

Agenda
Ames Public Library Board of Trustees
July 15, 2004 - 7 p.m.
Board Room – Second Floor

Adoption of Agenda

Approval of Minutes

Public Forum

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

Financial Reports

- Claims - Action Item
- Gifts - Action Item
- Budget and Finance Committee Report (FY04-05 Operational Budget; FY04-05 Donations) – Gary Botine, Dave Ferree

Administrative Staff Reports

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

Friends of the Ames Public Library Report – Margaret Munson, Dale Ross

Ames Public Library Foundation Report – Judy Kavanagh, Karlene Jennings

Policy Review

- Current: Materials Selection, Circulation – Action Item
- Next Month: Personnel

Unfinished Business

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

New Business

- Review of Library Contracts and Revenue for FY04-05 - Discussion
- Enrich Iowa Service Contracts for FY04-05 – Action Item
- President's Goals for 2004-05 – Discussion
- Annual Board Retreat - Discussion
- City Council Contact – Discussion
- APL FY04-05 Organizational Goals – Action Item

Trustee Comments

Adjournment

Next Meeting: Thursday, August 19, 2004, 7 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes

June 23, 2004

The Ames Public Library Board of Trustees met in regular session on Thursday, June 23, 2004, at 7:00 p.m. in the Library boardroom with Ross, Gloggnier, Munson, Kavanagh, Jennings, and Library Director Gina Millsap in attendance. Botine, Cameron, and Ferree were absent.

Call to Order: The meeting was called to order by Vice-President Ross at 7:10 p.m.

Adoption of Agenda: Kavanagh moved to modify or adopt the agenda. Jennings moved to modify the agenda to move the action items to the beginning of the meeting. Gloggnier seconded the motion. The agenda was approved as amended.

Approval of Minutes: The minutes were approved as presented. Gloggnier asked for clarification regarding his role on the art committee. Munson stated that it is to evaluate and recommend gifts of art to the library. For example if someone wants to donate art to the library, the first contact is usually the library director, who then passes the information on to the art committee.

Public Forum: No comments from the public.

Financial Reports:

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

Donations: The following donations were presented for acceptance:

- From John R. Thurston in memory of Velma Haupt \$100.00
- From Serendipity in memory of Ruth Hamilton \$70.00
- From Kari Ellett in memory of Bill Ellett \$125.00
- From anonymous \$1,000.00

Munson moved and Jennings seconded a motion to accept the donations. The motion was unanimously approved.

Policy Review:

Programs Policy: Kavanagh moved to approve the Programs policy. Gloggnier seconded the motion. Hayslett stated that the policy was redrafted with input from the Board of Trustees, staff Policy meeting attendees, and management. Revisions were based on improving the clarity of citizen complaint process. The form provides the formal complaint process procedure. The Community Relations Specialist has been added as the first contact in the "Expression of Concern" section. Ross asked about the extent of the Community Relations Specialist's involvement in programming, and Hayslett responded that she is involved in the planning and promotion of Library programs.

After discussion, the following changes to the Programs policy were made:

- Jennings moved and Kavanagh seconded a motion to replace the word "success" with the word "nature" in the section Attendance under the first bullet. The motion was unanimously approved.
- Jennings moved and Munson seconded a motion to leave out "and success" in the section Attendance under the second bullet. The motion was unanimously approved.

The motion to approve the Programs policy was unanimously approved as amended.

New Business:

Statement of Concern about Library Resources Form—Action Item: Kavanagh moved and Gloggner seconded the motion to approve the Statement of Concern about Library Resources Form. After discussion, the following changes to the complaint form were made:

- Jennings moved that the word “appropriate” be added before “Collection Manager” in the second bullet under “Expressions of Concern.” Kavanagh seconded the motion. The motion was unanimously approved.
- Munson moved to delete #5 and restructure #4 so that #4 is “What are your concerns about the resource(s)?” and the new #5 is “What action do you seek as a result of this complaint?” Gloggner seconded the motion. The motion was unanimously approved.

The motion to approve the Statement of Concern about Library Resources Form was unanimously approved as amended.

APL Foundation Annual Campaign Request—Action Item: Millsap explained that this is a one-time request to help with postage and mailing for the annual campaign. Gloggner moved and Munson seconded the motion to approve \$1100 from the trustee endowment to help offset the costs of the APL Foundation’s Annual Campaign. The motion was unanimously approved.

Staff Appreciation Event Expenses—Action Item: Jennings moved and Gloggner seconded the motion to approve \$110 from the trustee endowment for gift cards for employee recognition during the staff appreciation event. Millsap explained that she budgeted \$110 for plaques and gift cards, but the giving has been questioned as a violation of gift laws, even though the similar expenses had been approved the previous two years. Gloggner moved and Munson seconded a motion to table the discussion until after Millsap is able to confirm that operational funds may not be used for this purpose with the city attorney. The motion to table the action item was unanimously approved.

Digital Camera / Color Printer Request for the Bookmobile—Action Item: The request was withdrawn by Director Millsap.

Resolution for Trustee K. C. Frescoln—Action Item: Munson moved and Gloggner seconded a motion to accept the following resolution:

“Be it resolved that the Ames Public Library Board of Trustees expresses its deepest thanks and appreciation to K. C. Frescoln for his five years of service on the Library Board. From 1999 to 2004, K. C. served Ames Public Library customers and staff and the Ames community with distinction. He demonstrated exceptional leadership, serving as Board president, Ames Public Library Foundation direction, and Budget and Finance and Arts Committees member.

His commitment to intellectual freedom and advocacy for the Library will be especially missed.

He has exemplified the best of citizen volunteers by learning and practicing the important job of public library trustee.”

The motion was unanimously approved. Millsap will prepare a letter and a plaque.

Director’s Report: Millsap had nothing to add to her written report. Munson requested that Millsap include her Professional Activities/Community Contacts section in future reports, and that Millsap send an email update to the executive committee regarding the communication plan. Millsap had omitted the section to keep the report to one page and indicated she would continue to include community contacts, if trustees found that information valuable. Munson said it was good information and does a good job of promoting library activities.

Assistant Director's Report: Hayslett said the Public Services group is again discussing the plan of service. Hayslett and Sadja plan to promote the Frankenstein exhibition in the December. The Friends of the National Library of Medicine (NLM developed the exhibition along with ALA) are promoting the exhibit by offering mugs and T-shirts, which could be sold here either at cost or to make money. Ross mentioned the ALA Women in Medicine promotion. The fall reading series will feature classic horror fiction, including *Frankenstein* and *Dr. Jekyll and Mr. Hyde*.

Department Coordinators:

Circulation/Outreach Services: Carey had nothing to add to her report. Summer programs, such as Bookends at the Bandshell, are going well. Ross inquired about mosquitoes, and Carey said the City sprays for mosquitoes prior to programs for the public. Carey is investigating new procedures for processing new hourly employees by reviewing how other City departments, e.g. Parks & Recreation handle them. She is working with Patti Woo and Jill Anderson to model a new procedure.

Youth Services: Elbert said the summer programs are off and running. Children who complete the summer reading program will have a choice of prizes, including Lemony Snicket books. Ross inquired about complaints regarding *Walter the Farting Dog*, and Elbert said she had received no complaints. A new committee, headed by Cathy Van Brocklin, is gathering ideas for service to teenagers. Elbert said her recent trip to the Book Expo was interesting and exciting.

Computer Specialist: Jennings noted that there appears to be no place in Horizon to send in requests for new materials. Harris is gathering customer comments of feedback, which he forwards to web reference. Millsap stated that the website needs to be re-designed and that she will be recommending that RIIF (Rebuild Iowa Infrastructure Funds) from the State of Iowa be used for this purpose. Sadja will lead the web team, which will look at the online catalog, as well as all other resources provided through the Library's website.

Harris is focusing on Horizon and is co-chair of the Horizon Advisory Team which brings power users together to work in a cooperative manner to resolve issues with bugs and procedures to make work more efficient. He is working on database issues and has noted various migration anomalies. Millsap said Harris and staff are developing a "punch list" of priorities. There is no information from Horizon on Microsoft SQL Server. As Horizon's report capabilities are unexpectedly minimal, Crystal Reports might be used to produce more complex reports. Millsap noted that it would be a challenge to pull together the data needed for end-of-the-year reports, and depreciation funds might be needed to purchase additional software.

Collections: Ross noted that Malinowski's report mentions the Policy Meeting discussion resulting from Christian Fiction label complaints from two staff members. Millsap said the labeling is consistent with APL practices and library practices in general. The label is for informational purposes. Gloggner expressed concern. Millsap posed the question, "If we change the label, what does that infer?" and noted that this is a good opportunity to examine the issue and discuss why we label as we do. Ross expressed concern that the present label excludes other types of religious fiction. Millsap said the category/label designation is dependent on the market, and APL is following the Board's established policies and practices. Hayslett noted that APL uses the publisher categories. The topic is still under staff discussion.

Friends' Report: Kavanagh had no report. Hayslett said the Friends have contracted with Klatt Accounting for accounting and bookkeeping services. Ruth Hill recently completed the annual Friends' audit and 2003 tax return. She reported that the Friends earned just over \$61,000 last year and donated over \$42,000 to the library.

Foundation Report: A meeting was held June 8, 2004. Ross said the new campaign is laid out, and is ambitious and well thought out. It has a targeted goal of \$65,000, and Ross believes it might be exceeded. Millsap said they are looking for the directors to solicit one major gift. Ross characterized Cindy as "enthusiastic" and noted that it is the first campaign with someone devoting

all of her time and energy to the process. Millsap said that she is estimating that the Foundation will continue to establish itself as a separate organization over the next 3–4 years by investing in staff and infrastructure and that long-term, the Library will benefit from this investment.

Unfinished Business:

Legislative Report: Hayslett had nothing new to report. Ross said the Supreme Court may rule that the governor's vetoes were beyond his powers and a special session may result. Tax cuts might affect revenues to state libraries. Munson said there might be a special session in August.

Organizational Priorities: Hayslett said organizational priorities help APL staff focus their efforts and allocate resources. The present document was created by the management team with input from the Library's work groups and was presented to staff. The revised document will be on the Board's agenda in July, and upon approval, it will be translated to an annual work plan. The organizational priorities represent current issues and others from the Library's strategic plan. We are in year 4 of the 5-year-plan. These priorities will be discussed at the management team's quarterly retreats and they include developing plans of service, improving Horizon's reporting capabilities and revising the personnel and the materials selection policies. Jennings asked for an explanation of blogs. Millsap said that it is another communication tool—an application for staff and customer service to log in and report problems. Millsap also mentioned wireless technology for the bookmobile and the library. Harris said the vision of APL is to free staff from being tied to a desk and allow connection to the network in the stacks.

Millsap received the first draft of the City of Ames goals from the City Manager and are incorporated in the organizational priorities. Future requests for resources would be related to organizational priorities.

Trustee Comments

Munson gave thanks for updating the policy manual. She noted an "April" in a header for statistics; Millsap indicated that would be corrected. The State of Iowa is revamping its accounting system, so she is sympathetic with Horizon difficulties. Regarding the Crawford School picture, Kavanagh and Munson are still working on the re-framing. Ross pointed out the next meeting is July 15th and pointed to the Patriot Act as having possible repercussions in libraries in the next six months.

Adjournment

Gloggnier moved and Munson seconded the motion to adjourn. The motion was approved unanimously. The meeting adjourned at 8:50 p.m.

Library Claims Listing
6/18/2004-7/7/2004

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 14,642.95
PAYROLL SUMMARY	IPERS DISABILITY	\$ 157.51
TFR TO 870 FUND/LIFE INS	LIFE INSURANCE	\$ 69.90
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,114.14
PAYROLL SUMMARY	MEDICARE FICA	\$ 210.58
PAYROLL SUMMARY	FICA	\$ 900.41
PAYROLL SUMMARY	IPERS	\$ 841.97
PAYROLL SUMMARY	WORKERS COMP	\$ 28.55
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 4.58
JUN04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 357.61
SPREAD LIBRARY PHONE	PHONE OPERATION & MAINT	\$ (13,340.00)
6/04 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 1,450.50
JUN04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 1,098.66
4/15/04 HOURLY LABOR TRSF	INTERDEPARTMENTAL LABOR	\$ 142.65
CITY OF AMES EQUIP USE PY	INTERDEPARTMENTAL LABOR	\$ 427.95
BIBLIOGRAPHIC CTR FOR RES	OUTSIDE PROF SERV	\$ 45.00
PITNEY BOWES	POSTAGE/FREIGHT	\$ 589.68
POSTMASTER	POSTAGE/FREIGHT	\$ 50.00
RESERVE ACCOUNT	POSTAGE/FREIGHT	\$ 1,400.00
BANK OF AMERICA	CONFERENCES	\$ 536.90
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 60.00
QWEST DEX	ADVERTISING	\$ 132.20
CITY OF AMES UTILITIES	ELECTRICITY	\$ 4,061.21
IA COMMUNICATIONS NETWORK	TELEPHONE OUTSIDE	\$ 4.30
MCLEOD USA	TELEPHONE OUTSIDE	\$ 252.42
CITY OF AMES UTILITIES	WATER/SEWER	\$ 262.68
BANK OF AMERICA	WASTE DISPOSAL	\$ 589.05
ALLIANT UTILITIES	NATURAL GAS	\$ 16.30
COUNTRY LANDSCAPES INC	STRUCTURAL REPAIR	\$ 140.10
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 832.26
ASI MODULEX	STRUCTURAL REPAIR	\$ 320.91
GIBBS PLUMBING & HEATING	FIXED EQUIPMENT REPAIR	\$ 556.79
AUTOMATIC DOOR GROUP INC	FIXED EQUIPMENT REPAIR	\$ 162.80
DYNIX INC	COMPUTER MAINT	\$ 12,310.32
MCLEOD USA	COMPUTER MAINT	\$ 570.13
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 502.23
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 872.24
S NORTH REIMB P CARD EXP	NON-CITY SERVICE	\$ (12.76)
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 6.35
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 554.16
WALDEN FOTO SHOP	NON-CITY SERVICE	\$ 66.58
A & M LAUNDRY INC	NON-CITY SERVICE	\$ 26.00
R & C LANDSCAPE & LAWN CA	NON-CITY SERVICE	\$ 43.00
CH ISSUES	OFFICE SUPPLIES	\$ 17.16
BRODART CO	OFFICE SUPPLIES	\$ 85.90
ISU TREASURERS OFFICE	OFFICE SUPPLIES	\$ 27.40
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 10.49
3M QCF1602	OFFICE SUPPLIES	\$ 439.15
COUNTRY PLASTICS	OFFICE SUPPLIES	\$ 230.40
PRINTING SERVICES INC	OFFICE SUPPLIES	\$ 315.24

Library Claims Listing
6/18/2004-7/7/2004

Vendor	Category	Amount
LUCAS COLOR CARD	OFFICE SUPPLIES	\$ 3,393.05
BANK OF AMERICA	OFFICE SUPPLIES	\$ 272.54
AMER LIBRARY ASSOCIATION	OFFICE SUPPLIES	\$ 64.00
SHADRAN INDUSTRIAL & SANI	CLEANING SUPPLIES	\$ 388.02
CARVER ACE HARDWARE	EQUIPMENT PARTS/SUPPLIES	\$ 59.39
BANK OF AMERICA	FOOD & FEED	\$ 133.78
RECORDED BOOKS LLC	SPECIAL PROJECT SUPPLIES	\$ 27.30
UPSTART	SPECIAL PROJECT SUPPLIES	\$ 28.15
DEMPSY, MARGARET	SPECIAL PROJECT SUPPLIES	\$ 13.00
BULLFROG FILMS INC	SPECIAL PROJECT SUPPLIES	\$ 147.00
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 119.74
MUSIC IN MOTION	SPECIAL PROJECT SUPPLIES	\$ 118.90
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 839.68
	Library Administration	\$ 40,801.60
MAGNUSON, EMILY	PERS SALARIES/WAGES	\$ 6,078.51
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,036.48
PAYROLL SUMMARY	IPERS DISABILITY	\$ 77.27
PAYROLL SUMMARY	LIFE INSURANCE	\$ 28.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 523.53
PAYROLL SUMMARY	MEDICARE FICA	\$ 101.83
PAYROLL SUMMARY	FICA	\$ 435.39
PAYROLL SUMMARY	IPERS	\$ 405.52
PAYROLL SUMMARY	WORKERS COMP	\$ 34.32
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 1.07
SPREAD LIBRARY PHONE	PHONE OPERATION & MAINT	\$ 1,160.00
VERIZON WIRELESS	TELEPHONE OUTSIDE	\$ 119.14
	Outreach Services	\$ 10,001.44
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 6,738.38
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 713.56
PAYROLL SUMMARY	IPERS DISABILITY	\$ 93.01
PAYROLL SUMMARY	LIFE INSURANCE	\$ 33.02
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,149.04
PAYROLL SUMMARY	MEDICARE FICA	\$ 103.00
PAYROLL SUMMARY	FICA	\$ 440.39
PAYROLL SUMMARY	IPERS	\$ 428.48
PAYROLL SUMMARY	WORKERS COMP	\$ 13.44
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 7.88
SPREAD LIBRARY PHONE	PHONE OPERATION & MAINT	\$ 1,740.00
BCR	OUTSIDE PROF SERV	\$ 2,500.00
DEMCO INC	OFFICE SUPPLIES	\$ 195.80
RECORDED BOOKS LLC	OFFICE SUPPLIES	\$ 486.10
BANK OF AMERICA	OFFICE SUPPLIES	\$ 255.95
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 56.02
GALE GROUP	PERIODICALS	\$ 140.76
BANK OF AMERICA	PERIODICALS	\$ 365.35
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 972.85
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 562.50
GOOSEBERRY PATCH	ADULT COLLECTIONS	\$ 26.42
GALE GROUP	ADULT COLLECTIONS	\$ 158.31
BOOKPAGE	ADULT COLLECTIONS	\$ 288.00
BANK OF AMERICA	ADULT COLLECTIONS	\$ 4,477.92

**Library Claims Listing
6/18/2004-7/7/2004**

Vendor	Category	Amount
SOUTHERN LIVING BOOKS	ADULT COLLECTIONS	\$ 32.91
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 375.00
	Technical Services	\$ 22,354.09
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 6,557.47
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,420.77
LIB/CK FRM ISU,WK STDY RE	ADJUSTMENT	\$ (2,435.80)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 75.37
PAYROLL SUMMARY	LIFE INSURANCE	\$ 29.91
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 340.39
PAYROLL SUMMARY	MEDICARE FICA	\$ 114.55
PAYROLL SUMMARY	FICA	\$ 489.77
PAYROLL SUMMARY	IPERS	\$ 452.37
PAYROLL SUMMARY	WORKERS COMP	\$ 21.25
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 3.01
JUN04 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 169.62
SPREAD LIBRARY PHONE	PHONE OPERATION & MAINT	\$ 1,160.00
ELBERT, CAROL	CONFERENCES	\$ 44.74
BANK OF AMERICA	CONFERENCES	\$ 459.47
BAKER & TAYLOR INC	JUVENILE	\$ 225.55
BOOKS ON TAPE	JUVENILE	\$ 24.00
RECORDED BOOKS LLC	JUVENILE	\$ 135.60
INGRAM LIBRARY SERVICES	JUVENILE	\$ 104.97
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 73.81
LIVE OAK MEDIA	JUVENILE	\$ 28.95
GALE GROUP	JUVENILE	\$ 135.83
AMAZON.COM CREDIT	JUVENILE	\$ 17.36
BANK OF AMERICA	JUVENILE	\$ 2,036.13
BWI	JUVENILE	\$ 325.73
	Youth Services	\$ 12,010.82
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 10,188.61
PAYROLL SUMMARY	IPERS DISABILITY	\$ 137.54
PAYROLL SUMMARY	LIFE INSURANCE	\$ 45.15
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,217.74
PAYROLL SUMMARY	MEDICARE FICA	\$ 147.58
PAYROLL SUMMARY	FICA	\$ 630.97
PAYROLL SUMMARY	IPERS	\$ 585.85
PAYROLL SUMMARY	WORKERS COMP	\$ 8.16
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 0.44
SPREAD LIBRARY PHONE	PHONE OPERATION & MAINT	\$ 4,060.00
HAYSLETT, DAWN	CONFERENCES	\$ 17.80
BANK OF AMERICA	CONFERENCES	\$ 575.29
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (17.00)
C W ASSOCIATES	ADULT REFERENCE	\$ 15.00
CONGRESSIONAL QUARTERLY I	ADULT REFERENCE	\$ 129.50
SALEM PRESS INC	ADULT REFERENCE	\$ 75.60
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 39.11
QWEST DEX	ADULT REFERENCE	\$ 226.29
GALE GROUP	ADULT REFERENCE	\$ 389.02
INFORMATION TODAY INC	ADULT REFERENCE	\$ 203.05
LAWRENCE, DOUGLAS	REFUNDS	\$ 21.50
	Information Services	\$ 18,697.20

Library Claims Listing
6/18/2004-7/7/2004

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 8,364.65
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 6,916.88
LIB/CK FRM ISU,WK STDY RE	ADJUSTMENT	\$ (2,231.59)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 101.44
PAYROLL SUMMARY	LIFE INSURANCE	\$ 40.18
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 981.70
PAYROLL SUMMARY	MEDICARE FICA	\$ 214.99
PAYROLL SUMMARY	FICA	\$ 919.33
PAYROLL SUMMARY	IPERS	\$ 798.62
PAYROLL SUMMARY	WORKERS COMP	\$ 101.14
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 18.12
SPREAD LIBRARY PHONE	PHONE OPERATION & MAINT	\$ 2,900.00
JUN04 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 355.20
SOUTH DAKOTA LIBRARY ASSO	CONFERENCES	\$ 45.00
	Circulation Services	\$ 19,525.66
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 4,900.97
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,074.26
LIB/CK FRM ISU,WK STDY RE	ADJUSTMENT	\$ (1,854.57)
PAYROLL SUMMARY	IPERS DISABILITY	\$ 66.17
PAYROLL SUMMARY	LIFE INSURANCE	\$ 28.59
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 710.45
PAYROLL SUMMARY	MEDICARE FICA	\$ 79.10
PAYROLL SUMMARY	FICA	\$ 338.28
PAYROLL SUMMARY	IPERS	\$ 343.57
PAYROLL SUMMARY	WORKERS COMP	\$ 23.69
PAYROLL SUMMARY	FLEX ADMINISTRATION	\$ 19.86
SPREAD LIBRARY PHONE	PHONE OPERATION & MAINT	\$ 2,320.00
BAKER & TAYLOR ENTERTAINM	AUDIO-VISUAL	\$ 208.25
AMAZON.COM CREDIT	AUDIO-VISUAL	\$ 58.17
BANK OF AMERICA	AUDIO-VISUAL	\$ 1,780.56
	Media Services	\$ 10,097.35
Mary Cameron, President	Margaret Munson, Secretary	

Gifts

BOARD OF TRUSTEES AMES PUBLIC LIBRARY

July 15, 2004

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

From Lois A. Pietz
in memory of Betty Crawford..... \$20.00

From M. Burton Drexler
for the purchase of a subscription to *Variety* magazine \$248.00

From Book and Basket Club
in memory of Ione Thompson \$26.00

From Harold and Marguerite McNabb
in memory of Nancy Picht Simmons \$125.00

The Chicago and Northwestern Historical society 3 books on the subject of the Chicago and Northwestern Railroad

Literacy Grant from Wal-Mart Foundation to Friends
for Books for Babies..... \$1500.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXPENSE REPORT SUMMARY FY 2003/2004

June 2004

12 MONTHS =100%

	Approp.	Spent July	Spent August	Spent Sept	Spent Oct	Spent Nov	Spent Dec	Spent Jan	Spent Feb	Spent Mar	Spent April	Spent May	Spent June	Y-T-D Spent	Current Balance	% Spent
PERSONAL SERVICES																
Salaries	1,357,575	114,155	115,048	115,166	114,193	114,686	114,453	109,370	110,204	110,853	112,041	115,336	115,084	1,360,589	(3,014)	100.2%
Temporary Salaries	178,296	21,239	8,940	14,748	14,493	16,035	15,184	12,905	12,715	12,905	14,662	13,977	18,708	176,511	1,785	5
Time and 1/2	500											190	249	439	61	87.8%
Longevity	6,968					3,259				3,232			80	6,571	397	94.3%
Adjustment			246		(1,015)		136	(7,784)	1,153	147	144		(6,522)	(13,495)	13,495	
Sick Leave	89	348	(348)		89									89	0	100.0%
Vacation	1,563				1,563			1,298					138	2,999	(1,436)	191.9%
Total Personal Svcs	1,544,991	135,742	123,886	129,914	129,323	133,980	129,773	115,789	124,072	127,137	126,847	129,503	127,737	1,533,703	11,288	99.3%
EMPLOYEE BENEFITS																
Temp Salaries Benefits	23,340													0	23,340	0.0%
IPERS Disability	8,523	697	710	712	737	723	723	684	718	729	728	729	707	8,597	(74)	100.9%
Life Insurance	3,385	281	280	281	280	275	276	267	267	268	269	269	275	3,288	97	97.1%
Health Insurance	182,580	14,214	14,458	14,145	13,939	13,939	13,523	15,173	15,234	15,291	15,291	15,641	13,162	174,010	8,570	95.3%
FICA Medicare	19,476	1,916	1,740	1,830	1,838	1,891	1,831	1,737	1,745	1,791	1,785	1,824	1,907	21,835	(2,359)	112.1%
FICA	83,275	8,193	7,443	7,825	7,864	8,088	7,829	7,424	7,460	7,654	7,636	7,798	8,156	93,370	(10,095)	112.1%
IPERS	79,794	7,636	7,606	7,403	7,317	7,607	7,223	6,926	7,042	7,246	7,221	7,382	7,409	88,018	(8,224)	110.3%
Workers Comp	2,944	472	474	409	406	424	411	385	370	363	384	373	422	4,893	(1,949)	166.2%
Flex Administration	1,523	129	129	129	125	122	122	132	129	127	127	128	110	1,509	14	99.1%
Total Employee Ben	404,840	33,538	32,840	32,734	32,506	33,069	31,938	32,728	32,965	33,469	33,441	34,144	32,148	395,520	9,320	97.7%
INTERNAL SERVICES																
City Data Services	3,900		332	332	332	321	321	321	321	321	321	321	321	3,564	336	91.4%
City Messenger	2,000		104	149	160	157	226	154	147	155	159	156	116	1,683	317	84.2%
Printing	4,219		400	233	581	494	186	860	314	140	222	231	703	4,364	(145)	103.4%
Insurance & Bonds	20,413		3,402	1,701	1,701	1,701	1,701	1,701	1,701	1,701	1,701	1,701	1,702	20,413	0	100.0%
Phone Operation/Maint	17,400	1,450	1,451	1,451	1,451	1,451	1,451	1,451	1,451	1,450	1,450	1,450	1,450	17,407	(7)	100.0%
Long Distance	650		84	59	47	56	36	45	50	38	44	49	37	545	105	83.8%
Fleet Operating/Maint	5,180		187	915	186	279	184	856	237	864	691	338	670	5,407	(227)	104.4%
Fleet Replacement	19,668		1,639	1,639	1,639	1,639	1,639	1,639	1,639	1,639	1,639	1,639	1,639	18,029	1,639	91.7%
Computer Replacement	8,406	730		1,459	730	779	779		1,558	779		2,233	1,454	10,501	(2,095)	124.9%
Interdepartmental Labor	29								29				571	600	(571)	2069.0%
Total Internal Svcs	81,865	2,180	7,599	7,938	6,827	6,877	6,523	7,027	7,447	7,087	6,227	8,118	8,663	82,513	(648)	100.8%
CONTRACTUAL																
Outside Prof Services	28,100	22,363		2,008					(9)	351			2,545	27,258	842	97.0%
Postage/Freight	16,500	5,143	178	894	258	1,913	2,201	212	2,060	667	323	153	2,264	16,266	234	98.6%
Travel/Meetings	1,352	(22)	301	79	136	100	46	34	229	(16)	33	344	(186)	1,078	274	79.7%
Training	1,990		192	65				57	544	421	133	50	537	1,999	(9)	100.5%
Conferences	21,348	187	938	909	416	2,608	2,316	1,001	3,162	3,238	1,855	328	1,531	18,489	2,859	86.6%
Dues & Memberships	5,142	565	600	352	426	464	325	531	25	550	650	443	357	5,288	(146)	102.8%
Printing	5,000	85	554	36	689	1,115	228	462			320			3,489	1,511	69.8%
Advertising	3,000	129	129	194	429	131		811	182	397	653	182	414	3,651	(651)	121.7%
Recruitment	4,744			247	977		482	1,748		763	66	66		4,349	395	91.7%
Electricity	39,700	11	4,626	4,611	3,757	3,016	2,409	2,501	2,547	2,781	2,697	3,367	3,376	35,699	4,001	89.9%
Phone Operation/Maint	4,950	1,197	170	714	670	(498)	629	371	81	277	693	376	376	5,056	(106)	102.1%
Long Distance	235		33	32	33	33	22	32		32				217	18	92.3%

EXPENSE REPORT SUMMARY FY 2003/2004

June 2004

12 MONTHS =100%

	Approp.	Spent July	Spent August	Spent Sept	Spent Oct	Spent Nov	Spent Dec	Spent Jan	Spent Feb	Spent Mar	Spent April	Spent May	Spent June	Y-T-D Spent	Current Balance	% Spent
Water/Sewer	3,105		272	263	240	261	416	235	253	246			253	2,439	666	78.6%
Waste Disposal	2,100		169	169	169	169		169	169	341	169	169	758	2,451	(351)	116.7%
Natural Gas	7,000	15	14	16	187	608	1,117		1,546	3,079	645	40	16	7,283	(283)	104.0%
Structural Repair	10,000			39	202	1,496		2,950			57	280	140	5,164	4,836	51.6%
Moveable Equip Repair	3,000			60	715	140	270	99	150			648		2,082	918	69.4%
Fixed Equip Repair	8,000		2,109	935	2,401	(1,495)	471	225	3,188	125		2,131	795	10,885	(2,885)	136.1%
Computer Maintenance	33,927	17,214	6,813	1,153	1,783	583	1,153	583	112	864	2,410	583	852	34,103	(176)	100.5%
Rentals & Leases	18,499	613	1,467	1,484	2,342	427	1,616	1,375	1,374	2,900	531	1,347	2,247	17,723	776	95.8%
Contractual Labor	630													0	630	0.0%
Non-City Services	20,360	3,116	277	277	1,134	3,397	379	333	303	3,432	883	341	4,231	18,103	2,257	88.9%
Total Contractual	238,682	50,616	18,650	14,628	16,376	14,042	14,967	13,495	16,378	20,448	12,118	10,848	20,506	223,072	15,610	93.5%
COMMODITIES																
Office Supplies	41,000	3,743	(914)	2,198	3,688	1,336	3,575	1,724	3,685	6,716	3,076	1,639	8,627	39,093	1,907	95.3%
Minor Office Equipment	700				581		71	18						670	30	95.7%
Minor Computer Equip	10,000	359	425	399	490	60	129	653		540	3,282	91		6,428	3,572	64.3%
Structural Materials	2,000		902	367			(163)	201		551	59			1,917	83	95.9%
Cleaning Supplies	5,500	221	698	402	1,564	677	428	324	224	261	644	235	1,009	6,687	(1,187)	121.6%
Equip Parts/Supplies	500					381					74	15		470	30	94.0%
Minor Equip & Tools	200				21		59				19			99	101	49.5%
Food	700		57	38	20		22	29	215	52	52	124	134	743	(43)	106.1%
Wearing Apparel	200				162									162	38	81.0%
Special Prjct Supplies	5,000	442	299	85	430		1,531	(713)	354	430	628	120	393	3,999	1,001	80.0%
Purchase Card Clearing		4,884	(976)	972	504	(428)	(1,035)	4,035	(2,617)	(1,510)	(2,315)	(198)	879	2,195	(2,195)	
Fuel for Vehicles				5				12						17	(17)	
Total Commodities	65,800	9,649	491	4,466	7,460	2,026	4,617	6,283	1,861	7,040	5,519	2,026	11,042	62,480	3,320	95.0%
CAPITAL																
Computer Equip/Sftware	205									203				203	2	99.0%
Periodicals	9,500	212	402	5,310	802	56	254	773	110	1,440	120	79	1,254	10,812	(1,312)	113.8%
Juvenile	47,510	2,575	1,222	4,027	4,281	3,988	2,735	1,942	2,233	5,425	4,983	2,811	5,550	41,772	5,738	87.9%
Adult Reference	52,962	937	11,889	13,831	5,193	6,863	6,493	820	1,024	1,764	887	1,510	1,670	52,881	81	99.8%
Audio Visual	44,000	230	2,585	7,974	3,790	4,904	2,192	814	2,660	8,117	4,508	3,679	4,031	45,484	(1,484)	103.4%
Adult Collection	101,426	5,056	6,076	8,921	12,823	7,827	8,549	5,310	8,771	12,046	7,564	6,842	9,807	99,592	1,834	98.2%
Total Capital	255,603	9,010	22,174	40,063	26,889	23,638	20,223	9,659	14,798	28,995	18,062	14,921	22,312	250,744	4,859	98.1%
OTHER EXPENDITURES																
Refunds		20	13	53					21					21	128	(128)
Total Other Expenditures		20	13	53	0	0	0	0	21	0	0	0	0	21	128	(128)
GRAND TOTAL	2,591,781	240,755	205,653	229,796	219,381	213,632	208,041	184,981	197,542	224,176	202,214	199,560	222,429	2,548,160	43,621	98.3%

**LIBRARY DONATIONS REPORT
FISCAL YEAR 2003/2004
YEAR-TO-DATE THROUGH JUNE 30, 2004**

	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
Reserved Principal and Interest	715,951.30	108,180.00		8,276.00	832,407.30
Beginning available balance	47,336.32	13,723.32		25,208.78	86,268.42
Interest revenue	9,812.90	2,010.74	8,988.44	510.78	21,322.86
Donations			560,000.00	111,164.37	671,164.37
Expenses	(10,292.76)	(1,337.95)		(92,381.74)	(104,012.45)
Encumbrances	(18,422.78)				(18,422.78)
Current Available Balance	28,433.68	14,396.11	568,988.44	44,502.19	656,320.42
Expense Detail:					
Internal Printing/Graphics				880.46	880.46
Interdepartmental Labor				105.00	105.00
Outside Professional Svcs				2,250.00	2,250.00
Postage/Freight				148.57	148.57
Subscriptions/Books				854.18	854.18
Conferences		1,337.95			1,337.95
Dues/Memberships				95.00	95.00
Outside Printing/Graphics				4,306.80	4,306.80
Advertising				1,057.58	1,057.58
Structural Repairs				155.10	155.10
Rentals and Leases				390.00	390.00
Other Non-City Services				1,572.30	1,572.30
Office Supplies	162.20			1,481.27	1,643.47
Minor Office Equipment				1,041.79	1,041.79
Minor Computer Equipment				2,101.82	2,101.82
Food				451.22	451.22
Special Project Supplies				20,031.47	20,031.47
Coffee Shop Inventory				(488.55)	(488.55)
Office Furniture	2,285.00				2,285.00
Computer Equipment	1,795.00			13,433.66	15,228.66
Juvenile Collection				11,700.32	11,700.32
Adult Reference	3,000.00			1,896.08	4,896.08
Audio-Visual	2,133.86			10,172.49	12,306.35
Adult Collection	916.70			18,745.18	19,661.88
Total Expenses	10,292.76	1,337.95	0.00	92,381.74	104,012.45
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
Total Encumbrances	18,422.78	0.00	0.00	0.00	18,422.78

**GLADYS MYERS DONATION FUND
INTEREST EARNED PER FISCAL YEAR
YEAR TO DATE THROUGH JUNE 30, 2004**

Fiscal Year	Total Interest Revenue	20% Reserved for Reinvestment	80% Available for Expenditure
1995/96	7,302.50	1,460.50	5,842.00
1996/97	31,049.09	6,209.82	24,839.27
1997/98	45,429.25	9,085.85	36,343.40
1998/99	41,596.65	8,319.33	33,277.32
1999/00	43,160.74	8,632.15	34,528.59
2000/01	34,541.40	6,908.28	27,633.12
2001/02	27,804.79	5,560.96	22,243.83
2002/03	17,422.07	3,484.41	13,937.66
2003/04	12,266.12	2,453.22	9,812.90
Total	260,572.61	52,114.52	208,458.09

**LIBRARY DONATIONS REPORT
FISCAL YEAR 2003/2004
YEAR TO DATE THROUGH JUNE 30, 2004**

	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
Available Balance @ 6/30/03 *	47,336.32	13,723.32		25,208.78	86,268.42
YTD Interest Revenue	9,812.90	2,010.74	8,988.44	510.78	21,322.86
YTD Donations			560,000.00	111,164.37	671,164.37
YTD Expenses	(10,292.76)	(1,337.95)	0.00	(92,381.74)	(104,012.45)
Transfers between programs**					
Encumbrances	(18,422.78)	0.00	0.00	0.00	(18,422.78)
Current Available Balance	28,433.68	14,396.11	568,988.44	44,502.19	656,320.42
Expense Detail:					
Internal Printing/Graphics				880.46	880.46
Interdepartmental Labor				105.00	105.00
Outside Professional Svcs				2,250.00	2,250.00
Postage/Freight				148.57	148.57
Subscriptions/Books				854.18	854.18
Conferences		1,337.95			1,337.95
Dues and Memberships				95.00	95.00
Outside Printing/Graphics				4,306.80	4,306.80
Advertising				1,057.58	1,057.58
Structural Repairs				155.10	155.10
Rentals and Leases				390.00	390.00
Other Non-City Services				1,572.30	1,572.30
Office Supplies	162.20			1,481.27	1,643.47
Minor Office Equipment				1,041.79	1,041.79
Minor Computer Equipment				2,101.82	2,101.82
Food				451.22	451.22
Special Project Supplies				20,031.47	20,031.47
Coffee Shop Inventory				(488.55)	(488.55)
Office Furniture	2,285.00				2,285.00
Computer Equipment	1,795.00			13,433.66	15,228.66
Juvenile Collection				11,700.32	11,700.32
Adult Reference	3,000.00			1,896.08	4,896.08
Audio-Visual	2,133.86			10,172.49	12,306.35
Adult Collection	916.70			18,745.18	19,661.88
Total Expenses	10,292.76	1,337.95	0.00	92,381.74	104,012.45
Encumbrance Detail:					
Strategic Planning Travel	6,922.78				6,922.78
Travel Kit Update	1,000.00				1,000.00
Des Moines Register MF	3,000.00				3,000.00
Adult CD Music	3,500.00				3,500.00
Materials Processing	4,000.00				4,000.00
Total Encumbrances	18,422.78	0.00	0.00	0.00	18,422.78

* Beginning balance includes balance available at 6/30/03 plus any outstanding encumbrances, and less the unrealized gains/losses on investments at 6/30/03.

LIBRARY DONATIONS REPORT - OTHER DONATIONS															
FISCAL YEAR 2003/2004															
YEAR-TO-DATE THROUGH JUNE 30, 2004															
					Tommy										
	Other	Friends	Coffee	Foundation	Feinberg	Gilman	Smith	Children's	Youth	Books for	IA Stories	Enrich	Iowa Infra-	Gates	Total
	Donations	Donations	Shop	Donations	Memorial	Fund	Endowment	Theater	Services	Babies	2000	Iowa	structure	Foundation	
Available Balance @ 6/30/03 *	4,724.63	(9,138.65)	(661.60)	(4,163.38)	264.04	4,746.68	1,325.57	4,500.00	1,484.00	(475.88)	1,242.00	11,014.28	9,125.09	1,222.00	25,208.78
YTD Interest Revenue	510.78														510.78
YTD Donations/Grants	12,341.66	29,966.33		31,221.38					275.00	1,100.00		14,871.29	21,388.71		111,164.37
YTD Expenses	(10,415.91)	(25,535.18)	488.55	(29,951.85)	0.00	0.00	0.00	(275.00)	(1,204.35)	(8,891.65)	0.00	(2,358.21)	(13,169.46)	(1,068.68)	(92,381.74)
Transfers between programs**										8,267.53	(1,242.00)	(7,025.53)	**		0.00
Encumbrances	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00
Current Available Balance	7,161.16	(4,707.50)	(173.05)	(2,893.85)	264.04	4,746.68	1,325.57	4,225.00	554.65	0.00	0.00	16,501.83	17,344.34	153.32	44,502.19
Expense Detail:															
Internal Printing/Graphics		648.30		5.30						11.65		215.21			880.46
Interdepartmental Labor		105.00													105.00
Outside Professional Svcs		2,250.00													2,250.00
Postage/Freight		148.57													148.57
Subscriptions/Books	249.00	605.18													854.18
Dues and Memberships	75.00	20.00													95.00
Outside Printing/Graphics		4,306.80													4,306.80
Advertising		1,057.58													1,057.58
Structural Repairs									155.10						155.10
Rentals and Leases		390.00													390.00
Other Non-City Services		1,360.00							212.30						1,572.30
Office Supplies	512.76	310.51		658.00											1,481.27
Minor Office Equipment	49.99	157.95											833.85	1,068.68	1,041.79
Minor Computer Equipment												931.14	102.00	1,068.68	2,101.82
Food	451.22														451.22
Special Project Supplies	524.04	6,927.63		5,287.85				275.00	836.95	6,180.00					20,031.47
Coffee Shop Inventory			(488.55)												(488.55)
Computer Equipment												1,200.05	12,233.61		13,433.66
Juvenile Collection	45.38			8,943.13						2,700.00		11.81			11,700.32
Adult Reference	496.97	1,399.11													1,896.08
Audio-Visual	321.13	1,824.50		8,026.86											10,172.49
Adult Collection	7,690.42	4,024.05		7,030.71											18,745.18
Total Expenses	10,415.91	25,535.18	(488.55)	29,951.85	0.00	0.00	0.00	275.00	1,204.35	8,891.65	0.00	2,358.21	13,169.46	1,068.68	92,381.74
Encumbrance Detail:															
															0.00
Total Encumbrances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* Beginning balance includes available balance at 6/30/03 plus outstanding encumbrances, and less the unrealized gains/losses on investments at 6/30/03.															
Beginning Other Donations and Friends Donations balances have each been adjusted by \$166.58 for items charged to Friends in 2002/03 which should have been charged to other account numbers.															
** Money was used from the IA Stories 2000 and Enrich Iowa funds to cover the shortfall in the Books for Babies program.															

**LIBRARY DONATIONS RECONCILIATION
FISCAL YEAR 2003/2004
YEAR-TO-DATE THROUGH JUNE 30, 2004**

	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Other Donations & Grants	Total
6/30/03 Restricted Donations	600,000.00	100,000.00		8,276.00	708,276.00
6/30/03 20% Accum Interest Reserved for Reinvestment	49,661.30				49,661.30
6/30/03 Accum Revenues Available for Expenditure	50,879.07	14,278.21		25,393.74	90,551.02
1996-03 Reserve for Computer Replacement	45,414.00	8,180.00			53,594.00
2003/04 YTD Donations/Grants			560,000.00	111,164.37	671,164.37
2003/04 YTD Interest Revenue	12,266.12	2,010.74	8,988.44	510.78	23,776.08
6/30/03 Unrealized Investment Gains/Losses					0.00
2003/04 YTD Expenses Transfers between programs**	(10,292.76)	(1,337.95)	0.00	(92,381.74)	(104,012.45)
Current Fund Balance	747,927.73	123,131.00	568,988.44	52,963.15	1,493,010.32
Less:					
Reserved Principal	600,000.00	100,000.00		8,276.00	708,276.00
6/30/03 20% Reserved Int	49,661.30				49,661.30
6/30/03 Unrealized Investment Gains/Losses	3,542.75	554.89		184.96	4,282.60
2003/04 20% Reserved Int	2,453.22				2,453.22
1996-03 Reserve for Computer Replacement	45,414.00	8,180.00			53,594.00
2003-04 Reserve for Encumbrances	18,422.78	0.00		0.00	18,422.78
Balance Available for Expenditure	28,433.68	14,396.11	568,988.44	44,502.19	656,320.42
Current Assets/Liabilities:					
Cash	22,696.83	7,306.48	7,675.43	34,006.24	71,684.98
Investments	720,000.00	115,000.00	560,000.00	18,276.00	1,413,276.00
Unrealized Gains/Losses	3,542.75	554.89		184.96	4,282.60
Accounts Receivable				53.10	53.10
Accrued Interest Receivable	1,688.15	269.63	1,313.01	42.85	3,313.64
Prepaid items				400.00	400.00
Accounts Payable				0.00	0.00
Total Assets	747,927.73	123,131.00	568,988.44	52,963.15	1,493,010.32

DIRECTOR'S REPORT

JULY, 2004

- **BUDGET**

Financial Report for May: As of 6/30/04, we were 100% of the way through the year and 98.3% expended. Please see the Expense Report for June in your packet. Note that this is not the final report for FY03-04; June invoices from FY03-04 will be paid from the FY03-04 budget until the official cut-off date, July 26. We also have one hourly payroll remaining that will show as an FY03-04 expense. I will prepare an end-of-fiscal year report for your review in September. I am anticipating that we will be under-spent for FY03-04.

- **POLICY**

Materials Selection: Last month the revised **Statement of Concern about Library Resources** form was approved. At this time staff is recommending only two changes: (1). to incorporate the updated form and (2). to change the location of one paragraph in the last two sections of the policy. They are highlighted and footnoted for your review. Note that the 2004-05 organizational priorities include a complete revision of this policy. Our intent is to expand the policy to cover all aspects of collection management and to include the new policy in the "Library Resources" section of the policy manual.

- **ACTION ITEMS**

1. **Review of Library Contracts and Revenue for FY04-05**

This month we review the contracts we've entered into to provide library service to organizations or individuals outside our service area. Copies of these contracts are in the board packet at amespubliclibrary.org. These are all revenue-producing contracts. Here's a listing of those contracts --I will discuss them in more detail at the board meeting.

- the **City of Gilbert**, with which we contract to provide full library services and a weekly bookmobile stop (note that this contract was renewed for a three-year period in 2001 and is due to be renewed again this year);
-
- the **Central Iowa Library Service Area (CILSA)**, with which we contract to provide reference, continuing education and interlibrary loan and First Search database services.

- the ***State Library of Iowa***, with which we contract to participate in the Enrich Iowa state aid program, including two service subsidy programs: the Open Access Program , which stipulates that we will loan APL materials to Iowa citizens outside our service area; and the Open Access Plus Program, which stipulates that we will loan APL materials to other Iowa libraries for use by their patrons. In both cases we are reimbursed on the basis of the number of loans we make.
- ***Story County***, with which we agree to provide library service to residents of the unincorporated areas of the county. The contract is between Story County and the Story County Library Association. Upon receipt of circulation figures from the 11 public libraries in our association, the County sends a memo confirming the amount of money to be paid in that fiscal year. This contract stipulates that it be reviewed annually.
- **Revenue Report:** Also in your packet is a revenue report, which indicates the income from each of these service agreements for FY03-04 and projections for FY04-05. I will review this at the board meeting.

2. Enrich Iowa Service Contracts for FY04-05

It's time to renew the service contracts listed above for this fiscal year. I am requesting you approve our participation in the Enrich Iowa program.

3. President's Goals for 2004-05

Mary's goals are included as a separate document entitled, "Board President's Goals for 2004-05."

4. Annual Board Retreat

It's time to set the date, time and discuss content for this annual trustee educational session.

5. City Council Contact

What type of meeting or formal communication would you like to have with the City Council this year?

6. APL FY04-05 Organizational Priorities

APL staff has developed this list of objectives based on the goals of year 4 of the strategic plan and issues or projects that have become priorities since the plan was developed. These priorities will be used to make resource allocation decisions, including what projects staff will be focusing its time and energy on.

- **AMES PUBLIC LIBRARY FOUNDATION**

Annual Campaign: Work continues on the 2004 annual campaign. An article announcing the campaign is on the front page of the July edition of **Page One**. We'll have copies available for you at the meeting. We're very excited about the campaign theme this year. We're asking that people make a donation in honor of someone who inspired them to love books and reading. (So you can be thinking about who you would like to honor with your gift. ☺) The goal is \$65,000.

Development director Cindy Paschen wanted to be sure you heard our great news! Residents of Northcrest Community selected the APL Foundation as its recipient of their 2004 fund raising efforts. Fifty-five people donated \$2620 to the Foundation's endowment.

- **STRATEGIC PLANNING**

Organizational Priorities: You received a copy of this document in the June board packet. Please see my comments above under action items, #6.

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

(I neglected to include this in my May/June reports. This information is for May-July.)

Attended: APL (Policy, Management Team, Public Services, Circulation Lead Workers, Circulation, Display Committee, other committees and meetings with individual staff members) and City of Ames staff meetings; Ames Noon Rotary; ILA Leadership Task Force meeting – I will be a mentor for the first ILA Leadership Institute at Central College in Pella, August 3 – 6; ALA Annual Conference in Orlando, FL.

Presentations: *"But You SAID It Was Only an Hour a Month!" Getting Passionate about Librerie; An Evening for Public Library Trustees* – workshop in Mason City for trustees of the North Central Library Service Area: 183 trustees and library directors attended. This was a lot of fun and it was wonderful to see that many trustees together and sharing their commitment to their libraries.

Down Home Lobbying: It's All About Relationships – Working with Government Officials – for ABLE (American Bulgarian Library Exchange) workshop at the State Library of Iowa.

Building Leadership for Support Staff Development Opportunities: facilitator/panelist for ALA/LAMA (Library Administration & Management Association) program at ALA annual conference in Orlando.

• **LIBRARY HIGHLIGHTS**

I suggested to Mary that since only 3 weeks have passed since the June board meeting, that we give the staff a little break from report writing. Instead I asked them to share a few highlights from the last few weeks. Here they are:

Dawn Hayslett, Assistant Director:

Working with:

- Gang of Four on new revision of the Staff Handbook
- Klatt Accounting on Friends bank accounts – turning over last year’s audit and tax return
- Lynne on fall teen programs (manga workshop/anime festival and Rock the Library 3

Other Activities:

- Attending Young Adult committee and subcommittee meetings
- Working with Lynne on Behavior Management Team report
- Continuing plan of service discussion with Public Services workgroup (we are now refining service priorities after reviewing all of our brainstorming session notes)
- Regular planning sessions with Gina – setting management team agendas and retreat agenda
- Hired new computer lab desk assistant
- Books @ Noon Program
- Attended Information Literacy Forum at DMACC Boone campus
- Attended Adult Selection Committee meeting – worked on budget allocations
- Articles for Page One

Carol Elbert, Youth Services Coordinator:

Programs: We're fully occupied with "Discover New Trails" summer activities. In June we presented 60 programs, total attendance 1824. Summer reading programs started June 1 for ages preschool-grade 3 and a separate program for grades 4 and up. The six-week program series started June 15 with seven sessions a week of "Grass Hoppers" for ages 2-3, five sessions a week of "Kids Explore" for ages 4-6, six sessions a week of "Terra Trackers" for grades 1-3, one session a week of "Discovery Team" for grade 4+, one Family Film Night a week, one Game Night a week, BabyTalk Storytimes 4 sessions per month, and an additional daycare storytime weekly. I'm collaborating with Lori Van Fleet who does a wonderful job of presenting the bookmobile storytimes. Game Night is a new program for us this summer, and we've been pleased to have a mix of participants including families and college students.

Other: I participated in meetings for youth staff, policy meeting, management team, Gang of Four, Books at Noon, Baby Talk, Story County Childhood Collaboration Executive Board, all-staff, and Board meeting. Chris is on the Horizon Advisory Team and Cathy is chairing the Young Adult Committee.

Mark Harris, Computer Specialist:

Horizon - I continue to learn more each week on how the software works, and is administered. Unfortunately, there has been no System Administrator training offered by Dynix since we went live. Finally, during the week of July 19th, I will be attending an online class offered by the company. I am hopeful this training will help me get through some of the issues we have been facing.

HIP(Horizon Information Portal aka the online catalog ☺) - The online web catalog continues to offer challenges, in part due to the situation that it can only be configured after hours because there is no secondary test server I can do trial setups on. To have this, and be supported by Dynix, would add significant cost. But additionally, the documentation is very weak, the setup is very convoluted and time consuming, and risk of bringing down the software is high, so any changes I make tend to be incremental and slow in coming. The good news is most of the changes we make now will follow through when we upgrade in the fall.

Lynne Carey, Circulation/Outreach Coordinator:

New Staff Members: We're pleased that Libby Grant and Kay-Marie Lamar will be joining us as desk assistants.

Bookmobile: Myles was a big hit in the Fourth of July parade in downtown Ames. Thousands of people attended this event. Parading for the Library was our big blue mascot dog, Smyles, aka Lisa Hill, president of the Friends of the Ames Public Library. Lisa was literally a **hot** dog this past Sunday. If you see Lisa, please thank her for braving the dog days of summer for the Library.

**Gina Millsap, Director
Ames Public Library**

7/9/2004

Directors Report July 2004.doc

Materials Selection Policy

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
July 2004**

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library
Section: Materials Selection
Subject: General Guidelines

Board
Approved: 5/97
Reviewed: 06/03
Revised: 11/98, 11/99, 6/01, 6/02

Policy

- The purpose of this policy is to guide librarians in their selection activities and to inform the public of the principles upon which selections are made. In the selection of materials, the Library reflects its mission statement --- "The Ames Public Library. We Connect You to the World of Ideas."

◆ Collections and Responsibility

The Library maintains separate collections on the basis of format, function and age of audience. The Library will ordinarily decline to accept donated materials which have as a condition of their donation the creation of a separate collection.

Ultimate responsibility for materials selection rests with the Library Director, as directed by the Library Board of Trustees. Direct responsibility for each of the collections rests with designated collection managers.

1. Adult Collection

The Adult collection provides print materials appropriate for persons from grade ten through adulthood. Due to the explosion of knowledge in the contemporary world, materials age quickly and new topics of vital interest are constantly appearing. The Library recognizes its responsibility to supply authoritative, current and understandable material in all areas. The Library takes care to represent all sides of controversial questions and to maintain balance among competing views. Conservative, liberal, revolutionary, and reactionary schools of political, religious, social, and economic thought are available in the collection. Materials which contain points of view that may be offensive to some people are purchased if they also represent a segment of opinion concerning a specific question.

2. Youth and Young Adult Collections

The Youth collection includes books, periodicals, and other library materials for children. The aim is to serve the child's whole cultural, educational, informational, and recreational needs; this collection also serves parents, teachers, and other adults who use youth materials. Materials are purchased for a wide range of ages, abilities and interests, from infancy through ninth grade. Young people at all levels of ability are considered in the selection process. The young adult collection is a browsing collection for young people ages 12 through 15, grades six to nine.

Minors are not restricted in the use of the Library. The responsibility for the reading, listening, and viewing habits of minors rests with parents and legal guardians.

3. Periodicals

Periodicals are selected on the basis of patron interest and subject access, while attempting to maintain a balanced viewpoint within the periodicals collection. Selection criteria include appeal, demand, and inclusion in one or more indexing sources. The Library maintains archival runs of periodicals of local historical value or major national scope and importance but retains most other titles for two years or less. Newspaper subscriptions are selected primarily on the basis of national reputation and patron demand.

4. Reference and Local History

The reference collection is a non-circulating collection of materials selected to satisfy the majority of the routine informational needs of the community. Materials are selected with particular attention to the following criteria: authority, accuracy, impartiality, age of data, scope and depth of coverage, appropriateness, relevance, organization, style, physical characteristics, special features, potential for use in the existing collection, and cost. The Library acquires useful historical and municipal materials relating to Ames and Story County.

5. Media

The Library takes care to represent varied aspects of culture while maintaining a balance among contemporary and traditional concepts. The Library will pay particular attention to emerging technologies; however, because of the long-term investment required to establish a collection in a new format and the risk of investing in a format that might prove commercially unsuccessful, the decision to add a new format is made after careful consideration. Criteria for selecting media titles include whether they meet the need of the intended audience, popularity and timeliness, patron suggestion, favorable reviews, appropriate format for the subject matter, cost, and contribution to the collection.

6. Staff and Citizen Input

Other staff members participate in selection and all staff members are encouraged to suggest titles for purchase. Citizens are invited to offer suggestions, which are considered promptly for possible purchase.

◆ Materials Selection Guidelines

1. Breadth of Selection

The Library recognizes the importance of an aware and effective citizenry, familiar with its past heritage and with the essential issues underlying decisions for the future. The Library provides a broad selection of materials to serve the wide range of ages, cultures, lifestyles, educational backgrounds, and reading skills of citizens in the community. A broad selection is necessary to fully communicate the complexity of the culture shared by the community.

The Library also collects materials that promote lifelong learning. The Library considers an item to have educational value if it contributes to the positive growth of a person, either as an individual or as a member of society.

The Library provides materials in any format that helps fulfill its mission statement.

2. Informational Needs

The Library recognizes the fundamental informational needs of the public in an increasingly complex and technological society and the unique community role which it plays in providing practical and immediately useful public, personal and business information. In addition to circulating materials, the Library provides in-house reference resources and makes use of specialized reference and interlibrary loan services provided through regional, state, and national cooperative resources.

The Library recognizes the purposes and resources of other libraries and institutions in the community and does not needlessly duplicate functions and materials. Because other libraries function to satisfy specialized research needs, the public library does not need to be, and cannot afford to be, a comprehensive repository of all information or resources.

The Library does not attempt to acquire textbooks or other curriculum related materials except when these materials also serve the general public.

3. Recreational Needs

The Library recognizes that it needs to provide materials to meet the recreational needs of the community. Materials are selected for both permanence of value and community demand. Because citizens want to read the novels, view the videos, hear the recordings, explore the Internet, and familiarize themselves with the ideas that are currently popular in the nation's culture, the obligation of their tax-supported library is to provide such materials in sufficient quantity as the budget allows. Although an item may not be popular within a few years, the Library must respond to current public interest.

◆ **Selection Process**

Citizen needs are central to the selection process at the Ames Public Library. Because material funds are finite, every purchase is measured in terms of probable use by the public. Procedures for selecting materials and evaluating the collection focus on quickly, accurately, and effectively anticipating public needs.

Subject and title circulation patterns, holds and interlibrary loan requests, specific suggestions, observed failures in meeting requests, and other user-centered measures are used to indicate potential public interest. Although items are selected for various reasons, including permanence of value, currency of interest, diversity of viewpoint, and creative merit, all items selected should have a reasonable probability of being needed and used by the local community.

The Library depends upon a variety of resources in evaluating materials to be added to the collection, including reviews, patron recommendations, bibliographies, and media trade information. Best seller lists and other indicators of potential interest are also used to anticipate popular demand.

The Ames Public Library materials budget is allocated with attention to citizen use of the various collections and trends in user demand.

◆ **Selection Principles**

The "Library Bill of Rights," the "Freedom to Read" and "Freedom to View" statements adopted by the American Library Association (included in the "ALA and Related Documents" section of the Library's policy manual) serve as guiding principles for the Library's selection process. The selection of any item does not imply the Library's endorsement of the author's viewpoint nor does the Library endorse particular beliefs or views. The Library provides materials representing all approaches to public issues of a controversial nature. One of the essential purposes of a library is to provide a resource where individuals can examine many points of view and make their own decisions.

¹What a person chooses to read, view, or listen to is a purely individual matter. While citizens are free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of access to others. The Director and the Trustees are aware that one or more persons may take issue with the selection of any specific item and welcome any expression of opinion by patrons.

Selection is a judgmental and interpretive process, involving a general knowledge of the subject and its importance, familiarity with the materials in the collection, awareness of the materials available on the subject, and recognition of the needs of the community. The Library responds to the special characteristics of the community in determining the public need for specific subjects and types of materials.

Items that are locally published or produced are evaluated by the same criteria as other acquisitions, such as probable citizen interest and permanent value. Locally created items are not given special consideration simply because of their local connection.

The selection criteria described in this policy are also used in the evaluation of gifts of potential library materials as provided for in the "Gifts" policy approved by the Library Board of Trustees.

¹ This paragraph was moved from the Citizen Concerns section.

The Library does not accept individual items or collections, whether temporarily or permanently, for the convenience of the members of particular organizations, rather than for the use of the general public.

Materials that are no longer useful are systematically weeded from the collection. Disposition of all discarded materials is at the discretion of the Library Board of Trustees.

Citizen Concerns

²Citizen concerns will be dealt with promptly and courteously.

Expressions of Concern:

- The appropriate Collection Manager and the Community Relations Specialist will first discuss the material with the concerned individual or group.
- After discussion with the Collection Manager and the Community Relations Specialist, if the individual or group wishes, they may discuss their concerns with the Library Director.
- After discussion with the Library Director, an individual or group still concerned about library resources may submit an official complaint to the Library Board of Trustees using the "Statement of Concern about Library Resources" form.

Formal Complaint Process:

The official complaint on the "Statement of Concern about Library Resources" form will be considered by the Library Board of Trustees at a regular meeting.

- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
- The Library Director presents a staff response.
- The Library Board of Trustees will make a final ruling on the concern.
- A written response will be sent to the individual or group.

² Text from the newly approved Statement of Concern Form

Policy

- The Ames Public Library offers programs to further the Library's mission (Ames Public Library – We connect you to the world of ideas).

Definition

- A library program is a planned public activity (other than a tour, a training session, or a tutorial) that takes place at the Library, on the Bookmobile, or other places in the community. Library programs include, but are not limited to, storytimes, lectures, workshops, discussion groups, performances, readings, booktalks, film showings, puppet shows, and panel discussions. Programs are presented for adults, young adults, and children.

Responsibility for Programming

- Library-initiated or sponsored programs are a resource that provides information, education, and recreation to our community. They utilize library staff, materials, community resources, resource people, and organizations. Programs may take place in the Library and in other locations in the community. These programs are designed to:
 - Assist customers in the use of library materials and resources
 - Encourage and promote the use of library materials and resources
 - Present information on issues of current or local interest
 - Facilitate the sharing of the community's "people resources"—their hobbies, skills, collections, knowledge and expertise.
- The Friends of the Ames Public Library and Ames Public Library Foundation may sponsor programs at the Library or on the Bookmobile.
- The Library also co-sponsors programs with other agencies, individuals or community organizations. The Library's role in such cases may include, but is not limited to, library staff time in planning the program, furnishing space, promotion, related book lists or displays.
- When a community group or individual approaches the Library with a programming idea or request, the Library staff examines the request to determine if:
 - it supports the mission of the Library
 - the resources needed to accomplish the program are available.

Content

- The Library's goal in programming is to connect members of our community with a wide variety of ideas and perspectives. The Library encourages and welcomes program proposals from individuals and community groups.
- The Library will endeavor to provide programs and sponsor programs that present a broad spectrum of opinion and a variety of viewpoints. The Library is not obligated to present a program which represents multiple and/or opposing viewpoints within one program or series. The Library is obligated to offer the opportunity for other viewpoints to be presented.

“Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of materials for the library collection constitutes an endorsement of the contents of the material or the views of its creator. Library staff selects topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library-initiated programs because of possible controversy.”¹

Citizen Concerns

- Citizen concerns will be dealt with promptly and courteously.

Expressions of Concern:

- The Library's Community Relations Specialist will first discuss the program(s) with the concerned individual or group.
- After discussion with the Community Relations Specialist, if the individual or group wishes, they may discuss their concerns with the Library Director.
- After discussion with the Library Director, if an individual or group is still concerned they may submit an official complaint to the Library Board of Trustees using the "Statement of Concern about Library Resources" form.

Formal Complaint Process:

The official complaint on the “Statement of Concern about Library Resources” form will be considered by the Library Board of Trustees at a regular meeting.

- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library “Public Participation” policy.
- The Library Director presents a staff response.
- The Library Board of Trustees will make a final ruling on the concern.
- A written response will be sent to the individual or group.

¹ “Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights” (American Library Association). The full text of this document is included in the ALA and Related Documents section of this Policy Manual.

Charges and Fees

- No admission fees will be charged at Library programs. However, at the discretion of the Library Director the following will be permissible at Library sponsored programs:
 - Fund-raising to benefit the Library sponsored by the Friends of Ames Public Library or the Ames Public Library Foundation.
 - Fund-raising for cost recovery purposes by co-sponsors of Library programs.
 - The sale of items by authors and artists as part of a Library program.
 - The library may participate as a co-sponsor in programs that require a fee for attendance for cost recovery purposes.

Attendance

- Every attempt will be made to accommodate all who wish to attend a program. However, when safety or the nature of a program requires it, attendance may be limited. When limits must be enforced, attendance will be determined on a first-come, first-served basis or by pre-registration. All of the Library's public meeting rooms have a posted capacity as determined by the Ames Fire Department.
- For some children's programs, the nature of a program may require limiting attendance based on age.
- Programs designed for a general audience have no age restrictions. In the case of film programs the Motion Picture Association of America ratings are provided for information only.



Statement of Concern about Library Resources Complaint Form

Citizen concerns will be dealt with promptly and courteously.

Expressions of Concern:

- The appropriate Collection Manager and the Community Relations Specialist will first discuss the material with the concerned individual or group.
- After discussion with the appropriate Collection Manager and the Community Relations Specialist, if the individual or group wishes, they may discuss their concerns with the Library Director.
- After discussion with the Library Director, an individual or group still concerned about library resources may submit an official complaint to the Library Board of Trustees using the "Statement of Concern about Library Resources" form.

Formal Complaint Process:

The official complaint on the "Statement of Concern about Library Resources" form will be considered by the Library Board of Trustees at a regular meeting.

- At the meeting, the individual or group may present their comments following the procedures outlined in the Ames Public Library "Public Participation" policy.
- The Library Director presents a staff response.
- The Library Board of Trustees will make a final ruling on the concern.
- A written response will be sent to the individual or group.

Complete this form and return it to: Ames Public Library, Attn: Library Director, 515 Douglas Ave., Ames, Iowa 50010. You may use the other side of this form or attach additional pages as necessary.

Today's Date _____

Name of Individual or Group _____

Contact person _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip Code _____

1. Resource you are concerned with:

- Book or Magazine Video/DVD Audio recording/CD Electronic information

Title, author, artist _____

- Library program Display/exhibit Meeting Room Other _____

Title, date, time, location _____

2. Have you examined the entire resource? Yes No

3. How did you find out about the resource(s)?

4. What are your concerns about the resource(s)?

5. What action do you seek as a result of this complaint?

Library use only:

Complaint received by APL staff member: _____ Date: _____

Notes/comments/actions

AMENDREV WOO, PATTI

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2002/03 ACTUALS	2003/04 ADOPTED	03/04 ADJUSTED	03/04 FINAL AMENDMENTS	Y-T-D ACTUAL	04/05 REQUESTED
GENERAL FUND							
010-2600-336.70-00	OPEN ACCESS	17,246	18,000	16,212	22,395	27,209	16,212
010-2600-336.75-00	C R L GRANTS	2,810	8,000	2,800	3,100	3,130	1,000
LEVEL	TEXT			TEXT AMT			
AJ04	CENTRAL LIBRARY SERVICE AREA CLOSED OFFICE LOC. IN APL; ONLY REIMBURSEMENT IS NOW FOR OCLC USE			1,000 1,000			
010-2600-337.10-00	LIBRARY COUNTY	122,650	122,650	128,393	128,393	128,393	125,000
010-2600-337.11-00	LIBRARY GILBERT	34,770	37,290	37,290	37,290	37,290	37,290
010-2600-347.10-01	DESK RECEIPTS	112,977	103,000	113,000	119,000	127,832	113,000
LEVEL	TEXT			TEXT AMT			
AJ04	BASE ADDITIONAL FOR STATE BUDGET CUTS			103,000 10,000 113,000			
010-2600-347.10-02	COMPUTER LAB RECEIPTS	479	300	300	350	899	300
010-2600-347.10-04	EQUIP RENT/NOT CITY	9,902	12,000	12,000	12,000	10,441	12,000
010-2600-347.10-06	INTERLIBRARY LOAN CHARGE	0	0	2,500	1,000	1,169	2,500
LEVEL	TEXT			TEXT AMT			
AJ04	NEW CHARGE TO COVER STATE BUDGET CUTS			2,500 2,500			
010-2600-376.00-00	SALE OF ASSETS	0	2,000	2,000	0	0	0
010-2600-377.00-00	MISC REVENUE	0	6,000	6,000	6,000	1,481	1,000
LEVEL	TEXT			TEXT AMT			
AJ04	BASE ENRICH IOWA FUNDS TO OFFSET LOSS OF OPEN ACCESS REVENUE			1,000 5,000 6,000			
* LIBRARY		300,834	309,240	320,495	329,528	337,844	308,302
** LIBRARY		300,834	309,240	320,495	329,528	337,844	308,302
*** GENERAL FUND		300,834	309,240	320,495	329,528	337,844	308,302

**Ames Public Library
Board of Trustees**

President's Goals

2004-05

1. **Strategic Planning:** Work with staff to evaluate staffing and space needs for the future.

2. **Director Evaluation**
 - a. Determine if the 360 evaluation conducted in 2004 was effective and efficient
 - b. Determine how data from the director, staff, peers/colleagues and customers will be used and weighted

3. **Board Effectiveness:** Help trustees be informed and effective decision-makers by:
 - a. Participating in orientation and mentoring of new trustees
 - b. Providing learning experiences and opportunities to participate for all trustees in the monthly board meetings
 - c. Planning and presenting a trustee retreat that is responsive to their information and training needs

Organizational Priorities 2004-2005

**BOARD OF TRUSTEES
AMES PUBLIC LIBRARY
July 2004**

Be it resolved that the Board of Trustees, Ames Public Library, approve the Organizational Priorities for 2004-2005 as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Ames Public Library
Organizational Priorities
2004-2005**

1. Organizational Development (Evolving the "Bubbles")

- **Plans of Service**
 - Need to identify the process
 - Gina will consult with Karen Burns, director of SW Library Service Area and Pat Wagner of Pattern Research on developing such a process
- **Management Team Building**
 - Quarterly $\frac{1}{2}$ day retreat
 - To focus on looking ahead
 - Serve as a work session

2. Collection Management

- Enable staff to generate reports on Horizon
- Invite Roy Kenagy back to work with us on data collection/analysis

3. Policy Management

- Personnel
- Programs
- Materials Selection

4. Technology Management

- Outlook e-mail and scheduling
- Development and Stabilization of Horizon
- Blogs
- Thin-client technology
- Online catalog
- Web development
- Wireless telecommunications for bookmobile services
- Virtual Reference

5. Community Outreach

- Continue and expand existing partnerships
- Marketing Plans
- Enhance Services to Young Adults

6. Private Funding

- Friends
- Foundation

7. Staff Development

- Orientation Handbook Update
- Improvements to Staff Day
- Intellectual Freedom training
- Guidelines for Friends' scholarships
- Staff resources, reallocation and reclassification
- Collegiality
- Commitment to Learning
- Stewardship

8. City of Ames Organizational Goals

- Work with the Human Resources Department to use selection tools that gauge if applicant's values are consistent with our organizational values.
- When vacancies occur, take the opportunity to review the department organization structure to determine if changes are merited in order to better provide a service to our customers.
- Make sure that an environment is maintained by the supervisors in the department that supports the values of our organization. Help create this culture in the department by allowing ETP to come to life in the department. Lead by example.
- We must change the behavior of those supervisors who do not support our values through counseling, evaluating, or assisting them in exiting our organization.
- Identify and deal with employees who we have determined to be "abusing" sick leave.
- Support the supervisors' attendance at the Mid-Management Monthly meetings, Creating the Culture classes, and Supervisory Essentials course.

**MONTHLY STATS SUMMARY FY 03/04
JUNE 2004**

CIRCULATION STATISTICS											
COMPARISON	ADULT PRINT	ADULT MEDIA	TOTAL ADULT CIRC	YOUTH PRINT	YOUTH MEDIA	TOTAL YOUTH CIRC	TOTAL MISC	TOTAL MAIN	TOTAL BKM/HM DEL	GRAND TOTAL	
Current Month	46,519	34,654	81,173	35,593	12,999	48,592	5	106,661	23,109	129,770	
One Year Ago	31,579	42,634	74,213	32,835	3,844	36,679	10	100,462	10,440	110,902	
Difference	14,940	(7,980)	6,960	2,758	9,155	11,913		6,199	12,669	18,868	
% Change	47.3%	-18.7%	9.4%	8.4%	238.2%	32.5%		6.2%	121.4%	17.0%	
YR TO DATE											
Current Year	372,887	383,914	756,801	323,929	133,892	457,821	74	1,103,142	119,048	1,222,190	
One Year Ago	372,391	484,198	856,589	337,271	38,395	375,666	221	1,115,929	116,547	1,232,476	
Difference	496	(100,284)	(99,788)	(13,342)	95,497	82,155		(12,787)	2,501	(10,286)	
% Change	0.1%	-20.7%	-11.6%	-4.0%	248.7%	21.9%		-1.1%	2.1%	-0.8%	
SPECIAL CIRCULATION											
						% OF TOTAL					
	STORY CO	GILBERT	OPEN ACCESS	TOTAL CIRC	THAT IS SPECIAL			AMES	% of Total Circ that is Ames		
Current Month	7,156	1,962	12,567	14,529	11.2%			102,144	78.7%		
One Year Ago	6,741	2,013	12,688	21,442	19.3%			87,881	79.2%		
Difference	415	(51)	(121)	(6,913)				14,263			
% Change	6.2%	-2.5%	-1.0%	-32.2%				16.2%			
YR TO DATE											
Current Year	73,510	21,819	144,394	239,723	19.6%			952,799	78.0%		
One Year Ago	67,004	21,762	148,803	237,569	19.3%			969,959	78.7%		
Difference	6,506	57	(4,409)	2,154				(17,160)			
% Change	9.7%	0.3%	-3.0%	0.9%				-1.8%			

**MONTHLY MAIN STATISTICS FY03/04
JUNE 2004**

MAIN LIBRARY													
ADULT													
	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YR TO DATE
New Nonfiction	3,232	3,019	2,926	3,016	3,004	3,048	3,084	2,989	3,449	2,672	13	1,614	32,066
Nonfiction	11,353	10,369	10,216	11,048	10,553	9,799	11,861	11,387	13,169	10,005	15,820	13,940	139,520
New Fiction	4,288	4,365	3,847	3,798	3,686	4,042	4,285	4,052	4,233	3,356	2,223	2,959	45,134
Fiction	8,342	7,695	6,760	6,980	6,586	6,911	7,246	6,233	7,624	6,167	9,167	10,674	90,385
Travel Bags	80	56	49	46	50	43	62	70	96	70	73	81	776
Paperbacks	1,293	992	991	1,023	755	1,068	573	975	1,042	396	1	2,066	11,175
Periodicals	2,033	1,751	1,748	1,715	1,973	1,401	1,819	1,553	1,609	864	1,075	1,350	18,891
ILL (Print)	98	89	99	120	48	66	80	71	89	112	77	95	1,044
Literary Perks	128	86	78	65	43	46	52	34	43	59	55	59	748
SUBTOTAL (PRINT)	30,847	28,422	26,714	27,811	26,698	26,424	29,062	27,364	31,354	23,701	28,504	32,838	339,739
New Media Items	4,984	3,850	4,005	2,848	2,652	2,430	2,775	2,722	3,277	119	4	24	29,690
CD Music	7,509	6,855	6,897	7,384	6,912	6,777	7,816	7,503	8,234	6,469	7,412	7,886	87,654
CD Books	1,474	1,410	1,325	1,492	1,534	1,555	1,457	1,489	1,794	1,746	1,969	2,587	19,832
Books on Tape - Abridged	2,055	1,724	1,466	1,657	1,573	1,336	1,205	1,179	1,603	1,059	1,217	1,439	17,513
Videos, Theatrical	7,525	7,105	6,311	6,276	6,363	7,062	7,621	6,293	7,089	4,906	4,983	6,073	77,607
Videos, Nontheatrical	1,394	1,165	135	1,399	1,315	1,454	1,703	1,558	1,531	1,102	1,097	1,421	15,274
Theatrical DVDS	7,100	7,144	6,820	6,691	6,961	7,910	8,212	7,319	8,229	7,953	9,484	11,016	94,839
Non Theatrical DVDS	482	580	609	491	476	549	642	696	749	756	906	1,198	8,134
Computer Software	8	0	0	0	0	0	0	0	0	0	0	0	8
Books on Tape - Unabridged	1,409	1,286	1,119	1,268	1,144	1,133	1,110	1,019	1,209	980	1,128	1,311	14,116
Audiocassette Players	5	1	0	1	0	0	0	1	1	0	1	0	10
ILL (AV)	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL (MEDIA)	33,945	31,120	28,687	29,507	28,930	30,206	32,541	29,779	33,716	25,090	28,201	32,955	364,677
TOTAL ADULT	64,792	59,542	55,401	57,318	55,628	56,630	61,603	57,143	65,070	48,791	56,705	65,793	704,416
MAIN LIBRARY													
YOUTH													
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YR TO DATE
Nonfiction	5,669	4,947	5,064	5,634	6,093	4,294	5,533	5,737	5,544	4,484	4,036	5,392	62,427
Fiction	6,110	5,861	4,031	4,345	4,910	3,730	3,654	3,864	4,228	3,256	3,627	6,935	54,551
Easy Books	7,545	5,740	6,890	8,081	7,332	4,948	6,636	7,575	8,019	6,486	5,677	8,815	83,744
Easy Board Books	2,904	2,399	2,472	2,381	2,219	1,688	1,683	1,875	2,184	1,940	1,819	2,408	25,972
Easy to Read	2,842	2,155	1,814	2,052	1,980	1,346	1,750	1,829	2,374	1,397	1,562	2,855	23,956
Large Print	148	112	132	124	124	95	102	95	98	98	96	129	1,353
Parents as Teachers	28	37	37	49	28	36	35	14	47	35	18	26	390
Paperbacks	0	0	0	0	0	0	0	0	0	0	0	0	-

**MONTHLY MAIN STATISTICS FY03/04
JUNE 2004**

Periodicals	158	208	261	216	234	106	247	224	225	119	264	269	2,531	
Comic Books	22	4	0	6	1	0	1	4	4	1	0	13	56	
Graphic Novels	0	0	0	0	0	0	0	0	0	0	0	524	524	
Young Adult (Print)	2,090	1,998	1,587	1,406	1,475	1,569	1,442	1,414	2,266	1,591	1,744	2,329	20,911	
Young Adult (Pbks.)	0	0	0	0	0	0	0	0	0	0	0	0	-	
SUBTOTAL (PRINT)	27,516	23,461	22,288	24,294	24,396	17,812	21,083	22,631	24,989	19,407	18,843	29,695	276,415	276,415
J Videocassettes	5,061	4,686	4,251	4,106	4,080	3,911	4,315	3,850	4,645	3,033	3,201	3,895	49,034	
Juvenile DVD's	2,398	3,195	2,838	2,717	2,875	3,208	3,743	3,795	4,449	3,403	3,725	4,924	41,270	
Kits	1,603	1,038	1,003	902	966	907	1,027	796	1,042	701	747	1,073	11,805	
Puppets	168	162	119	154	163	156	137	140	111	118	117	167	1,712	
Compact Discs	668	607	695	651	686	568	575	671	786	606	657	1,020	8,190	
Computers	375	381	295	238	262	197	236	259	276	94	1	1	2,615	
Reference	1	0	1	0	1	0	0	0	0	0	0	0	3	
Storytelling	0	0	0	0	0	1	1	0	5	0	0	2	9	
Special Collection	1	0	0	0	1	0	0	2	0	0	0	0	4	
Toys	81	77	82	65	82	61	84	61	80	22	62	86	843	
SUBTOTAL (MEDIA)	10,356	10,146	9,284	8,833	9,116	9,009	10,118	9,574	11,394	7,977	8,510	11,168	115,485	115,485
TOTAL YOUTH	37,872	33,607	31,572	33,127	33,512	26,821	31,201	32,205	36,383	27,384	27,353	40,863	391,900	
Miscellaneous	6	2	6	9	4	1	5	4	3	5	12	5	62	
GRAND TOTAL	102,670	93,151	86,979	90,454	89,144	83,452	92,809	89,352	101,456	82,944	84,070	106,661	1,103,142	
SPECIAL CIRCULATION														
Story County	6,617	6,029	5,898	5,315	5,375	5,171	6,361	6,040	6,450	4,765	4,884	6,824	69,729	
Gilbert	988	1,310	822	834	706	730	879	955	1,347	935	803	1,065	11,374	
Open Access	12,843	11,812	11,391	12,291	11,616	10,705	12,927	12,547	13,667	10,530	10,469	12,418	143,216	
TOTAL SPECIAL CIRC	20,448	19,151	18,111	18,440	17,697	16,606	20,167	19,542	21,464	16,230	16,156	20,307	224,319	
% SPECIAL CIRC	19.92%	20.56%	20.82%	20.39%	19.85%	19.90%	21.73%	21.87%	21.16%	19.57%	19.22%	19.04%	20.33%	
Ames	80,830	72,785	67,465	70,539	70,393	65,895	71,494	68,781	78,661	58,950	65,253	84,033	855,079	
Horizon Migration - PC Reliance data added for April 12-14, 2004 (Added to Grand Total only)													6,764	

**MONTHLY BOOKMOBILE STATISTICS FY 03/04
JUNE, 2004**

BOOKMOBILE/HOME DELIVERY														
ADULT														
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YR TO DATE	
New Nonfiction	234	88	273	207	219	223	180	129	229	235	0	121	2138	
Nonfiction	445	281	522	505	483	436	423	464	552	534	890	830	6365	
New Fiction	291	95	328	241	229	214	231	190	199	224	125	235	2602	
Fiction	847	539	912	715	835	886	826	799	818	732	907	1220	10036	
Travel Bags	1	0	1	0	1	1	2	1	2	0	1	2	12	
Paperbacks	57	14	25	57	21	27	153	42	24	15	0	10860	11295	
Periodicals	23	16	43	69	30	23	14	25	13	6	7	412	681	
ILL (Print)	1	0	0	0	0	0	0	0	0	0	0	0	1	
Literary Perks	5	0	0	1	6	1	0	3	1	0	0	1	18	
SUBTOTAL (PRINT)	1,904	1,033	2,104	1,795	1,824	1,811	1,829	1,653	1,838	1,746	1,930	13,681	33148	33148
New Media Items	436	104	196	143	138	124	146	135	190	12	0	0	1624	
Compact Discs	209	191	199	262	224	370	210	129	139	216	222	215	2586	
CD Books	12	16	24	14	34	24	21	28	28	47	37	58	343	
Books on Tape - Abridged	128	85	117	102	112	101	98	74	115	122	87	91	1232	
Videos, Theatrical	570	238	536	609	564	545	459	440	483	510	464	476	5894	
Videos, Nontheatrical	67	40	64	66	64	65	103	62	64	71	52	54	772	
Theatrical DVD's	329	149	381	519	379	330	426	472	533	739	726	679	5662	
Non-Theatrical DVD's	15	3	34	11	14	21	23	27	42	81	46	60	377	
Books on Tape - Unabridged	58	47	81	83	56	51	79	74	47	61	44	66	747	
Audiocassette Players	0	0	0	0	0	0	0	0	0	0	0	0	0	
ILL (AV)	0	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL (MEDIA)	1824	873	1632	1809	1585	1631	1565	1441	1641	1859	1678	1699	19237	19237
TOTAL ADULT	3,728	1,906	3,736	3,604	3,409	3,442	3,394	3,094	3,479	3,605	3,608	15,380	52,385	52385
BOOKMOBILE/HOME DELIVERY														
YOUTH														
	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YR TO DATE	
Nonfiction	961	420	940	1126	823	732	902	652	1005	1051	1099	1227	10938	
Fiction	1274	440	1039	1289	860	710	841	745	831	954	951	1140	11074	
Easy Books	907	269	683	675	581	425	603	629	732	669	662	981	7816	
Easy Board Books	619	175	499	665	483	384	471	484	550	674	672	815	6491	
Easy to Read	839	163	583	771	606	377	525	337	569	601	636	788	6795	
Large Print	32	10	20	35	24	29	21	16	13	30	20	17	267	
Parents as Teachers	2	3	1	2	2	0	1	0	0	1	3	1	16	
Paperbacks	17	0	22	30	34	4	10	7	29	14	0	519	686	
Periodicals	0	0	0	2	0	6	7	1	1	3	0	0	20	
Comic Books	0	0	2	1	0	0	0	0	4	0	0	70	77	
Graphic Novels	27	6	40	39	39	17	41	43	62	60	44	43	461	

**MONTHLY BOOKMOBILE STATISTICS FY 03/04
JUNE, 2004**

Young Adult (Print)	266	94	253	266	235	194	228	197	261	310	272	297	2873	
Young Adult (Pbks.)	0	0	0	0	0	0	0	0	0	0	0	0	0	
SUBTOTAL (PRINT)	4,944	1,580	4,082	4,901	3,687	2,878	3,650	3,111	4,057	4,367	4,359	5,898	47514	47514
Kits	144	64	113	152	162	94	87	105	144	183	99	107	1454	
Juvenile DVD's	260	141	441	502	338	285	449	384	639	893	712	607	5651	
Videocassettes	1044	250	963	1164	939	641	720	618	792	928	894	1005	9958	
Puppets	13	2	42	29	12	6	12	66	14	13	15	15	239	
Compact Discs	99	20	60	92	63	44	87	76	109	69	80	84	883	
Reference	0	0	0	0	0	0	0	0	0	0	0	0	0	
Storytelling	0	0	0	0	0	0	0	0	0	0	0	0	0	
Special Collection	0	0	0	0	0	0	0	0	0	0	0	0	0	
Toys	17	11	28	25	14	17	13	13	27	24	20	13	222	
SUBTOTAL (MEDIA)	1577	488	1647	1964	1528	1087	1368	1262	1725	2110	1820	1831	18407	18407
TOTAL YOUTH	6,521	2,068	5,729	6,865	5,215	3,965	5,018	4,373	5,782	6,477	6,179	7,729	65,921	
Miscellaneous	2	0	2	1	0	0	0	0	2	2	3		12	
GRAND TOTAL	10,251	3,974	9,467	10,470	8,624	7,407	8,412	7,467	9,263	10,814	9,790	23,109	119,048	
SPECIAL CIRCULATION														
Story County	269	59	379	395	297	168	352	325	288	505	412	332	3781	
Gilbert	1404	299	1143	1069	1109	547	787	706	639	1029	816	897	10445	
Open Access	122	62	94	132	115	115	69	57	72	124	67	149	1178	
TOTAL SPECIAL CIRC	1795	420	1616	1596	1521	830	1208	1088	999	1658	1295	1378	15404	
% SPECIAL CIRC	17.5%	10.6%	17.1%	15.2%	17.6%	11.2%	14.4%	14.6%	10.8%	15.3%	13.2%	6.0%	12.9%	
Ames	8307	3525	7708	8754	6952	6461	7068	6262	8089	8295	8188	18111	97720	
Horizon Migration - PC Reliance data added for April 12-14, 2004 (Added to Grand Total only)													730	

MISCELLANEOUS STATS	MONTHLY MISCELLANEOUS STATISTICS FY 03/04												YEAR TO DATE
	JUNE, 2004												
	JUL.	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUN.	
HOME DELIVERY													
# of Patrons	70	63	62	61	61	61	61	62	62	64	65	60	752
Centers	28	28	28	28	28	28	28	28	28	28	28	28	336
Individual Deliveries Made	55	55	53	53	57	51	54	56	55	57	57	52	655
Additional Individuals serv.	4	5	6	2	7	16	10	4	2	9	7	6	78
GATE COUNT				46,077	31,022	30,522	36,754	37,204	39,897	38,642	42,093	40,870	343,081
HOLDS													
Main	9,882	8,587	8,631	9,231	8,266	7,923	10,376	9,767	10,765	7,323	8,435	10,856	110,042
BKM/Hm Delivery	517	230	587	587	463	303	496	373	533	663	488	600	5,840
Total Holds	10,399	8,817	9,218	9,818	8,729	8,226	10,872	10,140	11,298	7,986	8,923	11,456	115,882
INTERLIBRARY LOANS													
Requested	96	99	100	142	49	69	96	100	108	95	99	95	1,148
Received	99	94	102	123	46	65	85	77	99	100	74	93	1,057
Loaned	318	294	318	324	232	248	315	290	316	293	243	254	3,445
Fill Rate	103%	95%	102%	87%	87%	94%	89%	77%	92%	105%	75%	98%	92%
MEETING ROOMS													
Meetings	78	56	72	75	83	76	93	87	94	90	84	120	1,008
People	1,965	1,203	1,697	1,984	3,143	1,849	2,017	1,768	2,314	2,901	1,611	3,075	25,527
Computer Hours													
PROGRAMS													
Youth	114	3	27	50	50	30	42	36	36	49	34	60	531
Adult	13	6	24	23	18	10	15	11	14	13	12	37	196
Total Programs	127	9	51	73	68	40	57	47	50	62	46	97	727
PROGRAM ATTENDANCE													
Youth	3,285	123	736	1,194	1,299	582	760	804	1,147	1,109	772	1,824	13,635
Adult	1,527	183	1,061	1,865	2,105	318	373	331	435	238	281	1,669	10,386
Total Attendance	4,812	306	1,797	3,059	3,404	900	1,133	1,135	1,582	1,347	1,053	3,493	24,021
Webref	85	119	74	80	105	84	128	86	78	87	71	78	1,075

ONLINE DATABASE USAGE FOR FY 2003/04

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	157	168	277	277	203	206	122	184	198	150	142	133	2217
Business Remote	73	15	17	29	18	27	14	6	21	13	23	36	292
Business Total	230	183	294	306	221	233	136	190	219	163	165	169	2509
Residential In-House	86	46	65	66	47	105	145	49	71	81	64	86	911
Residential Remote	17	26	1	38	102	37	32	20	31	91	0	88	483
Residential Total	103	72	66	104	149	142	177	69	102	172	64	174	1394
Grand Total	333	255	360	410	370	375	313	259	321	335	229	343	3903
Current Biography													
Total	17	2	14	7	30	Cancelled							70
Des Moines Register													
In-House	136	112	224	232	154	131	123	70	90	42	76	54	1444
Remote	36	13	42	37	21	19	29	13	24	24	44	136	438
Total	172	125	266	269	175	150	152	83	114	66	120	190	1882
EBSCOhost													
In-House	159	202	428	487	352	195	533	708	540	598	284	284	4770
Remote	321	373	614	1087	1213	474	291	681	937	1010	468	487	7956
Total	480	575	1042	1574	1565	669	824	1389	1477	1608	752	771	12726
New York Times													
In-House	212	38	145	66	49	23	53	16	64	39	12	12	729
Remote	0	0	0	0	0	0	23	52	23	27	9	46	180
Total	212	38	145	66	49	23	76	68	87	66	21	58	909
Heritage Quest													
In-House + Remote								136	188	122	145		591
Worldbook online													
Total	49	16	33	14	24	2	53	13	Cancelled				204
GRAND TOTAL	1263	1011	1860	2340	2213	1219	1418	1812	2135	2263	1244	1507	20285
YEAR TO DATE	20285												