell Bequest | Other Donations & Grants | Total |
| Available Balance @ 6/30/03 * | 46,813.50 | 13,896.11 | 568,988.44 | | 51,852.68 | 681,550.73 |
| YTD Interest Revenue | 9,362.39 | 1,920.09 | 8,999.35 | 1,840.78 | 1,282.72 | 23,405.33 |
| YTD Donations | | | 1,517.72 | 145,000.00 | 77,926.22 | 224,443.94 |
| YTD Expenses | (5,043.72) | (2,310.59) | 0.00 | 0.00 | (50,434.54) | (57,788.85) |
| Transfers between programs** | | | | | | |
| Encumbrances | (18,422.78) | 0.00 | 0.00 | 0.00 | 0.00 | (18,422.78) |
| Current Available Balance | 32,709.39 | 13,505.61 | 579,505.51 | 146,840.78 | 80,627.08 | 853,188.37 |
| Expense Detail: | | | | | | |
| Internal Printing | | | | | 487.95 | 487.95 |
| Interdepartmental Labor | | | | | 105.00 | 105.00 |
| Outside Professional Services | | | | | 3,525.00 | 3,525.00 |
| Postage/Freight | 1,100.00 | | | | | 1,100.00 |
| Outside Printing/Graphics | | | | | 3,502.96 | 3,502.96 |
| Rentals/Leases | | | | | 150.00 | 150.00 |
| Minor Office Equipment | | | | | 237.95 | 237.95 |
| Food | | | | | 368.62 | 368.62 |
| Special Project Supplies | | | | | 5,363.10 | 5,363.10 |
| Coffee Shop Inventory | | | | | 666.70 | 666.70 |
| Office Furniture/Equipment | | | | | 9,998.00 | 9,998.00 |
| Periodicals | | | | | 248.00 | 248.00 |
| Youth Collection | | | | | 2,363.19 | 2,363.19 |
| Audio-Visual | 3,587.79 | 2,310.59 | | | 7,013.93 | 12,912.31 |
| Adult Collection | 355.93 | | | | 16,404.14 | 16,760.07 |
| Total Expenses | 5,043.72 | 2,310.59 | 0.00 | | 50,434.54 | 57,788.85 |
| Encumbrance Detail: | | | | | | |
| Strategic Planning Travel | 6,922.78 | | | | | 6,922.78 |
| Travel Kit Update | 1,000.00 | | | | | 1,000.00 |
| Des Moines Register MF | 3,000.00 | | | | | 3,000.00 |
| Adult CD Music | 3,500.00 | | | | | 3,500.00 |
| Materials Processing | 4,000.00 | | | | | 4,000.00 |
| Total Encumbrances | 18,422.78 | 0.00 | 0.00 | | 0.00 | 18,422.78 |
| * Beginning balance includes balance available at 6/30/04 plus any outstanding encumbrances | | | | | | |

| LIBRARY DONATIONS REPORT - OTHER DONATIONS | | | | | | | | | | | | | | | |
|---|------------------|-------------------|-----------------|-------------------|---------------|-----------------|-----------------|-----------------|-----------------|------------------|-------------|------------------|------------------|---------------|------------------|
| FISCAL YEAR 2004/2005 | | | | | | | | | | | | | | | |
| YEAR-TO-DATE THROUGH MARCH 31, 2005 | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| | | | | | Tommy | | | | | | | | | | |
| | Other | Friends | Coffee | Foundation | Feinberg | Gilman | Smith | Children's | Youth | Books for | IA Stories | Enrich | Iowa Infra- | Gates | |
| | Donations | Donations | Shop | Donations | Memorial | Fund | Endowment | Theater | Services | Babies | 2000 | Iowa | structure | Foundation | Total |
| Available Balance @ 6/30/04 * | 6,875.39 | (169.36) | (106.75) | 0.00 | 280.79 | 4,834.70 | 1,358.77 | 4,225.00 | 554.65 | 0.00 | 0.00 | 16,501.83 | 17,344.34 | 153.32 | 51,852.68 |
| YTD Interest Revenue | 1,282.72 | | | | | | | | | | | | | | 1,282.72 |
| YTD Donations/Grants | 11,433.93 | 20,255.21 | | 5,413.24 | | | | | 1,109.75 | 3,700.00 | | 14,625.04 | 21,389.05 | | 77,926.22 |
| YTD Expenses | (4,979.68) | (25,412.05) | (666.70) | (8,522.22) | 0.00 | (2,164.00) | 0.00 | (27.79) | 0.00 | (2,154.10) | 0.00 | 0.00 | (6,508.00) | 0.00 | (50,434.54) |
| Transfers between programs | | | | | | | | | | 9,000.00 | ** | (9,000.00) | ** | | 0.00 |
| Encumbrances | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 |
| Current Available Balance | 14,612.36 | (5,326.20) | (773.45) | (3,108.98) | 280.79 | 2,670.70 | 1,358.77 | 4,197.21 | 1,664.40 | 10,545.90 | 0.00 | 22,126.87 | 32,225.39 | 153.32 | 80,627.08 |
| Expense Detail: | | | | | | | | | | | | | | | |
| Internal Printing/Graphics | | 321.55 | | | | | | | | 166.40 | | | | | 487.95 |
| Interdepartmental Labor | | 105.00 | | | | | | | | | | | | | 105.00 |
| Outside Professional Svcs | | 3,525.00 | | | | | | | | | | | | | 3,525.00 |
| Outside Printing/Graphics | | 3,259.96 | | | | | | | | 243.00 | | | | | 3,502.96 |
| Rentals/Leases | | 150.00 | | | | | | | | | | | | | 150.00 |
| Minor Office Equipment | | 237.95 | | | | | | | | | | | | | 237.95 |
| Food | 68.55 | 300.07 | | | | | | | | | | | | | 368.62 |
| Special Project Supplies | 192.59 | 3,398.02 | | | | | | 27.79 | | 1,744.70 | | | | | 5,363.10 |
| Coffee Shop Inventory | | | 666.70 | | | | | | | | | | | | 666.70 |
| Office Furniture/Equipment | | 3,490.00 | | | | | | | | | | | 6,508.00 | | 9,998.00 |
| Periodicals | 248.00 | | | | | | | | | | | | | | 248.00 |
| Youth Collection | 199.19 | | | | | 2,164.00 | | | | | | | | | 2,363.19 |
| Audio-Visual | | 2,852.16 | | 4,161.77 | | | | | | | | | | | 7,013.93 |
| Adult Collection | 4,271.35 | 7,772.34 | | 4,360.45 | | | | | | | | | | | 16,404.14 |
| Total Expenses | 4,979.68 | 25,412.05 | 666.70 | 8,522.22 | 0.00 | 2,164.00 | 0.00 | 27.79 | 0.00 | 2,154.10 | 0.00 | 0.00 | 6,508.00 | 0.00 | 50,434.54 |
| Encumbrance Detail: | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | 0.00 |
| Total Encumbrances | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| * Beginning balance includes available balance at 6/30/04 plus outstanding encumbrances | | | | | | | | | | | | | | | |
| ** \$9,000 was transferred from Enrich Iowa to the Books for Babies program | | | | | | | | | | | | | | | |

DIRECTOR'S REPORT

April, 2005

- **BUDGET**

Financial Reports for March: As of 3/31/05, we were **75%** of the way through the year and **72.9%** expended. Please see the Expense Report for March in your packet.

FY04-05 Budget Amendments: The Budget and Finance Committee (Gary Botine and Dave Ferree) will present budget amendments for your review and approval at the May meeting.

A quick review --- all City of Ames departments review and amend our operational budgets twice a year, once in the fall and once in the spring. (Our fiscal year runs from July 1 – June 30.) The City Council will approve budget amendments at its May 24th meeting.

- **POLICY**

Trustee Bylaws (Tabled from March meeting): Dale and Dave have reviewed the bylaws. The changes they are recommending are noted on the document using Word tracking. Please see the notes on the right hand side of the document.

Administrative Policies (Public Participation, Arts Advisory Committee, Financial Limits Authority, Investments):

Staff is recommending minor changes to the arts policy and none to public participation, financial limits authority or investments policies. *Note that the investments policy is taken verbatim from the City of Ames policy. Head of Finance Duane Pitcher is currently reviewing that policy in preparation for presenting updates to the City Council. When that occurs, we will bring those changes to you for approval.*

Gifts: Note that there are significant changes recommended and are meant to stimulate board discussion. Also, as we've observed this week, the component currently missing from this policy is specific criteria for major donations associated with naming opportunities. We are in the process of gathering information on this from other libraries and from the City. We'll have that for you soon.

- **DISCUSSION/ACTION ITEMS**

Election of Officers: Election of new officers takes place this month. The nominating committee presented its recommendations at the March meeting. Nominees are: President, Margaret Munson; Vice-President, Dale Ross; Secretary, Gary Botine.

Trustee Orientation/Education: President Margaret Munson will lead a discussion on how we want to approach orientation and continuing education for trustees this year.

- **AMES PUBLIC LIBRARY FOUNDATION**

I will have a report at the meeting.

- **STRATEGIC PLANNING/PROCESS IMPROVEMENT**

Management Team: The team is currently working on improving the performance appraisal (PA) process, in addition to writing PAs and conducting staff interviews. Other items on our agenda for April/May: donation for teen space, youth services work plan, job classifications and personnel policy, plans of service and to review issues from our last retreat, including revision of the organizational chart to accurately reflect how we work together.

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

Property Acquisition: The request to purchase the property next to the Library will be on the May 10th City Council agenda, not the April 26th one as I previously reported.

- **LIBRARY STAFF NEWS**

Lynne Carey, Head of Circulation/Outreach Services: Time for Peace, an ISU organization started after the terrorists attacks on Sept. 11, presented Lynne with the Ames Peace Prize on Saturday, April 9. Recipients are chosen based on their role in advocating peace, living life by their ideals, and they must be a member of the local community. Please join me in congratulating Lynne!

Employee Recognition: Several APL employees received years of service awards at the City of Ames Employee Awards Luncheon on April 6. They are: Kay Marner, Margaret Dempsey, Chris Robinson – 5 years; Ann Dobbs – 10 years; Dawn Hayslett, Marianne Malinowski - 15 years. It is an honor to work with them all!

- **LIBRARY NOTES**

This is a heads up for our new trustees. Each Wednesday, a column called **Library Notes** appears in the *Ames Tribune* in the arts section. Twenty+ APL staff members write these columns. It's a great opportunity to promote the Library and an excellent source of information for you. I encourage you to read it!

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

Attended: APL staff meetings (All staff, policy, administration, management, public services, circulation/outreach teams); City of Ames staff meetings; Ames Noon Rotary; Ames Convention & Visitors Bureau board; First Amendment/National Library Week programs at APL and ISU; *Library Transformation: Library as Place* – a satellite down-link conference on what public and academic libraries are doing to transform their images from building with books into centers for their communities and campuses; City of Ames orientation for new board members; City of Ames Boards and Commissions luncheon; City of Ames Employee Awards luncheon.

Other activities: Met with city attorney John Klaus regarding property acquisition; met with APL staff to distribute and discuss ETP values cards from city manager Steve Schainker; conducted tours/orientation for new trustees.

- **ABLE (American Bulgarian Library Exchange)**

Thanks to computer specialist Mark Harris and the Varna (Bulgaria) Public Library, I will be participating in a video conference for the Reading People's Marathon on Thursday, April 21. The Varna Library staff launched this program a few years ago for the International Day of the Book.

This is from Galina Doycheva, head of cataloging for the Library: *People liked it, so it turned into an annual activity (perhaps you remember I told you about it last year). This year we are planning a whole week (18th-23rd April) full of events and activities and dedicated to the International Day of the Book (23rd April) and Hans Christian Andersen's anniversary.*

This will also be the kick-off event for the ABLE program in Bulgaria.

- **New APL Trustees!**

This is the first official meeting for new trustees Bob Anderson, Kevin Mungons, Deb Sondall and Melody Warnick. Welcome! We're so glad you've joined us!

- **Volunteer Luncheon – Please mark your calendars!**

The annual APL volunteer luncheon is on Wednesday, April 20 from 11:30 a.m. – 1:30 p.m. I encourage you to attend as both volunteers and to help us thank all the volunteers that help make APL such a wonderful place for our community. This is also the first day of work for our new volunteer coordinator, Sarah Bohlke.

**Gina Millsap, Director
Ames Public Library**

Monthly Report – Dawn Hayslett - Assistant Director April 2005

Friends of the Ames Public Library

The Friends Board Budget Committee (President Lisa Hill, Treasurer Barb Weber and I) met on Monday, April 4th at 6:00 to review the current year budget and prepare of draft of 2005-06 budget for Board approval. Klatt Accounting will develop a budget draft based on this discussion which will be presented at the annual meeting next month.

The Board met at 7:00 p.m. The main topic of discussion was how well the book sale had gone. The gross receipts totaled \$9,425.89 which is phenomenal for a spring sale. Nancy Schroeder did a fantastic job of managing the sale. No one would have ever known this was her first time.

The nominating committee reported that there will be no changes in the Board for the coming year (unless there is a rush of nominations from the floor at the annual meeting). Keith Landon (who has completed his first term) agreed to serve another term and all the officers agreed to serve another year. The annual meeting which is open to all Friends members will be Monday, May 2nd at 7:00 p.m.

Public Services

Mike and Gina helped out with Public Services meetings while I was ill. Since my return we discussed the new charge for holds that are not picked up and last week we listened as Jerri presented a draft of the new Youth Services workplan. Public Services staff members were enthusiastic about elements of the plan. I have been working on performance appraisals.

Youth Services

Welcome Jerri! Unfortunately, I was not here for Jerri's first couple of weeks. But everyone helped make her feel welcome and helped with her orientation. Jerri is now attending the City orientation which is four Tuesdays this month.

This past week Jerri presented the Management Team with a draft workplan for revolutionizing our service to children and families. The Management Team met with Youth Services staff to discuss the plan. The workplan is bold and innovative and will take effort from all of us to achieve these goals.

I have been working on performance appraisals for this staff as well. This is the first time I have been involved in their evaluations. Jerri will be assisting me with staff member's performance goals for the coming year.

Jerri led her first Youth Services Selectors meeting this week. This is an opportunity to set standards, communicate procedures, and work on allocating the remainder of this year's budget. In the near future, this group will also work on next year's allocations and serve as a forum for issues related to the juvenile collection.

Cathy and Meg are working on juvenile series and will have a standing order plan developed later this month. This will save time and ensure that we receive each new entry in the series that we decide we want in the collection. Jan Heuss is contributing hours in Collections to re-catalog juvenile series (we want to bring them together under the series title so that it is easier for children to find them) and to order missing titles.

Kate Pickett, an hourly staff member who is an ISU student, is working with Collections and with Mike Quinn on another re-cataloging project so that the juvenile graphic novels and manga are organized by series like the adult graphic novels and manga. She is also ordering missing titles in our existing series and recommending new titles. We have allocated money from the current year juvenile budget to bring this collection "up to snuff."

Youth staff as well as Janet Klaas assisted in orienting Betty Young to working in the at the Youth area. Betty, who also works in Collections and has a substantial background in library service to children, will be contributing hours each week at the Youth Services desk. Youth staff gave her a comprehensive tour while Janet provided in-depth training on using Horizon and HIP in order to serve customers. Several Public Services staff members work at the Youth Services desk each week. Mike Quinn also trained one of our hourly staff members from the computer lab to work on the Youth Services desk. She is filling in due to the resignation of another hourly worker.

Youth Services staff is continuing to plan for the summer reading program.

Other Activities

- We had a great Staff Day. Staff members appreciated Mary Cameron's presentation on serving customers who live in poverty. Everyone learned reader's advisory skills and tips for assisting customers in Ann Dobbs and Mary Logsdon's afternoon workshop. Thank you for being willing to be part of the day and presenting gifts to those of us who had service milestones this year. The comments we received from staff are in your packet this month.
- I attended two "Let's Talk About It" presentations since my last report. Bob Gibbons, retired biology teacher from Ames High, did an excellent job helping us understand the science in "Redesigning Humans" on March 8th. And Kathy Hickock led a stimulating discussion of "Oryx and Crake" by Margaret Atwood on April 5th. This next month we will conclude our year-long series on the Frankenstein theme. The books in the series have worked very well at exploring the modern and future implications of genetic engineering.
- I led the discussion of "The Master Butcher's Singing Club" on Thursday, March 10th. Unfortunately, our scheduled facilitator was ill and unable to be here. We had 19 enthusiastic women who contributed their ideas about the book resulting in a very lively discussion.
- I attended ILA Legislative Day at the Capitol in Des Moines. We were able to speak with many of our representatives about library issues.
- I attended the Adult Selectors meeting. I also attended the Youth Selectors meeting.
- Management Team meetings have focused on the performance appraisal process and working to ensure that we take a consistent approach.
- I led the Policy Group meeting last week. We reviewed the Arts Advisory Committee, Gifts, and Public Participation policies. Recommended changes are in your packet.
- I attended the City's Annual Employee Recognition luncheon and received my 15-year plaque.

OUTREACH & CIRCULATION MONTHLY REPORT March 2005

Lynne Carey, Outreach and Circulation Coordinator

VOLUNTEERS

We hope you all plan to join us Wednesday, April 20, from 11:30 to 1:00 as we express our heartfelt thanks to all the wonderful volunteers (including each of you!) who give their time and talents to enhance APL. This will also be your chance to meet Sarah Bohlke, our new Volunteer Coordinator, on her first day of work.

Volunteers, led by super-volunteer Nancy Schroeder, planned and carried out a very successful spring booksale. Nancy worked tirelessly to ensure that every detail was perfectly planned. We were also fortunate to be able to involve community service volunteers who set up all the tables and distributed boxes of books on the weekend before the sale. Special mention should also be made of Fred and Barbara Brown (both former APL Trustees) who come in at least once a week year round to sort books and Mike Christiansen who manages the Special Books section.

I interviewed and placed 16 new volunteers in March.

OUTREACH and CIRCULATION STAFF:

We are pleased to welcome new desk assistants Emily Kawaler, Jon Greiner and Marna Navarra.

I attended the annual Boards and Commissions lunch and enjoyed seeing APL Board members honored. Margaret Dempsey and I attended the annual City Employees Awards lunch along with other members of the APL staff. Margaret and Kay Marner each received their years of service awards for five years. Connie Gilmore attended the Support Personnel conference in Waterloo and was very impressed with the programs. She brought back some very useful tips for dealing with difficult customers.

We are nearing May 1st and the implementation of a charge for expired holds. The Circulation/Outreach gang, under the direction of Val Donnell, has done a tremendous job of getting the word out to our customers. Already we are seeing the results of their efforts. The number of calls and e-mails we receive from people wishing to cancel holds has increased dramatically and the number of expired holds that have to be processed by staff has decreased by 50 percent! Not only does this allow for greater efficiency of staff time, even more importantly, materials are available for the next customer sooner.

PROGRAMS:

We continue to have enthusiastic audiences for programs. The Prime Time Readers (featuring Judy Kavanagh) presented a wonderfully amusing program on March 20. The First Amendment program on April 10 featured local residents who are upholding their first amendment rights on a daily basis and was very inspiring. I have also enjoyed participating in many of the First Amendment Week programs at Iowa State throughout the week. Erin Davies reported great success with the April 10 YAK About Books discussion group for teens.

Upcoming Programs:

Sat Apr 16 - Magic of Reading featuring magician Curtis Alan Hed

- Sun Apr 17 - APL Unplugged featuring the Dixie Slicks
- Tue Apr 19 - Liberty Circles in collaboration with the League of Women Voters
- Wed Apr 20 - Books at Noon book discussion
- Wed Apr 20 - Inkspots writing group
- Thu Apr 21 - Vision Matters: Preparing Students for Their Future not Our Past discussion of early childhood education in collaboration with the Ames Community Schools and School Board, the Tribune, the ISU Department of Education and the Ames Chamber of Commerce
- Fri Apr 22 - Wheels of Justice Tour with a potluck followed by Mazen Qumsiyeh in collaboration with Catalyst and Ames High Progressive Club
- Mon Apr 25 - Chick Lit book discussion
- Tue Apr 26 - An Evening with the Authors featuring Patricia L. Bryan and Thomas Wolf in collaboration with Algonquin Books
- Wed Apr 27 - Reel Connections Other Voices/Other Views film *Manufacturing Consent* in collaboration with the Alliance for Global Justice and the Ames High Progressive Club
- Thu Apr 28 - Introduction to Amma in collaboration with the Ames Interfaith Alliance and Ames Satsong
- Fri Apr 29 - Rock the Library
- Sat Apr 30 - Theater Workshop in collaboration with ISU Center
- Sun May 1 - APL Unplugged featuring Jack Dalton
- Mon May 2 - Let's Talk About It book discussion
- Thu May 5 - Reel Connections Confronting the New World Order film *America's Economic Decline* in collaboration with the local chapter of the John Birch Society
- Sat May 7 - Free Comic Book Day Bookmobile at Mayhem Collectibles
- Sun May 8 - YAK About Books
- Tue May 10 - Peak Oil and the Road Ahead presentation in collaboration with a local energy awareness group
- Wed May 11 - Reel Connections Other Voices/Other Views film *Henry Wallace* in collaboration with the Alliance for Global Justice and the Ames High Progressive Club
- Sat May 14 - Wild About Books and Animal Antics
- Wed May 18 - Books at Noon book discussion
- Wed May 18 - Inkspots writers group
- Mon May 23 - Chick Lit book discussion
- Wed May 25 - Reel Connections Other Voices/Other Views film *America's Lost Landscape: the Tallgrass Prairie* in collaboration with the Alliance for Global Justice and the Ames High Progressive Club

MEETINGS:

I attended meetings of the Outreach Staff, Circulation Staff, Public Services Staff, APL Policy committee APL Management Team, APL All-Staff, Inkspots, Circulation/Outreach Joint staff meeting, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Teen Space Committee, International Women's Day Planning Committee, First Amendment Days Planning Committee, Liberty Circles Planning committee, Bookends at the Bandshell Planning Team, Youth Services Staff and the APL Board.

Marianne Malinowski – Coordinator Report April 2005
Adult Collection Manager, Collections Workgroup

YOUTH COLLECTION: Jerri held the first Youth Selectors meeting on April 11th. Dawn, Camille and I attended the first meeting to answer questions about electronic ordering, budget allocation, etc. It's exciting to see all the new ideas that Jerri has for youth area and I'm looking forward to working with her.

COLLECTIONS WORKGROUP:

Jan Heuss is doing a beautiful job of learning Horizon's cataloging module and working on the youth series project. She is changing the call numbers on the series books so the call number will refer to the series name and not the author. Sometimes a series is written by several different authors so it is easier for customers to just look under the series name. This will make the collection more user-friendly. It's a big project that will probably go on for months. As Jan is recataloging the books she is also looking to see if we have missing titles in each series and is giving this information to Jerri. Cathy and Meg are also working on a different aspect of this project. They are setting up a standing order for juvenile series so the books will come automatically and won't have to be individually ordered. This is also a nice perk for customers because it means we will be able to add these titles to the catalog in advance of their publication and children will be able to place holds on them.

The Adult Selectors met on April 7th and discussed a number of topics:

- Scott is ready to print the inventory list – this is the first the list will be printed since we migrated to Horizon. The last inventory was run in April of 2004.
- Several people will be previewing a new collection analysis product that is being offered by OCLC. The product would allow us to compare our collection to other public libraries our size all across the country. We could use that information to identify strengths, weaknesses and gaps in our collection. The product is being offered on a subscription basis and would cost between \$3,500 and \$4,000 per year.
- Scott will be ordering the online automotive repair product from Gale. It will be available to the public this summer – probably in August. This is a great product because people will be able to access it from home and print out pages from the car repair manuals. Scott is also looking at an online newspaper product that offers full-text from about 700 newspapers and it's very affordable – about \$1,800 per year. I expect that our online resources will be increasing as more and more of them are coming down in price.

PROFESSIONAL DEVELOPMENT:

Eileen is attending the spring ILA meeting in Waterloo today (April 13th).

Camille and I attended an Excel workshop in Des Moines. We also took the introductory Horizon cataloging course on the web last week and it was excellent. Dynix is offering many of their web training sessions at no cost. They are a great way to learn. You can follow along with the presenter on your own computer and can ask questions at any time. They are usually about 3 hours in length. We're planning to take the intermediate cataloging class in May.

I have been working on plans for the annual Iowa OCLC Users Group conference. It is going to be held at the Iowa City Public Library on May 26th and 27th. Our keynote speaker will be Lynn Connaway, who is the driving force behind OCLC's new collection analysis product that I mentioned earlier.

Jerri Heid - Youth Services Report April 2005

This has been a very interesting and informative month for me. I have visited and/or job shadowed in each Library department. In addition I have visited with each of the Youth Services staff and discussed their individual jobs and goals. I also observed the patrons in the Youth Services area and visually assessed the collection. In doing so, and in working with the expectations that were given to me, I presented my vision and the Youth Services work plan to the Management Team.

- The Youth Services work plan was presented to both the Youth Services group and the entire Public Services staff for their input and opinions.
- Portions of the work plan have already begun. As mentioned in Marianne's report, Youth Services and Technical Services are coordinating their efforts in streamlining the Juvenile Series books. These books are generally paperback, sometimes trendy, have many titles available in consecutive order, and at times are written by various authors within the series. In addition to making access easier for our patrons, we are also filling in missing titles and determining whether any given series is worth keeping. The end result will be an easily accessible quality series collection.
- The Youth Services selectors met for the first time to coordinate their efforts in purchasing collection materials. We reevaluated the remainder of the budget and reallocated the remaining amounts to the areas needed. Discussion was held about the expectations of this group and individual members.
- Cathy Van Brocklin is facilitating the meetings for the Teen Space committee. The committee has met twice while I have been here and will be firming the recommendation for the space.
- The Youth Services staff met with Lynne Carey to coordinate the programming and staffing needs for the summer months. We also brainstormed for new and existing programs for the upcoming year.

Youth Services Personnel Training and Development

- I will be attending a Risky Business 2005 conference offered by Youth and Shelter Services. I will also be attending the Child Care Resource and Referral April monthly meeting as well as the annual Baby Talk meeting in May.
- Jacque Zabracki will be attending the Kids Lib meeting at the Des Moines Southside Branch. Ames Public Library has been invited to be a member of this Metro area children's librarian group.

I have also been attending the City of Ames orientation program each Tuesday. I have found this to be very interesting and worthwhile time investment. In addition to the training in various subject areas such as customer service, city government set up and communication; the tours of each of the departments and services offered to Ames citizens will be helpful knowledge when serving library patrons.

I am really excited about working here at the Ames Public Library. I believe my time spent here will be filled with opportunities and personally fulfilling. I am also looking forward to becoming a member of the Ames community.

System Administrator's Monthly Report

April 2005

Mark F. Harris

Let me say a few words about myself to the new board members, and briefly describe the Library's technology environment.

I started employment at APL in January 2003. Previously, I worked for four years at Drake's College of Business managing all desktops, printers, servers, and student labs. Additionally, I have taken Microsoft Systems Engineer training for Windows NT, server and workstation, and Windows 2000, server and workstation.

At APL, we currently support and operate only Microsoft operating systems on servers and desktops. Our principle office applications are from the Microsoft Office suite. Additionally, we use several specialized applications supporting lab reservations, room reservations, cataloging functions and volunteer coordination. We currently have nine servers deployed managing the following services: website, email, database, web-catalog, terminal services, file and print services, domain authentication, backup, lab reservation, room reservation, and anti-virus protection. We currently run both Windows 2000 and 2003 server operation systems, though I will be upgrading all Windows 2000 servers to Windows 2003 in the near term. We have approximately 80 desktops deployed including 18 public lab stations and 12 public catalog stations. We are phasing in a thin client environment. All public catalog stations and approximately 40 staff desktops will be replaced with a thin client appliance. These devices have a minimal operating system, which connects the user to virtual desktop managed by terminal servers. A thin client environment has several advantages including less management and maintenance costs.

Horizon Library System database software from Dynix, Inc. manages the Library inventory of items. The database engine is Microsoft SQL Server 2000. The staff connects to the database through an application interface developed by Dynix. The public connects to the database through the online web catalog. This server dynamically creates each webpage the patron sees, unlike the main APL website, which is composed primarily of static, occasionally updated pages.

Please feel free to call or email me with any questions you have regarding technology at our Library.

Email: mharris@amespubliclibrary.org

Phone: 239-5669

Jillian Duggan, Community Relations Specialist
April 2005

The Merchandise Display team will begin meeting monthly about displays and signage in the library. The purpose of these meeting will be to keep updated on current and upcoming displays, to share resources and ideas, and to address any issues with visual merchandising or signage.

Current Projects:

- May Page One
- Library Notes column
- Friends membership renewal form
- Wild About Books/Animal Antics planning and promotion
- Free Comic Book Day planning and promotion
- Update photo board
- Board page online
- APL Intranet draft
- Smyles and outreach to daycares
- Wedding planning bibliography/brochure
- Literary Perks signage/display

Recently Completed:

- Updated Gab Bag sign and handout
- Flyers, media releases, and community calendar entries for April events
- April Page One
- Spring Book Sale ads
- Signage and handouts for tornado drill
- Bookmobile bookmarks
- Sign about PATRIOT Act
- National Library Week and First Amendment Week promotion
- National Library Week display at North Grand Mall
- Met with key internal customers about how to best serve their needs

Meetings:

- Main Street Cultural District
- MSCD Promotion Committee & Wild Women's Weekend Committee
- APL All Staff
- APL Policy meeting
- APL Admin Team meetings

Bylaws, Board of Trustees Policy- Tabled from the March 2005 meeting

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
April 21, 2005**

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

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Bylaws, Board of Trustees

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
April 21, 2005**

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 Manual

Section: Administration

Subject: Bylaws, Board of Trustees

Board of Trustees

Approved: 3/97

Reviewed: 3/04, 4/05

Revised 3/04

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

Library Board

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:
4. Employ a competent and qualified librarian to serve as Director.
5. 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.
6. Determine and adopt written policies to govern all operations and programs of the library, in consultation with the Director as necessary.
7. Report to and cooperate with other public officials, boards and the Ames community in support of a good public relations program within the community.
8. Prepare and seek adequate support for the annual Library budget.
9. Develop long-range goals for the Library and work toward the achievement of these goals.
10. Accept gifts and approve all library expenditures.
11. Authorize the use of the library by nonresidents of the city.
12. 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.

Deleted: Members of the Board of

Deleted: for their services

Deleted: Executive

Officers

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:
4. The President will:
 - a. preside at all meetings of the Board
 - b. appoint all standing and ad hoc committees
 - c. prepare the agenda for Board meetings
 - d. serve as Chair of the Executive Committee
 - e. sign the monthly financial statement presented by the Director as an indication of the acceptance of the statement by the Board
 - f. serve as liaison for the library staff
5. The Vice President will:
 - a. perform such functions as may be assigned by the President or the Board
 - b. serve as a member of the Executive Committee
 - c. perform all the functions of the President in his/her absence or disability
6. The Secretary will:
 - a. 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.)
 - b. 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.)
 - c. sign the monthly financial statement together with the President
 - d. perform all the functions of the President in the simultaneous absence and/or disability of the President and Vice President
 - e. serve as a member of the Executive Committee

Deleted: to evaluate the Director

Deleted: to evaluate the Director

Deleted: to evaluate the Director

Meetings

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. Deleted: of Iowa,
9. Robert's Rules of Order will govern the parliamentary procedures of the Board.

Committees/Board Liaison Appointments

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:
2. 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.
3. two (2) Trustees to serve as liaison with the Friends of the Ames Public Library Board.
4. two (2) Trustees to serve as representatives to the Ames Public Library Foundation Board of Directors.
5. 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.
6. No committee shall have other than advisory power unless, by suitable action of the Board, it is granted specific power to act.

Deleted:

The Director

1. The Director's duties and responsibilities are detailed 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.

Deleted: will be as follows:

Amendments to Bylaws

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.

Deleted: ~~<#>select~~ all library materials ¶
~~<#>maintain~~ and operate the physical plant¶
~~<#>recruit~~, hire, train and assign members of the Library staff¶
~~<#>keep~~ the Board informed of the finances, public services, personnel, collections, condition of the physical plant and other developments, changes and problems within the Library¶
~~<#>prepare~~, as directed by the President, the agenda for the monthly meeting of the Board, and collect and distribute such documents and materials necessary to accomplish the goals of the agenda¶
~~<#>implement~~ the requirements of the Iowa Public Record Law, Code of Iowa, Chapter 22¶
~~<#>refine~~ the library's strategic plan to reflect changing community needs¶
~~<#>oversee~~ implementation of the library's strategic plan¶
¶

Formatted: Bullets and Numbering

Gifts Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
April 21, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy

Section: Administration

Subject: Gifts

Board

Reviewed: 4/03, 4/05

Approved: 12/96

Revised: 8/00

Policy

Authority

The Ames Municipal Code, paragraphs (8) and (9) of Section 15.7, provide that "The Board of Library Trustees has and exercises the following powers:

- To have exclusive control of the expenditures of all portions of the municipal enterprise fund of the city allocated for library purposes by the council, and of the expenditure of all moneys available by gift, or otherwise for the erection of library buildings, and of all other moneys, including fines and rentals collected under the rules of the Board of Trustees.
- To accept gifts of real property, personal property, or mixed property, and devices and bequests, including trust funds; to take the title of said property in the name of said library; to execute deeds and bills of sale for the conveyance of said property: and to expend the funds received by them from, such gifts for the improvement of said library."

Purpose

The Board of Trustees and staff of the Ames Public Library encourage the private support of the Library's program of service to the community through the gift of money, real property, personal property, mixed property, devices, bequests, and trust funds. These gifts allow the Library to undertake or expand services for the benefit of the public that would not otherwise be possible. The Library is responsible for seeing that gifts are properly accounted for and utilized. Gifts are accepted to enhance public library service and are not intended to replace municipal or contractual support.

Deleted: I

Formatted: Font: Not Italic

Conditions

The Library's acceptance of a gift does not guarantee its retention as Library property in perpetuity. As the Library's needs change, as gifts intended for use are used and become worn or outmoded, and as the public's interests and needs change, the Trustees may find it in the public interest to alter or convert a gift from its original intent. This possibility must be acknowledged; however, the Board will not take this act lightly or exercise it frequently. Trust funds may be diverted from their original purpose only in the instance of a capital emergency.

Gift Procedures

All gifts (other than books and other materials) given to the library shall be received by the Director. The Director will report such gifts to the Board of Trustees at the next regular meeting and acknowledge all gifts in writing. The Director's Report shall include the source of the gift, the gift's amount or nature, and any conditions associated with the gift. All gifts shall be accepted by the Board of Trustees upon the majority vote of those Trustees present.

- Deleted: non-book
- Deleted: who
- Deleted: shall
- Deleted: non-book

The Board's resolution of acceptance shall include any conditions deemed acceptable.

The Library does not provide appraisals of gifts. Donors are responsible for determining the value of their gifts and for providing a quantitative count of library materials if a count is desired in the acknowledgement.

All gifts of money shall be invested in accordance with the City of Ames Investment Policies and Procedures as adopted by the Board of Trustees in December, 1999. Any revenues realized through investment by the Library shall be credited to the proper Library Trust and Agency donation accounts. All expenditures of gift money shall be approved by the Board.

Unrestricted gifts may be accumulated for general or specific expenditure.

- Deleted: Unassigned
- Deleted: application
- Deleted: The Library Trustees and administrative staff are jointly responsible in seeking out gifts to enhance library services.¶
- Deleted: utilized
- Deleted: I

Plaques or other permanent, public recognition of a gift may be acquired and displayed at the Library's discretion. Whenever possible the cost of such a memorial will be included as part of the gift. The Library is solely responsible for determining the requirement for, and nature of, such signage.

Specific Gifts

A. **Art.** see Arts Advisory Committee Policy

- Deleted: On July 18, 1985, the Library Board's Arts Advisory Committee was established -- with separate guidelines and procedures -- for the acceptance of gifts of art by the Board.
- Deleted: library
- Deleted: I

B. **Library Materials and Equipment.** Gifts of materials and equipment will be accepted by the Library with the explicit understanding that they may or may not be added to the collection. Decisions to add materials will be based on the Library's criteria for selection and the Library's need for copies of the title in the collection. Items which are not added to the Library's collection will be disposed of at the discretion of the Library. Any proceeds derived from such disposal may be used at the discretion of the Library.

C. **Memorial Gifts for Library Materials.** Monetary gifts may be unrestricted or designated as memorials or tributes to honor a friend or relative. Donors may suggest specific furniture, equipment, or art work, as well as subjects or titles of collection materials to be acquired with their donation. However; the Library reserves the right of final selection in order to meet either the space, utilization, and design criteria of the building or the criteria of the Materials Selection Policy.

Deleted: of funds

Deleted: Collection Management

Sustaining Gifts. Gifts of money may be accepted to create a trust fund, using the interest to purchase Library materials or to provide Library services. Trust funds will be deposited with the City and a Trust and Agency revenue account created specifically for each sustaining gift. These trust funds shall be invested by the City Treasurer and the resulting interest shall be deposited in a separate Trust and Agency account. A separate Trust and Agency expenditure account will also be created to track the sustaining gift's activity.

Deleted: |

Deleted: |

Deleted: ¶
<#>¶
Trust funds may be invested by the library and the interest deposited with the City in a Trust and Agency revenue account created specifically for each gift. A separate Trust and Agency expenditure account will also be created to track the sustaining gift's activity.¶
¶

Deleted: may

Deleted: also

Deleted: directly

Formatted: Bullets and Numbering

Deleted: Gifts of personal property may be received and accepted. Items other than library materials which are of historic value, and are not intended for use of, or loan to, the public are museum objects. Generally these items are not sought, received, or accepted.

Deleted: required

D. Personal Property. The Library will accept gifts of real property that support the mission of the Library. Such offers will be handled by the Library Director, who, with the Board of Trustees, will determine the suitability of the gift and work out terms of acceptance that are compatible with Library policies, the donor's intent, and applicable laws.

E. **Subscriptions.** Gifts of subscriptions pose unique considerations. Because there is a considerable overhead associated with the management of subscriptions and a need for strict bibliographic control, a three-year minimum subscription is recommended for a gift. All gift subscriptions must comply with the Library's selection policy.

Deed of Gift for Ames Public Library

Deleted: Art Collection

Gifts of art and artifacts are accepted by the Ames Public Library to broaden the resources of the Library for the citizens of Ames. Terms of this agreement are to insure the broadest and most effective fulfillment of that goal:

- Gifts must be legally owned by the donor and be free of liens or claims.
- Gifts become the property of the Ames Public Library.
- Disposition of gifts is at the discretion of the Ames Public Library.
- All appraisals of value will be the responsibility of the Donor. Contributions of all objects and money are tax deductible within the limits prescribed by the Federal Internal Revenue Code.

By these presents I (we) hereby irrevocably and unconditionally transfer to the Ames Public Library by way of gift effective _____ all
(date)

my (our) right, title, and interest in and to the following object(s) which I (we) own:

This agreement is made and accepted subject to the foregoing terms and those hereinafter stated, which are hereby made a part of this memorandum of agreement.

Signed this _____ day of _____ 20 _____

Donor

Donor

President, Board of Trustees

Director, Ames Public Library

Work Plan for 2004-2005 Organizational Priorities

| Goals | Priority | Action | Subaction | Timeframe | Status | Resources | Who is Responsible |
|----------------------------|--|---|---------------------------------------|------------------------|---|-----------|-----------------------|
| Organizational Development | Plans of Service | Identify the process | | 7/26/2004 | | staff | Management Team |
| | | Develop the process | | | | | Work with consultant? |
| | | Draft Plans of Service | | 1/31/2005 | | | Dept. Coordinators |
| | | Reverse Strategic Planning | | | | | |
| | | Management Team to look for common themes | | 2/24/2005 | | | Management Team |
| | Develop list of Resources | | | | | Gina/Dawn | |
| | Management Team Building | Hold quarterly ½ day retreats | focus on looking ahead | | 7/26/2004 11/2/2004 | completed | |
| | | serve as a work session | | 1/25/2005 5/17/2005 | completed | | |
| Collection Management | Enable staff to generate reports on Horizon | Purchase Crystal Reports | | | completed | | Mark/Patti |
| | Invite Roy Kenagy back to work with us on data collection/analysis | When Horizon stats available | | | | | Scott |
| | Collection Management Team | Charter team | Budget Proposal | 11/1/2004 | approved by Probe Team & City Manager | staff/Roy | Management Team |
| | improve turnover of high-demand materials by increasing pick-up rates of holds | investigate implementing fees for holds not picked up | | | \$0.50 charge for holds not pick up effective 5/1/2005 | | Circ/Outreach |
| Policy Management | Personnel | compare city policy to library | | 6/30/2005 | | | Lynne/Jill |
| | Programs | Passed by Board of Trustees | | 6/23/2004 | completed | | |
| | Collection Management | Write draft policy | | 6/30/2005 | | | Dawn |
| Technology Management | Outlook e-mail and scheduling | | | 4/30/2005 | | | Mark |
| | Development and Stabilization of Horizon | Purchased Web Reporter and Remote Patron Authentication | | ongoing | | | Horizon Advisory Team |
| | Blogs | look at in terms of Web development | developing Director Blog | ongoing | | | |
| | Thin-client technology | thin-client server up/client server installed | installed in Public Services workroom | 6/30/2005 | working on printing issues | | Mark |
| | Web development, including online catalog | Redesign website | develop specs, hire web dev. Vendor | 6/30/2005 | dependent on new version of online catalog | | Jillian and Web team |
| | Wireless telecommunications for facilities, including bookmobile services | | | ongoing | | | Mark |

Work Plan for 2004-2005 Organizational Priorities

| Goals | Priority | Action | Subaction | Timeframe | Status | Resources | Who is Responsible | |
|-------------------------------|--|--|---|----------------|--|---|--------------------------------|--|
| | Virtual Reference/Tutor.com | | | suspended | | | | |
| | Back up for Computer Specialist (Horizon, network, other software) | | | ongoing | | | HAT & Admin. | |
| Community Outreach | Continue and expand existing partnerships | Collaborations | Story Co. Childhood Collaboration | ongoing | | | YS Specialist | |
| | | | Stork's Nest | ongoing | | | YS Specialist | |
| | | | BabyTalk | ongoing | | | YS Specialist | |
| | | Co-sponsored programs for all ages | | ongoing | | | Lynne | |
| | Marketing Plans | | | 12/31/2005 | | | Jillian | |
| | Enhance Services to Young Adults | Evaluate & make recommendations on services, collections, programming, space | working with school media specialist & faculty/increase volunteer opportunities | eval=ongoing | work plan developed by 9/5/2005 | | YAK | |
| Daycares | provide onsite collection and program support | | ongoing | | | Lynne, YS Specialist | | |
| Alternative Funding & Revenue | Friends | present requirements for funding | Friends allocated \$19,000 | 11/4/2004 | completed | | Gina, Dawn | |
| | Foundation | Recruit & hire Development Director | Posted Dev. Dir. Position/interviews set for 2/23 | ongoing | | | Gina + Foundation Board | |
| | | present requirements for funding | request a min. of \$10,000 to meet state standards | 1/11/2005 | passed at Foundation's 1/05 meeting | | Gina, Dawn | |
| | Other | Investigate becoming passport acceptance agency/notary public? | | | | | | Management Team/Public Services Work group |
| | | Investigate faxing for fees | | | 5/1/2005 | research complete - recommendation to initiate service this year. | | Management Team/Public Services Work group |
| | | Improve materials and fines recovery process | | | 6/30/2005 | | | Val |
| Orientation Handbook Update | update handbook | | | | completed | | Gang of 4 | |
| | revise orientation checklist | | | 8/30/2005 | | | | |
| Improvements to Staff Day | Incorporate staff recognition | Board approved 10/04 | | 2/21/2005 | completed | | Dawn & Staff Development Comm. | |

Work Plan for 2004-2005 Organizational Priorities

| Goals | Priority | Action | Subaction | Timeframe | Status | Resources | Who is Responsible | |
|---|--|---|--|--|-----------|-----------|--|-----------------|
| Staff Development | Improve Training for Hourly Staff | create a program incorporating orientation and philosophy | | 8/5/2005 | | | Management Team/Public Services | |
| | Intellectual Freedom training | | | 8/5/2005 | | | Management Team/Public Services Work group/Circ/Outreach | |
| Staff Development | Guidelines for Friends' scholarships | write guidelines to submit to Friends | | 4/30/2005 | | | Dawn/Lynne/Gina | |
| | Staff resources, reallocation and reclassification | Recruit & hire for positions resulting from retirement | Youth Services Specialist | 3/14/2005 | completed | | Management Team | |
| | | | Circulation Supervisor | | completed | completed | | Management Team |
| | | | Submit positions for consideration for reclassification as appropriate | Volunteer Coordinator | | | completed | |
| | | | | Review Computer Specialist & Collection position | 1/1/2006 | | | Management Team |
| Foster an environment that encourages collegiality, commitment to learning, and stewardship | Staff Day | | | 2/21/2005 | ongoing | | Staff Development Committee | |
| City of Ames Organizational Goals | Work with the Human Resources Department to use selection tools that gauge if applicant's values are consistent with our organizational values. | | | 6/30/2005 | | | | |
| | When vacancies occur, take the opportunity to review the department organization structure to determine if changes are merited in order to better provide a service to our customers. | | | 6/30/2005 | | | | |
| | Make sure that an environment is maintained by the department supervisors that supports the values of our organization. Help create this culture in the department by allowing ETP to come to life in the department. Lead by example. | | | 6/30/2005 | | | | |
| | Change the behavior of those supervisors who do not support our values through counseling, evaluating, or assisting them in exiting our organization. | | | 6/30/2005 | | | | |
| | Identify and deal with employees who we have determined to be "abusing" sick leave. | | | 7/30/2004 | | | Management Team | |
| | Support the supervisors' attendance at the Mid-Management Monthly meetings, Creating the Culture classes, and Supervisory Essentials course. | | | 6/30/2005 | | | | |

Resolution for Nancy Schroeder

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
April 21, 2005**

Be it resolved that the Ames Public Library Board of Trustees expresses its sincere appreciation to Nancy Schroeder for her superior service in managing the 2005 Spring Book Sale for the Friends of the Ames Public Library.

The Board and staff of the library gratefully acknowledge her outstanding organizational efforts and exceptional attention to detail, which resulted in high sales with minimal disruption to regular library services.

Nancy's commitment to Ames Public Library, its customers, and its staff exemplifies the best of citizen volunteers.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Circulation Monthly Stats
March 2005**

| COMPARISON | Adult Print | Adult Media | Total Adult Circ | Youth Print | Youth Media | Total Youth Circ | Total Misc | Total Main | Total BKM/Home Del. | Grand Total |
|----------------------------|---------------------|--------------------|-------------------------|--------------------|-----------------------------------|-------------------------|-------------------|-------------------|-------------------------------------|--------------------|
| Current Month | 35,330 | 34,594 | 69,924 | 28,063 | 13,772 | 41,835 | 11 | 102,178 | 9,592 | 111,770 |
| One Year Ago | 33,192 | 35,357 | 68,549 | 29,046 | 13,119 | 42,165 | 5 | 101,456 | 9,263 | 110,719 |
| Difference | 2,138 | (763) | 1,375 | (983) | 653 | (330) | | 722 | 329 | 1,051 |
| % Change | 6.4% | -2.2% | 2.0% | -3.4% | 5.0% | -0.8% | | 0.7% | 3.6% | 0.9% |
| Year to Date | | | | | | | | | | |
| Current Year | 284,974 | 293,414 | 578,388 | 245,131 | 110,018 | 355,149 | 72 | 852,407 | 81,202 | 933,609 |
| One Year Ago | 270,487 | 292,432 | 562,919 | 241,360 | 100,476 | 341,836 | 47 | 829,467 | 75,335 | 904,802 |
| Difference | 14,487 | 982 | 15,469 | 3,771 | 9,542 | 13,313 | | 22,940 | 5,867 | 28,807 |
| % Change | 5.4% | 0.3% | 2.7% | 1.6% | 9.5% | 3.9% | | 2.8% | 7.8% | 3.2% |
| SPECIAL CIRCULATION | | | | | | | | | | |
| | Story County | Gilbert | Open Access | Total Circ | % of Total that is Special | | | AMES | % of Total Circ that is Ames | |
| Current Month | 6,708 | 2,037 | 14,457 | 23,202 | 20.8% | | | 87,245 | 78.1% | |
| One Year Ago | 6,738 | 1,986 | 13,739 | 15,725 | 14.2% | | | 86,750 | 78.4% | |
| Difference | (30) | 51 | 718 | 7,477 | | | | 495 | | |
| % Change | -0.4% | 2.6% | 5.2% | 47.5% | | | | 0.6% | | |
| Year to Date | | | | | | | | | | |
| Current Year | 54,124 | 16,000 | 118,789 | 188,913 | 20.2% | | | 733,631 | 78.6% | |
| One Year Ago | 55,788 | 16,274 | 110,637 | 182,699 | 20.2% | | | 709,969 | 78.5% | |
| Difference | (1,664) | (274) | 8,152 | 6,214 | | | | 23,662 | | |
| % Change | -3.0% | -1.7% | 7.4% | 3.4% | | | | 3.3% | | |

Main Stats FY04/05

| Description | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 | Apr-05 | May-05 | Jun-05 | Total |
|----------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|--------|--------|--------|----------------|
| ADULT NON-FICTION | 11,607 | 10,790 | 10,322 | 10,573 | 10,890 | 10,234 | 11,382 | 11,333 | 12,777 | | | | 99,908 |
| NEW NON-FICTION | 3,466 | 3,603 | 3,180 | 3,142 | 3,255 | 3,120 | 3,428 | 3,176 | 3,529 | | | | 29,899 |
| ADULT FICTION | 10,176 | 9,470 | 8,268 | 7,844 | 7,771 | 8,143 | 8,524 | 7,907 | 9,150 | | | | 77,253 |
| NEW FICTION | 3,999 | 4,244 | 3,907 | 3,824 | 4,024 | 4,034 | 4,280 | 3,675 | 4,629 | | | | 36,616 |
| PERIODICALS | 1,186 | 1,066 | 1,096 | 1,068 | 867 | 881 | 1,109 | 892 | 1,104 | | | | 9,269 |
| TRAVEL BAGS | 84 | 63 | 41 | 50 | 40 | 37 | 57 | 75 | 71 | | | | 518 |
| ADULT PAPERBACKS | 1,229 | 976 | 1,338 | 1,270 | 653 | 1,310 | 1,135 | 553 | 1,490 | | | | 9,954 |
| LITERARY PERKS | 79 | 48 | 54 | 44 | 41 | 45 | 58 | 45 | 37 | | | | 451 |
| ADULT ILL ITEMS | 73 | 83 | 100 | 70 | 66 | 55 | 72 | 83 | 83 | | | | 685 |
| SUBTOTAL (PRINT) | 31,899 | 30,343 | 28,306 | 27,885 | 27,607 | 27,859 | 30,045 | 27,739 | 32,870 | | | | 264,553 |
| NEW MEDIA | 19 | 20 | 15 | 34 | 26 | 12 | 13 | 25 | 20 | | | | 184 |
| MUSIC CDS | 8,051 | 7,763 | 7,143 | 7,296 | 7,964 | 8,379 | 7,933 | 7,737 | 8,412 | | | | 70,678 |
| AUDIO BOOKS ON CD | 2,541 | 2,334 | 2,292 | 2,235 | 2,363 | 2,315 | 2,191 | 2,255 | 2,669 | | | | 21,195 |
| AUDIO BOOKS ON TAPE | 1,452 | 1,261 | 1,214 | 1,040 | 1,059 | 1,142 | 865 | 825 | 1,134 | | | | 9,992 |
| THEATRICAL VIDEOS | 5,805 | 5,301 | 4,940 | 4,778 | 4,840 | 5,200 | 5,289 | 4,116 | 4,551 | | | | 44,820 |
| NON-THEATRICAL VIDEOS | 1,114 | 999 | 975 | 1,129 | 1,016 | 935 | 1,394 | 1,294 | 1,303 | | | | 10,159 |
| THEATRICAL DVDS | 11,286 | 11,541 | 10,209 | 10,799 | 11,133 | 11,779 | 12,289 | 10,827 | 12,283 | | | | 102,146 |
| NON-THEATRICAL DVDS | 1,168 | 1,176 | 1,122 | 1,208 | 1,287 | 1,285 | 1,697 | 1,545 | 1,768 | | | | 12,256 |
| KITS | 1,228 | 1,107 | 1,077 | 1,002 | 967 | 1,030 | 912 | 830 | 906 | | | | 9,059 |
| AUDIO CASSETTE PLAYERS | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 1 |
| MEDIA ILL ITEMS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 |
| SUBTOTAL (MEDIA) | 32,665 | 31,502 | 28,987 | 29,521 | 30,655 | 32,077 | 32,583 | 29,454 | 33,046 | | | | 280,490 |
| TOTAL (ADULT) | 64,564 | 61,845 | 57,293 | 57,406 | 58,262 | 59,936 | 62,628 | 57,193 | 65,916 | | | | 545,043 |
| JUVENILE NON-FICTION | 4,565 | 4,172 | 4,463 | 4,947 | 5,277 | 4,124 | 4,854 | 4,800 | 5,098 | | | | 42,300 |
| JUVENILE FICTION | 6,113 | 5,349 | 4,067 | 4,408 | 4,748 | 4,385 | 4,275 | 4,249 | 5,017 | | | | 42,611 |
| EASY | 7,558 | 6,767 | 7,771 | 8,619 | 7,972 | 5,928 | 6,415 | 6,875 | 7,041 | | | | 64,946 |
| EASY BOARD BOOKS | 2,113 | 2,398 | 2,508 | 2,302 | 2,340 | 1,955 | 1,954 | 1,958 | 2,222 | | | | 19,750 |
| EASY TO READ | 2,613 | 2,270 | 2,097 | 2,443 | 2,033 | 1,376 | 1,655 | 2,092 | 2,154 | | | | 18,733 |
| JUVENILE LARGE PRINT | 70 | 68 | 62 | 83 | 98 | 84 | 93 | 59 | 73 | | | | 690 |
| YOUTH PAPERBACKS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 |
| PARENT AS TEACHER | 15 | 24 | 17 | 21 | 23 | 18 | 9 | 14 | 20 | | | | 161 |
| JUVENILE PERIODICALS | 242 | 197 | 197 | 140 | 177 | 260 | 254 | 321 | 266 | | | | 2,054 |
| COMIC BOOKS | 9 | 2 | 0 | 7 | 7 | 9 | 4 | 0 | 2 | | | | 40 |
| GRAPHIC NOVELS | 534 | 525 | 555 | 438 | 398 | 416 | 452 | 371 | 588 | | | | 4,277 |
| YOUNG ADULT PRINT | 2,347 | 1,948 | 1,564 | 1,576 | 1,682 | 1,656 | 1,662 | 1,554 | 1,900 | | | | 15,889 |
| YOUNG ADULT PAPERBACKS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 |
| SUBTOTAL YOUTH (PRINT) | 26,179 | 23,720 | 23,301 | 24,984 | 24,755 | 20,211 | 21,627 | 22,293 | 24,381 | | | | 211,451 |
| YOUTH DVDS | 5,142 | 5,077 | 4,251 | 4,496 | 4,786 | 4,810 | 4,769 | 4,801 | 5,610 | | | | 43,742 |
| YOUTH VIDEOS | 3,628 | 3,515 | 3,020 | 3,381 | 3,386 | 3,419 | 3,257 | 3,269 | 3,745 | | | | 30,620 |
| YOUTH KITS | 1,152 | 1,009 | 928 | 881 | 976 | 782 | 822 | 754 | 962 | | | | 8,266 |
| YOUTH PUPPETS | 152 | 148 | 127 | 128 | 141 | 128 | 118 | 124 | 145 | | | | 1,211 |
| YOUTH COMPACT DISCS | 995 | 1,011 | 961 | 1,011 | 1,099 | 1,062 | 1,160 | 1,028 | 1,325 | | | | 9,652 |
| YOUTH COMPUTERS | 230 | 234 | 202 | 207 | 260 | 228 | 201 | 153 | 22 | | | | 1,737 |
| YOUTH REFERENCE | 0 | 0 | 1 | 0 | 0 | 1 | 3 | 0 | 0 | | | | 5 |
| YOUTH STORYTELLING | 2 | 7 | 10 | 5 | 10 | 0 | 0 | 0 | 0 | | | | 34 |
| YOUTH SPECIAL COLLECTION | 0 | 0 | 1 | 4 | 2 | 0 | 0 | 0 | 0 | | | | 7 |
| TOYS | 62 | 74 | 54 | 77 | 75 | 71 | 54 | 51 | 61 | | | | 579 |
| SUBTOTAL YOUTH (MEDIA) | 11,363 | 11,075 | 9,555 | 10,190 | 10,735 | 10,501 | 10,384 | 10,180 | 11,870 | | | | 95,853 |
| TOTAL YOUTH | 37,542 | 34,795 | 32,856 | 35,174 | 35,490 | 30,712 | 32,011 | 32,473 | 36,251 | | | | 307,304 |
| Misc. | 5 | 4 | 5 | 8 | 3 | 3 | 14 | 7 | 11 | | | | 60 |
| GRAND TOTAL | 102,111 | 96,644 | 90,154 | 92,588 | 93,755 | 90,651 | 94,653 | 89,673 | 102,178 | | | | 852,407 |
| SPECIAL CIRCULATION | | | | | | | | | | | | | |
| RURAL ROUTE STORY CNTY | 6,241 | 5,755 | 5,337 | 5,290 | 5,314 | 5,357 | 5,823 | 5,480 | 6,278 | | | | 50,875 |
| GILBERT | 1,162 | 1,210 | 809 | 903 | 982 | 1,056 | 1,087 | 1,012 | 1,117 | | | | 9,338 |
| OPEN ACCESS | 13,245 | 12,787 | 12,456 | 13,372 | 13,221 | 12,325 | 13,194 | 13,119 | 14,311 | | | | 118,030 |
| Total Special Circulation | 20,648 | 19,752 | 18,602 | 19,565 | 19,517 | 18,738 | 20,104 | 19,611 | 21,706 | | | | 178,243 |
| % Special Circulation | 20.22% | 20.44% | 20.63% | 21.13% | 20.82% | 20.67% | 21.24% | 21.87% | 21.24% | | | | 20.91% |
| AMES | 80,281 | 76,023 | 70,444 | 71,840 | 73,112 | 70,863 | 73,388 | 68,816 | 79,229 | | | | 663,996 |

**Bookmobile Stats
FY04/05**

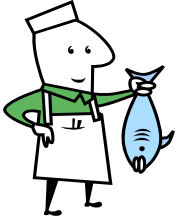
| Description | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 | Apr-05 | May-05 | Jun-05 | Total |
|----------------------------------|---------------|--------------|---------------|---------------|---------------|---------------|--------------|---------------|---------------|--------|--------|--------|---------------|
| ADULT NON-FICTION | 474 | 330 | 394 | 436 | 464 | 331 | 508 | 508 | 488 | | | | 3,933 |
| NEW NON-FICTION | 179 | 118 | 192 | 250 | 195 | 163 | 228 | 215 | 270 | | | | 1,810 |
| ADULT FICTION | 962 | 599 | 762 | 815 | 850 | 807 | 1,030 | 915 | 927 | | | | 7,667 |
| NEW FICTION | 222 | 151 | 226 | 286 | 260 | 154 | 229 | 243 | 274 | | | | 2,045 |
| PERIODICALS | 41 | 19 | 33 | 59 | 74 | 72 | 94 | 77 | 73 | | | | 542 |
| TRAVEL BAGS | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | 1 |
| ADULT PAPERBACKS | 465 | 480 | 786 | 501 | 497 | 390 | 447 | 424 | 428 | | | | 4,418 |
| LITERARY PERKS | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 2 |
| ADULT ILL ITEMS | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | | | | 3 |
| SUBTOTAL (PRINT) | 2,344 | 1,699 | 2,393 | 2,348 | 2,340 | 1,917 | 2,538 | 2,382 | 2,460 | | | | 20,421 |
| NEW MEDIA | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 1 | | | | 5 |
| MUSIC CDS | 241 | 104 | 165 | 195 | 221 | 162 | 183 | 206 | 181 | | | | 1,658 |
| AUDIO BOOKS ON CD | 60 | 38 | 38 | 46 | 61 | 41 | 54 | 32 | 63 | | | | 433 |
| AUDIO BOOKS ON TAPE | 126 | 57 | 64 | 98 | 77 | 100 | 90 | 114 | 102 | | | | 828 |
| THEATRICAL VIDEOS | 499 | 214 | 374 | 439 | 502 | 254 | 538 | 332 | 361 | | | | 3,513 |
| NON-THEATRICAL VIDEOS | 39 | 16 | 35 | 25 | 32 | 23 | 48 | 28 | 41 | | | | 287 |
| THEATRICAL DVDS | 773 | 209 | 644 | 740 | 585 | 401 | 668 | 565 | 702 | | | | 5,287 |
| NON-THEATRICAL DVDS | 49 | 25 | 68 | 86 | 79 | 23 | 53 | 44 | 55 | | | | 482 |
| KITS | 52 | 30 | 48 | 58 | 54 | 55 | 46 | 46 | 42 | | | | 431 |
| AUDIO CASSETTE PLAYERS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | - |
| MEDIA ILL ITEMS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | - |
| SUBTOTAL (MEDIA) | 1,840 | 694 | 1,436 | 1,688 | 1,611 | 1,060 | 1,680 | 1,367 | 1,548 | | | | 12,924 |
| TOTAL (ADULT) | 4,184 | 2,393 | 3,829 | 4,036 | 3,951 | 2,977 | 4,218 | 3,749 | 4,008 | | | | 33,345 |
| JUVENILE NON-FICTION | 945 | 401 | 809 | 915 | 825 | 656 | 860 | 791 | 769 | | | | 6,971 |
| JUVENILE FICTION | 1,141 | 429 | 994 | 1,134 | 1,029 | 689 | 905 | 812 | 848 | | | | 7,981 |
| EASY | 960 | 291 | 810 | 957 | 902 | 477 | 684 | 724 | 743 | | | | 6,548 |
| EASY BOARD BOOKS | 828 | 204 | 525 | 652 | 490 | 359 | 384 | 483 | 460 | | | | 4,385 |
| EASY TO READ | 683 | 285 | 630 | 726 | 525 | 323 | 655 | 517 | 514 | | | | 4,858 |
| JUVENILE LARGE PRINT | 18 | 10 | 15 | 8 | 9 | 22 | 8 | 10 | 2 | | | | 102 |
| YOUTH PAPERBACKS | 41 | 35 | 51 | 43 | 59 | 57 | 60 | 75 | 56 | | | | 477 |
| PARENT AS TEACHER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | - |
| JUVENILE PERIODICALS | 0 | 0 | 5 | 10 | 0 | 0 | 0 | 1 | 1 | | | | 17 |
| COMIC BOOKS | 12 | 0 | 6 | 0 | 9 | 0 | 4 | 4 | 4 | | | | 39 |
| GRAPHIC NOVELS | 43 | 8 | 28 | 52 | 58 | 44 | 41 | 44 | 62 | | | | 380 |
| YOUNG ADULT PRINT | 291 | 95 | 210 | 240 | 270 | 189 | 204 | 200 | 223 | | | | 1,922 |
| YOUNG ADULT PAPERBACKS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | - |
| SUBTOTAL YOUTH (PRINT) | 4,962 | 1,758 | 4,083 | 4,737 | 4,176 | 2,816 | 3,805 | 3,661 | 3,682 | | | | 33,680 |
| YOUTH DVDS | 710 | 220 | 649 | 856 | 661 | 454 | 605 | 694 | 878 | | | | 5,727 |
| YOUTH VIDEOS | 927 | 239 | 838 | 956 | 805 | 492 | 615 | 659 | 722 | | | | 6,253 |
| YOUTH KITS | 102 | 58 | 128 | 130 | 118 | 79 | 59 | 95 | 108 | | | | 877 |
| YOUTH PUPPETS | 26 | 8 | 17 | 34 | 26 | 17 | 13 | 16 | 30 | | | | 187 |
| YOUTH COMPACT DISCS | 111 | 58 | 97 | 109 | 115 | 88 | 89 | 100 | 126 | | | | 893 |
| YOUTH COMPUTERS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | - |
| YOUTH REFERENCE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | | | | 2 |
| YOUTH STORYTELLING | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | - |
| YOUTH SPECIAL COLLECTION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | - |
| TOYS | 24 | 8 | 30 | 36 | 30 | 13 | 18 | 31 | 36 | | | | 226 |
| SUBTOTAL YOUTH (MEDIA) | 1,900 | 591 | 1,759 | 2,121 | 1,755 | 1,143 | 1,399 | 1,595 | 1,902 | | | | 14,165 |
| TOTAL YOUTH | 6,862 | 2,349 | 5,842 | 6,858 | 5,931 | 3,959 | 5,204 | 5,256 | 5,584 | | | | 47,845 |
| Misc. | 1 | 1 | 3 | 1 | 4 | 0 | 1 | 1 | 0 | | | | 12 |
| GRAND TOTAL | 11,047 | 4,743 | 9,674 | 10,895 | 9,886 | 6,936 | 9,423 | 9,006 | 9,592 | | | | 81,202 |
| SPECIAL CIRCULATION | | | | | | | | | | | | | |
| RURAL ROUTE | | | | | | | | | | | | | |
| STORY CNTY | 432 | 95 | 391 | 454 | 401 | 360 | 291 | 395 | 430 | | | | 3,249 |
| GILBERT | 1,024 | 268 | 1,238 | 831 | 609 | 490 | 487 | 795 | 920 | | | | 6,662 |
| OPEN ACCESS | 76 | 34 | 77 | 91 | 94 | 65 | 78 | 98 | 146 | | | | 759 |
| Total Special Circulation | 1,532 | 397 | 1,706 | 1,376 | 1,104 | 915 | 856 | 1,288 | 1,496 | | | | 10,670 |
| % Special Circulation | 13.87% | 8.37% | 17.63% | 12.63% | 11.17% | 13.19% | 9.08% | 14.30% | 15.60% | | | | 13.14% |
| AMES | 9,420 | 4,293 | 7,831 | 9,393 | 8,690 | 5,959 | 8,449 | 7,584 | 8,016 | | | | 69,635 |

**Miscellaneous Stats
FY04/05**

| Description | Jul-04 | Aug-04 | Sep-04 | Oct-04 | Nov-04 | Dec-04 | Jan-05 | Feb-05 | Mar-05 | Apr-05 | May-05 | Jun-05 | Total |
|---|--------|--------|--------|--------|--------|--------|---------|--------|---------|--------|--------|--------|---------|
| HOME DELIVERY | | | | | | | | | | | | | |
| # of Patrons | 58 | 58 | 58 | 58 | 58 | 58 | 58 | 58 | 57 | | | | 521 |
| Centers | 28 | 28 | 29 | 27 | 27 | 27 | 27 | 28 | 28 | | | | 249 |
| Individual Deliveries Made | 56 | 46 | 41 | 44 | 47 | 44 | 44 | 46 | 48 | | | | 416 |
| Additional Individuals serv. | 6 | 8 | 14 | 6 | 6 | 7 | 9 | 12 | 4 | | | | 72 |
| HOLDS | | | | | | | | | | | | | |
| Main | 9,532 | 9,608 | 9,086 | 9,504 | 10,172 | 10,588 | 11,348 | 10,316 | 11,366 | | | | 91,520 |
| BKM/Hm Delivery | 900 | 226 | 656 | 741 | 713 | 545 | 801 | 907 | 902 | | | | 6,391 |
| Total Holds | 10,432 | 9,834 | 9,742 | 10,245 | 10,885 | 11,133 | 12,149 | 11,223 | 12,268 | 0 | 0 | 0 | 97,911 |
| INTERLIBRARY LOANS | | | | | | | | | | | | | |
| Requested | 70 | 130 | 105 | 80 | 60 | 63 | 84 | 109 | 112 | | | | 813 |
| Received | 72 | 82 | 106 | 70 | 62 | 57 | 68 | 95 | 85 | | | | 697 |
| Loaned | 305 | 296 | 266 | 280 | 283 | 257 | 299 | 307 | 377 | | | | 2,670 |
| MEETING ROOMS | | | | | | | | | | | | | |
| Meetings | 138 | 63 | 71 | 65 | 91 | 57 | 81 | 99 | 79 | | | | 744 |
| People | 3,135 | 1,189 | 1,435 | 3,075 | 2,799 | 1,252 | 1,857 | 1,923 | 1,786 | | | | 18,451 |
| PROGRAMS | | | | | | | | | | | | | |
| Youth | 78 | 1 | 26 | 54 | 33 | 26 | 22 | 41 | 34 | | | | 315 |
| Adult | 47 | 25 | 24 | 21 | 32 | 17 | 26 | 23 | 18 | | | | 233 |
| Total Programs | 125 | 26 | 50 | 75 | 65 | 43 | 48 | 64 | 52 | 0 | 0 | 0 | 548 |
| PROGRAM ATTENDANCE | | | | | | | | | | | | | |
| Youth | 2,211 | 120 | 766 | 1,382 | 853 | 629 | 499 | 931 | 733 | | | | 8,124 |
| Adult | 2,561 | 1,086 | 1,070 | 2,070 | 852 | 585 | 1,072 | 554 | 527 | | | | 10,377 |
| Total Attendance | 4,772 | 1,206 | 1,836 | 3,452 | 1,705 | 1,214 | 1,571 | 1,485 | 1,260 | 0 | 0 | 0 | 18,501 |
| Webref | | | | | | | | | | | | | |
| | 57 | 89 | 72 | 98 | 77 | 62 | 109 | 88 | 110 | | | | 762 |
| PAC Usage | | | | | | | | | | | | | |
| PAC | 93,720 | 87,851 | 89,348 | 91,826 | 96,436 | 90,690 | 109,614 | 96,578 | 102,269 | | | | 858,332 |
| Community Organizations & Ames Tribune | 1238 | 949 | 1,002 | 693 | 1,352 | 792 | 858 | 910 | 864 | | | | 8,658 |
| Total | 94,958 | 88,800 | 90,350 | 92,519 | 97,788 | 91,482 | 110,472 | 97,488 | 103,133 | 0 | 0 | 0 | 866,990 |

ONLINE DATABASE USAGE FOR FY 2003/04

| DATABASE | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | YTD |
|--|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|------------|------------|--------------|
| ReferenceUSA | | | | | | | | | | | | | |
| Business In-House | 104 | 111 | 129 | 84 | 79 | 170 | 152 | 283 | 251 | | | | 1363 |
| Business Remote | 13 | 35 | 96 | 224 | 159 | 67 | 130 | 47 | 55 | | | | 826 |
| Business Total | 117 | 146 | 225 | 308 | 238 | 237 | 282 | 330 | 306 | 0 | 0 | 0 | 2189 |
| Residential In-House | 109 | 61 | 58 | 99 | 60 | 126 | 77 | 107 | 61 | | | | 758 |
| Residential Remote | 41 | 24 | 39 | 17 | 27 | 27 | 10 | 36 | 53 | | | | 274 |
| Residential Total | 150 | 85 | 97 | 116 | 87 | 153 | 87 | 143 | 114 | 0 | 0 | 0 | 1032 |
| Grand Total | 267 | 231 | 322 | 424 | 325 | 390 | 369 | 473 | 420 | 0 | 0 | 0 | 3221 |
| Des Moines Register | | | | | | | | | | | | | |
| In-House | 72 | 42 | 65 | 128 | 28 | 19 | 99 | 31 | 8 | | | | 492 |
| Remote | 117 | 87 | 47 | 77 | 21 | 57 | 7 | 110 | 122 | | | | 645 |
| Total | 189 | 129 | 112 | 205 | 49 | 76 | 106 | 141 | 130 | 0 | 0 | 0 | 1137 |
| EBSCOhost | | | | | | | | | | | | | |
| In-House | 558 | 356 | 581 | 497 | 595 | 628 | 241 | 314 | 467 | | | | 4237 |
| Remote | 551 | 1238 | 625 | 569 | 593 | 527 | 456 | 979 | 924 | | | | 6462 |
| Total | 1109 | 1594 | 1206 | 1066 | 1188 | 1155 | 697 | 1293 | 1391 | 0 | 0 | 0 | 10699 |
| New York Times | | | | | | | | | | | | | |
| In-House | 25 | 13 | 44 | 24 | 19 | 18 | 47 | 25 | 4 | | | | 219 |
| Remote | 20 | 12 | 28 | 9 | 18 | 21 | 20 | 26 | 24 | | | | 178 |
| Total | 45 | 25 | 72 | 33 | 37 | 39 | 67 | 51 | 28 | 0 | 0 | 0 | 397 |
| Heritage Quest*** | | | | | | | | | | | | | |
| In-House + Remote | 494 | 2180 | 2775 | 4129 | 4861 | 3953 | 5994 | 5146 | 5086 | | | | 34618 |
| Novelist | | | | | | | | | | | | | |
| In-House | 352 | 244 | 83 | 62 | 123 | 108 | 110 | 160 | 185 | | | | |
| Remote | 0 | 6 | 0 | | 0 | 0 | 0 | 0 | 0 | | | | |
| Total | 352 | 250 | 83 | 62 | 123 | 108 | 110 | 160 | 185 | 0 | 0 | 0 | 1433 |
| GRAND TOTAL | 2456 | 4409 | 4570 | 5919 | 6583 | 5721 | 7343 | 7264 | 7240 | 0 | 0 | 0 | 51505 |
| YEAR TO DATE | 51505 | | | | | | | | | | | | |
| *** HERITAGE QUEST HAS BEGUN REPORTING STATISTICS THAT ARE USABLE AGAIN. I HAVE THEREFORE GONE BACK AND UPDATED THE COUNTS AND INCLUDED THEM IN THE GRAND TOTAL. | | | | | | | | | | | | | |
| changed the numbers for the previous two months to keep these counts consistent and I will not add them in to the grand totals. | | | | | | | | | | | | | |
| N/A - If this appears in a cell it means that the data for that resource is not available at this time. It will be filled in in upcoming months. | | | | | | | | | | | | | |



Feedback on “By the Sea, By the Sea”

Staff Development Day

February 21, 2005

1. *Was Cali Beals a good choice for our morning workshop? What one thing did you learn about the FISH philosophy that will improve your customer service skills?*
 - The basics were easy to understand & fun; the presentation as a whole was choppy and not real easy to follow. How disappointing! The video was fine.
 - Great program to help boost our flagging morale. Choose your attitude!
 - I think she had good enthusiasm and the film clip was just the right length for us to get the idea about the Fish Philosophy. I don't know if it was an entirely new idea, but the fact that going just the little bit extra can help make the customer's day. Often it's not even something you would necessarily consider was all that much extra effort on your part, but to the customer it can mean a great deal.
 - Cali Beals had a nice demeanor and reinforced ideas we've talked about at other Staff Development Days. It bears repeating that “you choose your attitude.”
 - Yes—a reminder that fun is infectious for both staff & customers and that we choose our attitude.
 - Presentation was okay—but we had to do the translation to apply FISH ideas to a library setting. It's okay to have a sense of “play” at work.
 - Cali Beals was a terrific choice. Maintaining enthusiasm for your work is important.
 - What we do has an impact; I'll be trying to “make their day”
 - Yes!! Lots of fun.
 - Yes; customer service can be fun if you let it.
 - Enjoyed her talk, although I was disappointed to hear her use the work, “secretary”—I wonder how much she is tuned in to her assistant???
 - It was a light-hearted way to ease into the day, but nothing we haven't heard before. The concept of “being there” is a good reminder not to merely go through the motions when helping customers.
 - Yes, she was a good speaker. I learned to “lighten” up & enjoy my job. Having a sense of humor really helps in the workplace.
 - I wasn't familiar with FISH, so Cali was a good choice for me. I'm a good multi-tasker, which often makes it difficult for me to “be there.” When I'm serving a customer in person or on phone, I'll try to be 100% “there.”
 - This was an excellent choice. Try to think of something each day that will improve the customer's day, as well as our co-worker. Be nice!
 - Yes! Her presentation really sparked our creativity when we did the breakouts. Having fun with other staff & customers was my favorite point; everyone enjoys a lift.
 - It's OK to have fun at work—in fact, it's a good thing—especially with customers.

2005 Staff Development Day Feedback...

2. *Mary Cameron talked about working with customers in poverty. What did you take away from her presentation that will help you relate more effectively to our customers?*

- This was really good—I'm interested in the concrete vs. abstract ideas she talked about plus the numbers of people. It's hard to believe in Ames there are so many.
- I will be more patient and try to see where they are "coming from" when helping them.
- I had initially wondered what this part of the program would contain, but I found myself growing very interested in what she had to say; although she used figures, they were presented in an interesting way and they helped illustrate several of her points. I think that it was just striking to see the different frames of reference for various socio-economic groups, and to realize that we approach people from our own set of references, which can stand in the way of effective communication. I think her handouts and quizzes were very illuminating.
- I especially appreciated the analysis of census data. I'd like more information about the different speaking styles we should use when addressing people lowest (?) on their economic situation or experience. This is helpful information.
- Understanding that people struggling financially live & think in the present
- Fragmented presentation. That we are already providing BKM stops to areas with high poverty levels.
- I had never realized lower, middle, and upper "classes" had different rules. Her discussion of that gave me a real enlightening moment.
- Eye-opening info about our community—learned a lot about Ames; how to speak to some customers.
- It helped me put the library and its materials into perspective and consider differences in viewpoints from patrons of various economic statuses.
- Info about how people see world differently was interesting.
- How different income groups relate to language and concepts.
- Good to be aware that it exists in our community.
- The idea that customers in poverty are very rooted in the now & practical, not the abstract. I now realize that it is important to go to the shelves with these customers—not write down a call # for them.
- To be more aware that patrons come from all classes so we need to be sensitive to where they are coming from. They need various things from their library.
- Mary exudes enthusiasm & energy. An interesting presentation. The green sheet about "rules" is food for thought. We librarians tend to think that everyone will agree to our rules, understanding their purpose & value. What's important to us is not necessarily even in their world.
- Between our social classes, language differs. Try to be aware of this so we can communicate effectively with all of our customers.
- Staff should be sensitive to the paradigm of customers in poverty and reflect that when serving those customers.
- Be on the lookout for customers with limited resources and perhaps different ways of looking for things

2005 Staff Development Day Feedback...

3. *Gina led us in a discussion about of our Plans of Service. What did you learn about the direction other workgroups are heading? How do you feel about how our library is moving forward and planning ahead?*
- Pessimistic
 - I think it's necessary to hear what other staff members see as their goals and critical missions. I think it will be important to find the overlap as well as recognize divergence in a timely fashion so that we can better communicate and work as an organization. I still think that a general vision for direction is unclear, however.
 - I learned that each workgroup has different issues affecting their discussion about the future. Also, the merging of workgroups has presented additional challenges to the planning process. It was good to hear about what we've achieved so far.
 - I feel great! I think I had an epiphany during this presentation. It was just that good.
 - That all 3 work groups approached it differently. I love having a vision, but it's difficult to see past the problems we are facing today.
 - I think our planning for the future is very important
 - Impression I get is: healthy library, everyone conscious of our future and service we need to offer.
 - Moving ahead as opportunities allow. Workgroup takes a while to evolve & be effective.
 - Always good to keep this topic in front of the staff.
 - It was interesting to hear about the different approaches to creating Plans of Service. I still have difficulty seeing how the plans will be put together in a coordinated whole.
 - I think we are all "on the same page" making plans. Things are moving slowly in some areas & faster in others. It was good to hear how the other groups are approaching new, future plans.
 - We all had somewhat different ideas about a "plan of service," but we are thinking ahead. Thinking ahead also makes us look at what we are doing now & how we can improve service without big bucks or bigger building. I was very interested in what Collections did. A very interesting analysis of how each person's work affects others.
 - The library has undergone some radical changes in the last few years and I think it is important as a group to have a plan of service. This should help steer us in the right direction.
 - We have accomplished more steps than I realized. It was good to take a look at the plan & even note those points that we dropped.
 - APL services will continue to change in response to customer needs/ requests. I'm proud to be part of an organization that's willing to change and grow.
4. *Ann and Mary led a reader's advisory (RA) exercise that taught us how to create RA resources to use with the public, i.e. bookmarks, staff favorites handouts, RA notebook. Was the process effective? In your work with the public, would it be useful to have APL-produced RA tools available? Would you like to be part of a work team that produces RA resources routinely?*
- It was interesting but too noisy. It was easier to hear people in other groups than in ours! Yes (usefulness)
 - I would like to see this followed up on in a regularly scheduled way. We need to practice these skills with continued guidance if we are going to use them effectively. And I think we all need to see concrete results of our RA work.
 - It seems that RA is growing in emphasis and so this session was important. Questions to ask and experience in asking them and in doing this in a group setting helps relative novices to this a great deal. Any additional tools to help staff in this, whether created in house or produced elsewhere would be very useful. Provided I felt confident in doing so, I would consider being part of a team to identify/produce resources for our public.

2005 Staff Development Day Feedback...

- From my point of view it looked like the process was effective in that we did produce some sample RA tools. It may have been nice to have an exercise with nonfiction readers, too, though we tried to encourage everyone to think of ways to include NF during the F discussion. It would be very helpful to have APL-produced RA tools; I would like to be a part of a work team.
- Yes (RA tool availability). I think this really needs to be staff who work directly with the public.
- Great info. I would be interested in being part of this.
- It would be helpful.
- Generally yes—get a lot of questions. Very interesting exercises.
- Yes
- Really like this. Yes! (have APL-produced tools) Yes! (be part of work team)
- Yes—for myself in looking for books to read.
- I think this was a good exercise, although it doesn't apply much to my current position
- The process was effective & I feel RA tools would be extremely valuable. I want to be part of an RA resources work team.
- Yes, these Reader Advisory Bookmarks are great. I would be glad to work with a team to produce these.
- Interesting exercise. I think their handouts will be useful in RA. APL-produced RA tools would be great. I would be willing to have some input of Christian Fiction
- I would have liked this exercise to review authors and not titles. Also, there are a lot of NF readers who felt they had nothing to contribute. It was hard to hear the discussion leader with so many people talking. I definitely thought this was worthwhile.
- The lecture and handouts were especially helpful. The exercise was ok. Enthusiastic “yes” to other RA tools. I am interested in RA. (Jan)
- I felt it was effective and such tools would be useful.

5. *The Patron Behavior Team shared information on dealing with disruptive customers. What did you learn from their presentation? What other skills or scenarios would you like to have information about? Would you like more training in this area?*

- (More training?) Yes, role playing scenarios so we can practice before the real thing catches us off guard.
- It is important for all staff to know that there are policies and guidelines to follow on the matter of conduct in the library. Also the group stressed that one can always call upon the assistance of other staff when dealing with misconduct, and that moreover, communicating these instances to others helps us all to be aware of these situations and steps that have been taken, and what to do next if misconduct should continue.
- I thought it helpful to read through the new policies and to go over appropriate language to use when dealing with disruptive customers. Other skills: speaking with special needs customers— young & old. More training would be great.
- I would like to have seen some scenarios, with role playing.
- That I need to learn “tracking” on word documents.
- I'm glad that all the bases are covered in this area. I think they have thought it out so well. I feel secure in my knowledge as to how to react to disruptive children.
- Could this session be in mid-morning? I'd love to attend this but have missed it a couple of times to get kids from school.
- Just reading wasn't helpful—would have liked role playing or anecdotes to personalize the policy.
- How to handle complaints about programs or internet use (other skills)

2005 Staff Development Day Feedback...

- Although some of us have been in on the policy changes as they were discussed & re-written, the presentation was an excellent way to share the policies, skills, & scenarios with a broader cross-section of the staff. I think sharing real life behavior problems & the steps taken to deal with them would be very helpful to all staff members
- I learned the steps to take in dealing with disruptive behavior. It is just a good review. Reviewing other policies would be a good idea.
- Seemed this was prolonged as it was reading the exact handouts they gave us. Acting out some situations would have been a fun way to present the info. Language to use is helpful.
- I wish Val would have read the new policy instead of the old. This was confusing. At the end of the day many people were not happy to sit for 45 min. to listen to material such as this. This would have been more effective in the first part of the day.
- It was good to highlight the changes in the 2 policies, receive some sample phrases to use w/customers, and find out the chain of command that's in place for staff reinforcement.
- It's best to handle problems cooperatively with another APL staff person.

6. *What did you like best about the day?*

- Mary Cameron's talk.
- FISH video was great. I loved sitting with and working with staff that I usually only see in an occasional committee meeting. I got to know some people better!
- I actually enjoyed Mary Cameron's presentation and materials—as I mentioned above, it surprised me. I also found the RA session helpful.
- As always, I liked slowing down to spend time with staff members I usually on see in passing. Also, there seemed to be a good deal of content this year.
- The staff presentations, the camaraderie, the food
- All the help CIRC got during the 45 minutes allotted.
- It was very well planned, timed, and balanced. The team did a great job! This is the best year ever!
- Being with other library people—very nice it interact in a different setting.
- The opportunity to see staff members I usually seldom see. The table decorations.
- FISH, food
- Fish presentation
- Enjoyed spending time with co-workers that I don't normally interact with
- The readers advisory exercise
- Laughter & camaraderie of the day. The food was good also. The theme was great & the games/puzzles on the table were fun.
- Circ greatly appreciates everyone's help! I really liked Mary Cameron's talk. Some was her energetic presentation, but largely the "food for thought."
- FISH—food was excellent!
- The humor & enthusiasm of FISH
- Enjoyed the FISH presentation

7. *What one thing would you change?*

- Patron Behavior team—don't read the policies aloud; don't hand out all the variations of policy—waste of paper & time. This could have been way more interesting with real anecdotes.
- Less food, especially breakfast, and more bottled water
- Nothing to suggest here
- The Board portion of the day could be scheduled for less time (but who knew?) Also, would there be a way to encourage people to sit in different arrangements—encourage, but don't force more mingling...

2005 Staff Development Day Feedback...

- Really nothing—it was organized, pace was good—a productive & enjoyable day
- More interaction—small group activities—I felt we had to sit and listen most of the time.
- When we broke into groups during the RA exercise, some of the other groups were noisy and we couldn't hear everything. Perhaps the groups should have been more separated.
- Have Patron Behavior Team present at about 10 a.m.
- Less sitting; more active sessions
- Shorter lunch period
- Get diet cherry Coke; different soup—try Ken Dunn, Ames Best Pies, 268-0075; too much sitting
- More Diet Coke!
- I can't think of much. It always seems too long but I am used to working 4 hours a day.
- More M&M's in the snack mix. ☺
- Not so much time sitting and listening. More time actively doing something.
- Add body movement breaks

8. *What suggestions do you have for next year?*

- Games: Book cart relay races; How far can you throw the Reader's Digest Condensed Book?
- I think we could consider doing staff day activities on alternate years, or developing a focused program that would run for a portion of the day, with the remainder devoted to working in our groups or on other tasks. This is certainly not meant as a criticism, because it is clear that a lot of work goes into staff day, but I sometimes get the feeling that activities are lumped together in order (to) "fill up" the time.
- Combine with Staff Recognition again. Let's identify 1st timers, too. It would be nice to acknowledge those who joined the staff since last year's staff day.
- Perhaps a session where staff interact more
- Maybe a session on getting to know other staff better—a group mixer activity or game.
- A 5 or 10 minute segment of exercises would be a nice break.
- Really excellent set up; snacks, food—well organized & enjoyable and I learned a lot!
- Activities where staff members interact more—games? Stress relief or exercise/massage session or break
- Readers advisory for YA and under
- ½ day training; ½ day for working on projects that don't get done—e.g. shifting, cleaning out old files
- I feel we've had enough customer service-related presentations such as the FISH one. I think we could focus on internal relationships/communication more.
- Don't run overtime ☹ It seems like there are weekly (daily??) changes in the library. What about a review of the past year—people who moved on, Scott with his Star Wars books, bye-bye to 7-day books, etc. (a photo presentation would be great!) It would just remind us of all we've accomplished and help us realize why we might sometimes feel stressed.
- A library-wide project that involves all the staff. Cleaning, reshelving, moving materials, etc. Perhaps ½ day.
- Toys at the tables were so helpful! I actually could sit still until lunch, which is really saying something!