

**Agenda**  
**Ames Public Library Board of Trustees**  
**May 23, 2006 - 7:00 p.m.**  
**Board Room**

**Adoption of Agenda**

**Approval of Minutes**

**Public Forum**

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

**Financial Reports**

- Claims - Action Item
- Gifts - Action Item

**Administrative Staff Reports**

- Co-Directors' Reports
- Department Coordinators' Reports

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

**Ames Public Library Foundation Report** – Anderson, Ross, Carey

**Policy Review**

- Next Month: Trustee By-Laws

**New Business**

- Ames Public Library Foundation annual campaign
- Board Committee appointments
- Personnel issues
  - New Hires – Action Item
  - Employee Reclassification Administrative Assistant – Action Item
  - Employee Reclassification Building Maintenance Supervisor – Action Item
- Interim Co-Directors Evaluation Update
- FY05-06 Expense Amendments – Action Item
- FY05-06 Revenue Amendments – Action Item

**Unfinished Business**

- Building Acquisition Update – Hayslett
- Director Search – Selection Committee Report – Action Item

**Trustee Comments**

**Adjournment**

**The next regular meeting is June 15, 2006 at 7:00 p.m.**

**Ames Public Library**

**Board of Trustees**

**Meeting Minutes  
April 20, 2006**

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The Ames Public Library Board of Trustees met in regular session on Thursday, April 20, 2006, in the Library boardroom with Anderson, Ferree, Mathews, Munson, Ross, Sondall, Warnick and Interim Co-Directors Carey and Hayslett in attendance. Botine and Mungons were absent.

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

**Adoption of Agenda:** Munson stated the following change to the agenda: under **New Business**, "Gilbert contract – Action Item" should say, "Gilbert contracts – Action Item."

**Election of Officers – Action Item:** Anderson reported the nominating committee met and proposed the following slate of officers: Munson, president; Ross, vice-president; and Warnick, secretary. Anderson asked if there were any nominations from the floor. There were no other nominations. Anderson moved to approve the slate of officers as presented. Mathews seconded the motion. Motion passed unanimously.

**Approval of Minutes:** Anderson stated that in Trustee Comments, second paragraph, 3rd sentence, "Anderson said he would like to look at a bigger picture of the allocation of fiscal resources; how many staff members have direct interaction with patrons; and how resources are allocated between programs, youth, young adults, books and media." "Between" should be replaced with "among." Warnick moved and Anderson seconded a motion to approve the minutes. The motion passed unanimously. The minutes were approved as amended.

**Public Forum:** none

**Financial Reports:**

**Claims:** Ferree moved and Anderson seconded a motion to approve the claims. Munson questioned why some of the headings said "05/06 Initial Amendments." Woo explained that the city's IT department was looking into how the report is pulled from the city's accounting software. Ross stated he received notice that the city's electric rates would be increasing for three months. He asked if the electric rate increase was being considered for final budget amendments. Carey stated she would make sure the final amendments include an increase for electricity. The claims were unanimously approved.

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

- From Navid Emami and Lynne Carey .....\$25.00  
in honor of Betty Nelson, Kay Marner's aunt, for Project Smyles
- From Serendipity in memory of Isabel Matterson.....\$71.00
- From Ames Woman's Club in memory of Leola Beckwith and Betty Wilson.....\$43.57
- From the India Cultural Association .....\$42.87
- From Steve and Mary Herrnstadt in memory of Kristi McConnell Van Pelt.....\$28.95

Correction from the 2/16/2006 Gifts Resolution

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

Ross moved and Anderson seconded a motion to accept the donations. Anderson questioned the correction from the 2/16/2006 resolution. Hayslett stated "Elaine" was changed to "Claire." Warnick

questioned what Serendipity meant. Hayslett stated it is a service organization. The motion passed unanimously.

**Interim Co-Director's Report - Carey:** Carey said approximately 140 people have been credit reported after Unique Services had attempted to collect for 120 days. She said that Val Donnell was working on submitting older accounts to Unique Services. Carey said she worked with the city's finance department to use the funds collected to submit older accounts this fiscal year. Warnick asked if Carey was happy with the amount of returned materials. Carey said the Library has received more money than materials.

Anderson commented that Carey's mention of the Foundation's approval of a request for \$11,000.00 to fund collections during the 06/07 fiscal year should say the Foundation reluctantly approved the request. He said he doesn't want to ask the Foundation and Friends for collection support. Discussion involved the role of the Foundation in relation to the Library. Ross reported the Foundation is working on a memo of understanding between the Foundation and the Board of Trustees to make sure there is a clear separation between the Foundation and the Library. The agreement would take into consideration staff time, equipment usage, and space costs. Warnick asked if the Foundation was considering hiring a development director. Carey reported they were not considering hiring anyone at this time. Munson asked Carey for the focus of the next Foundation campaign. Carey said they were waiting for direction for the Board of Trustees. Anderson requested a recommendation from the interim co-directors at the next meeting.

Carey invited the Trustees to attend the Veisha parade on Saturday where the bookmobile and book cart brigade would be in attendance. The book cart brigade is composed of members of the Teen Advisory Group. She also invited Trustees to attend the volunteer luncheon on Wednesday.

**Interim Co-Director's Report - Hayslett:** Hayslett reported the bid for the sidewalk replacement project came in at \$19,900.00. There is a change order to add \$8500.00 to the project to redo the brick pavers under the canopy. The proposal will be brought before the City Council next Tuesday.

Ross questioned how the book sale did in relation to previous sales. Hayslett said it was a really good sale. Warnick reported the Friends approved the addition of \$10,000.00 for the materials budget. Carey said this brings the Library to "B" level accreditation in 06/07.

Ross questioned the Central Iowa Library Service Area contract mentioned in her report. Hayslett said the contract is for \$1500.00 per year to provide back-up reference to libraries in the service area. She said they would try the contract for a year and then evaluate it.

Sondall arrived at 7:37 p.m.

#### **Department Coordinators:**

Computer Specialist: Harris had nothing to add to his report.

Youth Services Specialist: Anderson asked for clarification on the DDR event. Carey said it stands for Dance, Dance, Revolution.

Community Relations Specialist: Duggan had nothing to add to her report.

**Friends of the Ames Public Library Report:** Hayslett said the meeting focused on revising the bylaws and working on the draft budget. She said they will replace one board member this year.

**Foundation Report:** Carey said the Foundation is developing an RFP for accounting and banking services. Ross stated the Foundation needs an audit, so they are looking for someone who would perform it pro bono. Anderson said the Foundation discussed director liability for actions of the Foundation. Ross stated they are looking for insurance coverage.

## **Policy Review:**

Investments Policy – Action Item: Anderson moved and Ferree seconded the motion to approve the Investments Policy as presented/amended. Hayslett said the policy approved last month was out of date. Anderson called the question. Munson proposed the following amendment: the third sentence, change "contraols" to "controls" and change the colon at the end of the last sentence to a period. The motion as amended passed unanimously.

Personnel Policy, Subject: Benefits – Paid Leave Time – Action Item: Warnick moved and Sondall seconded the motion to approve the Personnel Policy, Subject Benefits – Paid Leave Time as presented/amended. Hayslett said the changes reflect areas where our practice was not following the policy. Anderson questioned if the Library was required to follow city policy. Hayslett said this portion of the policy does not diverge from the city's policy. Discussion followed regarding holiday closings. Munson recommended changing the following: under Amount, fifth paragraph, change "38 working days annually" to "25 working days annually;" under **Leave of Absence Without Pay**, third paragraph, first sentence, change "less" to "loss" and in the same section, fifth paragraph, first sentence, delete "which occur." The motion as amended passed unanimously.

Trustee Bylaws – Action Item: Ross moved and Anderson seconded the motion to approve the Trustee Bylaws as presented/amended. Ferree said the minor change was changing from using "Robert's Rules of Order" to "The Standard Code of Parliamentary Procedure." Anderson moved and Ross seconded a motion to amend the policy as follows: under **Meetings**, number 7, remove i. Strategic Progress Report, and I. Staff Report. The motion to amend the motion passed unanimously. Ross called the question. The motion passed unanimously. Munson stated there will be no policy review at the next meeting.

## **New Business:**

May 2006 Board meeting date – Action Item: Warnick moved and Mathews seconded the motion to approve the May 2006 Board meeting date as presented/amended. Munson stated the change of date allows the director selection committee more time to prepare a recommendation for the trustees. The motion as presented passed unanimously.

Gilbert Contracts – Action Item: Ross moved and Ferree seconded the motion to approve the Gilbert Contracts as presented/amended. Ferree questioned if the 05/06 contract had been approved the previous year. Carey stated that it had not been approved. Ferree recommended the contracts include the city clerk's signature. Munson called for a vote to approve the contracts with the addition of the Gilbert city clerk's signature. The motion as amended passed unanimously.

New Hires: Anderson moved and Sondall seconded the motion to approve the New Hires as presented/amended. Ross questioned how long the appointments were for the new hires. Carey reported they were temporary/hourly employees who work without a contract. Ross questioned the number of temporary hourly staff and volunteers. Carey said it worked out to approximately 11-12 full-time employees. The motion as presented passed unanimously.

Legislative Report: Hayslett reported the Governmental Affairs Committee (GAC) of the Iowa Library Association is working with legislators to pass the Governor's budget, which would increase Enrich Iowa funding. Ross reported that Bill 2771 was still pending.

## **Unfinished Business:**

Building Acquisition Update: Hayslett reported that assistant city attorney Judy Parks and she are scheduled to walk through the adjacent building tomorrow. If the walk through is satisfactory, the owner will sign a waiver and receive the final payment. She said the locks will be changed after the exchange. Anderson requested an e-mail be sent to the Board when the transaction is complete. Hayslett said the asbestos abatement bid is ready to go. Demolition will be done after the asbestos is removed.

Director Search: Munson reported that the search committee held phone interviews last week and have invited four candidates to interview in person on the following dates: 4/27 and 4/28; 5/4 and 5/5; 5/15 and 5/16; and 5/17 and 5/18. Munson said the changes to the process include changing the management team interview to a staff interview and adding a presentation portion to the Board interview and to the public forum. Ross stated there would be three opportunities for staff interaction with the candidate.

Executive Committee Report: Munson reported the staff interviews for the interim co-director performance appraisals were completed. The Executive Committee will receive a report from Dr. Clark. Munson said the addition of three more people to the interview process would cost an additional \$330.00 for a total project cost of \$1830.00.

Munson reported that she would respond to the staff person's e-mail that requested recognition of an employee and refer it to the interim co-directors for action. One suggestion is to look at the employee recognition program. Munson said there isn't a city bonus program but there may be compensation for working out of class. Munson said she is waiting for a reply from the city's human resources director and will discuss the issue with the Executive Committee.

#### **Trustee Comments:**

Warnick reported she had a neighbor who questioned renewal practices. Carey replied that she would talk to the patron.

Mathews had no comment.

Anderson said when the 07/08 budget is prepared to not count on additional support from the Friends or Foundation to achieve "B" accreditation for collections, as it should be part of the operational budget.

Sondall said she attended the book sale and commended those who worked on it.

Ross said he is going to Washington, D.C., on May 1<sup>st</sup> and 2<sup>nd</sup>, as part of the Iowa library community, to meet with congress people and senators.

Ferree had no comment.

Munson had no comment.

#### **Adjournment**

Ross moved and Anderson seconded a motion to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 9:07 p.m.

## **Ames Public Library**

### **Board of Trustees**

#### **Meeting Minutes**

**April 27, 2006**

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The Ames Public Library Board of Trustees met in special session on Thursday, April 27, 2006, at 4:30 p.m. in the Library boardroom with Anderson, Mathews, Munson, Ross, Sondall, Warnick, director candidate Roy Kenagy, and administrative assistant Woo in attendance. Botine, Ferree and Mungons were absent.

**Call to Order:** President Munson called the meeting to order at 4:32 p.m.

#### **New Business:**

Director Interview: Munson read a request from candidate Kenagy to close the meeting under the provisions of Iowa Code 21.5.2.i. regarding the evaluation of the professional competency of an individual. Anderson moved and Ross seconded a motion to close the meeting. The motion passed unanimously. Voting aye: Anderson, Mathews, Munson, Ross, Sondall, and Warnick. The meeting closed at 4:34 p.m.; whereupon Woo was asked to leave the meeting. Sondall left at 5:22 p.m.

At 5:40 p.m. Ross moved and Anderson seconded a motion to open the meeting. The motion passed unanimously. Voting aye: Anderson, Mathews, Munson, Ross, and Warnick.

#### **Adjournment**

Ross moved and Mathews seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 5:43 p.m.

## **Ames Public Library**

### **Board of Trustees**

#### **Meeting Minutes**

**May 4, 2006**

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The Ames Public Library Board of Trustees met in special session on Thursday, May 4, 2006, at 4:30 p.m. in the Library boardroom with Anderson, Mathews, Mungons, Munson, Sondall, Warnick, director candidate Kathleen (Cass) Owens, and administrative assistant Woo in attendance. Botine, Ferree and Ross were absent.

**Call to Order:** President Munson called the meeting to order at 4:32 p.m.

#### **New Business:**

Director Interview: Munson read a request from candidate Owens to close the meeting under the provisions of Iowa Code 21.5.2.i. regarding the evaluation of the professional competency of an individual. Mathews moved and Anderson seconded a motion to close the meeting. The motion passed unanimously. Voting aye: Anderson, Mathews, Munson, Sondall, and Warnick. The meeting closed at 4:34 p.m.; whereupon Woo was asked to leave the meeting. Mungons arrived at 4:38 p.m. Sondall left at 5:22 p.m.

At 5:40 p.m. Anderson moved and Mathews seconded a motion to open the meeting. The motion passed unanimously. Voting aye: Anderson, Mathews, Mungons, Munson, and Warnick.

#### **Adjournment**

Ross moved and Mathews seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 5:41 p.m.

## **Ames Public Library**

### **Board of Trustees**

#### **Meeting Minutes**

**May 15, 2006**

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The Ames Public Library Board of Trustees met in special session on Monday, May 15, 2006, at 4:30 p.m. in the Library boardroom with Anderson, Botine, Mathews, Munson, Ross, Sondall Saetveit, Warnick, director candidate Art Weeks, and administrative assistant Woo in attendance. Ferree and Mungons were absent.

**Call to Order:** President Munson called the meeting to order at 4:32 p.m.

Board members introduced themselves to the candidate.

#### **Agenda:**

Anderson moved and Botine seconded a motion to adopt the agenda. Motion passed unanimously.

#### **New Business:**

**Director Interview:** Candidate Arts Weeks introduced himself and gave his background information on how he became a librarian and a library administrator. He stated he was fine with an open meeting for the interview. Whereupon, the trustees took turns asking the candidate questions. Weeks was given the opportunity to ask the Board questions.

Ross arrived at 4:48 p.m.

#### **Adjournment**

Ross moved and Anderson seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 5:40 p.m.

## Ames Public Library

### Board of Trustees

#### Meeting Minutes

May 17, 2006

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The Ames Public Library Board of Trustees met in special session on Thursday, May 17, 2006, at 4:30 p.m. in the Library boardroom with Anderson, Botine, Mathews, Munson, Ross, Warnick, director candidate Lisa Stock, and administrative assistant Woo in attendance. Ferree, Mungons and Sondall Saetveit were absent.

**Call to Order:** President Munson called the meeting to order at 4:30 p.m.

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

#### **New Business:**

Director Interview: Munson read a request from candidate Stock to close the meeting under the provisions of Iowa Code 21.5.2.i. regarding the evaluation of the professional competency of an individual. Ross moved and Anderson seconded a motion to close the meeting. The motion passed unanimously. Voting aye: Anderson, Botine Mathews, Munson, Ross, and Warnick. The meeting closed at 4:35 p.m.; whereupon Woo was asked to leave the meeting.

At 5:40 p.m. Ross moved and Warnick seconded a motion to open the meeting. The motion passed unanimously. Voting aye: Anderson, Botine Mathews, Munson, Ross, and Warnick.

#### **Adjournment**

Ross moved and Botine seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 5:41 p.m.

## Library Claims Listing

4/11/2006 - 5/17/2006

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 26,960.28
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 435.46
PAYROLL SUMMARY	IPERS DISABILITY	\$ 121.32
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.46
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,053.93
PAYROLL SUMMARY	MEDICARE FICA	\$ 388.09
PAYROLL SUMMARY	FICA	\$ 1,659.36
PAYROLL SUMMARY	IPERS	\$ 1,575.28
PAYROLL SUMMARY	WORKERS COMP	\$ 79.23
APR06 INFO SVCS CHARGES	CITY DATA SERV	\$ 656.28
4/06 MESSENGER CHGS	CITY MESSENGER SERV	\$ 252.69
MAY INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,565.00
APR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
MAR06 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.94
APR06 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 674.63
HAILA/SIDEWALK REPLACEMNT	OUTSIDE PROF SERV	\$ (460.76)
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 5.67
RESERVE ACCOUNT	POSTAGE/FREIGHT	\$ 3,000.00
SIRSI/DYNIX MEETING REG.	TRAVEL/MEETINGS	\$ 15.00
BAKER & TAYLOR INC	SUBSCRIPTIONS & BOOKS	\$ 35.28
AMER LIBRARY ASSOC	DUES AND MEMBERSHIPS	\$ 190.00
DEX MEDIA EAST	ADVERTISING	\$ 160.70
KENAGY, ROY	RECRUITING COSTS	\$ 44.31
CITY OF AMES UTILITIES	ELECTRICITY	\$ 3,753.31
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 157.34
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,147.82
CITY OF AMES UTILITIES	WATER/SEWER	\$ 248.88
CORBIN SANITATION	WASTE DISPOSAL	\$ 365.18
ALLIANT ENERGY	NATURAL GAS	\$ 629.93
AMES OUTDOOR POWER/RECOIL	STRUCTURAL REPAIR	\$ 80.50
FITZ ELECT/SMOKE DETECTOR	STRUCTURAL REPAIR	\$ 384.63
FITZ ELECTRIC/OUTLETS	STRUCTURAL REPAIR	\$ 199.86
BRIAN WHITE RENOVATION	STRUCTURAL REPAIR	\$ 385.00
AMES OUTDOOR POWER/RECOIL	MOVABLE EQUIP REPAIR	\$ (80.50)
FITZ ELECT/SMOKE DETECTOR	MOVABLE EQUIP REPAIR	\$ (384.63)
FITZ ELECTRIC/OUTLETS	MOVABLE EQUIP REPAIR	\$ (199.86)
FITZ ELECTRIC	FIXED EQUIPMENT REPAIR	\$ 232.97
1/04/06 MADIOWA NET	COMPUTER MAINT	\$ (25.00)
2/10/06 MADIOWA NET	COMPUTER MAINT	\$ (12.50)
2/28/06 MADIOWA NET	COMPUTER MAINT	\$ (12.50)
4/5/06 MADIOWA NET	COMPUTER MAINT	\$ (12.50)
EVENT SOFTWARE CORP	COMPUTER MAINT	\$ 1,200.00
BANK OF AMERICA	COMPUTER MAINT	\$ 822.23
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 117.07
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
AMES LOCK & SECURITY	NON-CITY SERVICE	\$ 127.00
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 6.35
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 777.62
R & C LANDSCAPE & LAWN CA	NON-CITY SERVICE	\$ 46.00
ADT SECURITY SERVICES	NON-CITY SERVICE	\$ 870.55
CH ISSUES	OFFICE SUPPLIES	\$ 72.97
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 62.06
BANK OF AMERICA	OFFICE SUPPLIES	\$ 14.98
ALL MAKES OFFICE INTERIOR	MINOR OFFICE EQUIPMENT	\$ 2,229.12

**Library Claims Listing**  
**4/11/2006 - 5/17/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 79.99
BRIAN WHITE RENOVATION	STRUCTURAL MATERIAL	\$ 149.00
CAPITAL SANITARY SUPPLY I	CLEANING SUPPLIES	\$ 222.70
OFFICE DEPOT INC	CLEANING SUPPLIES	\$ 16.08
AMES LOCK & SECURITY	EQUIPMENT PARTS/SUPPLIES	\$ 13.61
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 21.08
BANK OF AMERICA	FOOD & FEED	\$ 209.28
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 5,461.38
	<b>Library Administration</b>	<b>\$ 61,285.26</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 20,807.64
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,893.97
PAYROLL SUMMARY	IPERS DISABILITY	\$ 76.52
PAYROLL SUMMARY	LIFE INSURANCE	\$ 35.77
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,311.54
PAYROLL SUMMARY	MEDICARE FICA	\$ 326.31
PAYROLL SUMMARY	FICA	\$ 1,395.28
PAYROLL SUMMARY	IPERS	\$ 1,305.40
PAYROLL SUMMARY	WORKERS COMP	\$ 61.94
APR06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 14.46
APR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
MAR06 INTERNAL LONG DIST	LONG DISTANCE	\$ 2.74
APR06 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 581.64
MAR06 EQUIP&ESCROW	FLEET OPERATING/MAINT	\$ 508.83
APR06 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,713.00
MAR06 EQUIP&ESCROW	FLEET REPLACEMENT FUNDS	\$ 1,713.00
VOLUNTEER ADMINISTRATORS	TRAINING	\$ 50.00
BOUDRO'S/BOA-LYNNE CAREY	CONFERENCES	\$ (13.62)
HOLIDAY INN RIVERWALK	CONFERENCES	\$ (324.56)
MARRIOTT/BOA-LYNNE CAREY	CONFERENCES	\$ (21.65)
MEXICAN MANHATTEN/LYNNE	CONFERENCES	\$ (12.76)
MI TIERRA/BOA-LYNNE CAREY	CONFERENCES	\$ (11.73)
RITA'S/BOA-LYNNE CAREY	CONFERENCES	\$ (10.04)
SIP LLP/BOA-LYNNE CAREY	CONFERENCES	\$ (4.75)
CITY OF AMES UTILITIES	ELECTRICITY	\$ 45.69
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 396.71
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 200.03
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 17.15
1/04/06 MIdIOWA NET	COMPUTER MAINT	\$ 25.00
2/10/06 MIdIOWA NET	COMPUTER MAINT	\$ 12.50
2/28/06 MIdIOWA NET	COMPUTER MAINT	\$ 12.50
4/5/06 MIdIOWA NET	COMPUTER MAINT	\$ 12.50
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 69.29
UPSTART	SPECIAL PROJECT SUPPLIES	\$ 20.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 34.00
	<b>Outreach Services</b>	<b>\$ 32,336.72</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 22,947.42
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 968.01
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.26
PAYROLL SUMMARY	LIFE INSURANCE	\$ 35.21
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,698.36
PAYROLL SUMMARY	MEDICARE FICA	\$ 329.74
PAYROLL SUMMARY	FICA	\$ 1,409.87
PAYROLL SUMMARY	IPERS	\$ 1,375.11
PAYROLL SUMMARY	WORKERS COMP	\$ 29.33

**Library Claims Listing**  
**4/11/2006 - 5/17/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
APR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
MAR06 INTERNAL LONG DIST	LONG DISTANCE	\$ 3.67
DKD CONSULTING	OUTSIDE PROF SERV	\$ 193.29
IA OCLC USERS GROUP	TRAVEL/MEETINGS	\$ 70.00
WAGAMAN, CAMILLE	TRAVEL/MEETINGS	\$ 19.76
SIRSI/DYNIX MEETING REG.	TRAVEL/MEETINGS	\$ 30.00
BRISENO, TRACY	TRAINING	\$ 71.24
LIBRARY ACCOUNTING DEPART	NON-CITY SERVICE	\$ 12.00
KLING MEMORIAL LIBRARY	NON-CITY SERVICE	\$ 14.95
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 400.58
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 324.68
BRODART CO	EQUIPMENT PARTS/SUPPLIES	\$ 287.41
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 128.11
GAYLORD BROTHERS	EQUIPMENT PARTS/SUPPLIES	\$ 526.47
AFFORDABLE ALTERNATIVES I	EQUIPMENT PARTS/SUPPLIES	\$ 88.20
DES MOINES REGISTER	PERIODICALS	\$ 115.25
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 17.60
THOMSON GALE GROUP	PERIODICALS	\$ 116.79
BAKER & TAYLOR INC	JUVENILE	\$ 2,389.38
MARSHALL CAVENDISH	JUVENILE	\$ 149.94
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 176.79
FOLKMANIS INC	JUVENILE	\$ 15.40
AMER LIBRARY ASSOCIATION	JUVENILE	\$ 120.00
BANK OF AMERICA	JUVENILE	\$ 420.54
BWI	JUVENILE	\$ 546.09
GREENWOOD PUBLISHING GROU	JUVENILE	\$ 56.65
EARLY ADVANTAGE	JUVENILE	\$ 169.75
LERNER PUBLISHING GROUP	JUVENILE	\$ 125.32
BOOK FARM INC	JUVENILE	\$ 1,265.49
C W ASSOCIATES	ADULT REFERENCE	\$ 21.62
DEX MEDIA EAST	ADULT REFERENCE	\$ 68.27
MANUFACTURERS NEWS INC	ADULT REFERENCE	\$ 106.95
NATL AUTOMOBILE DEALERS S	ADULT REFERENCE	\$ 70.00
AMER INSTITUTE OF PHILANT	ADULT REFERENCE	\$ 40.00
NADA APPRAISAL GUIDES	ADULT REFERENCE	\$ 60.00
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 92.17
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 8.00
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 355.20
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 3,750.26
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 69.62
AMAZON CREDIT PLAN	AUDIO-VISUAL	\$ 159.47
MIDWEST TAPE	AUDIO-VISUAL	\$ 1,119.96
DIVERSE MEDIA INC	AUDIO-VISUAL	\$ 0.38
BANK OF AMERICA	AUDIO-VISUAL	\$ 545.01
MICROMARKETING LLC	AUDIO-VISUAL	\$ 119.80
BOLINDA PUBLISHING INC	AUDIO-VISUAL	\$ 115.20
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 7,382.47
CAREY, LYNNE D	ADULT COLLECTIONS	\$ 59.90
HOUCHEN BINDERY LTD	ADULT COLLECTIONS	\$ 143.35
RANDOM HOUSE INC	ADULT COLLECTIONS	\$ 924.80
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 84.56
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 14.23
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 395.14
AMAZON CREDIT PLAN	ADULT COLLECTIONS	\$ 35.75

**Library Claims Listing**  
**4/11/2006 - 5/17/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
CENTER POINT PUBLISHING	ADULT COLLECTIONS	\$ 75.58
BANK OF AMERICA	ADULT COLLECTIONS	\$ 197.99
INFOBASE PUBLISHING	ADULT COLLECTIONS	\$ 35.50
MARSHALLTOWN LIBRARY	REFUNDS	\$ 12.00
	<b>Collections</b>	<b>\$ 54,953.47</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 17,157.54
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,260.60
PAYROLL SUMMARY	IPERS DISABILITY	\$ 77.22
PAYROLL SUMMARY	LIFE INSURANCE	\$ 24.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,802.46
PAYROLL SUMMARY	MEDICARE FICA	\$ 260.74
PAYROLL SUMMARY	FICA	\$ 1,114.77
PAYROLL SUMMARY	IPERS	\$ 1,055.69
PAYROLL SUMMARY	WORKERS COMP	\$ 27.95
APR06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 671.08
APR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
MAR06 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.77
BLANK PARK ZOO/SUMMER PGM	OUTSIDE PROF SERV	\$ 100.00
COMMITTEE ON LECTURES PYMT	OUTSIDE PROF SERV	\$ 200.00
REID MILLER/Dragons Show	OUTSIDE PROF SERV	\$ 250.00
TFR FROM P&R/AUDITORIUM	OUTSIDE PROF SERV	\$ (345.73)
BOUDRO'S/BOA-LYNNE CAREY	CONFERENCES	\$ 13.62
HOLIDAY INN RIVERWALK	CONFERENCES	\$ 324.56
MARRIOTT/BOA-LYNNE CAREY	CONFERENCES	\$ 21.65
MEXICAN MANHATTEN/LYNNE	CONFERENCES	\$ 12.76
MI TIERRA/BOA-LYNNE CAREY	CONFERENCES	\$ 11.73
RITA'S/BOA-LYNNE CAREY	CONFERENCES	\$ 10.04
SIP LLP/BOA-LYNNE CAREY	CONFERENCES	\$ 4.75
ALPHA COPIES & PRINT CENT	PRINTING OUTSIDE	\$ 88.00
BANK OF AMERICA	OFFICE SUPPLIES	\$ 4.99
BOA/CUB FOODS/TEEN SPACE	FOOD & FEED	\$ 18.53
BOA/HY-VEE/TEEN SPACE	FOOD & FEED	\$ 54.78
BOA/WALMART/TEEN SPACE	FOOD & FEED	\$ 2.00
BANK OF AMERICA	FOOD & FEED	\$ 8.00
BLANK PARK ZOO/SUMMER PGM	SPECIAL PROJECT SUPPLIES	\$ (100.00)
COMMITTEE ON LECTURES PYMT	SPECIAL PROJECT SUPPLIES	\$ (200.00)
REID MILLER/Dragons Show	SPECIAL PROJECT SUPPLIES	\$ (250.00)
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 29.25
MEMORIAL UNION WORKSPACE	SPECIAL PROJECT SUPPLIES	\$ 78.34
LENCE, MARTA	SPECIAL PROJECT SUPPLIES	\$ 60.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 39.14
BLANK PARK ZOO	SPECIAL PROJECT SUPPLIES	\$ 167.50
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 1,276.79
	<b>Programming &amp; Promotions</b>	<b>\$ 25,427.84</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 62,128.17
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 164.22
PAYROLL SUMMARY	IPERS DISABILITY	\$ 279.56
PAYROLL SUMMARY	LIFE INSURANCE	\$ 91.64
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 6,844.65
PAYROLL SUMMARY	MEDICARE FICA	\$ 874.21
PAYROLL SUMMARY	FICA	\$ 3,738.28
PAYROLL SUMMARY	IPERS	\$ 3,581.78
PAYROLL SUMMARY	WORKERS COMP	\$ 73.89
APR06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 13.80

**Library Claims Listing**  
**4/11/2006 - 5/17/2006**

<b>Vendor</b>	<b>Category</b>	<b>Amount</b>
2006-2 MUNIC CODE SUPPLMT	PRINTING/GRAPHICS	\$ 24.14
APR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 508.31
MAR06 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.63
IA OCLC USERS GROUP	TRAVEL/MEETINGS	\$ 35.00
SIRSI/DYNIX MEETING REG.	TRAVEL/MEETINGS	\$ 15.00
HEID, JERRI	CONFERENCES	\$ 26.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 234.43
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 78.81
BOA/CUB FOODS/TEEN SPACE	FOOD & FEED	\$ (18.53)
BOA/HY-VEE/TEEN SPACE	FOOD & FEED	\$ (54.78)
BOA/WALMART/TEEN SPACE	FOOD & FEED	\$ (2.00)
LIB 4-17-06	SPECIAL PROJECT SUPPLIES	\$ (3.40)
LIB 4-24-06	SPECIAL PROJECT SUPPLIES	\$ (0.10)
TELEVEND SVCS/FAX CARDS	SPECIAL PROJECT SUPPLIES	\$ 51.10
MARSHALLTOWN LIBRARY	REFUNDS	\$ (12.00)
	<b>Public Services</b>	<b>\$ 79,112.93</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 20,414.22
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 17,955.02
PAYROLL SUMMARY	IPERS DISABILITY	\$ 76.30
PAYROLL SUMMARY	LIFE INSURANCE	\$ 34.40
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 3,319.90
PAYROLL SUMMARY	MEDICARE FICA	\$ 535.74
PAYROLL SUMMARY	FICA	\$ 2,290.59
PAYROLL SUMMARY	IPERS	\$ 2,074.60
PAYROLL SUMMARY	WORKERS COMP	\$ 335.31
APR06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 101.60
APR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
MAR06 INTERNAL LONG DIST	LONG DISTANCE	\$ 17.01
SIRSI/DYNIX MEETING REG.	TRAVEL/MEETINGS	\$ 15.00
UNIQUE MANAGEMENT SERVICE	NON-CITY SERVICE	\$ 3,392.05
	<b>Circulation Services</b>	<b>\$ 50,792.79</b>
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 1,270.53
PAYROLL SUMMARY	IPERS DISABILITY	\$ 5.72
PAYROLL SUMMARY	LIFE INSURANCE	\$ 1.81
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 221.85
PAYROLL SUMMARY	MEDICARE FICA	\$ 18.00
PAYROLL SUMMARY	FICA	\$ 76.92
PAYROLL SUMMARY	IPERS	\$ 73.05
PAYROLL SUMMARY	WORKERS COMP	\$ 1.02
APR06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 46.21
MAR06 INTERNAL LONG DIST	LONG DISTANCE	\$ 1.21
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 150.75
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 11.54
TELEVEND SVCS/FAX CARDS	SPECIAL PROJECT SUPPLIES	\$ (51.10)
TELEVEND SERVICES INC	SPECIAL PROJECT SUPPLIES	\$ 51.10
	<b>Computer Lab</b>	<b>\$ 2,096.67</b>
Margaret Munson, President	Melody Warnick, Secretary	Date:

# Gifts

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
May 23, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, accept the following gift(s):

From John and Elizabeth Mayfield .....	\$100.00
From Dale and Carolyn Geise .....	\$125.00
From Ames Garden Club.....	\$47.54
From Dennis and Jane Smith in memory of Helene Overhulser .....	\$30.00
From Charles and Elaine Dekovic in honor of Dean and Jean Prestemon.....	\$25.00

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

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

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

Date \_\_\_\_\_

EXPENSE REPORT SUMMARY FY 2005/2006																
April 30, 2006																
10 Months =83.3%																
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent
<b>PERSONAL SERVICES</b>																
Salaries	1,425,281	120,856	114,013	114,012	112,494	111,841	114,560	114,316	114,317	115,074	114,457			1,145,940	279,341	80.4%
Temporary Salaries	208,338	9,731	17,654	16,573	16,570	16,802	14,930	13,686	14,654	12,943	13,920			147,463	60,875	70.8%
Longevity	5,828		60			2,863				2,929				5,852	(24)	100.4%
Adjustment	(42,688)													0	(42,688)	0.0%
Vacation	0		6,570		342									6,912	(6,912)	
<b>Total Personal Svcs</b>	<b>1,596,759</b>	<b>130,587</b>	<b>138,297</b>	<b>130,585</b>	<b>129,406</b>	<b>131,506</b>	<b>129,490</b>	<b>128,002</b>	<b>128,971</b>	<b>130,946</b>	<b>128,377</b>	<b>0</b>	<b>0</b>	<b>1,306,167</b>	<b>290,592</b>	<b>81.8%</b>
<b>EMPLOYEE BENEFITS</b>																
Temp Salaries Benefits	30,003													0	30,003	0.0%
IPERS Disability	8,657	743	746	722	720	707	714	707	714	711	740			7,224	1,433	83.4%
Life Insurance	3,385	283	281	270	270	262	260	269	271	269	269			2,704	681	79.9%
Health Insurance	172,427	14,630	13,891	13,891	13,753	13,612	14,170	14,168	14,185	14,152	14,168			140,620	31,807	81.6%
FICA Medicare	20,113	1,840	1,953	1,838	1,826	1,858	1,828	1,799	1,814	1,840	1,805			18,401	1,712	91.5%
FICA	86,004	7,869	8,347	7,870	7,804	7,935	7,821	7,694	7,755	7,871	7,716			78,682	7,322	91.5%
IPERS	82,290	8,196	7,481	7,443	7,356	7,482	7,148	7,272	7,349	7,447	7,299			74,473	7,817	90.5%
Workers Comp	2,598	457	416	398	396	399	400	389	401	382	393			4,031	(1,433)	155.2%
Flex Benefits										1,298				1,298	(1,298)	
<b>Total Employee Ben</b>	<b>405,477</b>	<b>34,018</b>	<b>33,115</b>	<b>32,432</b>	<b>32,125</b>	<b>32,255</b>	<b>32,341</b>	<b>32,298</b>	<b>32,489</b>	<b>33,970</b>	<b>32,390</b>	<b>0</b>	<b>0</b>	<b>327,433</b>	<b>78,044</b>	<b>80.8%</b>
<b>INTERNAL SERVICES</b>																
City Data Services	7,204		320	321	656	657	656	656	657	656	656			5,235	1,969	72.7%
City Messenger	3,029		173	202	211	212	230	194	351	187	201			1,961	1,068	64.7%
Printing	4,950		310	98	711	166	135	330	257	267	280			2,554	2,396	51.6%
Insurance & Bonds	18,783		3,130	1,565	1,565	1,565	1,565	1,565	1,565	1,565	1,565			15,650	3,133	83.3%
Phone Operation/Maint	16,081	1,339	1,341	1,340	1,340	1,340	1,341	1,340	1,340	1,341	1,339			13,401	2,680	83.3%
Long Distance	575		32	39	45	47	35	39	43	38	34			352	223	61.2%
Fleet Operating/Maint	8,328		761	1,194	216	196	603	602	602	(236)	384			4,322	4,006	51.9%
Fleet Replacement	20,556		1,855	1,855	1,855	1,855	1,145	1,855	1,855	1,855	1,287			15,417	5,139	75.0%
Computer Replacement	13,485	2,188	2,119	1,890	1,887	675	675	674	675	674	675			12,132	1,353	90.0%
Interdepartmental Labor								61	64	26				151	(151)	
<b>Total Internal Svcs</b>	<b>92,991</b>	<b>3,527</b>	<b>10,041</b>	<b>8,504</b>	<b>8,486</b>	<b>6,713</b>	<b>6,385</b>	<b>7,316</b>	<b>7,409</b>	<b>6,373</b>	<b>6,421</b>	<b>0</b>	<b>0</b>	<b>71,175</b>	<b>21,816</b>	<b>76.5%</b>
<b>CONTRACTUAL</b>																
Outside Prof Services	23,700		461			18,000	15	1,185		840	189			20,690	3,010	87.3%
Postage/Freight	13,500		128	136	3,114	12	151	3,081	28	(572)	127			6,205	7,295	46.0%
Travel/Meetings	2,025		237	264	150	13	59		49	15	205			992	1,033	49.0%
Training	4,300	25		50	1,613	(1,047)	45	590	334		121			1,731	2,569	40.3%
Conferences	15,989	725	1,184	1,561	1,232	2,713	1,868	(545)	279	1,497	79			10,593	5,396	66.3%
Dues & Memberships	4,385	445	210		145	375		936	125	1,242	190			3,668	717	83.6%
Printing	1,500		(42)					1,446		63	88			1,555	(55)	103.7%
Advertising	3,000		450	319	408		147	867	160	524				2,875	125	95.8%
Recruiting Costs	18,500		810	997	187	70	2,340	203	1,624	109	68			6,408	12,092	34.6%
Electricity	43,759		5,517	5,496	4,977	3,490	2,694	2,665	3,035	2,696	2,926			33,496	10,263	76.5%
Phone Operation/Maint	9,845	120	478	321	1,345	913	224	4,846	484	3,042	478			12,251	(2,406)	124.4%
Long Distance	20							(17)						(17)	37	-85.0%
Water/Sewer	3,400		277	276	261	286	261	240	270	244	259			2,374	1,026	69.8%

<b>EXPENSE REPORT SUMMARY FY 2005/2006</b>																	
<b>April 30, 2006</b>																	
<b>10 Months =83.3%</b>																	
															Y-T-D	Current	%
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total	Balance	Spent	
Waste Disposal	2,200		183	182	183	182	183	313	182	183	182			1,773	427	80.6%	
Natural Gas	9,400		32	14	15	945		3,755	1,518	1,579	630			8,488	912	90.3%	
Structural Repair	8,000		192		284	574	210	75	1,026		665			3,026	4,974	37.8%	
Moveable Equip Repair	2,000			653			80			649	(665)			717	1,283	35.9%	
Fixed Equip Repair	18,400			15	790	6,180	61	84	6,335	108	42			13,615	4,785	74.0%	
Computer Maintenance	40,541	39,361	1,031	111	(395)	(586)		25	25		2,034			41,606	(1,065)	102.6%	
Rentals & Leases	19,955	503	1,442	1,817	1,726	2,249	65	2,671	1,375	3,189	502			15,539	4,416	77.9%	
Other Non-City Services	14,110		3,387	831	1,192	(3,638)	327	289	2,679	1,989	3,021			10,077	4,033	71.4%	
<b>Total Contractual</b>	<b>258,529</b>	<b>41,179</b>	<b>15,977</b>	<b>13,043</b>	<b>17,227</b>	<b>30,731</b>	<b>8,730</b>	<b>22,709</b>	<b>19,528</b>	<b>17,397</b>	<b>11,141</b>	<b>0</b>	<b>0</b>	<b>197,662</b>	<b>60,867</b>	<b>76.5%</b>	
<b>COMMODITIES</b>																	
Office Supplies	15,000	5,214	8,320	1,626	2,266	(12,103)	322	1,505	323	4,743	789			13,005	1,995	86.7%	
Minor Office Equipment	22,350		121	70	35					65				291	22,059	1.3%	
Minor Computer Equip	9,000	314	88	479	150		775	20		2,605	80			4,511	4,489	50.1%	
Ag-Hort Supplies	350	156			95									251	99	71.7%	
Structural Materials	2,000					805	101			94				1,000	1,000	50.0%	
Chemicals/Lab Supplies	10			10										10	0	100.0%	
Cleaning Supplies	7,000	490	560	588	627	2,314	67	1,183	170	442	239			6,680	320	95.4%	
Equip Parts/Supplies	24,400			1,290	3,100	14,169	5	11		506	1,025			20,106	4,294	82.4%	
Minor Equipment/Tools	550	105		166	21					73				365	185	66.4%	
Food	3,500	407	815	70	291	214	389	178	73	383	217			3,037	463	86.8%	
Wearing Apparel	200			39				182						221	(21)	110.5%	
Special Project Supplies	4,000	58	582	412	112	300	239	58	140	1,163	(431)			2,633	1,367	65.8%	
Purchase Card Clearing	0	42	1,574	(1,445)	3,100	3,781	(2,680)	358		(2,006)	6,773			9,497	(9,497)		
Equipment/Vehicle Fuel	25						5	5			6			16	9	64.0%	
<b>Total Commodities</b>	<b>88,385</b>	<b>6,786</b>	<b>12,060</b>	<b>3,305</b>	<b>9,797</b>	<b>9,480</b>	<b>(777)</b>	<b>3,500</b>	<b>706</b>	<b>8,068</b>	<b>8,698</b>	<b>0</b>	<b>0</b>	<b>61,623</b>	<b>26,762</b>	<b>69.7%</b>	
<b>CAPITAL</b>																	
Moveable Equipment	0		1,619	61	(1,664)	(16)								0	0		
Periodicals	9,500	374	8,047	16	37	82	10	9		315	133			9,023	477	95.0%	
Juvenile	62,535	1,375	6,497	6,121	1,385	7,977	2,014	7,977	3,525	4,582	5,768			47,221	15,314	75.5%	
Adult Reference	26,500	9,558	2,903	9,433	874	(3,369)	1,330	596	1,592	894	1,181			24,992	1,508	94.3%	
Audio Visual	70,000	1,160	6,103	3,985	7,242	5,295	4,453	4,785	3,904	7,150	7,456			51,533	18,467	73.6%	
Adult Collection	120,251	2,767	13,934	9,047	13,217	11,515	6,786	8,550	8,982	9,137	12,272			96,207	24,044	80.0%	
<b>Total Capital</b>	<b>288,786</b>	<b>15,234</b>	<b>39,103</b>	<b>28,663</b>	<b>21,091</b>	<b>21,484</b>	<b>14,593</b>	<b>21,917</b>	<b>18,003</b>	<b>22,078</b>	<b>26,810</b>	<b>0</b>	<b>0</b>	<b>228,976</b>	<b>59,810</b>	<b>79.3%</b>	
<b>OTHER EXPENDITURES</b>																	
Refunds										12				12	(12)		
<b>Total Other Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>(12)</b>		
<b>GRAND TOTAL</b>	<b>2,730,927</b>	<b>231,331</b>	<b>248,593</b>	<b>216,532</b>	<b>218,132</b>	<b>232,169</b>	<b>190,762</b>	<b>215,742</b>	<b>207,106</b>	<b>218,844</b>	<b>213,837</b>	<b>0</b>	<b>0</b>	<b>2,193,048</b>	<b>537,879</b>	<b>80.3%</b>	

<b>2005/06 LIBRARY EXPENSE SUMMARY</b>						
<b>April 30, 2006</b>						
<b>10 Months =83.3%</b>						
	<b>2004/05</b>	<b>2005/06</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2004/05</b>	<b>2005/06</b>	<b>Balance</b>	<b>Spent</b>
<b>PERSONAL SERVICES</b>						
Salaries	1,393,030	1,425,281	1,156,215	1,145,940	279,341	
Temporary Salaries	190,893	208,338	158,440	147,463	60,875	
Longevity	5,996	5,828	5,996	5,852	(24)	
Sick Leave	1,954				0	
Adjustment	(8,305)	(42,688)	(8,265)		(42,688)	
Vacation	8,849		8,809	6,912	(6,912)	
<b>Total Personal Services</b>	<b>1,592,417</b>	<b>1,596,759</b>	<b>1,321,194</b>	<b>1,306,167</b>	<b>290,592</b>	<b>81.8%</b>
<b>EMPLOYEE BENEFITS</b>						
Temp Salaries Benefits		30,003			30,003	
IPERS Disability	8,542	8,657	7,091	7,224	1,433	
Life Insurance	3,297	3,385	2,737	2,704	681	
Health Insurance	164,232	172,427	136,313	140,620	31,807	
FICA Medicare	22,573	20,113	18,735	18,401	1,712	
FICA	96,519	86,004	80,110	78,682	7,322	
IPERS	89,629	82,290	74,392	74,473	7,817	
Workers Compensation	4,616	2,598	3,832	4,031	(1,433)	
Flex Administration	1,537	0	1,277	1,298	(1,298)	
<b>Total Employee Benefits</b>	<b>390,945</b>	<b>405,477</b>	<b>324,486</b>	<b>327,433</b>	<b>78,044</b>	<b>80.8%</b>
<b>INTERNAL SERVICES</b>						
City Data Services	3,866	7,204	3,209	5,235	1,969	
City Messenger	2,133	3,029	1,770	1,961	1,068	
Printing	5,379	4,950	4,466	2,554	2,396	
Insurance & Bonds	18,318	18,783	15,204	15,650	3,133	
Phone Operation/Maintenance	16,591	16,081	13,771	13,401	2,680	
Long Distance	500	575	416	352	223	
Fleet Operating/Maintenance	8,133	8,328	6,751	4,322	4,006	
Fleet Replacement	20,976	20,556	17,410	15,417	5,139	
Computer Replacement	21,689	13,485	18,001	12,132	1,353	
Interdepartmental Labor	0	0	0	151	(151)	
<b>Total Internal Services</b>	<b>97,585</b>	<b>92,991</b>	<b>80,998</b>	<b>71,175</b>	<b>21,816</b>	<b>76.5%</b>
<b>CONTRACTUAL</b>						
Outside Professional Services	27,367	23,700	22,715	20,690	3,010	
Postage/Freight	13,317	13,500	11,052	6,205	7,295	
Travel/Meetings	1,343	2,025	1,114	992	1,033	
Training	1,713	4,300	1,422	1,731	2,569	
Conferences	13,756	15,989	11,418	10,593	5,396	
Subscriptions and Books	88		88		0	
Dues & Memberships	4,735	4,385	3,931	3,668	717	
Printing	340	1,500	282	1,555	(55)	
Advertising	4,701	3,000	3,902	2,875	125	
Recruiting Costs	7,156	18,500	5,939	6,408	12,092	
Electricity	40,759	43,759	33,830	33,496	10,263	
Phone Operation/Maintenance	4,667	9,845	3,873	12,251	(2,406)	
Long Distance	4	20	4	(17)	37	
Water/Sewer	3,199	3,400	2,655	2,374	1,026	
Waste Disposal	2,084	2,200	1,730	1,773	427	
Natural Gas	6,700	9,400	5,561	8,488	912	
Structural Repair	6,267	8,000	5,202	3,026	4,974	
Moveable Equipment Repair	1,054	2,000	875	717	1,283	
Fixed Equipment Repair	4,486	18,400	3,723	13,615	4,785	
Computer Maintenance	28,125	40,541	23,344	41,606	(1,065)	
Rentals & Leases	20,103	19,955	16,686	15,539	4,416	

<b>2005/06 LIBRARY EXPENSE SUMMARY</b>						
<b>April 30, 2006</b>						
<b>10 Months =83.3%</b>						
	<b>2004/05</b>	<b>2005/06</b>	<b>YTD</b>	<b>YTD</b>	<b>Current</b>	<b>%</b>
	<b>Actuals</b>	<b>Budget</b>	<b>2004/05</b>	<b>2005/06</b>	<b>Balance</b>	<b>Spent</b>
Other Non-City Services	19,174	14,110	15,914	10,077	4,033	
<b>Total Contractual</b>	<b>211,138</b>	<b>258,529</b>	<b>175,260</b>	<b>197,662</b>	<b>60,867</b>	<b>76.5%</b>
<b>COMMODITIES</b>						
Office Supplies	15,291	15,000	12,691	13,005	1,995	
Minor Office Equipment	2,278	22,350	1,890	291	22,059	
Minor Computer Equipment	11,790	9,000	9,786	4,511	4,489	
Ag-Hort Supplies	958	350	795	251	99	
Structural Materials	1,463	2,000	1,214	1,000	1,000	
Chemicals/Lab Supplies		10		10	0	
Cleaning Supplies	7,130	7,000	5,918	6,680	320	
Equipment Parts/Supplies	21,601	24,400	17,928	20,106	4,294	
Minor Equipment & Tools	778	550	646	365	185	
Food	1,634	3,500	1,356	3,037	463	
Wearing Apparel	139	200	115	221	(21)	
Special Project Supplies	5,746	4,000	4,770	2,633	1,367	
Purchase Card Clearing				9,497	(9,497)	
Fuel for Vehicles/Equipment	3	25	3	16	9	
<b>Total Commodities</b>	<b>68,811</b>	<b>88,385</b>	<b>57,113</b>	<b>61,623</b>	<b>26,762</b>	<b>69.7%</b>
<b>CAPITAL</b>						
Periodicals	9,338	9,500	7,751	9,023	477	95.0%
Juvenile	57,115	62,535	47,405	47,221	15,314	75.5%
Adult Reference	43,248	26,500	35,896	24,992	1,508	94.3%
Audio Visual	55,519	70,000	46,081	51,533	18,467	73.6%
Adult Collection	96,264	120,251	79,899	96,207	24,044	80.0%
<b>Total Capital</b>	<b>261,484</b>	<b>288,786</b>	<b>217,032</b>	<b>228,976</b>	<b>59,810</b>	<b>79.3%</b>
<b>OTHER EXPENDITURES</b>						
Refunds	33		33	12	(12)	
<b>Total Other Expenditures</b>	<b>33</b>	<b>0</b>	<b>33</b>	<b>12</b>	<b>(12)</b>	
<b>GRAND TOTAL</b>	<b>2,622,413</b>	<b>2,730,927</b>	<b>2,176,116</b>	<b>2,193,048</b>	<b>537,879</b>	<b>80.3%</b>
						<b>% of</b>
						<b>Total</b>
<b>TOTALS BY DIVISION:</b>						
Administration/Support	588,628	588,141	488,744	453,640	134,501	20.70%
Outreach Services	240,737	258,622	199,924	205,668	52,954	9.40%
Collections	547,835	582,498	454,891	476,091	106,407	21.70%
Programming & Promotions	201,422	207,600	167,988	163,258	44,342	7.40%
Public Services	639,156	639,297	533,151	535,006	104,291	24.40%
Circulation Services	343,587	384,483	282,289	308,587	75,896	14.10%
Computer Lab	61,048	70,286	49,129	50,798	19,488	2.30%
<b>GRAND TOTAL</b>	<b>2,622,413</b>	<b>2,730,927</b>	<b>2,176,116</b>	<b>2,193,048</b>	<b>537,879</b>	<b>100%</b>

<b>Library Donations Report</b>						
<b>Fiscal Year 2005/2006</b>						
<b>Year-to-Date through April 30, 2006</b>						
	<b>Gladys Myers Bequest</b>	<b>Roscoe Marsden Bequest</b>	<b>Verna Thompson Bequest</b>	<b>Herbert Howell Bequest</b>	<b>Other Donations &amp; Grants</b>	<b>Total</b>
<b>Reserved principal and interest</b>	<b>659,866.16</b>	<b>(1)</b>	<b>100,000.00</b>	<b>(2)</b>	<b>8,276.00</b>	<b>(3)</b> <b>768,142.16</b>
<b>Computer replacement reserve</b>	<b>30,411.00</b>		<b>8,180.00</b>			<b>38,591.00</b>
<b>Committed funds (see below)</b>	<b>30,607.92</b>		<b>2,500.00</b>	<b>402,987.24</b>	<b>3,041.29</b>	<b>46,276.85</b>
<b>Available funds:</b>						
Beginning available balance	70,599.01		13,111.13	583,292.00	149,241.89	78,142.93
Interest revenue	17,000.71		3,462.65	12,951.05	5,872.78	2,932.58
Donations					62,228.78	75,793.09
Expenses	(35,764.97)		(623.73)	(193,255.81)	(20,883.71)	(67,316.39)
Committed funds	(30,607.92)		(2,500.00)	(402,987.24)	(3,041.29)	(46,276.85)
<b>Current available balance</b>	<b>21,226.83</b>		<b>13,450.05</b>	<b>0.00</b>	<b>193,418.45</b>	<b>43,275.36</b>
<b>Total fund balance</b>	<b>742,111.91</b>		<b>124,130.05</b>	<b>402,987.24</b>	<b>196,459.74</b>	<b>97,828.21</b>
<b>Expense detail:</b>						
Project Smyles	11,673.19					20,553.58
Teen Space	7,641.67					7,641.67
Internal printing						714.36
Outside professional services				3,247.96		5,150.00
Postage/freight						644.87
Advertising	920.00			160.90		
Court fees/permits				9,846.95		
Other non-City services						95.28
Office supplies						5,463.81
Minor office equipment						646.28
Minor computer equipment	15,247.95		379.98			153.32
Book bins						8,700.00
Parts and supplies						6,953.42
Minor equipment/tools						79.84
Wearing apparel						389.35
Special project supplies			243.75			278.76
Land				180,000.00		
Youth collection					10,114.22	2,802.51
Adult reference collection					2,859.50	4,129.60
Audio/visual collection	211.41				7,909.99	744.09
Adult collection	70.75					9,817.32
<b>Total expenses</b>	<b>35,764.97</b>		<b>623.73</b>	<b>193,255.81</b>	<b>20,883.71</b>	<b>67,316.39</b>
<b>Committed funds detail:</b>						
Building expansion				402,987.24		
Strategic planning travel	6,922.78					
Project Smyles	16,326.81					4,790.47
Teen Space	7,358.33					
Administration laptop			2,500.00			
Collection materials					3,041.29	
Materials processing						50.34
Books for Babies program						9,000.00
Read-About-It program						2,126.04
Equipment						14,560.00
Web development						14,250.00
Computer training						1,500.00
<b>Total committed funds</b>	<b>30,607.92</b>		<b>2,500.00</b>	<b>402,987.24</b>	<b>3,041.29</b>	<b>46,276.85</b>
<p>(1) \$600,000 of the Gladys Myers bequest and 20% of the interest earned annually on the bequest were reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest income may be used for projects and/or acquisitions approved by the Board.</p> <p>(2) \$100,000 of the Marsden bequest was reserved by the Library Board of Trustees on June 24, 1999; the interest on this bequest is available for expenditure.</p> <p>(3) Reservations of principal in Other Donations are: \$1,000 in the Tommy Feinberg Memorial, \$5,276 in the Gilman Fund, and \$2,000 in the Smith Endowment. Interest earned on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith Endowment is to be used to acquire large-print books.</p>						

<b>Library Donations Report - Other Donations</b>													
<b>Fiscal Year 2005/2006</b>													
<b>Year-to-Date through April 30, 2006</b>													
				Tommy									
	General	Friends	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	Enrich		Gates	
	Donations	Donations	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	Iowa	RIIF	Foundation	Total
<b>Reserved principal and interest</b>				<b>1,000.00</b>	<b>5,276.00</b>	<b>2,000.00</b>							<b>8,276.00</b>
<b>Committed funds (see below)</b>	<b>5,972.97</b>				<b>2,126.04</b>			<b>2,000.00</b>		<b>10,767.84</b>	<b>25,410.00</b>		<b>46,276.85</b>
<b>Available funds:</b>													
Beginning available balance	12,039.54	(96.85)	(553.26)	314.06	2,320.04	718.07	4,225.00	3,263.15	1,407.60	22,126.87	32,225.39	153.32	78,142.93
Interest revenue	2,932.58												2,932.58
Donations/grants	8,073.67	9,550.00	6,820.87					2,175.00	1,000.00	14,672.16	30,478.76		72,770.46
Project Smyles donations	3,022.63												3,022.63
Expenses	(12,948.61)	(10,642.34)	(6,267.61)	(248.35)	(194.00)	(834.15)		(4,145.98)	(422.17)	(20,267.88)	(11,191.98)	(153.32)	(67,316.39)
Transfers between programs													0.00
Committed funds	(5,972.97)				(2,126.04)			(2,000.00)		(10,767.84)	(25,410.00)	0.00	(46,276.85)
<b>Current available balance</b>	<b>7,146.84</b>	<b>(1,189.19)</b>	<b>0.00</b>	<b>65.71</b>	<b>0.00</b>	<b>(116.08)</b>	<b>4,225.00</b>	<b>(707.83)</b>	<b>1,985.43</b>	<b>5,763.31</b>	<b>26,102.17</b>	<b>0.00</b>	<b>43,275.36</b>
<b>Total fund balance</b>	<b>13,119.81</b>	<b>(1,189.19)</b>	<b>0.00</b>	<b>1,065.71</b>	<b>7,402.04</b>	<b>1,883.92</b>	<b>4,225.00</b>	<b>1,292.17</b>	<b>1,985.43</b>	<b>16,531.15</b>	<b>51,512.17</b>	<b>0.00</b>	<b>97,828.21</b>
<b>Expense detail:</b>													
Project Smyles		321.42								20,232.16			20,553.58
Internal printing		399.46	20.00		21.00				273.90				714.36
Outside professional services		4,000.00									1,150.00		5,150.00
Postage/freight		5.35	639.52										644.87
Other non-City services								95.28					95.28
Office supplies										31.96	5,431.85		5,463.81
Minor office equipment								646.28					646.28
Minor computer equipment												153.32	153.32
Book bins	2,900.00							2,000.00			3,800.00		8,700.00
Parts and supplies	6,949.66									3.76			6,953.42
Minor equipment/tools		79.84											79.84
Wearing apparel	389.35												389.35
Special project supplies		130.49							148.27				278.76
Youth collection			166.61	248.35	173.00			1,404.42			810.13		2,802.51
Adult reference			4,129.60										4,129.60
Audio/visual collection			744.09										744.09
Adult collection	2,709.60	5,705.78	567.79			834.15							9,817.32
<b>Total expenses</b>	<b>12,948.61</b>	<b>10,642.34</b>	<b>6,267.61</b>	<b>248.35</b>	<b>194.00</b>	<b>834.15</b>	<b>0.00</b>	<b>4,145.98</b>	<b>422.17</b>	<b>20,267.88</b>	<b>11,191.98</b>	<b>153.32</b>	<b>67,316.39</b>
<b>Committed funds detail:</b>													
Project Smyles	3,022.63									1,767.84			4,790.47
Materials processing	50.34												50.34
Books for Babies program										9,000.00			9,000.00
Read-About-It program					2,126.04								2,126.04
Equipment	2,900.00							2,000.00			9,660.00		14,560.00
Web development											14,250.00		14,250.00
Computer training											1,500.00		1,500.00
<b>Total committed funds</b>	<b>5,972.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,126.04</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>10,767.84</b>	<b>25,410.00</b>	<b>0.00</b>	<b>46,276.85</b>
* Beginning balance includes available balance at 6/30/05 plus outstanding committed funds													

<b>Gladys Myers Donation Fund</b>			
<b>Interest Earned per Fiscal Year</b>			
<b>Year-to-Date through April 30, 2006</b>			
			<b>80% available</b>
			<b>for expenditure</b>
	<b>Total interest</b>	<b>20% reserved</b>	<b>or spent over</b>
<b>Fiscal year</b>	<b>revenue</b>	<b>for reinvestment</b>	<b>life of donation</b>
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
2004/05	17,507.31	3,501.46	14,005.85
2005/06	21,250.89	4,250.18	17,000.71
<b>Total</b>	<b>299,330.81</b>	<b>59,866.16</b>	<b>239,464.65</b>

## **MONTHLY REPORT April 2006**

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

### **FOUNDATION:**

I worked with Jill Anderson and Patti Woo to prepare information for Doug Marek as he drafts a Memorandum of Understanding between the APL Board and the APL Foundation Board.

I will present a staff recommendation for the next Foundation fundraising campaign at the meeting.

### **ADMINISTRATION STAFF:**

I have met with Jim Alexander, Ken Sills and Patti Woo to develop plans for maintenance coverage and recruitment in light of Jim's pending retirement.

Patti Woo did a tremendous job of getting all of the budget amendment entries completed by the April 21<sup>st</sup> deadline. We were pleased to be able to shift some funds to address our very long "to do" list.

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

Three more great Circulation Assistants have joined our staff pending Board approval. We are pleased to welcome Michael Qiu, Jo Gruenewald and Phyllis Prichard.

Our shelving staff has been very active in the last few weeks. They have successfully erased a backlog in the reshelving room, reinstated a 24-hour or less turn-around time for shelving returned materials and made significant progress on a shelf reading project. Additionally, Sue Besco has taken the lead on several projects and has received considerable help from Sandi Indvik and JinSook Choi-Kang. They completed a juvenile series shifting project that we had planned to take several long days in just one day! They also finished integrating the CD and cassette tape audio book collections. Sue also completed a project of labeling board books for easier customer access. Lora Van Marel has put in many extra hours helping to rearrange the easy books in the new book bins and creating signage for the easy book shelves. Joan Anderson has also put in extra effort to help with shifting projects in the Youth area.

Circulation staff hosted the first of several vendor representatives who will provide product demonstrations of self check units. Sentry Technology brought in a state-of-the-art self-check unit that we were able to try out.

## **UNIQUE MANAGEMENT:**

As we near the end of the fiscal year, we are way ahead of schedule in terms of materials recovery and account clean-up. We were anticipating working with Unique Management for a full year before going back and working on older accounts. Instead, we will complete our older account referrals by mid-June! We are submitting accounts that are up to two and one-half years old. Also, Val Donnell has done a tremendous job of systematically going through old borrower records that indicate a balance due and purging those that we have no hope of recovering. As a result, we should enter the new fiscal year with as clean a borrower database as is possible. Then we will simply maintain current accounts. Val and the entire Circulation Team deserve accolades for their hard work in ensuring the success of this daunting project.

From the May 1 report from Unique Management:

833 accounts submitted (x \$8.95=\$7,455.35)  
39.61% activated  
\$80,378.44 dollars submitted  
\$11,776.96 dollars received  
\$2,443.87 material recovered

## **COMPUTER LAB:**

Val Donnell has been working hard to spruce up the Computer Lab. She has compiled numerous tip sheets that are now available and has prepared "need to know" documents for each station. She and Mark are currently working on selecting and providing desktop tutorials. They are also investigating options for computer management software.

Several staff members attended the SIRSI/Dynix Iowa Users Group meeting. They came back excited about new products, some of which have implications for the Lab.

## **CONTINUING EDUCATION:**

Patti Woo attended an Employee Development Center class called Feedback Fundamentals. Val Donnell has enrolled in the State Library class, Public Library Management I, which will be offered over the next two months.

## **GENERAL:**

I met with City Attorney, Doug Marek, on behalf of the Board subcommittee that is looking at the City Ordinance pertaining to the Library. He will prepare a draft that addresses issues identified by the subcommittee.

Doug Garnet from the City's Human Resources Department deserves an award as an adjunct Library staff member. He has spent countless hours working with me on examining positions, writing job specifications, determining exemption status for existing positions and preparing documentation for reclassification requests. His assistance has been invaluable.

Staff members appreciated the opportunities for involvement in the interviews of the Director candidates.

The members of the Celebration Committee did a fantastic job again this year in showing appreciation for the wonderful contribution of members of the community at the annual Volunteer Recognition Event on April 26th.

I enjoyed giving a tour to visiting City officials from Frydek-Mistek, Ames' sister city in the Czech Republic. They asked thoughtful questions and were impressed with our services and collection. They were particularly taken with the Children's area. The Mayor of Frydek-Mistek presented APL with a promotional DVD of their town and surrounding region. It will be added to the circulating collection.

I attended a ceremony and accepted an award on behalf of APL at the Embracing International Spouses year-end event.

The former Display and Exhibit Committee has been renamed the Design Team. I have been working with this group to develop a draft of a charter that defines their charges, responsibilities, resources and parameters. The Management Team is currently reviewing the draft.

## **PROJECT SMYLES:**

Project Smyles visits continue to be enthusiastically received by children and teachers/caregivers. We are now including babies and toddlers when appropriate. Follow-up visits are now taking place and are also very well received. We are currently scheduling into Fall.

The 2005 Target Grant funds have been completely expended and staff members are hard at work preparing a 2006 grant application.

Staff members are very pleased with materials (big books and CDs) that have been purchased with Empowerment Grant funds.

Jerri Heid and Anastasia Tuckness did a fantastic job of planning and presenting a full-day workshop to teach community members how to develop children's early literacy skills

through the use of library resources. The program will be repeated this Fall. Funding for this workshop was made available through the Empowerment Grant.

## **PROGRAMS:**

The Bookmobile was a big hit in the VEISHEA parade. Mayor Anne Campbell greeted her subjects from its open window. A new addition this year was a book cart drill team that really wowed the crowd. Kate Pickett and Emily Kawaler worked with members of the TAG team to develop a routine that utilized library book carts. It was fabulous!

Jill Anderson and I met with a representative of DMACC's English as a Second Language program. The program is in need of classroom space in Ames and is interested in partnering with APL. Although we do not currently have the type of space they require available, this is certainly an issue to consider as we begin planning for building renovation/expansion.

We continue to offer an amazing array of programs that are enthusiastically received by community members. Many recent programs have attracted large crowds and we even had to turn people away from this week's Da Vinci Code program! I receive numerous calls each week regarding co-sponsorship opportunities.

Our Spanish language open house was well received even though the weather did not cooperate. We had fantastic volunteers from Foro Latino and extra effort from staff members Tracy Briseno, Jerri Heid and Jillian Duggan. We plan to repeat the program in September and also work with other Story County libraries to develop similar programs.

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

## **MEETINGS:**

I attended meetings of the Outreach Staff, Circulation Staff, APL Management Team, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Teen Space Committee, Project Smyles committee, Bookends at the Bandshell Planning Team, APL Children and Family Programming Team, Foro Latino, Breaking Down the Barriers, City Department Heads, APL Design Team, Story County Library Association, Ames Citizens for Clean Energy, Character Counts Steering Team, APL Budget Team, Latino Open House planning committee, Director Search committee, the Inkspots, Teen Advisory Group, and the APL Board.

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

**Friends** – At the annual meeting, the Friends Board approved their 2006/07 budget for just over \$47,500.00. They also voted to move \$10,000.00 from their Money Market account to an existing CD which is coming due this month. This will bring their total investment to \$50,000.00, which they are saving for the Library's future building campaign. The budget includes \$10,000.00 for collection support to achieve accreditation as well as \$4,000.00 for other projects recommended by the staff for materials. Also budgeted is support for summer reading paperbacks for the children's program and APL Unplugged, including Bookends at the Bandshell.

The Board welcomed new member, Joan Van Norman. Joan was co-coordinator for the spring book sale. We said good-bye to Susan Jasper who served two terms on the Board and did great work on book sales and the Library's centennial celebration. They also approved a scholarship grant for a staff member who is beginning library school this fall. The Board approved continuing support for two book discussion groups; "Let's Talk About It" and "Great Books." "Great Books" will begin a new anthology this fall, which was developed by the Great Books Foundation at the University of Chicago. "Let's Talk About It" will be discussing famous crimes this fall. Two titles in the series are "In Cold Blood" and "The Devil in the White City." The Friends Board does not meet in June or July.

**Public Services** – This is performance appraisal time. I have been writing and conducting interviews with all my staff. This takes an incredible amount of time, but it is also a very good opportunity to discuss past accomplishments and challenges with each person as well as set goals for the coming year

We completed our survey of customers about their preferences for computer instruction. The clear choice for time is evenings and afternoons and most people prefer small group instruction. The preferences for topics are more scattered. Our committee is meeting this week to discuss which classes to begin with, who will teach, scheduling, etc.

Two of my staff members attended Roy Kenagy's workshop "Just Say No to Reference." We will be having a discussion of what they learned at our meeting this week.

**Other Activities**

- I wrote the Monthly Project Briefing which goes to the City Council.
- I edited the New Arrivals page for the monthly Friends mailing and wrote my monthly *Page One* column.

- I researched and submitted two Romance booklists for BookLetters our online reader's advisory service. One hundred and one people have signed up to receive this newsletter via email. This is up two subscribers from last month.
- I was the facilitator for our monthly Chick Lit book discussion group. We had a great discussion about popular author Sophie Kinsella. We talked about her "shopalholc" novels which are light and fun. Next month is "The Gate to Women's Country" by Sheri Tepper. This is a divergence to science fiction with feminist and ecological themes. We'll see how the group liked it.
- I attended the Central Iowa Library Service Area Board meeting in Adel. They have a beautiful new building. I took mental notes of several aspects that I thought they did very well. I also completed two surveys for CILSA; one on services and one for Roy's annual evaluation.
- I attended City Staff meeting.
- Although we have possession of the building, we have not been able to send out the asbestos abatement bid pending dismissal of the appeal. I have been strongly encouraging Assistant City Attorney Judy Parks to press for this action but as yet Calvin's attorney has not done so.
- I worked with Susan Gwiasda, City Public Information Officer, in developing press releases on the director candidates and one for the building acquisition (which we haven't been able to use yet.)
- Books@Noon continues to remain strong. In April, fifteen people attended to discuss what they are reading.
- I ordered all the materials for upcoming Friends sponsored book discussion groups.
- I attended all the candidate's interview sessions. The Selection Committee will be meeting this Thursday to select a director.
- I am scheduled to meet with Dr. Michelle Clark regarding my performance evaluation next Monday.
- Scott Dermont and I met several times regarding our current Capital Improvements Project for the front sidewalk. Construction began Monday, May 15<sup>th</sup>. We hope it will take just two weeks.

Coordinator's Report  
May, 2006

Marianne Malinowski  
Collection Manager

### **Collections -**

All the selectors are spending down their budgets as we approach the end of this fiscal year. With the help of private funding we were able to spend 12% of our budget on collections this year.

### **Upcoming meetings and projects -**

Jerri Heid and I met with Roy Kenagy to finalize plans for the collection development workshop Roy will be presenting for our selectors on May 25<sup>th</sup>. Scott has been providing Roy with our usage statistics over the past six months or so. Roy said that he will analyze these statistics and present the results to our staff at this workshop. He will be focusing his analysis on meeting demand and buying adequate numbers of copies to meet demand.

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

I attended the first session of the supervisory essentials course offered by the City. I'm excited about the class. The course has been designed to complement the Excellence Through People leadership practices. The first session was great. I think we have a good team to work with and I'm looking forward to learning a lot and meeting new people.

I have completed the performance appraisals and interviews with my staff.

I'm attending the BookExpo America conference in Washington D.C. this week. The annual event is for booksellers & retailers, librarians, publishers and industry professionals. Library Journal will sponsor a Day of Dialog for librarians and there are a number of educational programs as well as a huge exhibit hall. I'm looking forward to attending the conference and I'll have a report for you when I return.

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

- Employee Care Fund board meeting
- Iowa OCLC Users Group conference planning meeting
- Adult Selectors' meeting
- Management team meetings

Camille attended a Sirsi Dynix meeting for librarians in Iowa. She was very impressed with the information that was provided at the meeting and is looking forward to future meetings. She said it offered a great opportunity to network with other librarians who work in acquisitions and cataloging. She also brought back useful handouts for creating reports from Horizon.

**Youth Services Board Report**  
**April 2006**  
**Jerri Heid**

**Collaborative Summer Library Program (CSLP)**

Since my last report I attended the CSLP yearly meeting, hosted by the state of New Jersey. Mary Cameron, Tami Chumbley-Finley of Bettendorf Public Library, and I represented Iowa. Tami and I have been involved in writing portions of the manual in past years.

Iowa first joined this collaborative in the mid-nineties when the group consisted only of regions of Minnesota and a few other Midwestern states. As of the upcoming 2007 summer program year, there will be 41 states participating, generating nearly \$2M in business for Highsmith. CSLP can now afford to hire top children's illustrators for promotional materials and offer high-quality manuals for assisting libraries across the country for both children's reading programs and teen programming.

In addition to the original mission of promoting and coordinating summer reading programs, the discussions included allowing other countries to join the collaborative, electing officers, selecting committees, viewing promotional video clips, and a discussion on how the collaborative could begin actively advocating summer programming and funding nationally. Next year Mary Cameron will be the vice/president-president elect of the group. For more information, please visit CSLP's fantastic website: <http://www.csllpreads.org>.

**ILA Honor**

My most exciting news this month was a request from the ILA nominating committee—they have asked me to be fill the slate as the Vice-president/president elect. After discussing this request with Dawn and Lynne, I accepted, as this has been a goal throughout my library career.

**Programs**

Due to work on the summer programming, most May programs were put on hiatus until the summer programs begin in mid June. Exceptions are the Thursday evening and Friday morning toddler programs, Thursday evening Family Night, Friday morning's Storytimes. We will also begin our BabyTalk pre-walker program the first week of June. The programming for our all youth patrons, toddler through teen, will begin the week of June 19 and continue for six weeks.

The reading folders will have a new look this year. The folders will be a game board with four trails and an additional border trail for those who want to read the whole summer. The younger pre-reader game board will have an added component of an emergent literacy skills handout for the adult. In addition, since we all read at different rates and minutes are a great leveling field, the soon-to-be-readers and readers will be reading minutes instead of books this year. The program length will also be expanded this year—June 1 to August 20. All readers will receive various reading incentives throughout their reading endeavors. Chris and Jillian have worked together to create a great reading folder. Teens will also be receiving stamps as they read, attend programs, volunteer or join TAG. For the first ten hours they complete, they will receive a dog tag. For every additional ten hours of reading, they'll receive a chance for a grand prize.

***“We are all Smyles at the Ames Public Library.”***

If you have not already heard about and/or watched our programs showing on Channel 12, I invite you to tune in. Smyles and I have worked with Bill at the City to create three television segments. Each one has featured special guests and projects at APL. The first was an interview with Kay about the creation of Project Smyles. The second featured Linda and Anastasia, coordinators of Project Smyles, and included what is happening and how daycares can have a Project Smyles visit. The last was an interview with Kate during which we discussed the upcoming summer programs.

I attended the "Just Say No to Reference" workshop that challenged all Library staff to offer reference in a different way. In addition to an explanation the theory behind this approach, Roy Kenagy gave statistics and offered new ideas on how to better serve our customers—the readers.

The bookmobile staff, Smyles and I worked with several agencies for the Month of the Young Child picnic that was held at Brookside Park on April 27. The Mayor offered the Proclamation for the Month of the Young Child and led us in the story/song *If You are Happy and You Know It*.

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

### **May 2006**

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

We have received an update to our lab management software. I will be testing it to see if they have fixed the major bugs that prevented me from using the new release.

However, I am getting a quote from SirsiDynix on the management software they support. Val and I saw it demonstrated recently, and we are impressed with its features and ease of configuration. Since the majority of staff intervention has previously been to support issues with Vendprint, we believe it is in our interests, and the patrons, to look into other software options.

I have also attended webinars on two network management hardware solutions. These would allow for control over bandwidth usage, protect against unauthorized access to network resources, and allow for managed WIFI access throughout a majority of the library building. I will be receiving quotes for these components in the near future. In the meantime, unmanaged and unsecured WIFI will be available in the meeting rooms and the upstairs atrium with some "cloud" cover possibly extending into the lab. This exposure will meet some of the public demand without seriously compromising our network.

Electrical and network wiring is completed for moving the server rack to a better space. The rack will be located in the glass room formerly housing the Literacy Program. The network appliances (switches/router) will remain in the current server room because of the extensive existing network wiring. However, communication between servers will be increasing 10 times to 1 gigabit. Eventually, as we move to a more secured WIFI network, we will retire some of the wired network that uses substandard wiring.

We found an e-waste recycler who picked up more than two tons of electronic waste at a price far below the Altoona waste disposal facility. And, did I mention, they picked it up. ☺ I think we saved over \$700, plus staff time to move the waste to Altoona.

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

**Current Projects:**

- June *Page One*
- June flyers and promotional materials
- July *Page One*
- Teen and adult summer reading programs
- Teen summer program promotional materials
- Web team
- Try out event calendar on Iowa.com
- Bookmark with all book clubs
- Updated maps for fire emergency procedures

**Recently Completed:**

- Construction signage
- Thank you/note cards
- Schedule events for Wild Women's Weekend
- Back to school ad in Iowa State Daily summer issue
- Gift bookplates
- Spanish language cardholder registration forms
- Staff Picks brochure
- May *Page One*
- May Promotional Materials

**New Hires**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
May 23, 2006**

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

Michael Qiu – effective 4/17/2006 at \$7.00/hour  
Jo Gruenewald – effective 4/19/2006 at \$7.00/hour  
Phyllis Prichard – effective 4/15/2006 at \$7.00/hour

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

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

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

Date \_\_\_\_\_

## **Employee Reclassification**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
May 23, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, change the grade classification of the Library Administrative Assistant from grade 58 to grade 59 as presented/amended.

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

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

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

Date \_\_\_\_\_



# Memo

Department of Human Resources

**TO:** Lynne Carey, Interim Co-Director

**CC:** Dawn Hayslett, Interim Co-Director  
Julie Huisman, Director of Human Resources  
Sheila Lundt, Assistant City Manager

**FROM:** Doug Garnett, <sup>or</sup> Human Resources Officer

**DATE:** April 21, 2006

**SUBJECT:** Upgrade for Library Administrative Assistant

The Human Resources Department has completed your request to review and update the classification of Library Administrative Assistant and recommend the appropriate pay grade. The final draft of the job specification and point-factor analysis are included.

This classification was previously a pay grade 58. The classification was also designated as non-exempt under the Fair Labor Standards Act.

A point-factor analysis indicates the pay grade for the newly revised job specification is a 59. The complex nature of this position including the additional responsibility of supervising the custodial staff and Principal Clerk positions, warrants a pay grade 59 as the point-factor analysis confirms. This classification also meets the test requirements to qualify for the administrative exemption under the FLSA. Therefore, this position should be considered as exempt.

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

	<b>Library Administrative Assistant (revised)</b>	<b>Library Administrative Assistant (old)</b>
<b>Education</b>	3	3
<b>Experience</b>	4	4
<b>Organizational Control</b>	3	2
<b>Human Relations</b>	5	4
<b>Total</b>		
Human Relations	4	3
Public Contact	1	1
<b>Responsibility</b>	2	2
<b>Guidance Received</b>	4	3
<b>Complexity</b>	4	3
<b>Working Conditions</b>	1	2
<b>PAY GRADE</b>	59	58

**CLASS TITLE:** Library Administrative Assistant

3117

**DEFINITION:** Under general supervision, performs a variety of administrative tasks involving the Library's budget, operations and personnel; provides general administrative support for the Library Director; functions as a member of the management team; performs other duties as required.

Examples of Essential Job Functions: Prepares and assembles information packets for the Board of Trustees including compilation of statistics and creation of reports; posts packet information online for public and Board members; provides administrative support for the Board of Trustees and serves as recording secretary; updates policies after Board approval; maintains official Board records and files; greets and assists customers who come to the business office, answers procedural and policy questions from internal and external customers, responds to requests for information from citizens and City departments, serves as back up to the Principal Clerk; serves as office manager by organizing and coordinating office work flow, supervises/trains/evaluates the Principal Clerk and Custodian positions; responsible for monitoring the library budget, reviews and recommends changes to approved budgets, reviews monthly expenses, corrects accounting errors and recommends solutions to ensure expenditure compliance with the budget; works with the City Finance Department to ensure proper accounting procedures are followed, sets up new account numbers and tracks spending, prepares purchase orders; makes managerial decisions for the library, serves as recording secretary for the management team, tracks hourly payroll spending for managers; hires outside contractors for building repair, researches and makes buying decisions for building products, repair and maintenance; serves as back up for the Library IT Systems Administrator; maintains contract files.

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

Examples of Other Job Functions: Serves on City and Library teams

**EQUIPMENT:**

Examples of Equipment Used: Computer hardware such as keyboard, monitor, printer, mouse, disks, CD-ROM and scanner. A variety of computer software such as word processing, spreadsheet, AS400, Fastbook, Horizon, Internet Explorer, Adobe Acrobat, Microsoft Powerpoint, Microsoft Outlook and Raiser's Edge. General office equipment such as writing utensils, stapler, paper cutter, paper fasteners, scissors, letter opener, tape dispenser, hole puncher, files and file cabinets, safes, etc. A variety of mechanical office equipment including copier, calculator, postage meter, coin change machines and typewriter. Telephone, fax and pager. A variety of printed materials.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:**

Required Physical Activities: Talking, hearing, grasping, finger dexterity. Requires some stooping, reaching and repetitive motions.

Physical Characteristics of Work: The work is primarily sedentary, involving sitting 90% of the time, standing and walking 10% of the time. Requires the exertion of under 10 pounds of force routinely and the exertion of up to 25 pounds of force occasionally to lift or otherwise move objects.

Vision Requirements: The minimum standard for use with those whose work deals with preparing and analyzing data and figures, accounting, extensive reading and the use of a computer terminal.

Environmental Conditions: Work is performed in a typical office or administrative environment. The worker is not substantially exposed to adverse environmental conditions.

**EMPLOYMENT STANDARDS:**

Education and Experience: High school diploma and five years of secretarial and office management experience; or an equivalent combination of education and experience.

Licenses and Certification: None

Knowledge, Abilities, and Skills: Knowledge of modern supervisory principles and practices; thorough knowledge of general office practices, procedures and equipment; knowledge of standard accounting methods, procedures and practices; working knowledge of City and departmental policies and procedures; knowledge of governmental budgeting; some knowledge of statistical techniques, knowledge of customer service principles; knowledge of the principles of continuous improvement.

Ability to communicate clearly and concisely both verbally and in writing with a variety of people; ability to analyze facts and figures; ability to work and complete projects independently; ability to understand and carry out complex oral and written instructions; ability to establish and maintain effective working relationships with City and Library employees, outside agencies and the general public; ability to read and understand budgets and the budgeting process.

Considerable skill in the operation of word processing, spreadsheet and database management software; skill in planning and supervising the work of subordinates; skill in organization and maintenance of records, skill in the maintenance of financial and operational records.

## **Employee Reclassification**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
May 23, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, change the grade classification of the Building Maintenance Supervisor from grade 53 to grade 57 as presented/amended.

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

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

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

Date \_\_\_\_\_

# Memo

Department of Human Resources



**TO:** Lynne Carey, Interim Co-Director

**CC:** Dawn Hayslett, Interim Co-Director  
Julie Huisman, Director of Human Resources  
Sheila Lundt, Assistant City Manager

**FROM:** Doug Garnett, Human Resources Officer

**DATE:** May 19, 2006

**SUBJECT:** Review of Multiple Library Positions

I have completed your request to review various positions and make recommendations regarding pay grades and FLSA exemptions. In addition, I have reviewed the newly developed job specifications for the proposed Library Building Maintenance Supervisor and Library Building Maintenance Worker positions. My recommendations are as follows:

## Pay Grades For Existing Positions

*Building Maintenance Supervisor* -- The job specification you have proposed indicates a major shift in the functions of this position. The position was previously required to perform many custodial tasks such as sweeping, mopping, etc. and functioned as a lead worker. The revised specification identifies more complex managerial responsibilities in overseeing the management of the building and its systems and equipment. In addition, the position will have responsibility for analyzing the building management budgets, contracts and schedules. The education and experience requirements have also been changed to more accurately reflect the depth of experience necessary to effectively perform in this position. The old job specification required "considerable experience in general custodial or related work". The new specification will require "high school diploma or GED and five years of experience in building construction or repair, including two years at a supervisory level. Based on these revisions and a point factor analysis (see below), I would recommend this position be upgraded to a pay grade 57.

This classification does not meet any of the test requirements to qualify as exempt under the FLSA. Therefore, this position should continue to be considered as **non-exempt**.

	<b>Building Maintenance Supervisor (revised)</b>	<b>Maintenance Supervisor (old)</b>
<b>Education</b>	2	2
<b>Experience</b>	4	2
<b>Organizational Control</b>	3	1
<b>Human Relations Total</b>	2	1
Human Relations	2	1
Public Contact	0	0
<b>Responsibility</b>	2	1
<b>Guidance Received</b>	2	2
<b>Complexity</b>	3	1
<b>Working Conditions</b>	3	3
<b>PAY GRADE</b>	57	53

**CLASS TITLE:** Library Building Maintenance Supervisor

3110

**DEFINITION:** Under general direction of the Library Administrative Assistant, performs the full range of duties involved with the management of the building, building systems, equipment, and security, including supervision of necessary staff.

**JOB FUNCTIONS:**

Examples of Essential Job Functions: Hires, trains, supervises, and evaluates Library Maintenance Worker; develops and maintains schedules for ongoing maintenance activities; performs analysis of building management budgets, contracts, and schedules; responsibilities include contract supervision, administration of a preventative maintenance program, conducting surveys of proposed projects, costing, and material procurement related to building maintenance; inspects facilities and equipment to determine extent of service and equipment needed to maintain the building's safety, aesthetics, and security; works with Volunteer Services Coordinator to oversee volunteers in the performance of maintenance and custodial duties; monitors building maintenance projects to ensure timeliness, correctness, and completion; obtains bids for maintenance and custodial work from outside contractors; directs contracted projects to verify adherence to specifications; participates in building facilities maintenance and repair; operates equipment, as needed; works with Administrative Assistant to track records of labor and materials costs for operating the building; purchases building and maintenance supplies, machinery, and equipment; performs repairs to plumbing, mechanical and electrical equipment, and heating and cooling systems, as required; demonstrates continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service; assures that proper safety standards and precautions are followed; maintains shop, including equipment and tools; other duties as assigned.

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

Other Job Functions: Works cooperatively with other City employees, contractors, and the public; enters data or information into a terminal, PC, or other keyboard device; represents maintenance needs in Library-wide planning and goal setting; serves on Library and City teams; responds to internal and external customers' needs.

**EQUIPMENT:**

Equipment Essential to the Job: A pager; a variety of printed materials; a variety of general purpose maintenance equipment; a variety of measurement tools and equipment; a variety of power tools and general purpose hand tools; a variety of safety equipment and clothing.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:**

General Physical Characteristics: The work involves standing and walking 80% of the time; standing (but not walking) 10% of the time; sitting and using arm/leg controls 5% of the time; sitting 5% of the time; routinely lifting objects weighing up to and more than 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals with machines such as lathes, drill presses, power saws, or mills where seeing the job is at or within arm's reach.

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and talking, hearing.

Environmental Conditions: The worker is subject to both inside and outside environmental conditions; noise; vibration; mechanical hazards; electrical hazards; chemical hazards; oils; atmospheric conditions that affect the respiratory system or skin; darkness or poor lighting conditions.

**EMPLOYMENT STANDARDS:**

Education and Experience: High school diploma or GED. Five years of experience in building construction or repair, including two years at a supervisory level.

Licenses and Certificates: Must possess a valid driver's license.

Knowledge, Abilities and Skills: Knowledge of Library operations and policies; safe work practices; fundamental maintenance requirements of building systems and equipment, including HVAC systems; fire detection and suppression systems; elevators; electrical and plumbing systems; landscaping and pavement; federal, state and local building codes and regulations.

Ability to work on-call or long hours in inclement weather and emergency situations, such as snow removal operations and storms, etc. Ability to effectively supervise the work of others; plan, organize, monitor and evaluate the maintenance program; communicate well in spoken and written English; drive a motor vehicle and possess a valid driver's license; lift 50 pounds on a regular basis; interact and communicate effectively with a wide variety of people.

# **FY 2005-06 Final Expense Amendments**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
May 23, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2005-06 Final Expense Amendments as presented/amended.

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

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

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

Date \_\_\_\_\_

**05/06 Final Budget Amendments  
Expenses**

ACCOUNT DESCRIPTION	2004/05 ACTUALS	05/06 ADOPTED	05/06 ADJUSTED	05/06 FINAL AMEND	CHANGE FROM ADJUSTED	CHANGE FROM 04/05 ACTUALS	Y-T-D ACTUALS
PERS SALARIES/WAGES	\$ 1,393,030.00	\$ 1,436,112.00	\$ 1,425,281.00	\$ 1,425,281.00	\$ -	\$ 32,251.00	\$ 1,203,168.00
TEMP SALARIES/WAGES	\$ 190,893.00	\$ 183,645.00	\$ 208,338.00	\$ 205,922.00	\$ (2,416.00)	\$ 15,029.00	\$ 156,220.00
TIME AND ONE HALF	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -
LONGEVITY	\$ 5,996.00	\$ 6,015.00	\$ 5,828.00	\$ 5,828.00	\$ -	\$ (168.00)	\$ 5,852.00
SICK LEAVE	\$ 1,954.00	\$ -	\$ -	\$ -	\$ -	\$ (1,954.00)	\$ -
ADJUSTMENT	\$ (8,305.00)	\$ -	\$ (42,688.00)	\$ (42,688.00)	\$ -	\$ (34,383.00)	\$ -
VACATION	\$ 8,849.00	\$ -	\$ -	\$ -	\$ -	\$ (8,849.00)	\$ 6,912.00
<b>PERSONAL SERVICES TOTAL</b>	<b>\$ 1,592,417.00</b>	<b>\$ 1,626,272.00</b>	<b>\$ 1,596,759.00</b>	<b>\$ 1,594,343.00</b>	<b>\$ (2,416.00)</b>	<b>\$ 1,926.00</b>	<b>\$ 1,372,152.00</b>
TEMP SALARY BENEFITS	\$ -	\$ 25,710.00	\$ 30,003.00	\$ 30,003.00	\$ -	\$ 30,003.00	\$ -
IPERS DISABILITY	\$ 8,542.00	\$ 9,360.00	\$ 8,657.00	\$ 8,657.00	\$ -	\$ 115.00	\$ 7,224.00
LIFE INSURANCE	\$ 3,297.00	\$ 3,243.00	\$ 3,385.00	\$ 3,385.00	\$ -	\$ 88.00	\$ 2,704.00
HEALTH INSURANCE	\$ 164,232.00	\$ 189,441.00	\$ 172,427.00	\$ 172,427.00	\$ -	\$ 8,195.00	\$ 147,704.00
MEDICARE FICA	\$ 22,573.00	\$ 20,285.00	\$ 20,113.00	\$ 20,113.00	\$ -	\$ (2,460.00)	\$ 19,330.00
FICA	\$ 96,519.00	\$ 86,741.00	\$ 86,004.00	\$ 86,004.00	\$ -	\$ (10,515.00)	\$ 82,651.00
IPERS	\$ 89,629.00	\$ 82,920.00	\$ 82,290.00	\$ 82,290.00	\$ -	\$ (7,339.00)	\$ 78,214.00
WORKERS COMP	\$ 4,616.00	\$ 2,557.00	\$ 2,598.00	\$ 2,598.00	\$ -	\$ (2,018.00)	\$ 4,247.00
FLEX ADMINISTRATION	\$ 1,537.00	\$ 1,538.00	\$ -	\$ -	\$ -	\$ (1,537.00)	\$ 1,298.00
<b>EMPLOYEE BENEFITS TOTAL</b>	<b>\$ 390,945.00</b>	<b>\$ 421,795.00</b>	<b>\$ 405,477.00</b>	<b>\$ 405,477.00</b>	<b>\$ -</b>	<b>\$ 14,532.00</b>	<b>\$ 343,372.00</b>
CITY DATA SERV	\$ 3,866.00	\$ 3,847.00	\$ 7,204.00	\$ 7,204.00	\$ -	\$ 3,338.00	\$ 5,891.00
CITY MESSENGER SERV	\$ 2,133.00	\$ 2,745.00	\$ 3,029.00	\$ 3,029.00	\$ -	\$ 896.00	\$ 2,214.00
PRINTING/GRAPHICS	\$ 5,379.00	\$ 4,300.00	\$ 4,950.00	\$ 4,750.00	\$ (200.00)	\$ (629.00)	\$ 3,356.00
INSURANCE & BONDS	\$ 18,318.00	\$ 18,919.00	\$ 18,783.00	\$ 18,783.00	\$ -	\$ 465.00	\$ 17,215.00
PHONE OPERATION & MAINT	\$ 16,591.00	\$ 16,635.00	\$ 16,081.00	\$ 16,081.00	\$ -	\$ (510.00)	\$ 13,401.00
LONG DISTANCE	\$ 500.00	\$ 500.00	\$ 575.00	\$ 555.00	\$ (20.00)	\$ 55.00	\$ 352.00
FLEET OPERATING/MAINT	\$ 8,133.00	\$ 3,998.00	\$ 8,328.00	\$ 7,128.00	\$ (1,200.00)	\$ (1,005.00)	\$ 4,903.00
FLEET REPLACEMENT FUNDS	\$ 20,976.00	\$ 22,260.00	\$ 20,556.00	\$ 20,556.00	\$ -	\$ (420.00)	\$ 17,130.00
COMPUTER REPLACEMENT FUND	\$ 21,689.00	\$ 12,882.00	\$ 13,485.00	\$ 13,485.00	\$ -	\$ (8,204.00)	\$ 12,132.00
INTERDEPARTMENTAL LABOR	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 151.00
<b>INTERNAL SERVICES TOTAL</b>	<b>\$ 97,585.00</b>	<b>\$ 86,086.00</b>	<b>\$ 92,991.00</b>	<b>\$ 91,871.00</b>	<b>\$ (1,120.00)</b>	<b>\$ (5,714.00)</b>	<b>\$ 76,745.00</b>
OUTSIDE PROF SERV	\$ 27,367.00	\$ 28,000.00	\$ 23,700.00	\$ 23,020.00	\$ (680.00)	\$ (4,347.00)	\$ 21,037.00
POSTAGE/FREIGHT	\$ 13,317.00	\$ 13,500.00	\$ 13,500.00	\$ 13,500.00	\$ -	\$ 183.00	\$ 9,211.00
TRAVEL/MEETINGS	\$ 1,343.00	\$ 1,400.00	\$ 2,025.00	\$ 1,495.00	\$ (530.00)	\$ 152.00	\$ 1,049.00
TRAINING	\$ 1,713.00	\$ 4,200.00	\$ 4,300.00	\$ 3,490.00	\$ (810.00)	\$ 1,777.00	\$ 1,767.00
CONFERENCES	\$ 13,756.00	\$ 23,895.00	\$ 15,989.00	\$ 15,836.00	\$ (153.00)	\$ 2,080.00	\$ 10,593.00
SUBSCRIPTIONS & BOOKS	\$ 88.00	\$ -	\$ -	\$ -	\$ -	\$ (88.00)	\$ 35.00
DUES AND MEMBERSHIPS	\$ 4,735.00	\$ 5,000.00	\$ 4,385.00	\$ 4,648.00	\$ 263.00	\$ (87.00)	\$ 3,668.00
PRINTING OUTSIDE	\$ 340.00	\$ 5,100.00	\$ 1,500.00	\$ 1,651.00	\$ 151.00	\$ 1,311.00	\$ 1,555.00
ADVERTISING	\$ 4,701.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ (1,701.00)	\$ 3,036.00
RECRUITING COSTS	\$ 7,156.00	\$ -	\$ 18,500.00	\$ 16,804.00	\$ (1,696.00)	\$ 9,648.00	\$ 6,765.00
ELECTRICITY	\$ 40,759.00	\$ 39,700.00	\$ 43,759.00	\$ 45,829.00	\$ 2,070.00	\$ 5,070.00	\$ 37,265.00
TELEPHONE OUTSIDE	\$ 4,667.00	\$ 4,900.00	\$ 9,845.00	\$ 16,564.00	\$ 6,719.00	\$ 11,897.00	\$ 13,896.00
LONG DISTANCE OUTSIDE	\$ 4.00	\$ 100.00	\$ 20.00	\$ 20.00	\$ -	\$ 16.00	\$ (17.00)

**05/06 Final Budget Amendments  
Expenses**

ACCOUNT DESCRIPTION	2004/05 ACTUALS	05/06 ADOPTED	05/06 ADJUSTED	05/06 FINAL AMEND	CHANGE FROM ADJUSTED	CHANGE FROM 04/05 ACTUALS	Y-T-D ACTUALS
WATER/SEWER	\$ 3,199.00	\$ 3,400.00	\$ 3,400.00	\$ 3,200.00	\$ (200.00)	\$ 1.00	\$ 2,623.00
WASTE DISPOSAL	\$ 2,084.00	\$ 2,600.00	\$ 2,200.00	\$ 3,754.00	\$ 1,554.00	\$ 1,670.00	\$ 1,956.00
NATURAL GAS	\$ 6,700.00	\$ 8,740.00	\$ 9,400.00	\$ 8,900.00	\$ (500.00)	\$ 2,200.00	\$ 8,488.00
STRUCTURAL REPAIR	\$ 6,267.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 1,733.00	\$ 3,411.00
MOVABLE EQUIP REPAIR	\$ 1,054.00	\$ 3,000.00	\$ 2,000.00	\$ 1,264.00	\$ (736.00)	\$ 210.00	\$ 717.00
FIXED EQUIPMENT REPAIR	\$ 4,486.00	\$ 5,000.00	\$ 18,400.00	\$ 14,200.00	\$ (4,200.00)	\$ 9,714.00	\$ 13,806.00
COMPUTER MAINT	\$ 28,125.00	\$ 47,299.00	\$ 40,541.00	\$ 41,081.00	\$ 540.00	\$ 12,956.00	\$ 41,606.00
RENTALS AND LEASES	\$ 20,103.00	\$ 19,308.00	\$ 19,955.00	\$ 19,955.00	\$ -	\$ (148.00)	\$ 16,913.00
NON-CITY SERVICE	\$ 19,174.00	\$ 22,125.00	\$ 14,110.00	\$ 27,110.00	\$ 13,000.00	\$ 7,936.00	\$ 12,606.00
<b>CONTRACTUAL TOTAL</b>	<b>\$ 211,138.00</b>	<b>\$ 250,267.00</b>	<b>\$ 258,529.00</b>	<b>\$ 273,321.00</b>	<b>\$ 14,792.00</b>	<b>\$ 62,183.00</b>	<b>\$ 211,986.00</b>
OFFICE SUPPLIES	\$ 35,536.00	\$ 41,000.00	\$ 15,000.00	\$ 14,500.00	\$ (500.00)	\$ (21,036.00)	\$ 13,160.00
MINOR OFFICE EQUIPMENT	\$ 2,278.00	\$ 500.00	\$ 22,350.00	\$ 22,350.00	\$ -	\$ 20,072.00	\$ 2,520.00
MINOR COMPUTER EQUIPMENT	\$ 11,790.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ -	\$ (2,790.00)	\$ 4,511.00
AG-HORT SUPPLIES	\$ 958.00	\$ 300.00	\$ 350.00	\$ 251.00	\$ (99.00)	\$ (707.00)	\$ 251.00
STRUCTURAL MATERIAL	\$ 1,463.00	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	\$ 1,537.00	\$ 1,149.00
CHEMICALS/LAB SUPPLIES	\$ -	\$ -	\$ 10.00	\$ 10.00	\$ -	\$ 10.00	\$ 10.00
CLEANING SUPPLIES	\$ 7,130.00	\$ 5,000.00	\$ 7,000.00	\$ 7,250.00	\$ 250.00	\$ 120.00	\$ 6,680.00
EQUIPMENT PARTS/SUPPLIES	\$ 1,356.00	\$ 1,000.00	\$ 24,400.00	\$ 24,302.00	\$ (98.00)	\$ 22,946.00	\$ 21,072.00
MINOR EQUIPMENT TOOLS	\$ 778.00	\$ 300.00	\$ 550.00	\$ 1,550.00	\$ 1,000.00	\$ 772.00	\$ 365.00
FOOD & FEED	\$ 1,634.00	\$ 1,500.00	\$ 3,500.00	\$ 4,172.00	\$ 672.00	\$ 2,538.00	\$ 3,038.00
WEARING APPAREL	\$ 139.00	\$ 200.00	\$ 200.00	\$ 221.00	\$ 21.00	\$ 82.00	\$ 221.00
SPECIAL PROJECT SUPPLIES	\$ 5,746.00	\$ 5,000.00	\$ 4,000.00	\$ 4,768.00	\$ 768.00	\$ (978.00)	\$ 2,908.00
PURCHASE CARD CLEARING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,497.00
FUEL FOR VEHICLES/EQUIP	\$ 3.00	\$ -	\$ 25.00	\$ 25.00	\$ -	\$ 22.00	\$ 16.00
<b>COMMODITIES TOTAL</b>	<b>\$ 68,811.00</b>	<b>\$ 65,800.00</b>	<b>\$ 88,385.00</b>	<b>\$ 91,399.00</b>	<b>\$ 3,014.00</b>	<b>\$ 22,588.00</b>	<b>\$ 65,398.00</b>
PERIODICALS]	\$ 9,338.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ -	\$ 162.00	\$ 9,140.00
JUVENILE	\$ 57,115.00	\$ 62,535.00	\$ 62,535.00	\$ 62,535.00	\$ -	\$ 5,420.00	\$ 50,742.00
ADULT REFERENCE	\$ 43,248.00	\$ 26,500.00	\$ 26,500.00	\$ 26,500.00	\$ -	\$ (16,748.00)	\$ 25,199.00
AUDIO-VISUAL	\$ 55,519.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ -	\$ 14,481.00	\$ 53,425.00
ADULT COLLECTIONS	\$ 96,264.00	\$ 112,563.00	\$ 120,251.00	\$ 120,251.00	\$ -	\$ 23,987.00	\$ 101,073.00
<b>CAPITAL TOTAL</b>	<b>\$ 261,484.00</b>	<b>\$ 281,098.00</b>	<b>\$ 288,786.00</b>	<b>\$ 288,786.00</b>	<b>\$ -</b>	<b>\$ 27,302.00</b>	<b>\$ 239,579.00</b>
REFUNDS	\$ 33.00	\$ -	\$ -	\$ -	\$ -	\$ (33.00)	\$ 12.00
<b>LIBRARY TOTAL</b>	<b>\$ 2,622,413.00</b>	<b>\$ 2,731,318.00</b>	<b>\$ 2,730,927.00</b>	<b>\$ 2,745,197.00</b>	<b>\$ 14,270.00</b>	<b>\$ 122,784.00</b>	<b>\$ 2,309,244.00</b>
					0.52%	4.47%	
				\$ 13,879.00	Delta to Adopted Budget		
				0.51%			

# **FY 2005-06 Final Revenue Amendments**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
May 23, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY 2005-06 Final Revenue Amendments as presented/amended.

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

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

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

Date \_\_\_\_\_



**Director Position**

**BOARD OF TRUSTEES  
AMES PUBLIC LIBRARY  
May 23, 2006**

Be it resolved that the Board of Trustees, Ames Public Library, authorizes the Executive Committee of the Board of Trustees to offer and negotiate salary, benefits and starting date to \_\_\_\_\_ for the director position of the Ames Public Library.

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

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

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

Date \_\_\_\_\_

**Circulation Monthly Stats  
April 2006**

<b>COMPARISON</b>	<b>Adult Print</b>	<b>Adult Media</b>	<b>Total Adult Circ</b>	<b>Youth Print</b>	<b>Youth Media</b>	<b>Total Youth Circ</b>	<b>Total Misc</b>	<b>Total Main</b>	<b>Total BKM/Home Del.</b>	<b>Grand Total</b>
Current Month	28,907	34,196	63,103	26,695	12,979	39,674	117	92,771	10,123	102,894
One Year Ago	31,061	30,948	62,009	26,517	11,956	38,473	8	89,380	11,110	100,490
<b>Difference</b>	(2,154)	3,248	1,094	178	1,023	1,201		3,391	(987)	2,404
<b>% Change</b>	-6.9%	10.5%	1.8%	0.7%	8.6%	3.1%		3.8%	-8.9%	2.4%
<b>Year to Date</b>										
Current Year	311,463	350,761	662,224	284,990	136,494	421,484	1,146	994,847	90,007	1,084,854
One Year Ago	316,035	324,362	640,397	271,648	121,974	393,622	80	941,787	92,312	1,034,099
<b>Difference</b>	(4,572)	26,399	21,827	13,342	14,520	27,862		53,060	(2,305)	50,755
<b>% Change</b>	-1.4%	8.1%	3.4%	4.9%	11.9%	7.1%		5.6%	-2.5%	4.9%
<b>SPECIAL CIRCULATION</b>	<b>Story County</b>	<b>Gilbert</b>	<b>Open Access</b>	<b>Total Circ</b>	<b>% of Total that is Special</b>			<b>AMES</b>	<b>% of Total Circ that is Ames</b>	
Current Month	5,055	1,475	14,030	20,560	20.0%			81,203	78.9%	
One Year Ago	5,937	1,633	13,346	20,916	20.8%			78,537	78.2%	
<b>Difference</b>	(882)	(158)	684	(356)				2,666		
<b>% Change</b>	-14.9%	-9.7%	5.1%	-1.7%				3.4%		
<b>Year to Date</b>										
Current Year	57,848	17,793	138,150	213,791	19.7%			859,343	79.2%	
One Year Ago	60,061	17,633	132,135	209,829	20.3%			812,168	78.5%	
<b>Difference</b>	(2,213)	160	6,015	3,962				47,175		
<b>% Change</b>	-3.7%	0.9%	4.6%	1.9%				5.8%		

**Main Stats FY05/06**

<b>Description</b>	<b>Jul-05</b>	<b>Aug-05</b>	<b>Sep-05</b>	<b>Oct-05</b>	<b>Nov-05</b>	<b>Dec-05</b>	<b>Jan-06</b>	<b>Feb-06</b>	<b>Mar-06</b>	<b>Apr-06</b>	<b>May-06</b>	<b>Jun-06</b>	<b>Total</b>
ADULT FICTION	8,754	8,461	7,342	7,114	6,763	6,578	7,210	6,643	7,789	6,766	0	0	<b>73,420</b>
ADULT NON-FICTION	11,041	10,988	10,207	10,668	10,311	9,072	11,856	10,826	12,301	10,202	0	0	<b>107,472</b>
ADULT GRAPHIC NOVELS	603	467	406	456	393	338	386	301	524	415	0	0	<b>4,289</b>
ADULT MANGA	958	966	735	903	797	771	649	622	841	645	0	0	<b>7,887</b>
ADULT ILL ITEMS	68	67	71	54	69	68	63	99	76	59	0	0	<b>694</b>
ADULT PAPERBACKS	1,392	1,261	1,081	773	888	780	969	680	1,236	958	0	0	<b>10,018</b>
LITERARY PERKS	60	58	56	45	41	42	49	39	30	10	0	0	<b>430</b>
NEW FICTION	4,757	5,071	4,246	4,566	4,193	4,219	4,573	3,916	4,596	4,171	0	0	<b>44,308</b>
NEW NON-FICTION	3,578	3,739	3,044	3,199	3,193	2,952	3,426	2,969	3,360	2,854	0	0	<b>32,314</b>
PERIODICALS	1,088	1,090	917	995	849	736	1,081	856	811	675	0	0	<b>9,098</b>
TRAVEL BAGS	75	73	49	49	59	51	61	65	83	66	0	0	<b>631</b>
<b>SUBTOTAL (PRINT)</b>	<b>32,374</b>	<b>32,241</b>	<b>28,154</b>	<b>28,822</b>	<b>27,556</b>	<b>25,607</b>	<b>30,323</b>	<b>27,016</b>	<b>31,647</b>	<b>26,821</b>	<b>0</b>	<b>0</b>	<b>290,561</b>
NEW MEDIA	234	240	197	246	248	228	315	235	281	217	0	0	<b>2,441</b>
MUSIC CDS	7,049	8,477	7,191	8,206	7,944	7,857	8,049	7,777	9,244	8,418	0	0	<b>80,212</b>
AUDIO BOOKS ON CD	3,328	3,291	2,912	2,857	2,996	2,882	3,044	2,659	3,416	3,017	0	0	<b>30,402</b>
AUDIO BOOKS ON TAPE	998	1,002	783	677	742	644	693	581	859	580	0	0	<b>7,559</b>
THEATRICAL VIDEOS	3,814	3,593	2,954	2,923	3,003	3,387	3,166	2,739	3,365	2,357	0	0	<b>31,301</b>
NON-THEATRICAL VIDEOS	924	967	836	817	869	985	1,088	1,008	1,094	807	0	0	<b>9,395</b>
THEATRICAL DVDS	14,403	15,379	13,078	13,706	13,857	15,095	15,862	13,927	16,646	14,142	0	0	<b>146,095</b>
NON-THEATRICAL DVDS	1,982	2,025	1,721	1,656	1,709	1,808	2,311	2,135	2,604	2,241	0	0	<b>20,192</b>
KITS	1,120	1,053	871	942	882	744	797	709	945	857	0	0	<b>8,920</b>
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	<b>0</b>
<b>SUBTOTAL (MEDIA)</b>	<b>33,852</b>	<b>36,027</b>	<b>30,543</b>	<b>32,030</b>	<b>32,250</b>	<b>33,630</b>	<b>35,325</b>	<b>31,770</b>	<b>38,454</b>	<b>32,636</b>	<b>0</b>	<b>0</b>	<b>336,517</b>
ADULT MISC.	131	83	39	61	15	15	29	66	81	67	0	0	<b>587</b>
<b>TOTAL (ADULT)</b>	<b>66,357</b>	<b>68,351</b>	<b>58,736</b>	<b>60,913</b>	<b>59,821</b>	<b>59,252</b>	<b>65,677</b>	<b>58,852</b>	<b>70,182</b>	<b>59,524</b>	<b>0</b>	<b>0</b>	<b>627,665</b>
BOARD BOOKS	2,766	2,658	2,555	2,694	2,870	2,046	2,457	2,119	2,655	2,152	0	0	<b>24,972</b>
EASY	7,868	7,812	7,938	8,577	8,176	5,676	7,275	7,302	8,411	7,584	0	0	<b>76,619</b>
EASY TO READ	2,606	2,185	1,996	2,281	2,298	1,756	2,091	2,447	2,578	1,789	0	0	<b>22,027</b>
JUVENILE NON FICTION	4,365	3,758	4,274	4,751	5,034	3,811	5,434	4,593	5,235	4,297	0	0	<b>45,552</b>
JUVENILE FICTION	6,118	5,685	3,994	4,007	4,617	3,596	4,012	3,909	5,047	3,775	0	0	<b>44,760</b>
JUVENILE FICTION SERIES	458	511	253	157	235	161	257	186	212	177	0	0	<b>2,607</b>
JUVENILE GRAPHIC NOVELS	45	123	107	172	145	151	166	152	215	220	0	0	<b>1,496</b>
PARENTING COLLECTION	18	21	26	41	61	32	43	54	57	41	0	0	<b>394</b>
JUVENILE LARGE PRINT	104	85	49	61	77	73	40	69	71	49	0	0	<b>678</b>
JUVENILE PERIODICALS	111	111	246	269	191	121	299	177	247	105	0	0	<b>1,877</b>
YOUNG ADULT PRINT	2,433	2,434	1,764	1,723	1,954	1,656	1,995	1,719	1,994	1,659	0	0	<b>19,331</b>
COMIC BOOKS	1	0	1	1	0	0	0	0	0	10	0	0	<b>13</b>
YOUNG ADULT GRAPHIC NOVELS	415	379	232	272	227	154	285	220	282	216	0	0	<b>2,682</b>
MANGA	684	696	525	543	431	635	556	585	578	504	0	0	<b>5,737</b>
YOUNG ADULT PERIODICALS								27	54	21	0	0	<b>102</b>
YOUTH REFERENCE	0	1	0	1	4	0	0	0	1	1	0	0	<b>8</b>
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>27,992</b>	<b>26,459</b>	<b>23,960</b>	<b>25,550</b>	<b>26,320</b>	<b>19,868</b>	<b>24,910</b>	<b>23,559</b>	<b>27,637</b>	<b>22,600</b>	<b>0</b>	<b>0</b>	<b>248,855</b>
YOUTH DVDS	7,570	7,458	6,162	6,507	7,244	6,927	7,528	6,737	8,183	6,686	0	0	<b>71,002</b>
YOUTH VIDEOS	3,072	2,840	2,193	2,319	2,637	2,193	2,421	2,306	2,999	1,964	0	0	<b>24,944</b>
YOUTH KITS	869	658	476	534	540	459	396	345	507	393	0	0	<b>5,177</b>
YOUTH CDS	1,462	1,530	1,287	1,437	1,498	1,273	1,459	1,293	1,640	1,293	0	0	<b>14,172</b>
YOUTH SPECIAL COLLECTION	0	0	1	0	0	0	0	2	0	0	0	0	<b>3</b>
YOUTH STORYTELLING	1	1	1	5	15	2	0	7	16	14	0	0	<b>62</b>
TOYS & PUPPETS	258	303	225	232	307	301	342	324	377	297	0	0	<b>2,966</b>
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>13,232</b>	<b>12,790</b>	<b>10,345</b>	<b>11,034</b>	<b>12,241</b>	<b>11,155</b>	<b>12,146</b>	<b>11,014</b>	<b>13,722</b>	<b>10,647</b>	<b>0</b>	<b>0</b>	<b>118,326</b>
<b>TOTAL YOUTH</b>	<b>41,224</b>	<b>39,249</b>	<b>34,305</b>	<b>36,584</b>	<b>38,561</b>	<b>31,023</b>	<b>37,056</b>	<b>34,573</b>	<b>41,359</b>	<b>33,247</b>	<b>0</b>	<b>0</b>	<b>367,181</b>
YOUTH MISC.	0	1	0	0	0	0	0	0	0	0	0	0	<b>1</b>
<b>GRAND TOTAL</b>	<b>107,581</b>	<b>107,601</b>	<b>93,041</b>	<b>97,497</b>	<b>98,382</b>	<b>90,275</b>	<b>102,733</b>	<b>93,425</b>	<b>111,541</b>	<b>92,771</b>	<b>0</b>	<b>0</b>	<b>994,847</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	5,882	6,275	5,010	5,520	5,210	5,123	5,674	4,893	5,911	4,676	0	0	<b>54,174</b>
GILBERT	1,527	1,724	768	1,002	1,041	940	967	1,006	1,137	767	0	0	<b>10,879</b>
OPEN ACCESS	13,697	14,024	12,528	12,969	13,199	11,891	14,677	13,799	16,058	13,837	0	0	<b>136,679</b>
<b>Total Special Circulation</b>	<b>21,106</b>	<b>22,023</b>	<b>18,306</b>	<b>19,491</b>	<b>19,450</b>	<b>17,954</b>	<b>21,318</b>	<b>19,698</b>	<b>23,106</b>	<b>19,280</b>	<b>0</b>	<b>0</b>	<b>201,732</b>
<b>% Special Circulation</b>	<b>19.62%</b>	<b>20.47%</b>	<b>19.68%</b>	<b>19.99%</b>	<b>19.77%</b>	<b>19.89%</b>	<b>20.75%</b>	<b>21.08%</b>	<b>20.72%</b>	<b>20.78%</b>			<b>20.28%</b>
AMES	85,425	84,488	73,590	76,862	77,797	71,519	80,377	72,740	87,242	72,486	0	0	<b>782,526</b>

**Bookmobile Stats  
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
ADULT FICTION	669	932	775	849	648	635	664	702	810	750	0	0	7,434
ADULT NON-FICTION	349	304	423	521	406	395	443	423	448	355	0	0	4,067
ADULT GRAPHIC NOVELS	15	0	7	19	10	10	2	9	6	3	0	0	81
ADULT MANGA	40	11	18	30	32	5	10	19	18	43	0	0	226
ADULT ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
ADULT PAPERBACKS	460	390	461	430	400	390	445	416	429	430	0	0	4,251
LITERARY PERKS	3	1	1	0	1	0	1	0	0	0	0	0	7
NEW FICTION	181	186	219	235	234	164	210	159	181	177	0	0	1,946
NEW NON-FICTION	159	147	221	299	238	190	285	175	211	258	0	0	2,183
PERIODICALS	84	66	83	69	83	69	64	54	60	69	0	0	701
TRAVEL BAGS	2	0	0	0	0	0	1	1	1	1	0	0	6
<b>SUBTOTAL (PRINT)</b>	<b>1,962</b>	<b>2,037</b>	<b>2,208</b>	<b>2,452</b>	<b>2,052</b>	<b>1,858</b>	<b>2,125</b>	<b>1,958</b>	<b>2,164</b>	<b>2,086</b>	<b>0</b>	<b>0</b>	<b>20,902</b>
NEW MEDIA	3	0	4	5	1	0	4	2	5	4	0	0	28
MUSIC CDS	202	80	139	147	109	160	129	161	120	126	0	0	1,373
AUDIO BOOKS ON CD	83	33	72	77	77	66	81	77	72	102	0	0	740
AUDIO BOOKS ON TAPE	76	75	74	85	52	61	67	50	47	51	0	0	638
THEATRICAL VIDEOS	251	137	253	237	183	201	178	186	219	199	0	0	2,044
NON-THEATRICAL VIDEOS	49	32	35	37	37	19	69	34	45	45	0	0	402
THEATRICAL DVDS	874	292	886	918	746	667	807	895	987	899	0	0	7,971
NON-THEATRICAL DVDS	50	28	61	76	70	41	53	70	76	83	0	0	608
KITS	45	43	68	47	23	43	40	42	38	51	0	0	440
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>SUBTOTAL (MEDIA)</b>	<b>1,633</b>	<b>720</b>	<b>1,592</b>	<b>1,629</b>	<b>1,298</b>	<b>1,258</b>	<b>1,428</b>	<b>1,517</b>	<b>1,609</b>	<b>1,560</b>	<b>0</b>	<b>0</b>	<b>14,244</b>
ADULT MISC.	0	0	1	2	1	0	1	0	1	2	0	0	8
<b>TOTAL (ADULT)</b>	<b>3,595</b>	<b>2,757</b>	<b>3,801</b>	<b>4,083</b>	<b>3,351</b>	<b>3,116</b>	<b>3,554</b>	<b>3,475</b>	<b>3,774</b>	<b>3,648</b>	<b>0</b>	<b>0</b>	<b>35,154</b>
BOARD BOOKS	569	254	557	788	498	310	504	396	483	583	0	0	4,942
EASY	653	365	789	1,017	679	522	842	754	814	898	0	0	7,333
EASY TO READ	534	168	658	767	530	416	551	448	544	522	0	0	5,138
JUVENILE NON FICTION	523	366	850	1,058	835	747	944	819	847	910	0	0	7,899
JUVENILE FICTION	701	333	862	942	717	604	780	628	760	692	0	0	7,019
JUVENILE FICTION SERIES	100	42	71	45	32	39	36	25	61	79	0	0	530
JUVENILE GRAPHIC NOVELS	0	3	28	39	30	31	33	50	74	67	0	0	355
PARENTING COLLECTION	0	1	1	2	1	2	0	0	9	23	0	0	39
JUVENILE LARGE PRINT	8	1	5	4	2	5	7	0	11	10	0	0	53
JUVENILE PERIODICALS	0	5	16	4	0	12	0	0	0	0	0	0	37
YOUNG ADULT PRINT	219	94	231	273	237	196	209	192	189	245	0	0	2,085
COMIC BOOKS	4	2	0	0	0	0	0	0	0	9	0	0	15
YOUNG ADULT GRAPHIC NOVELS	24	4	18	27	27	15	24	22	19	6	0	0	186
MANGA	79	21	67	72	32	29	48	41	64	51	0	0	504
YOUNG ADULT PERIODICALS													
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
<b>SUBTOTAL YOUTH (PRINT)</b>	<b>3,414</b>	<b>1,659</b>	<b>4,153</b>	<b>5,038</b>	<b>3,620</b>	<b>2,928</b>	<b>3,978</b>	<b>3,375</b>	<b>3,875</b>	<b>4,095</b>	<b>0</b>	<b>0</b>	<b>36,135</b>
YOUTH DVDS	859	323	1,148	1,302	938	901	1,049	1,107	1,248	1,407	0	0	10,282
YOUTH VIDEOS	589	252	788	739	542	376	513	537	579	651	0	0	5,566
YOUTH KITS	65	28	52	53	48	36	44	32	36	40	0	0	434
YOUTH CDS	138	50	124	174	161	138	127	118	125	149	0	0	1,304
YOUTH SPECIAL COLLECTION	0	0	0	0	0	0	0	0	0	0	0	0	-
YOUTH STORYTELLING	0	0	0	0	0	0	0	0	0	0	0	0	-
TOYS & PUPPETS	62	39	83	73	41	48	45	51	55	85	0	0	582
<b>SUBTOTAL YOUTH (MEDIA)</b>	<b>1,713</b>	<b>692</b>	<b>2,195</b>	<b>2,341</b>	<b>1,730</b>	<b>1,499</b>	<b>1,778</b>	<b>1,845</b>	<b>2,043</b>	<b>2,332</b>	<b>0</b>	<b>0</b>	<b>18,168</b>
<b>TOTAL YOUTH</b>	<b>5,127</b>	<b>2,351</b>	<b>6,348</b>	<b>7,379</b>	<b>5,350</b>	<b>4,427</b>	<b>5,756</b>	<b>5,220</b>	<b>5,918</b>	<b>6,427</b>	<b>0</b>	<b>0</b>	<b>54,303</b>
YOUTH MISC.	0	67	45	60	58	57	72	48	95	48	0	0	550
<b>GRAND TOTAL</b>	<b>8,722</b>	<b>5,175</b>	<b>10,194</b>	<b>11,522</b>	<b>8,759</b>	<b>7,600</b>	<b>9,382</b>	<b>8,743</b>	<b>9,787</b>	<b>10,123</b>	<b>0</b>	<b>0</b>	<b>90,007</b>
<b>SPECIAL CIRCULATION</b>													
RURAL ROUTE STORY CNTY	181	160	523	430	352	286	613	407	343	379	0	0	3,674
GILBERT	641	285	1,033	933	673	466	678	625	872	708	0	0	6,914
OPEN ACCESS	118	46	130	137	242	198	123	140	144	193	0	0	1,471
<b>Total Special Circulation</b>	<b>940</b>	<b>491</b>	<b>1,686</b>	<b>1,500</b>	<b>1,267</b>	<b>950</b>	<b>1,414</b>	<b>1,172</b>	<b>1,359</b>	<b>1,280</b>	<b>0</b>	<b>0</b>	<b>12,059</b>
<b>% Special Circulation</b>	<b>10.78%</b>	<b>9.49%</b>	<b>16.54%</b>	<b>13.02%</b>	<b>14.47%</b>	<b>12.50%</b>	<b>15.07%</b>	<b>13.41%</b>	<b>13.89%</b>	<b>12.64%</b>			<b>13.40%</b>
AMES	7,669	4,598	8,388	9,864	7,404	6,530	7,874	7,493	8,280	8,717	0	0	76,817

**Miscellaneous Stats  
FY05/06**

Description	Jul-05	Aug-05	Sep-05	Oct-05	Nov-05	Dec-05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06	Total
<b>HOME DELIVERY</b>													
# of Patrons	54	55	55	54	54	54	55	56	59	60			556
Centers	27	27	27	26	27	23	23	24	24	24			252
Individual Deliveries Made	37	35	37	32	32	32	38	38	39	38			358
Additional Individuals serv.	11	11	8	9	8	12	8	5	2	9			83
								70,448	82,878	76,663			229,989
<b>HOLDS</b>													
Main	9,697	9,790	8,401	8,695	8,790	8,903	10,103	9,444	10,689	9,498			94,010
BKM/Hm Delivery	704	269	823	1,049	758	641	965	865	914	872			7,860
<b>Total Holds</b>	10,401	10,059	9,224	9,744	9,548	9,544	11,068	10,309	11,603	10,370	0	0	101,870
<b>INTERLIBRARY LOANS</b>													
Requested	109	88	102	96	97	87	116	98	92	65			950
Received	73	74	79	64	83	75	70	107	81	64			770
Loaned	255	311	304	345	284	254	224	288	394	253			2,912
<b>MEETING ROOM USAGE</b>													
Number of Room Uses	54	73	77	77	125	78	96	103	145	203			1,031
People	812	911	1,350	1,201	2,794	1,040	1,756	1,114	2,638	3,841			17,457
<b>PROGRAMS</b>													
Youth	91												91
Adult	23	8	17	18	18	11	25	29	17	23			189
Children & Family		2	84	34	104	73	96	99	86	105			
Outreach		8	2	10	4	5	1	14	6	3			
Teen		6	3	4	3	4	2	8	5	3			
Project Smyles								0	3	4			
<b>Total Programs</b>	114	24	106	66	129	93	124	150	117	138	0	0	280
<b>PROGRAM ATTENDANCE</b>													
Youth	3,083												3,083
Adult	1,250	162	573	1,919	406	287	1,082	998	459	2,014			9,150
Children & Family		130	1,615	1,500	1,926	1,197	1,844	1,744	1,395	1,451			
Outreach		410	73	283	31	53	10	290	125	180			
Teen		34	15	187	24	98	12	132	50	59			
Project Smyles								0	46	73			
<b>Total Attendance</b>	4,333	736	2,276	3,889	2,387	1,635	2,948	3,164	2,075	3,777	0	0	27,220
<b>Webref</b>	81	111	49	117	78	81	119	110	136	80			962
<b>PAC Usage</b>													
PAC	90,485	89,167	78,674	93,684	90,114	77,865	104,917	100,626	114,050	89,779			929,361
Community Organizations & Ames Tribune	654	643	834	799	957	528	782	808	633	460			7,098
<b>Total</b>	91,139	89,810	79,508	94,483	91,071	78,393	105,699	101,434	114,683	90,239	0	0	936,459

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

<b>DATABASE</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>YTD</b>
<b>ReferenceUSA</b>													
Business In-House	143	149	69	95	126	89	94	70	76	78			<b>989</b>
Business Remote	30	33	7	25	25	30	22	13	13	21			<b>219</b>
Business Total	173	182	76	120	151	119	116	83	89	99	0	0	<b>1208</b>
Residential In-House	82	125	107	99	77	82	77	57	69	43			<b>818</b>
Residential Remote	51	28	92	25	29	30	58	17	30	26			<b>386</b>
Residential Total	133	153	199	124	106	112	135	74	99	69	0	0	<b>1204</b>
Grand Total	306	335	275	244	257	231	251	157	188	168	0	0	<b>2412</b>
<b>Des Moines Register</b>													
In-House	17	43	4	2	8	20	7	3	40	12			<b>156</b>
Remote	32	19	41	145	70	55	15	22	70	12			<b>481</b>
Total	49	62	45	147	78	75	22	25	110	24	0	0	<b>637</b>
<b>New York Times</b>													
In-House	8	12	24	21	29	27	10	19	6	4			<b>160</b>
Remote	10	14	114	300	161	195	128	191	127	162			<b>1402</b>
Total	18	26	138	321	190	222	138	210	133	166	0	0	<b>1562</b>
<b>Access World News</b>													
In-House	21	26	5	17	8	31	9	6	6	4			<b>133</b>
Remote	21	2	19	66	15	5	31	28	12	165			<b>364</b>
Total	42	28	24	83	23	36	40	34	18	169	0	0	<b>497</b>
<b>EBSCOhost</b>													
In-House	228	410	422	420	777	356	268	275	704	478			<b>4338</b>
Remote	247	158	481	631	1631	589	1070	1099	1437	1327			<b>8670</b>
Total	475	568	903	1051	2408	945	1338	1374	2141	1805	0	0	<b>13008</b>
<b>Novelist</b>													
In-House + Remote	73	270	243	265	582	335	332	482	273	117	0	0	<b>2972</b>
<b>Chilton Online</b>													
In-House	4	19	19	6	2	9	18	7	8	15			<b>107</b>
Remote	7	26	44	58	48	41	64	64	66	63			<b>481</b>
Total	11	45	63	64	50	50	82	71	74	78	0	0	<b>588</b>
<b>Heritage Quest</b>													
In-House + Remote	2809	2929	3560	5320	3692	2567	5019	3735	3936	5029			<b>38596</b>
<b>GRAND TOTAL</b>	<b>3783</b>	<b>4263</b>	<b>5251</b>	<b>7495</b>	<b>7280</b>	<b>4461</b>	<b>7222</b>	<b>6088</b>	<b>6873</b>	<b>7556</b>	<b>0</b>	<b>0</b>	<b>60272</b>
<b>YEAR TO DATE</b>	<b>60272</b>												