

Agenda
Ames Public Library Board of Trustees
May 19, 2005 - 7:00 p.m.
Board Room

Adoption of Agenda

Approval of Minutes

Public Forum

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

Financial Reports

- Claims - Action Item
- Gifts - 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: **Administrative Policies** (Public Participation, Arts Advisory Committee, Financial Limits Authority, Investments); **Exam Proctoring** – Action Items
- Next Month: Internet Use and Guidelines; American Library Association and Related Documents

Unfinished Business

- Strategic Planning Report (Youth Services Work Plan)– Management Team, Heid
- Legislative Report – Hayslett

New Business

- President's Goals – Discussion
- Trustee Committee Appointments (Budget, Art, Friends and Foundation liaison, planning committee for trustee retreat)
- FY04-05 Expense Amendments – Action Item
- FY04-05 Revenue Amendments – Action Item
- Central Library Service Area Interlibrary Loan Contract – Action Item
- Project Smyles Presentation – Marner, Millsap

Trustee Comments

Adjournment

Next Regular Meeting: Thursday, June 16, 2005, 7 p.m.

Ames Public Library

Board of Trustees

**Meeting Minutes
April 21, 2005**

The Ames Public Library Board of Trustees met in regular session on Thursday, April 21, 2005, at 7:00 p.m. in the Library board room with Anderson, Ross, Munson, Ferree, Jennings, Mungons, Sondall, Warnick, and Library Director Gina Millsap in attendance. Botine was absent.

Call to Order: The meeting was called to order by Vice President Ross at 7:02 p.m.

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

Installation of New Board Members: Ross introduced, welcomed, and administered the trustee oath to the new Board members: Bob Anderson, Kevin Mungons, Debra Sondall, and Melody Warnick.

Election of Officers: Anderson moved and Warnick seconded the motion to accept the Election of Officers as slated: Margaret Munson, president; Dale Ross, vice president; and Gary Botine, secretary. The motion passed unanimously. Ross turned the meeting over to President Munson.

Approval of Minutes: The minutes from the March 24, 2005, meeting were approved as amended. Under Director Pay Grade Change – Action Item: before “The motion passed unanimously.”, add “The Director Evaluation Committee worked with the city’s human resources director Julie Huisman to determine the proper pay grade range for the Library director.”

Public Forum: none

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

Donations: The following donations were presented for acceptance:

- 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*

Ross moved and Anderson seconded a motion to accept the donations. The motion passed unanimously. Munson requested that Millsap discuss donations at the next Board meeting.

Budget and Finance Committee Report: Ferree explained that the library expenditures were presented in a monthly and year-to-date format. The budget was 75% expended at the end of March. Millsap said the FY2004-2005 final budget amendments will be presented at the May meeting. Sondall requested training on the library budget for new trustees.

Director's Report: Millsap reported that staff member Lynne Carey received the Ames Peace Prize from the Iowa State University group Time for Peace for her work promoting peace in the Ames community. Millsap stated that the following employees received recognition for their years of service at the city's employee awards luncheon in April: Dawn Hayslett - 15 years; Marianne Malinowski 15 years; Ann Dobbs - 10 years; Kay Marner - 5 years; and Chris Robinson - 5 years. Millsap also reported that she participated in a video conference with the Varna Bulgaria library where she read excerpts of local historian Farwell Brown's book, *Ames, the Early Years in Word and Picture: from Marsh to Modern City*. She stated that she will be traveling to Bulgaria in May as part of the American-Bulgarian Library Exchange, which is sponsored by Iowa Resource for International Service (IRIS). Sondall questioned ETP value cards in Millsap's report. Millsap explained the city's Excellence Through People organizational values.

Assistant Director's Report: Munson welcomed back Hayslett, who was ill last month. Hayslett pointed out that comments from staff day were included in the Board packet. Warnick asked if the feedback was used to see if the employees were using the concepts presented during staff day. Hayslett said that reader's advisory had been carried over from last year's program due to staff comments.

Department Coordinators:

Circulation/Outreach Services: Carey reported that the number of holds not picked up has decreased since the announcement of the \$0.50 handling fee, which goes into effect on May 1, 2005.

Computer Specialist: Harris explained that the suspend hold provision in the online catalog may be improved with the next software release. He told the Board to call or e-mail him with questions regarding technology at the Library.

Community Relations Specialist: Duggan reported Ames Public Library (APL) and Mayhem Collectibles, along with the bookmobile, are joining forces on Saturday, May 7, 2005, to bring free comic books to patrons. On Saturday, May 14, 2005, APL is presenting a *Wild About Books* program that will include animals from the Blank Park Zoo and live insects from the Iowa State University Insect Zoo.

Friends' Report: Jennings reported that the Friends' book sale grossed approximately \$9400.00. Ross questioned if wholesalers were allowed to enter the sale. Jennings said they were allowed, but like all others, they had to pay an entry fee and join the Friends of the Ames Public Library, if they wished to attend the Friday night sale.

Hayslett reported that the Friends will hold their annual meeting the first Monday in May, where they'll present a draft budget for next year. She said that book sales had exceeded expectations this past year.

Foundation Report: Ross reported that Kasandra Petersen has been hired as the Foundation's Development Director. Her first day is Monday, May 2, 2005. Millsap reported that the next Foundation meeting would be in early June.

Policy Review:

Trustee Bylaws: Jennings moved and Ferree seconded the motion to take the Trustee Bylaws Policy from the table. The motion was unanimously approved. Ross moved and Sondall seconded

the motion to approve the Trustee Bylaws as presented/amended. Ross explained that as the result of a meeting he had with Ferree, the following changes to the policy were recommended:

- replace the bullets with numbers and letters
- revise the policy to reflect the Director Performance Evaluation Policy
- use the correct language relating to the Iowa Code

After discussion, Jennings moved and Ferree seconded the motion to amend the policy as follows: Under **Library Board** under 3. indent 4.-11. and change the numbers to letters a.-h. Under **Officers**, under 3. indent and change the numbers 4.-6. to a.-c. and under each letter, change the letters to corresponding numerals. Under **Committees/Board Liaison Appointments** indent and change numbers 2.-5. to letters a.-d. The motion to amend the policy passed unanimously. Ross called for a vote on the amended policy. The amended policy passed unanimously.

Gifts Policy: Anderson moved and Ferree seconded a motion to approve the Gifts Policy as presented/amended. Millsap explained that there may be a possible naming opportunity, which is not covered in the current Gifts Policy. Jennings recommended developing a naming policy and gifts-in-kind policy with input from Library staff and new Foundation Development Director. Ross pointed out that the current policy doesn't include the right of refusal. After discussion, Jennings moved to table the Gifts Policy with the recommendation that an ad hoc committee would be formed to formulate a new gifts policy. Ross seconded the motion. The motion passed unanimously.

Munson appointed the following ad hoc committee to study the Gifts Policy: Trustees Ferree, Ross, and Jennings; Foundation Development Director Kasandra Petersen; Librarian Mary Logsdon; and Library Director Millsap. Munson appointed Jennings as chair and asked for a preliminary report by June 2005.

Unfinished Business:

Strategic Planning Report: Millsap reported the following updates to the work plan for organizational priorities: the \$0.50 handling fee for holds not picked up will start on May 1, 2005; Outlook e-mail and thin-client technology are in progress; a Youth Services work plan has been developed; and the Foundation approved \$10,000 for the collection. Millsap will present the Youth Services work plan at the next Board meeting.

Legislative Report: Hayslett reported that the Iowa Library Association is tracking several bills before the state legislature that may affect funding for libraries. She encouraged those present to contact their state representatives. Jennings recommended the Iowa Library Association listserv as a good information source, and Millsap recommended the American Library Association web site.

New Business:

Resolution Thanking Book Sale Coordinator Nancy Schroeder: Jennings moved and Ross seconded the motion to approve the Resolution Thanking Book Sale Coordinator Nancy Schroeder as presented/amended. The motion passed unanimously. Millsap said she would have the resolution framed and present it to Schroeder.

Trustee Orientation/Education Discussion: Munson asked new trustees for their input in orientation. Millsap explained that new trustees had a tour and general orientation to the Library. She recommended an additional session on intellectual freedom. Other recommendations were a financial overview and how to interpret the information in the Board packet. After discussion, two orientation/educational sessions on budget and finance for the Ames Public Library Board of Trustees were set for Thursday, May 5, 2005, from 7:00 p.m. – 8:30 p.m. and Monday, May 16, 2005, from 7:00 p.m. – 8:30 p.m.

Trustee Comments:

Jennings reported that she recently visited the Memphis National Rights Museum.

Ross reported that he will be going to Washington, D.C. in May for American Library Association Legislative Day.

Warnick questioned the committee assignments for the Board of Trustees. Munson stated that there are four standing committees: Foundation liaisons, Friends liaisons, Business and Finance, and Arts Advisory. She will contact Trustees and ask them to serve on one of the committees.

Munson thanked the Library staff for the volunteer luncheon.

Adjournment

Ross moved and Jennings seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 9:10 p.m.

Library Claims Listing
4/12/2005 - 5/9/2005

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
BANK OF AMERICA	OFFICE SUPPLIES	\$ 251.46

Library Claims Listing
4/12/2005 - 5/9/2005

Vendor	Category	Amount
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 I	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 152	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
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 242.19
BANK OF AMERICA	ADULT COLLECTIONS	\$ 657.62

Library Claims Listing
4/12/2005 - 5/9/2005

Vendor	Category	Amount
	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 A	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 ENTERTAINM	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)
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

Library Claims Listing
4/12/2005 - 5/9/2005

Vendor	Category	Amount
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

May 19, 2005

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

From Story County Genealogical Society
for purchase of new books in the Genealogy Collection\$222.42

From Ames Garden Club for purchase of gardening books\$45.95

From Friends of International Woman for programming and special projects\$25.00

From Terry A. and Sherry Smay in memory of James "Red" Varnum\$25.00

From Fortnightly Book Club in memory of James "Red" Varnum.....\$40.00

In memory of Margaret Smith for the Youth Services Department

from Anonymous\$15.00

from Ron Ivins\$25.00

from Jay Cole Simser\$25.00

from Joann M. Spear\$50.00

from Robert F. and Radka K. Steffes.....\$10.00

from Mr. and Mrs. David Williams\$25.00

from Donald E. and Wilma M. Lesan\$25.00

from Eva H. Lettow.....\$20.00

from Grace L. Myers \$5.00

from Donna Mae Peterson.....\$10.00

from Vida J. and Ervin L. Fickel..... \$5.00

from Rozella R. Hammond\$25.00

from Kathleen V. Ireland\$25.00

from Fern F. Lapehn\$10.00

from F. Terrill and Helene R. Adams\$20.00

from Ethel E. Cassler\$30.00

from Wayne P. Davis\$50.00

from Lucy Duitscher.....\$10.00

From Alliance for Global Justice 1 DVD, *Manufacturing Consent*

From Sundial Chapter, Iowa Society Daughters of the American Revolution 1 book, *The Declaration of Independence: The Words that Made America* by Sam Fink

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXPENSE REPORT SUMMARY FY 2004/2005																
April 30, 2005																
10 Months =83.3%																
	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	114,545			1,157,633	264,102	81.4%
Temporary Salaries	178,296	10,082	19,180	15,677	13,877	14,743	12,982	12,894	14,502	14,871	16,513			145,321	32,975	81.5%
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	131,058	0	0	1,312,162	294,359	81.7%
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	679			7,145	1,762	80.2%
Life Insurance	3,243	282	271	277	283	281	282	264	264	273	265			2,742	501	84.6%
Health Insurance	169,477	13,742	13,469	13,742	13,743	13,743	13,356	13,253	13,258	13,256	13,647			135,209	34,268	79.8%
FICA Medicare	20,076	1,835	1,916	1,925	1,881	1,947	1,955	1,762	1,744	1,801	1,846			18,612	1,464	92.7%
FICA	85,848	7,844	8,196	8,223	8,040	8,326	8,363	7,540	7,452	7,706	7,887			79,577	6,271	92.7%
IPERS	82,092	8,028	7,452	7,311	7,633	7,911	7,400	6,971	7,056	7,215	7,458			74,435	7,657	90.7%
Workers Comp	2,499	465	421	384	364	373	358	349	365	368	391			3,838	(1,339)	153.6%
Flex Administration	1,488	129	122	122	122	121	128	128	129	128	128			1,257	231	84.5%
Total Employee Ben	398,591	33,060	32,569	32,712	32,794	33,437	32,589	30,948	30,949	31,456	32,301	0	0	322,815	75,776	81.0%
INTERNAL SERVICES																
City Data Services	3,884		332	332	332	331	320	320	319	320	319			2,925	959	75.3%
City Messenger	2,228			293	130	210	278	184	157	153	201			1,606	622	72.1%
Printing	4,200		238	331	2,116	38	449	376	243	373	401			4,565	(365)	108.7%
Insurance & Bonds	18,318			4,578	1,526	1,526	1,526	1,526	1,526	1,526	1,526			15,260	3,058	83.3%
Phone Operation/Maint	16,634	1,386	1,387	1,387	1,385	1,385	1,389	1,384	1,386	1,388	1,385			13,862	2,772	83.3%
Long Distance	500		43	44	38	57	51	30	32		59			354	146	70.8%
Fleet Operating/Maint	3,836		222	783	353	692	305	286	930	876	2,696			7,143	(3,307)	186.2%
Fleet Replacement	20,976		1,748	1,748	1,748	1,748	1,748	1,748	1,748	1,748	1,748			15,732	5,244	75.0%
Computer Replacement	11,993		2,908	1,453	1,361	1,362	1,693	1,692	0	4,164	2,352			16,985	(4,992)	141.6%
Total Internal Svcs	82,569	1,386	6,878	10,949	8,989	7,349	7,759	7,546	6,341	10,548	10,687	0	0	78,432	4,137	95.0%
CONTRACTUAL																
Outside Prof Services	28,200			20,000			1,340				6,779			28,119	81	99.7%
Postage/Freight	13,500	192	206	196	3,043	199	1,696	207	174	824	914			7,651	5,849	56.7%
Travel/Meetings	1,320	119		162	374		22	15	75	13	129			909	411	68.9%
Training	4,250	82	26	29	37	837	25	45	181	296	65			1,623	2,627	38.2%
Conferences	15,317	285	419	567	2,257	3,898	131	288	21	1,370	245			9,481	5,836	61.9%
Subscriptions & Books									87	0	0			87	(87)	
Dues & Memberships	5,390	310	650	242	155	35	495	1,188	467	277	895			4,714	676	87.5%
Printing	5,100													0	5,100	0.0%
Advertising	3,000		414	440		135	786		335	566	826			3,502	(502)	116.7%
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	2,492			29,439	10,261	74.2%
Phone Operation/Maint	4,900	373	377	477	378	376	124	375	379	378	651			3,888	1,012	79.3%
Long Distance	100									4				4	96	4.0%

EXPENSE REPORT SUMMARY FY 2004/2005																
April 30, 2005																
10 Months =83.3%																
	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	252			2,389	1,011	70.3%
Waste Disposal	2,600		173	221	169	169	169		338	169	169			1,577	1,023	60.7%
Natural Gas	8,740	15	15	17	15	305	1,034		2,042	2,701	518			6,662	2,078	76.2%
Structural Repair	10,000		110	(89)	648		378	220	766	594	1,900			4,527	5,473	45.3%
Moveable Equip Repair	3,000		429						40		565			1,034	1,966	34.5%
Fixed Equip Repair	5,000					180	469	60	195					904	4,096	18.1%
Computer Maintenance	28,612	13,162	7,494	670	583	599	12	583	582	653	2,353			26,691	1,921	93.3%
Rentals & Leases	19,308	503	2,313	944	1,726	1,612	2,166	872	1,377	2,735	1,375			15,623	3,685	80.9%
Non-City Services	21,555	49	3,104	278	1,309	632	3,096	305	283	3,373	285			12,714	8,841	59.0%
Total Contractual	230,324	15,351	21,103	29,908	15,816	15,553	14,712	7,208	11,025	17,472	20,413	0	0	168,561	61,763	73.2%
COMMODITIES																
Office Supplies	41,000	2,839	2,480	1,721	1,320	1,617	1,833	1,994	2,328	7,173	3,141			26,446	14,554	64.5%
Minor Office Equipment	400		225	101		120		255		160	80			941	(541)	
Minor Computer Equip	9,000	39		60			64	160		1,589	2,963			4,875	4,125	54.2%
Ag-Hort Supplies	300				60			42						102	198	
Structural Materials	2,000	60	367						32	842	0			1,301	699	65.1%
Cleaning Supplies	5,000	194	462	706	1,497	468	510	307	378	447	481			5,450	(450)	109.0%
Equip Parts/Supplies	1,000		21		478	45	8	10	336		5			903	97	90.3%
Minor Equip & Tools	300		7						36					43	257	14.3%
Food	1,500		99	196	350	17	91	63	250	127	17			1,210	290	80.7%
Wearing Apparel	200		33								9			42	158	21.0%
Special Prjct Supplies	5,000	624	(174)	1,604	(1,197)	588	53	502	484	1,071	201			3,756	1,244	75.1%
Purchase Card Clearing		(2,195)	2,848	707	(605)	(721)	974	(459)		(450)	(86)			13	(13)	
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	6,811	0	0	45,085	20,615	68.6%
CAPITAL																
Periodicals	9,500	6,850	(20)	(248)	1,614	103	308	(1,464)	1,175	345	20			8,683	817	91.4%
Juvenile	57,510	3,004	1,051	4,472	4,013	4,844	2,443	4,104	3,763	5,590	7,448			40,732	16,778	70.8%
Adult Reference	42,962	9,974	7,173	9,607	1,564	2,884	3,577	2,972	434	2,016	984			41,185	1,777	95.9%
Audio Visual	54,500	1,792	3,919	4,787	5,610	4,664	4,211	7,167	3,185	8,412	3,207			46,954	7,546	86.2%
Adult Collection	95,926	6,153	5,731	6,932	8,560	9,877	9,225	11,270	8,355	9,728	4,372			80,203	15,723	83.6%
Total Capital	260,398	27,773	17,854	25,550	21,361	22,372	19,764	24,049	16,912	26,091	16,031	0	0	217,757	42,641	83.6%
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	217,301	0	0	2,144,845	499,258	81.1%

2004/05 LIBRARY EXPENSE SUMMARY						
April 30, 2005						
10 Months =83.3%						
	2003/04	2004/05	YTD	YTD	Current	%
	Actuals	Budget	2003/04	2004/05	Balance	Spent
PERSONAL SERVICES						
Salaries	1,360,586	1,421,735	1,130,166	1,157,633	264,102	
Temporary Salaries	190,271	178,296	143,826	145,321	32,975	
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)		(6,975)	(7,591)	7,591	
Vacation	3,436		2,861	8,849	(8,849)	
Total Personal Services	1,546,270	1,606,521	1,276,459	1,312,162	294,359	81.7%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		24,961			24,961	
IPERS Disability	8,600	8,907	7,163	7,145	1,762	
Life Insurance	3,282	3,243	2,740	2,742	501	
Health Insurance	174,012	169,477	145,211	135,209	34,268	
FICA Medicare	22,020	20,076	18,105	18,612	1,464	
FICA	94,150	85,848	77,414	79,577	6,271	
IPERS	88,022	82,092	73,232	74,435	7,657	
Workers Compensation	4,900	2,499	4,104	3,838	(1,339)	
Flex Administration	1,510	1,488	1,271	1,257	231	
Total Employee Benefits	396,496	398,591	329,240	322,815	75,776	81.0%
INTERNAL SERVICES						
City Data Services	3,883	3,884	2,920	2,925	959	
City Messenger	1,848	2,228	1,411	1,606	622	
Printing	4,369	4,200	3,431	4,565	(365)	
Insurance & Bonds	20,413	18,318	17,010	15,260	3,058	
Phone Operation/Maintenance	17,406	16,634	14,505	13,862	2,772	
Long Distance	587	500	460	354	146	
Fleet Operating/Maintenance	5,835	3,836	4,398	7,143	(3,307)	
Fleet Replacement	19,668	20,976	14,751	15,732	5,244	
Computer Replacement	10,502	11,993	6,816	16,985	(4,992)	
Interdepartmental Labor	599		29		0	
Total Internal Services	85,110	82,569	65,731	78,432	4,137	95.0%
CONTRACTUAL						
Outside Professional Services	27,258	28,200	24,713	28,119	81	
Postage/Freight	16,280	13,500	13,849	7,651	5,849	
Travel/Meetings	1,289	1,320	918	909	411	
Training	1,291	4,250	1,412	1,623	2,627	
Conferences	19,651	15,317	16,629	9,481	5,836	
Subscriptions and Books				87	(87)	
Dues & Memberships	5,288	5,390	4,488	4,714	676	
Printing	3,490	5,100	3,490		5,100	
Advertising	3,735	3,000	3,054	3,502	(502)	
Recruiting Costs	4,348	7,332	4,282	7,023	309	
Electricity	39,746	39,700	28,957	29,439	10,261	
Phone Operation/Maintenance	5,060	4,900	4,304	3,888	1,012	
Long Distance	218	100	218	4	96	
Water/Sewer	2,703	3,400	2,187	2,389	1,011	
Waste Disposal	2,620	2,600	1,524	1,577	1,023	
Natural Gas	7,283	8,740	7,227	6,662	2,078	
Structural Repair	6,316	10,000	4,743	4,527	5,473	
Moveable Equipment Repair	2,082	3,000	1,433	1,034	1,966	
Fixed Equipment Repair	10,885	5,000	7,959	904	4,096	
Computer Maintenance	34,101	28,612	32,666	26,691	1,921	

2004/05 LIBRARY EXPENSE SUMMARY						
April 30, 2005						
10 Months =83.3%						
	2003/04	2004/05	YTD	YTD	Current	%
	Actuals	Budget	2003/04	2004/05	Balance	Spent
Rentals & Leases	17,787	19,308	14,128	15,623	3,685	
Non-City Services	18,744	21,555	13,531	12,714	8,841	
Total Contractual	230,175	230,324	191,712	168,561	61,763	73.2%
COMMODITIES						
Office Supplies	40,555	41,000	28,829	26,446	14,554	
Minor Office Equipment	670	400	670	941	(541)	
Minor Computer Equipment	8,864	9,000	6,335	4,875	4,125	
Ag-Hort Supplies		300	0	102	198	
Structural Materials	1,916	2,000	1,916	1,301	699	
Cleaning Supplies	6,687	5,000	5,443	5,450	(450)	
Equipment Parts/Supplies	554	1,000	455	903	97	
Minor Equipment & Tools	175	300	99	43	257	
Food	793	1,500	487	1,210	290	
Wearing Apparel	162	200	162	42	158	
Special Project Supplies	4,807	5,000	3,487	3,756	1,244	
Purchase Card Clearing			1,515	13	(13)	
Fuel for Vehicles/Equipment	17		17	3	(3)	
Total Commodities	65,200	65,700	49,415	45,085	20,615	68.6%
CAPITAL						
Computer Equipment/Software	203		203			
Periodicals	10,811	9,500	9,478	8,683	817	
Juvenile	47,922	57,510	33,410	40,732	16,778	
Adult Reference	53,429	42,962	49,700	41,185	1,777	
Audio Visual	45,509	54,500	37,773	46,954	7,546	
Adult Collection	102,334	95,926	82,943	80,203	15,723	
Total Capital	260,208	260,398	213,507	217,757	42,641	83.6%
OTHER EXPENDITURES						
Refunds	128		107	33	(33)	
Total Other Expenditures	128	0	107	33	(33)	
GRAND TOTAL	2,583,587	2,644,103	2,126,171	2,144,845	499,258	81.1%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	715,047	741,836	595,542	584,973	156,863	27.30%
Outreach Services	224,010	207,875	181,264	179,593	28,282	8.40%
Technical Services	401,444	388,881	332,974	321,370	67,511	15.00%
Youth Services	262,164	267,756	210,132	208,141	59,615	9.70%
Information Services	373,351	372,587	312,121	336,155	36,432	15.70%
Circulation Services	390,174	423,524	316,781	328,620	94,904	15.30%
Media Services	217,397	241,644	177,357	185,993	55,651	8.70%
GRAND TOTAL	2,583,587	2,644,103	2,126,171	2,144,845	499,258	

LIBRARY DONATIONS REPORT						
FISCAL YEAR 2004/2005						
YEAR-TO-DATE THROUGH APRIL 30, 2005						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Reserved Principal and Interest	718,972.16	108,248.42	333.01		8,286.93	835,840.52
Beginning available balance	46,813.50	13,896.11	568,988.44		51,852.68	681,550.73
Interest revenue	10,370.81	1,878.25	8,956.08	3,335.40	1,809.10	26,349.64
Donations			1,517.72	145,000.00	83,790.74	230,308.46
Expenses	(5,183.17)	(2,310.59)			(54,836.80)	(62,330.56)
Encumbrances	(18,422.78)					(18,422.78)
Current Available Balance	33,578.36	13,463.77	579,462.24	148,335.40	82,615.72	857,455.49
Expense Detail:						
Internal Printing					542.15	542.15
Interdepartmental Labor					105.00	105.00
Outside Professional Svcs					4,125.00	4,125.00
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					357.93	357.93
Food					368.62	368.62
Special Project Supplies					5,759.70	5,759.70
Coffee Shop Inventory					(106.75)	(106.75)
Office Furniture/Equipment					9,998.00	9,998.00
Periodicals					248.00	248.00
Youth Collection					2,536.84	2,536.84
Adult Reference					110.00	110.00
Audio-Visual	3,587.79	2,310.59			7,856.23	13,754.61
Adult Collection	495.38				19,283.12	19,778.50
Total Expenses	5,183.17	2,310.59	0.00	0.00	54,836.80	62,330.56
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	0.00	18,422.78

GLADYS MYERS DONATION FUND			
INTEREST EARNED PER FISCAL YEAR			
YEAR-TO-DATE THROUGH APRIL 30, 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	12,963.51	2,592.70	10,370.81
Total	273,536.12	54,707.22	218,828.90

LIBRARY DONATIONS REPORT						
FISCAL YEAR 2004/2005						
YEAR-TO-DATE THROUGH APRIL 30, 2005						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Available Balance @ 6/30/04 *	46,813.50	13,896.11	568,988.44		51,852.68	681,550.73
YTD Interest Revenue	10,370.81	1,878.25	8,956.08	3,335.40	1,809.10	26,349.64
YTD Donations			1,517.72	145,000.00	83,790.74	230,308.46
YTD Expenses	(5,183.17)	(2,310.59)	0.00	0.00	(54,836.80)	(62,330.56)
Transfers between programs**						
Encumbrances	(18,422.78)	0.00	0.00	0.00	0.00	(18,422.78)
Current Available Balance	33,578.36	13,463.77	579,462.24	148,335.40	82,615.72	857,455.49
Expense Detail:						
Internal Printing					542.15	542.15
Interdepartmental Labor					105.00	105.00
Outside Professional Services					4,125.00	4,125.00
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					357.93	357.93
Food					368.62	368.62
Special Project Supplies					5,759.70	5,759.70
Coffee Shop Inventory					(106.75)	(106.75)
Office Furniture/Equipment					9,998.00	9,998.00
Periodicals					248.00	248.00
Youth Collection					2,536.84	2,536.84
Adult Reference					110.00	110.00
Audio-Visual	3,587.79	2,310.59			7,856.23	13,754.61
Adult Collection	495.38				19,283.12	19,778.50
Total Expenses	5,183.17	2,310.59	0.00		54,836.80	62,330.56
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

DIRECTOR'S REPORT

May, 2005

- **BUDGET**

Financial Reports for April: As of 4/30/05, we were **83.3%** of the way through the year and **81.1%** expended. Please see the Expense Report for April 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. I've marked the significant changes in grey scale. Note that in expenses, the changes were in wages, specifically salary savings resulting from retirement and recruitments. We re-allocated some of those savings to the temporary wage accounts to cover the increase in hourly staff time used to cover employment gaps. The most significant change in revenue is the increase in fines.

- **POLICY**

Administrative Policies (Public Participation, Arts Advisory Committee, Financial Limits Authority, Investments): Staff is recommending no changes to public participation, financial limits authority or investments policies. Note that the investment policy is currently being reviewed by the City of Ames Finance Dept. I will bring the revised policy to you when it is available.

Exam Proctoring: We are being asked to do more exam proctoring and thought it was time to adopt a policy that outlines why and under what circumstances we provide this service.

- **DISCUSSION/ACTION ITEMS**

President's Goals: I met with President Margaret Munson to discuss her goals for this year. They are in the packet for your review and discussion.

Trustee Committee Appointments (Budget, Art, Friends and Foundation liaison, planning committee for trustee retreat): Per the Trustee Bylaws, President Margaret Munson will make her appointments for the following: Friends of the APL, Ames Public Library Foundation, Budget and Finance Committee, Arts Committee, planning committee for trustee retreat.

FY04-05 Expense Amendments: The Budget and Finance Committee will review expense and revenue amendments at the meeting.

FY04-05 Revenue Amendments: see above

Central I

Iowa Library Service Area (CILSA) Interlibrary Loan Contract: There are 7 Library Service Areas within the state of Iowa. They provide consulting, continuing education, reference and interlibrary loan services to local libraries, and are similar to the Area Education Agencies that serve local school systems. We contract with our LSA to provide interlibrary loan via OCLC¹ to small libraries who cannot afford to contract for OCLC interlibrary loan services.

Project Smyles Presentation: Outreach library assistant Kay Marner and youth services specialist Jerri Heid have a presentation on an exciting new project that will focus on outreach to children in daycares. This project will also accomplish a number of other service objectives, but we want to share our excitement and invite you to participate in the new vision of service to children and families. Get ready to have fun!

- **AMES PUBLIC LIBRARY FOUNDATION**

New development director Kasandra Petersen began work Monday, May 2. She is currently organizing her office, reviewing files and planning the next annual campaign. I'm anxious for you to meet her. Kasandra and I will meet with Foundation president Janet Stephenson next week to review the Foundation's goals for this year and to plan the first Foundation board meeting since February.

- **STRATEGIC PLANNING/PROCESS IMPROVEMENT**

Management Team: We are currently working on the youth services work plan, plans of service and to review issues from our last retreat, including revision of the organizational chart to accurately reflect how we work together. Note that there will be a presentation on the work plan by youth services specialist Jerri Heid at this meeting.

Library-Wide 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. Updates are marked in bold.

¹ Here's the blurb from the OCLC website.... Founded in 1967, OCLC (Online Computer Library Center) is a nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs. More than 53,548 libraries in 96 countries and territories around the world use OCLC services to locate, acquire, catalog, lend and preserve library materials.

- **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; Friends board meeting

Other activities: Conducted budget orientation for trustees; began orientation of new development director; gave a tour to Public Works director candidate Bruce McNabb.

Presented: Three sessions with fellow city department heads Paul Hinderaker (Fleet Services) and John Joiner (Public Works) on one of the five leadership practices we're learning and working on as leaders within our City organization. Our session was entitled, "Inspiring a Shared Vision." I talked about our strategic plan, plans of service and our work plans for the Library and service programs.

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

I leave for Bulgaria on Friday, May 20 and return on Thursday, June 2. If you'd like to see my itinerary in Varna, it's on the Varna library's website at <http://www.libvar.bg/archive/able/ProgrGinaOf-eng.html>. I'll be presenting on legislative advocacy and working with elected officials, which I'm really looking forward to! I'll have a report on my return.

- **PROPERTY ACQUISITION!**

On Tuesday, May 10th, the Ames City Council approved the acquisition of the property at 215 Fifth St., including the use of condemnation if necessary. We're truly on our way now with a building renovation and expansion. The plans of service becomes increasingly important as staff work to identify services, collections and programs that will be most important to our community over the next 5 – 10 years.

City attorney John Klaus is making the arrangements for appraisal and abstracting services. I'll keep you posted on the process.

**Gina Millsap, Director
Ames Public Library**

Monthly Report – Dawn Hayslett - Assistant Director May 2005

Friends of the Ames Public Library

The Friends held their annual membership meeting on Monday, May 2nd. The Board approved a budget for 2005-06 totally \$48,000. The budget is basically level support from last year based on anticipating the same amount of income. The Board approved the slate of officers proposed at the last meeting. All of last year's officers will continue for one more year: Lisa Hill, President; Susan Jasper, Vice President; Sally Lapan, Secretary; and Barb Weber, Treasurer. Keith Landon will serve his second term on the Board.

On the agenda was the recognition of two outstanding Friends members. Nancy Schroeder received a plaque with the Board of Trustees commendation for her hard work on the Friends book sale and a small gift from the Friends Board. Susan Meylor who is the Story County Literacy Coordinator is retiring. The Friends Board thanked her for bringing the gift of literacy to so many during her years of service. Susan received a small token of the Board's appreciation.

The Board also approved continuing funding for the book discussion groups that they sponsor each year. Great Books will continue using the text that the Friends purchased last spring and "Let's Talk About It" will have a new theme for the fall that is yet to be determined. The Board also discussed with Gina a process for awarding scholarship money to APL staff for library school classes. They have allocated \$1,500 in their budget for next year. It was agreed that the Library Management Team would develop a process for staff to apply for reimbursement for classes and that we will bring that process and recommendations for scholarship awards back to the Board at their next meeting. The Board also approved the purchase of a popcorn machine and cart plus start-up supplies to be used for programming.

The Board takes a holiday over the summer and their next meeting will be Monday, August 29th.

Public Services

I finished performance appraisals which took in excess of 30 hours of my time over the past month. The interviews, which we conduct with each staff member, are extremely useful and a great way to catch up with employee goals. I also asked each staff member for feedback on this year's performance appraisal process and that input will help us improve the process next year.

This month we began a new phase in our workgroup's strategic planning process. I transferred the goals and objectives of our plan of service into spreadsheet form like our "Organizational Priorities." Then we began discussing each objective and assigning timeframe, resources and responsible staff. After our first discussion, it was the consensus of the group to fold the Youth Services workplan objectives into this plan so that it truly represents our whole service program. This week we did "blend" the two plans and now we are working our way through discussing each line of the workplan. This is exciting—watching the group begin to work together and taking ownership of our plan for the future. It will be quite a while getting through the whole spreadsheet so stay tuned.

Youth Services

I think this will be the last time that I report separately on Youth Service activities. Jerri is now at the helm. Currently, Jerri and Mike and I are working on creating a master template for Public Services scheduling which is quite a daunting task. Otherwise, staff is engaged in planning for the summer series of programs.

Other Activities

- I attended the last “Let’s Talk About It” presentations for this year-long series focused on the Frankenstein theme. Our presenter was Dr. Ham Cravens from ISU who led us in discussion of “Our Posthuman Future.” Dr. Cravens is in the history department and specializes in the history of science. The participants said it was the perfect final book. It was a great discussion. We also took a survey about possible themes for next year.
- I attended the Collection Managers Team meeting. We discussed plans for developing a draft of a major revision/draft of the Collection Development policy. We want to present a first draft to you at your October meeting. We also welcomed Jerri (Youth Collections) and Ross Petra (new Periodicals Collection manager) to the group. We brought them up to speed about the zero-based budgeting process we will undertake again later this summer.
- Management Team meetings have focused on the performance appraisal process and creating a scholarship application process for the Friends Board.
- I led the Policy Group meeting last week. We reviewed the new proposed Proctoring policy. We also reviewed the ALA Documents in our policy manual. Gina brought up that we should see if we are up to date with all of ALA’s current Library Bill of Rights Interpretations and other published papers and guidelines. I did an audit comparing our versions with those currently available from ALA. There is a lot to do to bring us up to date. The Policy Group will develop a plan to review changes to existing policy, review new policies and recommend to you what we think should be adopted.
- I attended the Central Iowa Library Service Area Board meeting in Prairie City. I am chair of the Personnel Committee and currently we are in the midst of our administrator’s evaluation process. Next month we will discuss the data gathered with Roy and set goals for the coming year. I have been elected to another four-year term on the Board.

OUTREACH & CIRCULATION MONTHLY REPORT May 2005

Lynne Carey, Outreach and Circulation Coordinator

MISSING IN ACTION

Sorry to miss the Board meeting. I'm on vacation and will return the end of May. Congratulations to Kevin on the new little one!

VOLUNTEERS

Many thanks are in order for the Celebrations committee, headed by Chris Robinson, for planning another wonderful volunteer recognition event. I think we set a record for both attendance and calories consumed!

Sarah Bohlke is doing a terrific job as the new Volunteer Coordinator. Her first day coincided with the annual volunteer recognition event, so she had a chance to meet many volunteers. She is currently training in the Circulation Department and revising procedures and paperwork for volunteers while keeping the volunteer program running smoothly

Kate Pickett will be supervising the youth volunteer program this summer. More than twenty kids have already signed up! Kate was herself a youth volunteer at APL and more recently has been working in the computer lab.

OUTREACH and CIRCULATION STAFF:

There has been scant reaction to the newly implemented charge for expired holds. Thanks to the great job the Circulation staff did in preparing our customers, everything is going better than we had anticipated!

Some recent Circulation/Outreach staff meetings have been devoted to learning more about RFID (radio frequency identification). In early May we met with a representative of Checkpoint.

Kay Marner, Jerri Heid and I visited the Read Rover program in Des Moines. Read Rover is a multi-agency project that provides storytimes in daycares. We learned a lot that should help us as we design a program for APL. We also stopped at the Southside branch of the Des Moines Public Library to see their teen space and were surprised to also get a peek at their brand new RFID system.

I have completed performance appraisals for all the salaried staff in Circulation/Outreach.

PROGRAMS:

We have had many successful programs over the last few weeks. Highlights include magician Curtis Alan Hed, Rock the Library which drew 236 enthusiastic teens, the Month of the Young Child event and a teach-in exploring the question "is there is a theocracy in our future?"

I have been working with a local group Iowans for a Middle Peace to plan another film series under the Reel Connections umbrella. The first film will be Road to Jenin on June 15

Upcoming programs:

- 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
- Thu Jun 3 - Reel Connections Confronting the New World Order film Civilian Disarmament in collaboration with the local chapter of the John Birch Society
- Wed Jun 8 - Reel Connections Other Voices/Other Views film Fourth World War in collaboration with the Alliance for Global Justice and the Ames High Progressive Club
- Sat Jun 11 - author visit featuring Derek Anderson
- Tue Jun 14 - Family Film Night series begins
- Wed Jun 15 - Reel Connection film Road to Jenin in collaboration with Iowans for a Middle East Peace
- Thu Jun 16 - Game Night series begins
- Sun Jun 19 - Prime Time Readers
- Wed Jun 22 - Reel Connections Other Voices/Other Views film Incident at Oglala in collaboration with the Alliance for Global Justice and the Ames High Progressive Club
- Sun Jun 26 - Bookends NOT at the Bandshell featuring the Johnston Station Jazz Band in collaboration with Ames Parks and Recreation, the Tribune, Clear Channel Q/KASI/KCCQ and the Roosevelt PTA Summer Sundays

MEETINGS:

I attended meetings of the Outreach Staff, Circulation Staff, APL Policy committee, City of Ames Monthly Managers Meeting, APL Management Team, Inkspots, Circulation/Outreach Joint staff meeting, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Teen Space Committee, Iowans for a Middle East Peace Planning Committee, Project Smyles committee, Bookends Not at the Bandshell Planning Team, Youth Services Staff and the APL Board.

Coordinator's Monthly Report
May 2005

Marianne Malinowski
Adult Collection Manager
Collections Workgroup

COLLECTIONS WORKGROUP:

- The Collection Management Team met on May 12th and discussed a time-frame and methodology for revising the collection development policy. Our goal is to have a draft ready for the October board meeting.
- We welcomed Ross and Jerri to our team. Ross is the new periodicals collection manager and of course Jerri is the youth collection manager. We talked about the zero-based budgeting process we used to develop the materials budget last year. We will be using the same process again this year. The materials budget currently represents 10% of the overall library budget. Zero-based budgeting for collections allows to look at the collections new every year and to allocate funds where they are most needed.
- This has been a very busy month for receiving materials. In a two-day period we received 28 boxes of books. All the selectors are doing a great job of spending down their budgets as we approach the end of the fiscal year.

PROFESSIONAL DEVELOPMENT:

Navid and Betty attended a regional ILL meeting on May 11th. They had a chance to meet other ILL librarians from central Iowa and they shared ideas about how to improve ILL service for our customers. The group will be meeting annually.

I attended an MMM meeting on the topic of inspiring a shared vision. The group thought that this was one of the more difficult leadership traits to master. We talked about what we are currently doing now at the library and how we can improve. Everyone in my group liked Gina's concept of talking about what success looks like and then breaking that concept down into individual tasks so the concept isn't so daunting.

I completed the performance appraisals for my staff and worked with the management team to analyze our ratings library-wide in order to make the process fair and equitable for all staff members.

Youth Services Monthly Report

Jerri Heid

Ongoing projects:

1. The Youth Services work plan has been integrated into the Public Services work plan.
2. Cathy and Meg have completed the series standing order list and now are waiting for BWI to submit their final bid. Upon receipt and acceptance of the order, we will begin receiving materials. Jan is continuing to recatalog the existing series.
3. The summer program sign up began May 1st and is going very well. The summer reading log is being developed and will be ready for the summer reading program, which begins June 1st. Chris has created a great display in the south library display to publicize the summer theme *Dragons, Dreams and Daring Deeds* and our program offerings.
4. The Teen Space committee has met several times and discussed the location. The committee is deciding between two spaces.

Meetings:

1. The Youth Services staff attended the biannual Kids First Conference offered by the State Library. This two day conference featured national speaker and author Gene Del Vecchio. He spoke about the nuts and bolts of how libraries should market to the children of the community. His book *Creating Ever-Cool: A Marketer's Guide to a Kid's Heart* speaks to this subject. He has also recently published a young adult, fantasy novel with a sequel on its way. After his Thursday morning opening session, there were break-out sessions on varying subjects ranging from outreach to day cares, poverty, young adult programming, and book talks on new children's and young adult books published this year. The following day was just as informative. The morning speaker was an Iowa Youth Services librarian who showed us how she and her staff created an "ever cool" place at her library. She shared this via a PowerPoint presentation of before and after pictures of her library and also included on-site decorations for us to view and copy as we wish. The rest of the day was filled with some repeat sessions but also many new breakout sessions of programming ideas and inspirations from various Iowa librarians.

Besides attending the conference, I presented *Toddle on Over with Music in Your Toddler Program*.

2. I made a storytime appearance at the Month of the Young Child collaborative program with the Bookmobile and Childcare Resource and Referral.
3. I attended the Risky Business Conference. I found this to be a delightful and informative day. Their opening speaker and conference was very inspirational.
4. Lynne, Kay and I visited one of the Des Moines Public Library and United Way Read Rover daycare outreach project. We able to discuss with their coordinators several areas of similarities and differences of what we are trying to do with Smyles, the nuts and bolts of their program, and ideas for our programs.

- I met with Roy Kenagy to discuss the statistics he needs to develop a weeding and collection development plan for the Youth Services area.

May 17th will be my “coming out” program for the community. I will be offering three storytimes entitled “You’re Beary Special” for preschoolers and their caregivers.

I failed to give you the statistics from March so they’re listed below:

MARCH 2005

Program	# of sessions	Attendance
Baby Talk	3	34
Head Start	2	43
Storytime	21	415
Day Care	3	71
School visits	1	21
Parent Child Craft	2	63
Saturday Storybreak	2	35
Special Program (Physics)	1	61
Total	35	743

APRIL 2005

Program	# of sessions	Attendance
Baby Talk	6	63
Head Start	2	63
Storytime	26	515
Day Care	8	285
School visits	1	36
Parent Child Craft	2	72
Saturday Storybreak	2	39
Special Program (Magician)	1	186
Total	46	1259
<i>April Reading Program</i>	<i>244 – Main Library 77 – Bookmobile</i>	<i>TOTAL: 321</i>

System Administrator's Monthly Report

May 2005

Mark F. Harris

1. Locating Thin Client appliances at various workstations in anticipation of bringing more staff online. Thin Client technology will allow staff to log on to a personalized desktop at any workstation. Thin Client will reduce the software/hardware maintenance requirements of my position.
2. Purchased and installed new barcode scanners to replace aging scanners, and to place scanners at new workspaces that didn't have them. Barcode scanners allow for faster and more accurate reading of collection and patron barcodes.
3. Purchased and installed server rack cooling door to alleviate heat build-up in server room.
4. Purchased and installed new cellular antenna on bookmobile to enable wireless connectivity to Horizon database. Wireless connectivity will allow the Bookmobile to park anywhere and work live with the Library systems.
5. Purchased and installed software to enable Horizon to charge \$.50 fee to patrons to do not pick up their holds. This policy went into effect May 1st.
6. Set up connectivity for Camille to BWI to enable electronic ordering via Horizon Acquisitions. Electronic ordering enables real time warehouse inventory checking, electronic transmitting of Purchase Orders, and electronic receiving of Invoices.

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

Email: mharris@amespubliclibrary.org

Phone: 230-5669

Jillian Duggan, Community Relations Specialist
May 2005

Current Projects:

- Wild About Books decorations and displays
- June Page One
- Library Notes column
- Friends membership renewal form
- International DVD bibliographies
- Update photo board
- APL Intranet draft
- Smyles and outreach to daycares
- Literary Perks signage/display

Recently Completed:

- Ads for ISU orientation publications
- Item search card
- Board updated online
- Free Comic Book Day signage
- Wild About Books display
- Hold fee online
- DVD limit signs and online
- Business cards for Kasandra Petersen
- Library Notes column
- Flyers, media releases, and community calendar entries for May events
- May Page One
- Wedding resources brochures

Meetings:

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

Public Participation Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 19, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy**Section: Administration****Subject: Public Participation****Board****Approved: 12/18/03****Reviewed: 5/05****Revised:****Policy**

The Ames Public Library Board of Trustees encourages community members to share their views. The Board agenda includes time at the beginning of each meeting for comments. In order for the Board to fulfill its obligation to complete the scheduled agenda and conduct library business in an effective and efficient manner, a maximum of 30 minutes of public participation will be permitted at the beginning of each meeting.

Visitors

All visitors are required to sign in prior to the call to order if they wish to speak. Those visitors who have indicated a desire to speak will be recognized in the order in which they sign in.

Each speaker is given three (3) minutes to share her/his views with the Board. If several persons wish to speak, each will be allotted three (3) minutes until the total public participation time of 30 minutes is used. No person may speak more than once per meeting. Time may be extended at the Board President's discretion.

If a community member wishes to share additional comments, she/he may schedule an appointment with the Library Director, who will then present a summary of that meeting to the Board of Trustees. Community members may also choose to put their comments in writing. Comments may be directed to the Library Director. All communication with the Library Director or the Board of Trustees is public information.

Trustees

The Board President recognizes each registered speaker. The trustees listen and may ask questions for clarification only. The Board President introduces each speaker and keeps track of time. Comments from community members will not change the scheduled meeting agenda. (Open Meetings Law, [Iowa Code 21.1-11](#))

Arts Advisory Committee Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 19, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy
Section: Administration
Subject: Arts Advisory Committee

Board
Approved: 8/97
Reviewed: 4/03, 5/05
Revised: 8/00

Policy

The Arts Advisory Committee advises the Board of Trustees and the Library Director on the purchase, or the acceptance of gifts, of works of art (paintings, prints, drawings, sculpture, and fiber and fabric) for the Ames Public Library. The Arts Advisory Committee is not intended to govern materials selected and purchased by the Library as a part of its collection development program.

Responsibilities

1. The Arts Advisory Committee will review all items falling under the definition stated above offered as gifts to the Ames Public Library by groups, organizations, or individuals.
2. The Arts Advisory Committee will review all items falling under the definition stated above considered for purchase by the Ames Public Library, whatever the source of purchase funds.
3. The Arts Advisory Committee will represent the Board of Trustees in preliminary negotiations with potential donors of either objects or funds for objects and serve as liaison between potential donors and the Board of Trustees and the Library Director.
4. The Arts Advisory Committee will seek professional advice regarding the worth, artistic value, and appropriateness of considered or offered items when in the best interest of the Library.
5. The Arts Advisory Committee will present all pertinent information regarding proposed gifts and purchases to the Board of Trustees for final action.

Acquisition Guidelines

1. Objects may be added to the collection by means of gifts, bequests, purchases, exchange, or any other transaction by which the title of the object(s) passes to the Ames Public Library.
2. The Ames Public Library must be able to provide proper care -- including conservation, maintenance, and storage for all objects.
3. The provenance of the object must be satisfactory to the Arts Advisory Committee and the Board of Trustees. Outside counseling and expertise should be used if necessary.
4. The November 14, 1970, UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property shall be observed.
5. All objects acquired by the Ames Public Library will become the sole property of the Ames Public Library without encumbrances or restrictions.
6. The Arts Advisory Committee is not empowered to finalize proposals or decisions regarding acceptance unless specifically authorized by action of the Board of Trustees.

Deleted: r

Deleted: the permanent, non-circulating collection of

Deleted: regular acquisitions

Deleted: Any items acquired through action of the Library Board of Trustees pursuant to Items 5, 8 and 9 of Section 15.7 of the Ames City Code will be referred to as the Ames Public Library Art Collection, and will include all works of a similar nature and purpose previously acquired by the Library.¶

Acquisition Procedure

1. To facilitate the approval of art, objects as gifts or purchases, the Arts Advisory Committee will select the art object(s) to be presented and provide the Trustees with a statement describing the provenance, quality, and desirability of accepting the gift or making a purchase.
2. Approved objects which are gifts or bequests allow for a tax deduction on the part of the donor. The Ames Public Library will not provide formal appraisals on donated objects.
3. If Library monies are used to acquire an object, the Ames Public Library, in accordance with City purchasing procedures, will purchase the object from the seller, after receiving approval from the Board of Trustees.
4. In the event that consultation with the Arts Advisory Committee is not feasible, the Library Director will have authority to negotiate with the potential donor and advise the Board of Trustees on a course of action. In such cases, the Library Director shall communicate as soon as possible to the Chairperson of the Arts Advisory Committee the nature of the circumstances for accepting the gift.
5. An appropriate permanent plaque or similar device will be affixed on or near the object, listing donor(s) and other pertinent information.

Staff Responsibilities

1. The Ames Public Library is responsible for maintaining all records of an acquired object(s), including a copy of the Deed of Gift.
2. If necessary, the Ames Public Library will make arrangements to ship the object to the Library and supervise in the preparation of the object for display.
3. The Ames Public Library will provide the donor(s) with a Deed of Gift which is signed by the President of the Board of Trustees and the Library Director. The President and Director also acknowledge, by letter, all gifts and bequests.

Deleted: accessioned

Deleted: , registration, and cataloging and condition reports.

Financial Limits Authority Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 19, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Policy

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

Procedure

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

1. Weekly Bills

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

2. Employee Compensation

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

3. Contracts

- a. Upon approval of the budget, the Director is authorized to negotiate and sign service contracts not to exceed \$10,000, for services received by the Library for its operational or administrative needs.
- b. The Director is also authorized to negotiate and sign library service agreements for services delivered by the Library that result in revenues not to exceed \$25,000.

4. Disposition of Library Property

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

5. *Donations and Gifts*

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

Investments Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 19, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy

Section: Administration

Subject: Investments

Board

Approved: 12/99

Reviewed: 5/05

Revised:

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

**CITY OF AMES INVESTMENT POLICY AND PROCEDURES
TABLE OF CONTENTS
Prepared June, 1989
Revised April, 1998**

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SCOPE

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

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

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

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

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

PURPOSE AND OBJECTIVES

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

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

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

GENERAL POLICY

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

RISK CONSTRAINTS

Investment risks consist of:

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

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

AUTHORITY

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

PRUDENCE

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

COLLATERALIZATION

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

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

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

Assets of the City may be invested in the following:

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

PROHIBITED INVESTMENTS AND INVESTMENT PRACTICES

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

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

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

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

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

MATURITY LIMITATIONS

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

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

DIVERSIFICATION

Investments are subject by statute to the following diversification requirements:

Prime bankers' acceptances

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

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

Maturity date shall not exceed 270 days.

Commercial paper or other short-term corporate debt

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

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

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

Maturity date shall not exceed 270 days.

SAFEKEEPING AND CUSTODY

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

PROCEDURES

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

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

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

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

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

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

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

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

COMMENTS

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

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

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

EXHIBIT A

INVESTMENT DEFINITIONS

GOVERNMENT TREASURIES

Treasury Bills

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

Treasury Notes

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

Treasury Bonds

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

GOVERNMENT AGENCIES

FNMA

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

FHLMC

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

FHLB

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

FFC

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

GNMA

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

GNMA Midgets

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

OTHER

Repos

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

Bankers Acceptance

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

Commercial Paper

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

Certificate of Deposit

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

GIC

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

TVA

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

EXHIBIT B

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT C

LIQUIDITY SCALE

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

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

DEFAULT RISK SCALE

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

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

EXHIBIT D
TRANSFER AND WIRE AUTHORITY

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

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

Procedures

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

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

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

Procedures for wiring funds are:

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

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

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

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

Exam Proctoring Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 19, 2005**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy
Section: Library Resources
Subject: Exam Proctoring

Board of Trustees
Approved:
Reviewed:
Revised:

Policy

Long-distance learning programs and some professions provide opportunities for independent study on the condition that exams are proctored. In response to this need, the Library may administer examinations in our role of supporting life-long learning.

The staff will provide exam-proctoring services a) at their convenience and b) when Library responsibilities allow it.

Eligibility

The service is not limited to Library cardholders.

Charges and Costs

The Library does not charge for providing proctoring services. The student will be responsible for any incidental costs, such as postage to mail back the exam (at US Postal Service rates) or the current rate charged for faxing the exam from the Information Desk. Payment of costs will be due prior to the time of the examination.

Administration

Depending on time and availability of staff, Library staff will administer either written or online exams at Ames Public Library.

- Any individual needing exam proctoring must first register with the Principal Clerk.
- Exams must be scheduled with at least one weekday's notice.
- The staff will administer exams during regular open hours.
- The institutions requiring proctored testing are responsible for making sure that the Library staff receives the examinations.
- The Library is not responsible for completed examinations which have gone astray due to postal delays, fax problems, etc.
- Unless otherwise agreed upon with the student or their institute of learning, exams left in the care of the Library for over four months will be disposed of.
- If it is determined that the proctoring request is unreasonable in its demands or too burdensome to administer, the Library reserves the right to deny this service.

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	Developed YS Work Plan			completed		Work Group
			Developed Public Services Work Plan			completed		Work Group
		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 serve as a work session		7/26/2004	completed		Management Team	
				11/2/2004				
				1/25/2005	completed			
				5/17/2005				
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 picked up effective 5/1/2005			completed	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				need to resolve some issues before completion		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	

Work Plan for 2004-2005 Organizational Priorities

Goals	Priority	Action	Subaction	Timeframe	Status	Resources	Who is Responsible	
	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				completed		Mark	
	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	Development Director hired		completed		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?			ongoing			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 revise orientation checklist		8/30/2005	completed		Gang of 4	

Work Plan for 2004-2005 Organizational Priorities

Goals	Priority	Action	Subaction	Timeframe	Status	Resources	Who is Responsible	
Staff Development	Improvements to Staff Day	Incorporate staff recognition	Board approved 10/04	2/21/2005	completed		Dawn & Staff Development Comm.	
	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	
		Submit positions for consideration for reclassification as appropriate	Circulation Supervisor		completed	completed		Management Team
			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	completed		Management Team	
	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	ongoing		Management Team	
	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	ongoing		Management Team	
	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	ongoing		Management Team	
	Support the supervisors' attendance at the Mid-Management Monthly meetings, Creating the Culture classes, and Supervisory Essentials course.			6/30/2005	ongoing		Management Team	

Youth Services Work Plan

Goals	Priority	Action	Sub action	Timeframe	Status	Resources	Who is Responsible
Revolutionize APL's approach to service for children and families	Physical space	rearrange desk so it faces the entryway					
		create a play/sitting area for families and children	puppet stage, carpet, children's tables, chairs and toys				
			benches and one grouping of chairs arranged in conversation groupings				
			large child clock as well as other groupings of child-like art to brighten the walls				
			build a mini-bookmobile				
		arrange magazines by a chair grouping					
		create a ready reference for YS desk					
		place reference on first row of face-out shelving					
		move back issues of Horn book to last book shelf					
		purchase bins for picture book collection	arrange picture books alphabetically by author				
		create special bins for picture books only marked by character or holiday					
		murals on the wall incorporating Smyles and the "bookmobile look"					

Youth Services Work Plan

Goals	Priority	Action	Sub action	Timeframe	Status	Resources	Who is Responsible	
		open up story time room during the day						
Programming	begin family story time on Thursdays	include a feature movie night		will start this summer	ongoing		Kay	
	maintain status quo for summer with some additional special programming	dinner theatre story teller	booked the Real D.W.	6/23/05	pending		Jerri	
	create a programming team, including but not limited to YS, outreach, etc.							
	contact schools, daycares, other agencies	send letters of introduction			completed		Jerri	
	keep program attendance statistics							
	Explore reading program(s)							
	book discussion groups	lower elementary	YAK about Books					
		mother/daughter group						
	YA programming	Anime club						
	ongoing evaluation of existing programs							
	best children's books program							
Toddler Festival at APL	begin plans and set date							
Development of Teen Space	serve on Teen Space Committee				ongoing		Jerri	
	Develop a weeding plan, both immediate and ongoing							
	Reevaluate bridge books							
	Re-catalogue series e.g. American Girls				ongoing		Cathy, Margaret, Jan, Marianne, Camille, & Jerri	
	Create standing order program for series	talked with BWI rep	1st phase completed		ongoing		Cathy, Margaret, & Jerri	
	meeting to reevaluate who purchases YS collections							

Youth Services Work Plan

Goals	Priority	Action	Sub action	Timeframe	Status	Resources	Who is Responsible
Improve YS collection	Fill gaps in collection, as needed:	trendy/popular materials, including movie & TV tie-ins & bios of popular and sports figures	initial purchase made		ongoing		Kay, Cathy, & Jerri
		Christian fiction					
		parenting collection					
		home schooling collection					
	others (?)						
	collection development policy	involve collection management team with input from YS selectors					
	possibility of part-time cataloger	use hourly staff?					
	work with Roy Kenagy to evaluate collection	Scott & Jerri met with Roy	gathering statistics				Jerri and Scott
Develop program for homeschoolers	place Parent as Teachers collection on other side of reference						
	open house/reception for parents and students						
	develop a Library skills program						
Champion early literacy	offer parent/daycare provider classes resembling Every Child Reads @ Your Library						
	redesign Baby Talk (walker, 2-3, caregiver)						
	introduce Lap Sit (prewalker & parent/caregiver)						
Develop relationship with Ames schools	visit schools and advertise summer programs						
Leader and primary advocate for children and families at APL	offer to speak at outside meetings, groups						
	ongoing customer service training						

Youth Services Work Plan

Goals	Priority	Action	Sub action	Timeframe	Status	Resources	Who is Responsible
Develop and strengthen YS team	provide reader's advisory by having one person give a book talk at each YS meeting						
	schedule bookmobile presenters at in-house programming						
	schedule YS staff for at least one bookmobile program each year						
	attend Kids Lib meetings once a month on a rotating basis	Jacque attended 1st meeting			ongoing		YS Staff
	provide staff with current statistics office rearrangement	gathering statistics					Jerri
Facilitate integration of YS staff into Public Services workgroup	cross-training on the Info Desk	train on EBSCO, Horizon, and H.I.P.	studied EBSCO training materials		ongoing		YS Staff
	use staff desk schedule - combined with Public Services						

FY 2004-05 Expense Amendments

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 19, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2004-05 Expense Amendments as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

04/05 Final Budget Amendments

ACCOUNT DESCRIPTION	2003/04 Actuals	2004/05 Adopted	2004/05 Adjusted	2004/05 Final Amendment	Change from Adjusted	Change from '04 Actuals	Y-T-D Actuals
PERS SALARIES/WAGES	\$ 1,360,586.00	\$ 1,423,993.00	\$ 1,421,735.00	\$ 1,394,334.00	\$ (27,401.00)	\$ 33,748.00	\$ 1,099,775.00
SHIFT DIFFERENTIAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TEMP SALARIES/WAGES	\$ 188,651.00	\$ 178,296.00	\$ 178,296.00	\$ 194,905.00	\$ 16,609.00	\$ 6,254.00	\$ 137,310.00
TIME AND ONE HALF	\$ 432.00	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 68.00	\$ -
LONGEVITY	\$ 6,573.00	\$ 7,381.00	\$ 5,990.00	\$ 5,990.00	\$ -	\$ (583.00)	\$ 5,996.00
COMP TIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SICK LEAVE	\$ 89.00	\$ -	\$ -	\$ -	\$ -	\$ (89.00)	\$ 1,954.00
ADJUSTMENT	\$ (13,497.00)	\$ -	\$ -	\$ -	\$ -	\$ 13,497.00	\$ (7,591.00)
VACATION	\$ 3,436.00	\$ -	\$ -	\$ -	\$ -	\$ (3,436.00)	\$ 8,849.00
PERSONAL SERVICES TOTAL	\$ 1,546,270.00	\$ 1,609,670.00	\$ 1,606,521.00	\$ 1,595,729.00	\$ (10,792.00)	\$ 49,459.00	\$ 1,246,293.00
TEMP SALARY BENEFITS	\$ -	\$ 24,284.00	\$ 24,961.00	\$ 24,961.00	\$ -	\$ 24,961.00	\$ -
IPERS DISABILITY	\$ 8,599.00	\$ 8,523.00	\$ 8,907.00	\$ 8,907.00	\$ -	\$ 308.00	\$ 6,466.00
LIFE INSURANCE	\$ 3,282.00	\$ 3,385.00	\$ 3,243.00	\$ 3,243.00	\$ -	\$ (39.00)	\$ 2,477.00
HEALTH INSURANCE	\$ 174,013.00	\$ 195,614.00	\$ 169,477.00	\$ 169,477.00	\$ -	\$ (4,536.00)	\$ 128,386.00
MEDICARE FICA	\$ 22,018.00	\$ 20,108.00	\$ 20,076.00	\$ 20,076.00	\$ -	\$ (1,942.00)	\$ 17,685.00
FICA	\$ 94,149.00	\$ 85,984.00	\$ 85,848.00	\$ 85,848.00	\$ -	\$ (8,301.00)	\$ 75,615.00
IPERS	\$ 88,021.00	\$ 82,305.00	\$ 82,092.00	\$ 82,092.00	\$ -	\$ (5,929.00)	\$ 70,694.00
WORKERS COMP	\$ 4,900.00	\$ 3,126.00	\$ 2,499.00	\$ 3,940.00	\$ 1,441.00	\$ (960.00)	\$ 3,645.00
UNEMPLOYMENT COMPENSATION	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FLEX ADMINISTRATION	\$ 1,510.00	\$ 1,569.00	\$ 1,488.00	\$ 1,488.00	\$ -	\$ (22.00)	\$ 1,192.00
EMPLOYEE BENEFITS TOTAL	\$ 396,492.00	\$ 424,898.00	\$ 398,591.00	\$ 400,032.00	\$ 1,441.00	\$ 3,540.00	\$ 306,160.00
CITY DATA SERV	\$ 3,883.00	\$ 3,983.00	\$ 3,884.00	\$ 3,480.00	\$ (404.00)	\$ (403.00)	\$ 2,925.00
CITY MESSENGER SERV	\$ 1,848.00	\$ 2,730.00	\$ 2,228.00	\$ 1,900.00	\$ (328.00)	\$ 52.00	\$ 1,606.00
PRINTING/GRAPHICS	\$ 4,369.00	\$ 4,200.00	\$ 4,200.00	\$ 6,200.00	\$ 2,000.00	\$ 1,831.00	\$ 4,565.00
INSURANCE & BONDS	\$ 20,413.00	\$ 20,650.00	\$ 18,318.00	\$ 18,318.00	\$ -	\$ (2,095.00)	\$ 13,734.00
PHONE OPERATION & MAINT	\$ 17,406.00	\$ 16,633.00	\$ 16,634.00	\$ 16,634.00	\$ -	\$ (772.00)	\$ 13,863.00
LONG DISTANCE	\$ 587.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ (87.00)	\$ 295.00
FLEET OPERATING/MAINT	\$ 5,835.00	\$ 3,832.00	\$ 3,836.00	\$ 9,678.00	\$ 5,842.00	\$ 3,843.00	\$ 7,143.00
FLEET REPLACEMENT FUNDS	\$ 19,668.00	\$ 20,976.00	\$ 20,976.00	\$ 20,976.00	\$ -	\$ 1,308.00	\$ 15,732.00
COMPUTER REPLACEMENT FUND	\$ 10,502.00	\$ 13,305.00	\$ 11,993.00	\$ 15,193.00	\$ 3,200.00	\$ 4,691.00	\$ 14,633.00
INTERDEPARTMENTAL LABOR	\$ 599.00	\$ -	\$ -	\$ -	\$ -	\$ (599.00)	\$ -
INTERNAL SERVICES TOTAL	\$ 85,110.00	\$ 86,809.00	\$ 82,569.00	\$ 92,879.00	\$ 10,310.00	\$ 7,769.00	\$ 74,496.00
OUTSIDE PROF SERV	\$ 27,258.00	\$ 28,200.00	\$ 28,200.00	\$ 28,600.00	\$ 400.00	\$ 1,342.00	\$ 28,119.00
POSTAGE/FREIGHT	\$ 16,280.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ -	\$ (2,780.00)	\$ 7,603.00
FAX ACTIVITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRAVEL/MEETINGS	\$ 1,289.00	\$ 1,400.00	\$ 1,320.00	\$ 1,320.00	\$ -	\$ 31.00	\$ 888.00
TRAINING	\$ 1,291.00	\$ 5,900.00	\$ 4,250.00	\$ 3,250.00	\$ (1,000.00)	\$ 1,959.00	\$ 1,574.00
CONFERENCES	\$ 19,651.00	\$ 17,000.00	\$ 15,317.00	\$ 15,203.00	\$ (114.00)	\$ (4,448.00)	\$ 9,410.00
SUBSCRIPTIONS & BOOKS	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ 88.00
DUES AND MEMBERSHIPS	\$ 5,288.00	\$ 4,990.00	\$ 5,390.00	\$ 5,390.00	\$ -	\$ 102.00	\$ 4,300.00
PRINTING OUTSIDE	\$ 3,490.00	\$ 5,100.00	\$ 5,100.00	\$ 3,100.00	\$ (2,000.00)	\$ (390.00)	\$ -
ADVERTISING	\$ 3,735.00	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00	\$ 265.00	\$ 3,502.00
RECRUITING COSTS	\$ 4,348.00	\$ -	\$ 7,332.00	\$ 7,030.00	\$ (302.00)	\$ 2,682.00	\$ 7,024.00
INSURANCE OUTSIDE	\$ -	\$ 1,444.00	\$ -	\$ -	\$ -	\$ -	\$ -
ELECTRICITY	\$ 39,746.00	\$ 39,700.00	\$ 39,700.00	\$ 38,000.00	\$ (1,700.00)	\$ (1,746.00)	\$ 29,423.00
TELEPHONE OUTSIDE	\$ 5,060.00	\$ 7,405.00	\$ 4,900.00	\$ 4,900.00	\$ -	\$ (160.00)	\$ 3,621.00

FY 2004-05 Revenue Amendments

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 19, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2004-05 Revenue Amendments as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

2004/05 Final Revenue Amendments

ACCOUNT DESCRIPTION	2003/04 Actuals	2004/05 Adopted	2004/05 Adjusted	2004/05 Final Amendments	Y-T-D Actuals
OPEN ACCESS	\$ 27,209.00	\$ 16,212.00	\$ 21,140.00	\$ 22,080.00	\$ 22,080.00
C R L GRANTS	\$ 3,401.00	\$ 1,000.00	\$ 1,000.00	\$ 600.00	\$ 442.00
LIBRARY COUNTY	\$ 128,393.00	\$ 125,000.00	\$ 126,021.00	\$ 126,021.00	\$ 126,021.00
LIBRARY GILBERT	\$ 37,290.00	\$ 37,290.00	\$ 47,700.00	\$ 46,310.00	\$ 46,310.00
DESK RECEIPTS	\$ 127,832.00	\$ 113,000.00	\$ 130,000.00	\$ 135,000.00	\$ 110,697.00
COMPUTER LAB RECEIPTS	\$ 899.00	\$ 300.00	\$ 6,000.00	\$ 6,000.00	\$ 4,919.00
EQUIP RENT/NOT CITY	\$ 10,441.00	\$ 12,000.00	\$ 10,000.00	\$ 9,000.00	\$ 6,506.00
INTERLIBRARY LOAN CHARGE	\$ 1,169.00	\$ 2,500.00	\$ 500.00	\$ 500.00	\$ 452.00
SALE OF ASSETS	\$ -	\$ -	\$ -	\$ -	\$ 5.00
MISC REVENUE	\$ 1,481.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 435.00
Total	\$ 338,115.00	\$ 308,302.00	\$ 342,861.00	\$ 346,011.00	\$ 317,867.00

Interlibrary Loan Contract

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
May 19, 2005**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Interlibrary Loan Contract as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

INTERLIBRARY LOAN CONTRACT

This agreement between the Central Iowa Library Service Area and the Ames Public Library is effective from July 1, 2005, through June 30, 2006, contingent upon approval of the Iowa Library Service Area Plan of Service by the Department of Education. This contract may be terminated by either party with 30 days notice.

The Ames Public Library will place requests on the SILO and OCLC interlibrary loan systems for public libraries in Story County. Protocols to be followed will be developed by the administration of the two agencies.

The Central Iowa Library Service Area will pay for requests placed on the OCLC interlibrary loan module only if:

1. There are seven or fewer locations on the SILO Locator and the request was not filled on the SILO interlibrary loan module or
2. The item is owned by an Iowa library that will not fill on the SILO interlibrary loan system.

The Central Iowa Library Service Area will pay the Ames Public Library on the following basis:

1. Four dollars for each interlibrary loan request placed on the SILO interlibrary loan system for the Cambridge Public Library.
2. Four dollars for each interlibrary loan request placed on the OCLC interlibrary loan subsystem for the Cambridge, Collins, Colo, Huxley, Maxwell, Roland, Slater, Story City and Zearing Public Libraries.
3. Four dollars for each request that is processed on OCLC as a referral for the Nevada Public Library.
4. \$1.10 for each request placed on the OCLC interlibrary subsystem.

The Ames Public Library will provide documentation of costs to the Central Iowa Library Service Area as follows:

1. A copy of the monthly bill from BCR.
2. A summary by library of the number of requests received from the other libraries in Story County that were processed on SILO and OCLC.

Date 4/20/05

By Hank Zolitel
Chairperson
Board of Trustees
Central Iowa Library Service Area

Date _____

By _____
Chairperson
Board of Trustees
Ames Public Library

**Circulation Monthly Stats
April 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	31,061	30,948	62,009	26,517	11,956	38,473	8	89,380	11,110	100,490
One Year Ago	25,447	26,949	52,396	23,774	10,087	33,861	7	82,944	10,814	93,758
Difference	5,614	3,999	9,613	2,743	1,869	4,612		6,436	296	6,732
% Change	22.1%	14.8%	18.3%	11.5%	18.5%	13.6%		7.8%	2.7%	7.2%
Year to Date										
Current Year	316,035	324,362	640,397	271,648	121,974	393,622	80	941,787	92,312	1,034,099
One Year Ago	295,934	319,381	615,315	265,134	110,563	375,697	54	912,411	86,149	998,560
Difference	20,101	4,981	25,082	6,514	11,411	17,925		29,376	6,163	35,539
% Change	6.8%	1.6%	4.1%	2.5%	10.3%	4.8%		3.2%	7.2%	3.6%
SPECIAL CIRCULATION										
	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,937	1,633	13,346	20,916	20.8%			78,537	78.2%	
One Year Ago	5,270	1,964	10,654	17,888	19.1%			67,245	71.7%	
Difference	667	(331)	2,692	3,028				11,292		
% Change	12.7%	-16.9%	25.3%	16.9%				16.8%		
Year to Date										
Current Year	60,061	17,633	132,135	209,829	20.3%			812,168	78.5%	
One Year Ago	61,058	18,238	121,291	200,587	20.1%			777,214	77.8%	
Difference	(997)	(605)	10,844	9,242				34,954		
% Change	-1.6%	-3.3%	8.9%	4.6%				4.5%		

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	11,397			111,305
NEW NON-FICTION	3,466	3,603	3,180	3,142	3,255	3,120	3,428	3,176	3,529	3,077			32,976
ADULT FICTION	10,176	9,470	8,268	7,844	7,771	8,143	8,524	7,907	9,150	8,005			85,258
NEW FICTION	3,999	4,244	3,907	3,824	4,024	4,034	4,280	3,675	4,629	4,313			40,929
PERIODICALS	1,186	1,066	1,096	1,068	867	881	1,109	892	1,104	809			10,078
TRAVEL BAGS	84	63	41	50	40	37	57	75	71	51			569
ADULT PAPERBACKS	1,229	976	1,338	1,270	653	1,310	1,135	553	1,490	793			10,747
LITERARY PERKS	79	48	54	44	41	45	58	45	37	41			492
ADULT ILL ITEMS	73	83	100	70	66	55	72	83	83	72			757
SUBTOTAL (PRINT)	31,899	30,343	28,306	27,885	27,607	27,859	30,045	27,739	32,870	28,558			293,111
NEW MEDIA	19	20	15	34	26	12	13	25	20	20			204
MUSIC CDS	8,051	7,763	7,143	7,296	7,964	8,379	7,933	7,737	8,412	7,415			78,093
AUDIO BOOKS ON CD	2,541	2,334	2,292	2,235	2,363	2,315	2,191	2,255	2,669	2,580			23,775
AUDIO BOOKS ON TAPE	1,452	1,261	1,214	1,040	1,059	1,142	865	825	1,134	937			10,929
THEATRICAL VIDEOS	5,805	5,301	4,940	4,778	4,840	5,200	5,289	4,116	4,551	3,218			48,038
NON-THEATRICAL VIDEOS	1,114	999	975	1,129	1,016	935	1,394	1,294	1,303	1,005			11,164
THEATRICAL DVDS	11,286	11,541	10,209	10,799	11,133	11,779	12,289	10,827	12,283	11,362			113,508
NON-THEATRICAL DVDS	1,168	1,176	1,122	1,208	1,287	1,285	1,697	1,545	1,768	1,653			13,909
KITS	1,228	1,107	1,077	1,002	967	1,030	912	830	906	856			9,915
AUDIO CASSETTE PLAYERS	1	0	0	0	0	0	0	0	0	0			1
MEDIA ILL ITEMS	0	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	29,046			309,536
TOTAL (ADULT)	64,564	61,845	57,293	57,406	58,262	59,936	62,628	57,193	65,916	57,604			602,647
JUVENILE NON-FICTION	4,565	4,172	4,463	4,947	5,277	4,124	4,854	4,800	5,098	4,338			46,638
JUVENILE FICTION	6,113	5,349	4,067	4,408	4,748	4,385	4,275	4,249	5,017	4,623			47,234
EASY	7,558	6,767	7,771	8,619	7,972	5,928	6,415	6,875	7,041	6,937			71,883
EASY BOARD BOOKS	2,113	2,398	2,508	2,302	2,340	1,955	1,954	1,958	2,222	1,859			21,609
EASY TO READ	2,613	2,270	2,097	2,443	2,033	1,376	1,655	2,092	2,154	1,826			20,559
JUVENILE LARGE PRINT	70	68	62	83	98	84	93	59	73	44			734
YOUTH PAPERBACKS	0	0	0	0	0	0	0	0	0	0			0
PARENT AS TEACHER	15	24	17	21	23	18	9	14	20	16			177
JUVENILE PERIODICALS	242	197	197	140	177	260	254	321	266	218			2,272
COMIC BOOKS	9	2	0	7	7	9	4	0	2	8			48
GRAPHIC NOVELS	534	525	555	438	398	416	452	371	588	527			4,804
YOUNG ADULT PRINT	2,347	1,948	1,564	1,576	1,682	1,656	1,662	1,554	1,900	1,664			17,553
YOUNG ADULT PAPERBACKS	0	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	22,060			233,511
YOUTH DVDS	5,142	5,077	4,251	4,496	4,786	4,810	4,769	4,801	5,610	5,143			48,885
YOUTH VIDEOS	3,628	3,515	3,020	3,381	3,386	3,419	3,257	3,269	3,745	2,700			33,320
YOUTH KITS	1,152	1,009	928	881	976	782	822	754	962	624			8,890
YOUTH PUPPETS	152	148	127	128	141	128	118	124	145	123			1,334
YOUTH COMPACT DISCS	995	1,011	961	1,011	1,099	1,062	1,160	1,028	1,325	1,071			10,723
YOUTH COMPUTERS	230	234	202	207	260	228	201	153	22	8			1,745
YOUTH REFERENCE	0	0	1	0	0	1	3	0	0	0			5
YOUTH STORYTELLING	2	7	10	5	10	0	0	0	0	0			34
YOUTH SPECIAL COLLECTION	0	0	1	4	2	0	0	0	0	0			7
TOYS	62	74	54	77	75	71	54	51	61	40			619
SUBTOTAL YOUTH (MEDIA)	11,363	11,075	9,555	10,190	10,735	10,501	10,384	10,180	11,870	9,709			105,562
TOTAL YOUTH	37,542	34,795	32,856	35,174	35,490	30,712	32,011	32,473	36,251	31,769			339,073
Misc.	5	4	5	8	3	3	14	7	11	7			67
GRAND TOTAL	102,111	96,644	90,154	92,588	93,755	90,651	94,653	89,673	102,178	89,380			941,787
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	6,241	5,755	5,337	5,290	5,314	5,357	5,823	5,480	6,278	5,490			56,365
GILBERT	1,162	1,210	809	903	982	1,056	1,087	1,012	1,117	765			10,103
OPEN ACCESS	13,245	12,787	12,456	13,372	13,221	12,325	13,194	13,119	14,311	13,250			131,280
Total Special Circulation	20,648	19,752	18,602	19,565	19,517	18,738	20,104	19,611	21,706	19,505			197,748
% Special Circulation	20.22%	20.44%	20.63%	21.13%	20.82%	20.67%	21.24%	21.87%	21.24%	21.82%			21.00%
AMES	80,281	76,023	70,444	71,840	73,112	70,863	73,388	68,816	79,229	68,993			732,989

**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	523			4,456
NEW NON-FICTION	179	118	192	250	195	163	228	215	270	242			2,052
ADULT FICTION	962	599	762	815	850	807	1,030	915	927	927			8,594
NEW FICTION	222	151	226	286	260	154	229	243	274	254			2,299
PERIODICALS	41	19	33	59	74	72	94	77	73	83			625
TRAVEL BAGS	0	0	0	0	0	0	1	0	0	3			4
ADULT PAPERBACKS	465	480	786	501	497	390	447	424	428	471			4,889
LITERARY PERKS	0	2	0	0	0	0	0	0	0	0			2
ADULT ILL ITEMS	1	0	0	1	0	0	1	0	0	0			3
SUBTOTAL (PRINT)	2,344	1,699	2,393	2,348	2,340	1,917	2,538	2,382	2,460	2,503			22,924
NEW MEDIA	1	1	0	1	0	1	0	0	1	5			10
MUSIC CDS	241	104	165	195	221	162	183	206	181	231			1,889
AUDIO BOOKS ON CD	60	38	38	46	61	41	54	32	63	87			520
AUDIO BOOKS ON TAPE	126	57	64	98	77	100	90	114	102	100			928
THEATRICAL VIDEOS	499	214	374	439	502	254	538	332	361	363			3,876
NON-THEATRICAL VIDEOS	39	16	35	25	32	23	48	28	41	54			341
THEATRICAL DVDS	773	209	644	740	585	401	668	565	702	929			6,216
NON-THEATRICAL DVDS	49	25	68	86	79	23	53	44	55	83			565
KITS	52	30	48	58	54	55	46	46	42	50			481
AUDIO CASSETTE PLAYERS	0	0	0	0	0	0	0	0	0	0			-
MEDIA ILL ITEMS	0	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	1,902			14,826
TOTAL (ADULT)	4,184	2,393	3,829	4,036	3,951	2,977	4,218	3,749	4,008	4,405			37,750
JUVENILE NON-FICTION	945	401	809	915	825	656	860	791	769	978			7,949
JUVENILE FICTION	1,141	429	994	1,134	1,029	689	905	812	848	1,139			9,120
EASY	960	291	810	957	902	477	684	724	743	612			7,160
EASY BOARD BOOKS	828	204	525	652	490	359	384	483	460	627			5,012
EASY TO READ	683	285	630	726	525	323	655	517	514	659			5,517
JUVENILE LARGE PRINT	18	10	15	8	9	22	8	10	2	2			104
YOUTH PAPERBACKS	41	35	51	43	59	57	60	75	56	75			552
PARENT AS TEACHER	0	0	0	0	0	0	0	0	0	0			-
JUVENILE PERIODICALS	0	0	5	10	0	0	0	1	1	0			17
COMIC BOOKS	12	0	6	0	9	0	4	4	4	0			39
GRAPHIC NOVELS	43	8	28	52	58	44	41	44	62	79			459
YOUNG ADULT PRINT	291	95	210	240	270	189	204	200	223	286			2,208
YOUNG ADULT PAPERBACKS	0	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	4,457			38,137
YOUTH DVDS	710	220	649	856	661	454	605	694	878	1,070			6,797
YOUTH VIDEOS	927	239	838	956	805	492	615	659	722	875			7,128
YOUTH KITS	102	58	128	130	118	79	59	95	108	100			977
YOUTH PUPPETS	26	8	17	34	26	17	13	16	30	24			211
YOUTH COMPACT DISCS	111	58	97	109	115	88	89	100	126	131			1,024
YOUTH COMPUTERS	0	0	0	0	0	0	0	0	0	0			-
YOUTH REFERENCE	0	0	0	0	0	0	0	0	2	0			2
YOUTH STORYTELLING	0	0	0	0	0	0	0	0	0	0			-
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0			-
TOYS	24	8	30	36	30	13	18	31	36	47			273
SUBTOTAL YOUTH (MEDIA)	1,900	591	1,759	2,121	1,755	1,143	1,399	1,595	1,902	2,247			16,412
TOTAL YOUTH	6,862	2,349	5,842	6,858	5,931	3,959	5,204	5,256	5,584	6,704			54,549
Misc.	1	1	3	1	4	0	1	1	0	1			13
GRAND TOTAL	11,047	4,743	9,674	10,895	9,886	6,936	9,423	9,006	9,592	11,110			92,312
SPECIAL CIRCULATION													
RURAL ROUTE													
STORY CNTY	432	95	391	454	401	360	291	395	430	447			3,696
GILBERT	1,024	268	1,238	831	609	490	487	795	920	868			7,530
OPEN ACCESS	76	34	77	91	94	65	78	98	146	96			855
Total Special Circulation	1,532	397	1,706	1,376	1,104	915	856	1,288	1,496	1,411			12,081
% Special Circulation	13.87%	8.37%	17.63%	12.63%	11.17%	13.19%	9.08%	14.30%	15.60%	12.70%			13.09%
AMES	9,420	4,293	7,831	9,393	8,690	5,959	8,449	7,584	8,016	9,544			79,179

**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	55			576
Centers	28	28	29	27	27	27	27	28	28	28			277
Individual Deliveries Made	56	46	41	44	47	44	44	46	48	41			457
Additional Individuals serv.	6	8	14	6	6	7	9	12	4	4			76
HOLDS													
Main	9,532	9,608	9,086	9,504	10,172	10,588	11,348	10,316	11,366	9,773			101,293
BKM/Hm Delivery	900	226	656	741	713	545	801	907	902	938			7,329
Total Holds	10,432	9,834	9,742	10,245	10,885	11,133	12,149	11,223	12,268	10,711	0	0	108,622
INTERLIBRARY LOANS													
Requested	70	130	105	80	60	63	84	109	112	87			900
Received	72	82	106	70	62	57	68	95	85	77			774
Loaned	305	296	266	280	283	257	299	307	377	295			2,965
MEETING ROOMS													
Meetings	138	63	71	65	91	57	81	99	86	97			848
People	3,135	1,189	1,435	3,075	2,799	1,252	1,857	1,923	1,786	4,111			22,562
PROGRAMS													
Youth	78	1	26	54	33	26	22	41	34	47			362
Adult	47	25	24	21	32	17	26	23	18	25			258
Total Programs	125	26	50	75	65	43	48	64	52	72	0	0	620
PROGRAM ATTENDANCE													
Youth	2,211	120	766	1,382	853	629	499	931	733	1,372			9,496
Adult	2,561	1,086	1,070	2,070	852	585	1,072	554	527	1,930			12,307
Total Attendance	4,772	1,206	1,836	3,452	1,705	1,214	1,571	1,485	1,260	3,302	0	0	21,803
Webref													
	57	89	72	98	77	62	109	88	110	109			871
PAC Usage													
PAC	93,720	87,851	89,348	91,826	96,436	90,690	109,614	96,578	102,269	89,799			948,131
Community Organizations & Ames Tribune	1238	949	1,002	693	1,352	792	858	910	864	686			9,344
Total	94,958	88,800	90,350	92,519	97,788	91,482	110,472	97,488	103,133	90,485	0	0	957,475

ONLINE DATABASE USAGE FOR FY 2004/05

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	187			1550
Business Remote	13	35	96	224	159	67	130	47	55	34			860
Business Total	117	146	225	308	238	237	282	330	306	221	0	0	2410
Residential In-House	109	61	58	99	60	126	77	107	61	94			852
Residential Remote	41	24	39	17	27	27	10	36	53	11			285
Residential Total	150	85	97	116	87	153	87	143	114	105	0	0	1137
Grand Total	267	231	322	424	325	390	369	473	420	326	0	0	3547
Des Moines Register													
In-House	72	42	65	128	28	19	99	31	8	40			532
Remote	117	87	47	77	21	57	7	110	122	99			744
Total	189	129	112	205	49	76	106	141	130	139	0	0	1276
EBSCOhost													
In-House	558	356	581	497	595	628	241	314	467	356			4593
Remote	551	1238	625	569	593	527	456	979	924	797			7259
Total	1109	1594	1206	1066	1188	1155	697	1293	1391	1153	0	0	11852
New York Times													
In-House	25	13	44	24	19	18	47	25	4	0			219
Remote	20	12	28	9	18	21	20	26	24	5			183
Total	45	25	72	33	37	39	67	51	28	5	0	0	402
Heritage Quest***													
In-House + Remote	494	2180	2775	4129	4861	3953	5994	5146	5086	4477			39095
Novelist													
In-House	352	244	83	62	123	108	110	160	185	115			
Remote	0	6	0		0	0	0	0	0	0			
Total	352	250	83	62	123	108	110	160	185	115	0	0	1548
GRAND TOTAL	2456	4409	4570	5919	6583	5721	7343	7264	7240	6215	0	0	57720
YEAR TO DATE	57720												
*** 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.													
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.													