

Agenda
Ames Public Library Board of Trustees
July 20, 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 – Sondall-Saetveit, Warnick, Hayslett

Ames Public Library Foundation Report – Anderson, Ross, Carey

Policy Review

- Meeting Rooms, Exhibit Spaces, Personnel
- Next month: None

Unfinished Business

- Building Update – Hayslett
- Board Retreat Planning - Discussion

New Business

- Staff Salaries FY 06/07 – Action Item
- Youth services personnel request – Action Item
- Recording Board meetings – Action Item
- Festival of Trees – Action Item
- Director Orientation/Reception – Discussion/Action Item
- Recognition for Trustee Dave Ferree – Action Item

Trustee Comments

Adjournment

The next regular meeting is August 17, 2006, at 7:00 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes June 15, 2006

The Ames Public Library Board of Trustees met in regular session on Thursday, June 15, 2006, in the Library boardroom with Anderson, Ferree, Mathews, Mungons, Munson, Ross, Sondall Saetveit, Warnick, and Interim Co-Directors Carey and Hayslett in attendance. Botine was absent.

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

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

Approval of Minutes: Ross moved and Sondall Saetveit seconded a motion to approve the May 23, 2006, minutes as presented. Motion passed unanimously.

Public Forum: none

Unfinished Business:

Director Offer – Action Item: Ferree moved and Ross seconded a motion to approve the hiring of "blank" as library director under the terms of the signed employment offer. Munson read a statement from Art Weeks requesting the meeting closed under the provisions of Iowa Code 21.5.2.i., regarding the evaluation of the professional competency of an individual. Sondall Saetveit moved and Anderson seconded a motion to close the meeting. Motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Mungons, Munson, Ross, Sondall Saetveit, and Warnick. The meeting closed at 7:04 p.m.; whereupon, all staff, except Carey, Hayslett and Woo, left the meeting.

Ferree moved and Warnick seconded a motion to open the meeting. Motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Mungons, Munson, Ross, Sondall Saetveit, and Warnick. The meeting opened at 7:12 p.m. Sondall Saetveit amended the motion to read, "Be it resolved that the Board of Trustees, Ames Public Library, approve the hiring of Art Weeks as library director under the terms of the signed employment offer." Ross seconded the motion. Motion as amended passed unanimously.

Building Update: Hayslett reported the pre-bid meeting on June 12, for the asbestos abatement, was attended by two contractors. Two additional contractors looked at the building on June 13. The bids are due on June 19, 2006, at 5 p.m. She stated the completion date for the asbestos removal is slated for August 31, 2006. Hayslett stated she is waiting for a cost estimate from John Haila to write the technical specifications for the demolition. Munson stated the demolition committee consists of Board members Mathews, Ferree, and Sondall Saetveit.

Interim Co-Directors' Evaluation: Warnick moved and Sondall Saetveit seconded a motion to set the salary for fiscal year 2006/2007 for Dawn Hayslett at "blank" and Lynne Carey at "blank" and to set the compensation for service as interim co-director at \$300.00 per month for Dawn Hayslett and Lynne Carey. Interim compensation will cease at the end of the month in which the new director begins work. Carey read a statement requesting the meeting be closed 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. Motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Mungons, Munson, Ross, Sondall Saetveit, and Warnick. The meeting closed at 7:20 p.m.; whereupon, all staff left the meeting.

Mungons left the meeting at 7:50 p.m.

Ferree moved and Ross seconded a motion to open the meeting. Motion passed unanimously. Voting aye: Anderson, Ferree, Mathews, Munson, Ross, Sondall Saetveit, and Warnick. The meeting opened at 8:15 p.m. Warnick amended the motion to read, "Be it resolved that the Board of Trustees, Ames Public Library, set the salary for fiscal year 2006/2007 for Dawn Hayslett at two percent increase over 2005/2006 and Lynne Carey at three percent over 2005/2006 and to set the compensation for service as interim co-director at \$300.00 per month for Dawn Hayslett and Lynne Carey. Interim compensation will cease at the end of the month in which the new director begins work." Anderson seconded the motion. The motion as amended passed. Voting aye: Anderson, Ferree, Ross, and Warnick; voting no: Mathews and Munson; Sondall Saetveit abstained.

Passport Service – Discussion: Munson recommended postponing action on the passport service until the new director is in place and has worked on strategic planning. Hayslett reported she read the background information prepared by former Library Director Millsap. She said the next step is to approach the post office. Hayslett said, if implemented, the reference staff would handle the service. Discussion involved staff training and possible revenue from the program.

New Business:

New Hire(s) – Action Item: Ferree moved and Anderson seconded a motion to approve to approve the new hire as presented/amended. Motion as presented passed unanimously.

Central Iowa Library Service Area – Interlibrary Loan Contract – Action Item: Anderson moved and Ferree seconded a motion to approve the Interlibrary Loan Contract as presented/amended. Hayslett explained this contract has been renewed for many years. She explained the process and said \$860.00 in revenue had been received this fiscal year. Motion as presented passed unanimously.

Employee Promotion – Action Item: Sondall Saetveit moved and Anderson seconded a motion to promote Ken Sills, custodian, (grade 51) to building maintenance supervisor (grade 53), effective July 2, 2006, as presented/amended. Carey described Sills' qualifications and background. Motion as presented passed unanimously.

Employee Reclasse – Building Maintenance Supervisor – Action Item: Anderson moved and Ferree seconded a motion to change the grade classification of the building maintenance supervisor from grade 53 to grade 57 as presented/amended. Carey presented a spreadsheet outlining the budget implications of promoting Sills into the building maintenance supervisor position on July 2, 2006. Motion as presented passed unanimously.

Board Retreat Planning Discussion: Munson asked Trustees to think about an agenda and time frame for a Board retreat. Munson explained there is no business conducted during a retreat; it is for learning, listening, and talking to each other. Suggestions for retreat topics included the following: planning for the building expansion, trustee advocacy, fundraising, and training to function effectively as a trustee. Sondall Saetveit and Warnick volunteered to serve on the retreat planning committee. Munson said further discussion will be held at another Board meeting.

Financial Reports:

Claims: Ross moved and Ferree seconded a motion to approve the claims. Carey explained the conference charges were expenses from Heid's and Donnell's attendance at the Public Library Association meeting in February. The claims were unanimously approved.

Gifts: The following donations were presented for acceptance:

- From Dane 207 Questers in memory of Mildred Hetzell\$42.00
- From Charlotte Roderuck.....\$150.00
- From Alliance for Global Justice – DVD: *The Revolution Will Not be Televised*

- From Paul Dautremont and John W. Patterson – Five DVD series: Great World Religions: Judaism, Christianity, Buddhism, Hinduism, and Islam
- From The Book Club in memory of Milton B. Barry\$14.00
- From The Book Club in memory of Edward Thomas\$47.45
- In memory of Geraldine Bowen
 - From Dennis D. Lawson\$50.00
 - From Leona and Keith Denton.....\$10.00

Anderson moved and Sondall Saetveit seconded a motion to accept the donations. Motion passed unanimously.

Interim Co-Director’s Report - Carey: Carey announced she has been notified of a bequest to the Library of real property of an estate. The will can still be contested, so she will have more details after the end of the month. She said the property is worth approximately \$50,000.00.

She invited the Trustees to attend the retirement party for Jim Alexander on Friday, June 16, 2006; from 2 p.m. – 4 p.m.

Carey reported that fine revenue should exceed \$160,000.00 for this fiscal year. She said the bookmobile was out of service for two weeks with a fuel pump problem.

Warnick left at 8:45 p.m.

Interim Co-Director’s Report - Hayslett: Hayslett had nothing to add to her report. Ross questioned the staffs' reaction to the "Just Say No to Reference" workshop. Hayslett said a follow-up session, which includes weeding and staff utilization, would be useful. She also said the Public Services work group is discussing the concepts presented in the workshop.

Department Coordinators:

Youth Services Specialist: Heid explained the summer reading programs for youth, teens and adults. She also presented a BabyTalk brochure. She said BabyTalk is now a 501(c)3 organization and has received a \$13,000.00 grant to provide books for well-baby doctor's visits.

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

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

Friends of the Ames Public Library Report: Hayslett said she is talking to a potential new board member who would replace Lynn Pike. She said Pike would be missed.

Foundation Report: Anderson reported the two fund raising ideas: Project Smyles funding and purchasing self-check machines were being voted on by e-mail ballot. Carey said Foundation Board members have until June 21 to vote. Anderson said the Foundation adopted bylaws at their last meeting. He said there was concern from Foundation members about fund raising for items that should be bought from the Library’s operating budget. Ross said they hope a large corporation will sponsor Project Smyles.

Policy Review:

Trustee Bylaws – Action Item: Munson asked for a motion to approve the Trustee Bylaws, Board of Trustees Policy as presented/amended. No one moved to bring the Bylaws to the table.

Trustee Comments:

Anderson had no comment.

Sondall Saetveit had no comment.

Ferree stated it was his last Board meeting, because he is moving to Des Moines for a new job. He said he appreciated serving on the Board, as Ames Public Library has been part of his life for 25 years.

Mathews said with the changes going on in downtown Ames, the Library expansion needs to get on the map as soon as possible.

Ross had no comment.

Munson thanked Ferree for his service on the Board.

Adjournment

Ferree moved and Ross seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 9:05 p.m.

Ames Public Library

Board of Trustees

Meeting Minutes

June 26, 2006

The Ames Public Library Board of Trustees met in special session on Monday, June 26, 2006, at 5:30 p.m. in the Library boardroom with Mathews, Mungons, Munson, Sondall Saetveit, Warnick, and Interim Co-Director Hayslett in attendance. Anderson, Botine, Ferree and Ross were absent.

Call to Order: President Munson called the meeting to order at 5:37 p.m.

Adoption of Agenda: Mathews moved and Sondall Saetveit seconded a motion to adopt the agenda. Motion passed unanimously.

Public Forum: none

New Business:

Bids for Asbestos Removal – Action Item: Mathews moved and Sondall Saetveit seconded a motion to approve the award of the contract for the removal of the asbestos containing materials at 215 Fifth Street, Ames, IA, as specified in bid # 2006-2009, to "blank" as presented/amended. Hayslett explained the bid summary, which was included in the Board packet. She said the reference checks on the company that submitted the lowest bid were satisfactory.

Hayslett explained the cost proposal from Iowa Environmental Services to provide monitoring services for the asbestos abatement project is \$2,800.00. She said since the Library's policy allows the director to approve service contracts not to exceed \$10,000.00, she will approve their proposal. They will begin work when the asbestos abatement is finished.

Mathews amended the motion to read, "Be it resolved that the Board of Trustees, Ames Public Library, approve the award of the contract for the removal of the asbestos containing materials at 215 Fifth Street, Ames, IA, as specified in bid # 2006-2009, to R.E.W. Services." Warnick seconded the motion. Motion passed unanimously.

Demolition Discussion: Hayslett said a purchase order for the asbestos removal, along with the bid request document, becomes a contract for completion. Mathews mentioned that with Ferree resigning from the Board as of July 1, 2006, they may need another Board member on the demolition committee. Munson said she will ask for another volunteer at next month's Board meeting. Mathews said the demolition committee has requested three proposals for creating technical specifications for the demolition of the building at 215 Fifth Street, Ames, Iowa. Hayslett said she will notify the demolition committee when the proposals are available.

Adjournment

Warnick moved and Sondall Saetveit seconded a motion to adjourn. Motion passed unanimously. The meeting adjourned at 5:45 p.m.

Library Claims Listing
6/7/2006 - 7/11/2006

Vendor	Category	Amount
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 17,973.52
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 800.31
PAYROLL SUMMARY	IPERS DISABILITY	\$ 121.32
PAYROLL SUMMARY	LIFE INSURANCE	\$ 64.34
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,751.28
PAYROLL SUMMARY	MEDICARE FICA	\$ 266.05
PAYROLL SUMMARY	FICA	\$ 1,137.58
PAYROLL SUMMARY	IPERS	\$ 1,079.51
PAYROLL SUMMARY	WORKERS COMP	\$ 58.28
MAY06 INFO SVCS CHARGES	CITY DATA SERV	\$ 656.28
JUN06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 1.64
JUNE INSURANCE CHARGES	INSURANCE & BONDS	\$ 1,568.00
JUN06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
MAY06 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.75
JUN06 COMPUTER REPLACEMNT	COMPUTER REPLACEMENT FUND	\$ 674.63
TRANSFER POSTAGE EXPENSE	POSTAGE/FREIGHT	\$ (6,196.60)
UNITED PARCEL SERVICE	POSTAGE/FREIGHT	\$ 46.26
PURCHASE POWER	POSTAGE/FREIGHT	\$ 1,106.94
TRANSFER FROM FRIENDS	POSTAGE/FREIGHT	\$ (8.71)
ROSS, DALE H	CONFERENCES	\$ 370.20
HEUSS PRINTING INC.	PRINTING OUTSIDE	\$ 89.20
DEX MEDIA EAST	ADVERTISING	\$ 160.70
IA STATE DAILY	RECRUITING COSTS	\$ 135.00
BANK OF AMERICA	RECRUITING COSTS	\$ 936.67
CITY OF AMES UTILITIES	ELECTRICITY	\$ 7.94
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 78.67
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 1,116.34
CORBIN SANITATION	WASTE DISPOSAL	\$ 182.59
ALLIANT ENERGY	NATURAL GAS	\$ 19.67
FITZ ELECTRIC	STRUCTURAL REPAIR	\$ 1,348.10
REFLECTIONS GLASS & MIRRO	STRUCTURAL REPAIR	\$ 149.00
DRAINTECH	FIXED EQUIPMENT REPAIR	\$ 51.50
BANK OF AMERICA	COMPUTER MAINT	\$ 142.07
PITNEY BOWES	RENTALS AND LEASES	\$ 792.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 117.07
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
DUST TEX SERVICE INC	NON-CITY SERVICE	\$ 6.35
QUALITYONE COMMERCIAL CLE	NON-CITY SERVICE	\$ 2,997.50
STEAMWAY CLEANING & RESTO	NON-CITY SERVICE	\$ 277.08
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 2.58
BANK OF AMERICA	OFFICE SUPPLIES	\$ 9.99
LIB STAPLES REBATE 6-27-0	MINOR COMPUTER EQUIPMENT	\$ (30.00)
LIB STAPLES REBATES 6-15-	MINOR COMPUTER EQUIPMENT	\$ (65.00)
LIB 6-21-06	MINOR COMPUTER EQUIPMENT	\$ (15.00)
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ (100.00)
BANK OF AMERICA	MINOR COMPUTER EQUIPMENT	\$ 2,475.64
BOA/CDW GOVT/MARK HARRIS	MINOR COMPUTER EQUIPMENT	\$ (973.53)
BANK OF AMERICA	AG-HORT SUPPLIES	\$ 8.99
BANK OF AMERICA	STRUCTURAL MATERIAL	\$ 73.44
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 17.42
BANK OF AMERICA	MINOR EQUIPMENT TOOLS	\$ 587.90
BANK OF AMERICA	FOOD & FEED	\$ 25.44

Library Claims Listing
6/7/2006 - 7/11/2006

Vendor	Category	Amount
APPLEBEES/VICKIE LEEK	SPECIAL PROJECT SUPPLIES	\$ (25.00)
BEST BUY/SCOTT DERMONT	SPECIAL PROJECT SUPPLIES	\$ (75.00)
N GRAND MALL/BARB COBB	SPECIAL PROJECT SUPPLIES	\$ (75.00)
N GRAND MALL/CAMILLE W	SPECIAL PROJECT SUPPLIES	\$ (75.00)
N GRAND MALL/LYNNE V	SPECIAL PROJECT SUPPLIES	\$ (75.00)
SAVINGS BOND/THELMA	SPECIAL PROJECT SUPPLIES	\$ (25.00)
1ST NATL BANK/JACQUE Z	SPECIAL PROJECT SUPPLIES	\$ (100.00)
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 25.10
DEPARTMENTAL TRANSFERS	SPECIAL PROJECT SUPPLIES	\$ 35.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (6,088.74)
	Library Administration	\$ 27,071.37
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,871.76
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 3,911.36
PAYROLL SUMMARY	IPERS DISABILITY	\$ 93.66
PAYROLL SUMMARY	LIFE INSURANCE	\$ 49.36
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 817.04
PAYROLL SUMMARY	MEDICARE FICA	\$ 256.00
PAYROLL SUMMARY	FICA	\$ 1,094.58
PAYROLL SUMMARY	IPERS	\$ 1,022.56
PAYROLL SUMMARY	WORKERS COMP	\$ 63.41
ADDTL JUN06 PRINTING CHRGR	PRINTING/GRAPHICS	\$ 2.00
JUN06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
MAY06 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.04
MAY06 EQUIP&ESCROW CHRGS	FLEET OPERATING/MAINT	\$ 694.78
REVERSE CHG FOR BOOKMOBIL	FLEET OPERATING/MAINT	\$ (1,082.38)
MAY06 EQUIP&ESCROW CHRGS	FLEET REPLACEMENT FUNDS	\$ 1,713.00
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 33.67
TRANSFER TO LIBRARY/ADMIN	POSTAGE/FREIGHT	\$ 425.72
BOHLKE, SARAH	TRAVEL/MEETINGS	\$ 49.84
QIU, MICHAEL	TRAVEL/MEETINGS	\$ 20.44
A TUCKNESS MAY MILEAGE	TRAVEL/MEETINGS	\$ (5.30)
BOHLKE, SARAH	TRAINING	\$ 71.37
PREPAID INS FR ICAP FOR	INSURANCE OUTSIDE	\$ (687.00)
REVS PPDINS FR ICAP FOR	INSURANCE OUTSIDE	\$ 687.00
IA COMMUNITIES ASSURANCE	INSURANCE OUTSIDE	\$ 687.00
CITY OF AMES UTILITIES	ELECTRICITY	\$ 35.85
QWEST COMMUNICATIONS	TELEPHONE OUTSIDE	\$ 281.06
QWEST BUSINESS SERVICES	TELEPHONE OUTSIDE	\$ 17.15
MIDIOWA NET	COMPUTER MAINT	\$ 12.50
SIGLER COMPANIES INC	OFFICE SUPPLIES	\$ 12.75
BANK OF AMERICA	OFFICE SUPPLIES	\$ 35.93
BANK OF AMERICA	FOOD & FEED	\$ 34.75
HIGHSMITH INC	SPECIAL PROJECT SUPPLIES	\$ 8.50
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 67.14
	Outreach Services	\$ 24,391.96
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 15,298.28
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,482.37
PAYROLL SUMMARY	IPERS DISABILITY	\$ 103.26
PAYROLL SUMMARY	LIFE INSURANCE	\$ 48.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,488.30
PAYROLL SUMMARY	MEDICARE FICA	\$ 232.73
PAYROLL SUMMARY	FICA	\$ 995.12

Library Claims Listing
6/7/2006 - 7/11/2006

Vendor	Category	Amount
PAYROLL SUMMARY	IPERS	\$ 964.88
PAYROLL SUMMARY	WORKERS COMP	\$ 20.58
JUN06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 138.63
MAY06 INTERNAL LONG DIST	LONG DISTANCE	\$ 4.28
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 652.52
TRANSFER TO LIBRARY/ADMIN	POSTAGE/FREIGHT	\$ 1,829.24
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 44.52
BAKER & TAYLOR INC	EQUIPMENT PARTS/SUPPLIES	\$ 224.72
BRODART CO	EQUIPMENT PARTS/SUPPLIES	\$ 759.21
DEMCO INC	EQUIPMENT PARTS/SUPPLIES	\$ 1,113.71
BANK OF AMERICA	EQUIPMENT PARTS/SUPPLIES	\$ 11.80
AFFORDABLE ALTERNATIVES I	EQUIPMENT PARTS/SUPPLIES	\$ 73.55
N GRAND MALL/CAMILLE W	SPECIAL PROJECT SUPPLIES	\$ 75.00
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 825.02
EBSCO SUBSCRIPTION SERVIC	PERIODICALS	\$ 50.79
CENTER FOR THE STUDY OF R	PERIODICALS	\$ 20.00
BAKER & TAYLOR INC	JUVENILE	\$ 1,248.69
REGENT BOOK CO INC	JUVENILE	\$ 2,477.19
BAKER & TAYLOR ENTERTAINM	JUVENILE	\$ 34.32
NEWSOUND	JUVENILE	\$ 82.34
BANK OF AMERICA	JUVENILE	\$ 1,563.33
BWI	JUVENILE	\$ 367.05
CONGRESSIONAL QUARTERLY I	ADULT REFERENCE	\$ 160.50
COUNCIL OF STATE GOVERNME	ADULT REFERENCE	\$ 58.50
POLK DIRECTORIES	ADULT REFERENCE	\$ 308.50
SALEM PRESS INC	ADULT REFERENCE	\$ 83.00
INGRAM LIBRARY SERVICES	ADULT REFERENCE	\$ 56.98
THOMSON GALE GROUP	ADULT REFERENCE	\$ 147.75
BAKER & TAYLOR INC	AUDIO-VISUAL	\$ 16.44
BBC AUDIOBOOKS AMERICA	AUDIO-VISUAL	\$ 517.14
RANDOM HOUSE INC	AUDIO-VISUAL	\$ 36.00
RECORDED BOOKS LLC	AUDIO-VISUAL	\$ 1,516.20
BOOKS IN MOTION	AUDIO-VISUAL	\$ 6.00
MIDWEST TAPE	AUDIO-VISUAL	\$ 205.10
BANK OF AMERICA	AUDIO-VISUAL	\$ 2,519.50
MICROMARKETING LLC	AUDIO-VISUAL	\$ 243.35
BOLINDA PUBLISHING INC	AUDIO-VISUAL	\$ 256.00
BAKER & TAYLOR INC	ADULT COLLECTIONS	\$ 6,062.82
RANDOM HOUSE INC	ADULT COLLECTIONS	\$ 180.00
REGENT BOOK CO INC	ADULT COLLECTIONS	\$ 13.17
INGRAM LIBRARY SERVICES	ADULT COLLECTIONS	\$ 13.61
THOMSON GALE GROUP	ADULT COLLECTIONS	\$ 416.84
CENTER POINT PUBLISHING	ADULT COLLECTIONS	\$ 178.50
BANK OF AMERICA	ADULT COLLECTIONS	\$ 2,739.76
CATERING BY DESIGN	ADULT COLLECTIONS	\$ 155.75
	Collections	\$ 49,121.22
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 11,438.36
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 1,373.62
PAYROLL SUMMARY	IPERS DISABILITY	\$ 76.96
PAYROLL SUMMARY	LIFE INSURANCE	\$ 34.98
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 1,159.24
PAYROLL SUMMARY	MEDICARE FICA	\$ 181.49

Library Claims Listing
6/7/2006 - 7/11/2006

Vendor	Category	Amount
PAYROLL SUMMARY	FICA	\$ 775.96
PAYROLL SUMMARY	IPERS	\$ 732.73
PAYROLL SUMMARY	WORKERS COMP	\$ 22.89
FEB PRINTING CHARGES	PRINTING/GRAPHICS	\$ (24.18)
JUN06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 223.23
MAY06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 29.15
JUN06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 92.42
MAY06 INTERNAL LONG DIST	LONG DISTANCE	\$ 5.84
VAN BROCKLIN, CATHY	TRAVEL/MEETINGS	\$ 27.56
SIGLER COMPANIES INC	PRINTING OUTSIDE	\$ 535.00
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 23.39
BANK OF AMERICA	OFFICE SUPPLIES	\$ 20.63
10/21/05 OFFICE DEPOT	MINOR EQUIPMENT TOOLS	\$ (20.87)
BANK OF AMERICA	FOOD & FEED	\$ 89.41
LIB T SHIRT PAYMENTS 6-20	SPECIAL PROJECT SUPPLIES	\$ (16.25)
SUMMER RDG PGM MATERIALS	SPECIAL PROJECT SUPPLIES	\$ 93.20
T SHIRT REIMB LIB 6-9-06	SPECIAL PROJECT SUPPLIES	\$ (104.25)
OFFICE DEPOT INC	SPECIAL PROJECT SUPPLIES	\$ 19.78
SAMS CLUB DIRECT COMM ACC	SPECIAL PROJECT SUPPLIES	\$ 20.19
ORIENTAL TRADING COMPANY	SPECIAL PROJECT SUPPLIES	\$ 331.70
LOGSDON, MARY	SPECIAL PROJECT SUPPLIES	\$ 17.59
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 617.74
3/28/06 OFFICE DEPOT	SPECIAL PROJECT SUPPLIES	\$ (2.70)
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ (181.09)
	Programs and Promotions	\$ 17,593.72
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 41,418.78
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 446.80
PAYROLL SUMMARY	IPERS DISABILITY	\$ 279.82
PAYROLL SUMMARY	LIFE INSURANCE	\$ 128.38
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 4,699.56
PAYROLL SUMMARY	MEDICARE FICA	\$ 586.40
PAYROLL SUMMARY	FICA	\$ 2,507.66
PAYROLL SUMMARY	IPERS	\$ 2,407.25
PAYROLL SUMMARY	WORKERS COMP	\$ 50.39
JUN06 PRINTING CHARGES	PRINTING/GRAPHICS	\$ 22.00
JUN06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 508.31
MAY06 INTERNAL LONG DIST	LONG DISTANCE	\$ 7.96
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 35.20
TRANSFER TO LIBRARY/ADMIN	POSTAGE/FREIGHT	\$ 231.13
ILA/GODORT	TRAVEL/MEETINGS	\$ 30.00
BANK OF AMERICA	TRAVEL/MEETINGS	\$ 60.48
CENT IA LIBRARY SERVICE A	TRAINING	\$ 54.00
BANK OF AMERICA	CONFERENCES	\$ 85.00
BANK OF AMERICA	DUES AND MEMBERSHIPS	\$ 310.00
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 234.43
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 436.12
CH ISSUES	OFFICE SUPPLIES	\$ 113.33
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 3.22
BANK OF AMERICA	CLEANING SUPPLIES	\$ 27.65
BANK OF AMERICA	FOOD & FEED	\$ 24.38
APPLEBEES/VICKIE LEEK	SPECIAL PROJECT SUPPLIES	\$ 25.00
BEST BUY/SCOTT DERMONT	SPECIAL PROJECT SUPPLIES	\$ 75.00

Library Claims Listing
6/7/2006 - 7/11/2006

Vendor	Category	Amount
LIB 6-12-06	SPECIAL PROJECT SUPPLIES	\$ (3.50)
LIB 6-19-06	SPECIAL PROJECT SUPPLIES	\$ (7.00)
N GRAND MALL/BARB COBB	SPECIAL PROJECT SUPPLIES	\$ 75.00
N GRAND MALL/LYNNE V	SPECIAL PROJECT SUPPLIES	\$ 75.00
SUMMER RDG PGM MATERIALS	SPECIAL PROJECT SUPPLIES	\$ (93.20)
1ST NATL BANK/JACQUE Z	SPECIAL PROJECT SUPPLIES	\$ 100.00
TELEVEND SERVICES INC	SPECIAL PROJECT SUPPLIES	\$ (5.50)
SCHOLASTIC, INC	SPECIAL PROJECT SUPPLIES	\$ 202.50
UPSTART	SPECIAL PROJECT SUPPLIES	\$ 93.20
BANK OF AMERICA	SPECIAL PROJECT SUPPLIES	\$ 50.14
BANK OF AMERICA	PURCHASE CARD CLEARING	\$ 27.80
	Public Services	\$ 55,322.69
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 13,609.48
PAYROLL SUMMARY	TEMP SALARIES/WAGES	\$ 18,646.63
PAYROLL SUMMARY	IPERS DISABILITY	\$ 82.01
PAYROLL SUMMARY	LIFE INSURANCE	\$ 49.34
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 2,177.60
DEPARTMENT FLEX REFUND	HEALTH INSURANCE	\$ (138.40)
PAYROLL SUMMARY	MEDICARE FICA	\$ 453.25
PAYROLL SUMMARY	FICA	\$ 1,938.07
PAYROLL SUMMARY	IPERS	\$ 1,648.88
PAYROLL SUMMARY	WORKERS COMP	\$ 298.13
JUN06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 231.05
MAY06 INTERNAL LONG DIST	LONG DISTANCE	\$ 13.33
TRANSFER TO LIBRARY ADMIN	POSTAGE/FREIGHT	\$ 415.20
TRANSFER TO LIBRARY/ADMIN	POSTAGE/FREIGHT	\$ 2,573.92
OFFICE DEPOT INC	OFFICE SUPPLIES	\$ 6.29
BANK OF AMERICA	OFFICE SUPPLIES	\$ 24.99
PAPER ROLL PRODUCTS	OFFICE SUPPLIES	\$ 87.09
BANK OF AMERICA	FOOD & FEED	\$ 112.45
SAVINGS BOND/THELMA	SPECIAL PROJECT SUPPLIES	\$ 25.00
	Circulation Services	\$ 42,254.31
PAYROLL SUMMARY	PERS SALARIES/WAGES	\$ 847.02
PAYROLL SUMMARY	IPERS DISABILITY	\$ 5.72
PAYROLL SUMMARY	LIFE INSURANCE	\$ 2.58
PAYROLL SUMMARY	HEALTH INSURANCE	\$ 138.16
PAYROLL SUMMARY	MEDICARE FICA	\$ 12.01
PAYROLL SUMMARY	FICA	\$ 51.33
PAYROLL SUMMARY	IPERS	\$ 48.69
PAYROLL SUMMARY	WORKERS COMP	\$ 0.69
JUN06 TELEPHONE SYS CHRGS	PHONE OPERATION & MAINT	\$ 46.21
MAY06 INTERNAL LONG DIST	LONG DISTANCE	\$ 0.18
MIDWEST OFFICE TECHNOLOGY	RENTALS AND LEASES	\$ 151.45
CANON FINANCIAL SERVICES	RENTALS AND LEASES	\$ 218.06
	Computer Lab	\$ 1,522.10
Margaret Munson, President	Melody Warnick, Secretary	Date:

Gifts

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

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

In memory of Geraldine Bowen from

- Gordon and Pamela Green \$25.00
 - Helen Coe..... \$30.00
 - John, Diana, Joe, and Ginny Egan \$25.00
 - Margaret and George Wilson..... \$100.00
 - Elizabeth Fleming \$25.00
 - Lucy Carey \$5.00
 - Dorothy and Edward Oconnor \$20.00
 - Nora Haught \$25.00
 - Anna Mae Thiel \$20.00
 - Shirley Ehrig \$10.00
 - Genevieve Pyle \$15.00
 - Bill Pyle and Kristine Reed \$50.00
 - Tom McElherne \$10.00
 - Jim Okey \$25.00
 - Scott Rozenboom and Heather Clapp-Rozenboom \$25.00
 - Roger and Christina Schmidt \$40.00
 - Bill and Jean Zmolk \$100.00
 - Family of Lebert and Dorothy Shutters \$20.00
 - Faye and Arzy Clapp, Fran Stearns \$30.00
 - Effie Anderson \$20.00
 - Mr. and Mrs. Homer Sweet \$25.00
- \$645.00

From Burton Drexler for periodicals collection \$248.00

From Marlene in honor of Elaine and Jerry Dunn's 50th Anniversary..... \$50.00

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

EXPENSE REPORT SUMMARY FY 2005/2006																
June 30, 2006																
12 Months =100.0%																
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent
PERSONAL SERVICES																
Salaries	1,425,281	120,856	114,013	114,012	112,494	111,841	114,560	114,316	114,317	115,074	114,457	114,459	114,458	1,374,857	50,424	96.5%
Temporary Salaries	205,922	9,731	17,654	16,573	16,570	16,802	14,930	13,686	14,654	12,943	13,920	20,361	26,663	194,487	11,435	94.4%
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)	
Total Personal Svcs	1,594,343	130,587	138,297	130,585	129,406	131,506	129,490	128,002	128,971	130,946	128,377	134,820	141,121	1,582,108	12,235	99.2%
EMPLOYEE BENEFITS																
Temp Salaries Benefits	30,003													0	30,003	0.0%
IPERS Disability	8,657	743	746	722	720	707	714	707	714	711	740	763	763	8,750	(93)	101.1%
Life Insurance	3,385	283	281	270	270	262	260	269	271	269	269	269	377	3,350	35	99.0%
Health Insurance	172,427	14,630	13,891	13,891	13,753	13,612	14,170	14,168	14,185	14,152	14,168	14,168	14,093	168,881	3,546	97.9%
FICA Medicare	20,113	1,840	1,953	1,838	1,826	1,858	1,828	1,799	1,814	1,840	1,805	1,899	1,986	22,286	(2,173)	110.8%
FICA	86,004	7,869	8,347	7,870	7,804	7,935	7,821	7,694	7,755	7,871	7,716	8,115	8,500	95,297	(9,293)	110.8%
IPERS	82,290	8,196	7,481	7,443	7,356	7,482	7,148	7,272	7,349	7,447	7,299	7,643	7,904	90,020	(7,730)	109.4%
Workers Comp	2,598	457	416	398	396	399	400	389	401	382	393	457	512	5,000	(2,402)	192.5%
Flex Benefits	0									1,298				1,298	(1,298)	
Total Employee Ben	405,477	34,018	33,115	32,432	32,125	32,255	32,341	32,298	32,489	33,970	32,390	33,314	34,135	394,882	10,595	97.4%
INTERNAL SERVICES																
City Data Services	7,204		320	321	656	657	656	656	657	656	656	656	657	6,548	656	90.9%
City Messenger	3,029		173	202	211	212	230	194	351	187	201	253	200	2,414	615	79.7%
Printing	4,750		310	98	711	166	135	330	257	267	280	801	255	3,610	1,140	76.0%
Insurance & Bonds	18,783		3,130	1,565	1,565	1,565	1,565	1,565	1,565	1,565	1,565	1,565	1,569	18,784	(1)	100.0%
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	1,341	1,340	16,082	(1)	100.0%
Long Distance	555		32	39	45	47	35	39	43	38	34	49	41	442	113	79.6%
Fleet Operating/Maint	7,128		761	1,194	216	196	603	602	602	(236)	384	1,664	(388)	5,598	1,530	78.5%
Fleet Replacement	20,556		1,855	1,855	1,855	1,855	1,145	1,855	1,855	1,855	1,287	1,713	1,713	18,843	1,713	91.7%
Computer Replacement	13,485	2,188	2,119	1,890	1,887	675	675	674	675	674	675	675	674	13,481	4	100.0%
Interdepartmental Labor	300							61	64	26				151	149	
Total Internal Svcs	91,871	3,527	10,041	8,504	8,486	6,713	6,385	7,316	7,409	6,373	6,421	8,717	6,061	85,953	5,918	93.6%
CONTRACTUAL																
Outside Prof Services	23,020		461			18,000	15	1,185		840	189	2,177		22,867	153	99.3%
Postage/Freight	13,500		128	136	3,114	12	151	3,081	28	(572)	127	3,006	1,143	10,354	3,146	76.7%
Travel/Meetings	1,495		237	264	150	13	59		49	15	205	86	250	1,328	167	88.8%
Training	3,490	25		50	1,613	(1,047)	45	590	334		121	306	125	2,162	1,328	61.9%
Conferences	15,836	725	1,184	1,561	1,232	2,713	1,868	(545)	279	1,497	79	2,436	654	13,683	2,153	86.4%
Subscriptions/Books	0											35		35	(35)	
Dues & Memberships	4,648	445	210		145	375		936	125	1,242	190		310	3,978	670	85.6%
Printing	1,651		(42)					1,446		63	88		535	2,090	(439)	126.6%
Advertising	3,000		450	319	408		147	867	160	524		322	160	3,357	(357)	111.9%
Recruiting Costs	16,804		810	997	187	70	2,340	203	1,624	109	68	1,388	936	8,732	8,072	52.0%
Electricity	45,829		5,517	5,496	4,977	3,490	2,694	2,665	3,035	2,696	2,926	3,810	3,820	41,126	4,703	89.7%
Phone Operation/Maint	16,564	120	478	321	1,345	913	224	4,846	484	3,042	478	2,813	1,613	16,677	(113)	100.7%
Long Distance	20							(17)						(17)	37	-85.0%
Water/Sewer	3,200		277	276	261	286	261	240	270	244	259	249	283	2,906	294	90.8%
Waste Disposal	3,754		183	182	183	182	183	313	182	183	182	1,013	182	2,968	786	79.1%

EXPENSE REPORT SUMMARY FY 2005/2006																
June 30, 2006																
12 Months =100.0%																
	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Y-T-D Total	Current Balance	% Spent
Natural Gas	8,900		32	14	15	945		3,755	1,518	1,579	630	19	19	8,526	374	95.8%
Structural Repair	8,000		192		284	574	210	75	1,026		665	384	2,388	5,798	2,202	72.5%
Moveable Equip Repair	1,264			653			80			649	(665)			717	547	56.7%
Fixed Equip Repair	14,200			15	790	6,180	61	84	6,335	108	42	2,593	51	16,259	(2,059)	114.5%
Computer Maintenance	41,081	39,361	1,031	111	(395)	(586)		25	25		2,034	25	142	41,773	(692)	101.7%
Rentals & Leases	19,955	503	1,442	1,817	1,726	2,249	65	2,671	1,375	3,189	502	1,440	2,168	19,147	808	96.0%
Other Non-City Services	27,110		3,387	831	1,192	(3,638)	327	289	2,679	1,989	3,021	2,535	9,753	22,365	4,745	82.5%
Total Contractual	273,321	41,179	15,977	13,043	17,227	30,731	8,730	22,709	19,528	17,397	11,141	24,637	24,532	246,831	26,490	90.3%
COMMODITIES																
Office Supplies	14,500	5,214	8,320	1,626	2,266	(12,103)	322	1,505	323	4,743	789	721	411	14,137	363	97.5%
Minor Office Equipment	22,350		121	70	35					65		2,229		2,520	19,830	11.3%
Minor Computer Equip	9,000	314	88	479	150		775	20		2,605	80	1,270	1,393	7,174	1,826	79.7%
Ag-Hort Supplies	251	156			95								9	260	(9)	103.6%
Structural Materials	3,000					805	101			94		149	1,473	2,622	378	87.4%
Chemicals/Lab Supplies	10			10								338	(319)	29	(19)	290.0%
Cleaning Supplies	7,250	490	560	588	627	2,314	67	1,183	170	442	239		708	7,388	(138)	101.9%
Equip Parts/Supplies	24,302			1,290	3,100	14,169	5	11		506	1,025	1,939	2,332	24,377	(75)	100.3%
Minor Equipment/Tools	1,550	105		166	21					73			584	949	601	61.2%
Food	4,172	407	815	70	291	214	389	178	73	383	217	174	287	3,498	674	83.8%
Wearing Apparel	221			39				182						221	0	100.0%
Special Project Supplies	4,768	58	582	412	112	300	239	58	140	1,163	(431)	973	1,355	4,961	(193)	104.0%
Purchase Card Clearing	0	42	1,574	(1,445)	3,100	3,781	(2,680)	358		(2,006)	6,773	(1,428)	(5,416)	2,653	(2,653)	
Equipment/Vehicle Fuel	25						5	5			6			16	9	64.0%
Total Commodities	91,399	6,786	12,060	3,305	9,797	9,480	(777)	3,500	706	8,068	8,698	6,365	2,817	70,805	20,594	77.5%
CAPITAL																
Moveable Equipment	0		1,619	61	(1,664)	(16)								0	0	
Periodicals	9,500	374	8,047	16	37	82	10	9		315	133	116	126	9,265	235	97.5%
Juvenile	62,535	1,375	6,497	6,121	1,385	7,977	2,014	7,977	3,525	4,582	5,768	5,538	10,683	63,442	(907)	101.5%
Adult Reference	26,500	9,558	2,903	9,433	874	(3,369)	1,330	596	1,592	894	1,181	721	975	26,688	(188)	100.7%
Audio Visual	70,000	1,160	6,103	3,985	7,242	5,295	4,453	4,785	3,904	7,150	7,456	7,055	5,217	63,805	6,195	91.2%
Adult Collection	120,251	2,767	13,934	9,047	13,217	11,515	6,786	8,550	8,982	9,137	12,272	11,793	11,712	119,712	539	99.6%
Total Capital	288,786	15,234	39,103	28,663	21,091	21,484	14,593	21,917	18,003	22,078	26,810	25,223	28,713	282,912	5,874	98.0%
OTHER EXPENDITURES																
Refunds									12					12	(12)	
Total Other Expenditures		0	0	0	0	0	0	0	0	12	0	0	0	12	(12)	
GRAND TOTAL	2,745,197	231,331	248,593	216,532	218,132	232,169	190,762	215,742	207,106	218,844	213,837	233,076	237,379	2,663,503	81,694	97.0%

2005/06 LIBRARY EXPENSE SUMMARY						
June 30, 2006						
12 Months =100.0%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
PERSONAL SERVICES						
Salaries	1,393,030	1,425,281	1,393,030	1,374,857	50,424	
Temporary Salaries	190,893	205,922	190,893	194,487	11,435	
Longevity	5,996	5,828	5,996	5,852	(24)	
Sick Leave	1,954		1,954		0	
Adjustment	(8,305)	(42,688)	(8,265)		(42,688)	
Vacation	8,849		8,809	6,912	(6,912)	
Total Personal Services	1,592,417	1,594,343	1,592,417	1,582,108	12,235	99.2%
EMPLOYEE BENEFITS						
Temp Salaries Benefits		30,003			30,003	
IPERS Disability	8,542	8,657	8,542	8,750	(93)	
Life Insurance	3,297	3,385	3,297	3,350	35	
Health Insurance	164,232	172,427	164,232	168,881	3,546	
FICA Medicare	22,573	20,113	22,573	22,286	(2,173)	
FICA	96,519	86,004	96,519	95,297	(9,293)	
IPERS	89,629	82,290	89,629	90,020	(7,730)	
Workers Compensation	4,616	2,598	4,616	5,000	(2,402)	
Flex Administration	1,537	0	1,537	1,298	(1,298)	
Total Employee Benefits	390,945	405,477	390,945	394,882	10,595	97.4%
INTERNAL SERVICES						
City Data Services	3,866	7,204	3,866	6,548	656	
City Messenger	2,133	3,029	2,133	2,414	615	
Printing	5,379	4,750	5,379	3,610	1,140	
Insurance & Bonds	18,318	18,783	18,318	18,784	(1)	
Phone Operation/Maintenance	16,591	16,081	16,591	16,082	(1)	
Long Distance	500	555	500	442	113	
Fleet Operating/Maintenance	8,133	7,128	8,133	5,598	1,530	
Fleet Replacement	20,976	20,556	20,976	18,843	1,713	
Computer Replacement	21,689	13,485	21,689	13,481	4	
Interdepartmental Labor		300		151	149	
Total Internal Services	97,585	91,871	97,585	85,953	5,918	93.6%
CONTRACTUAL						
Outside Professional Services	27,367	23,020	27,367	22,867	153	
Postage/Freight	13,317	13,500	13,317	10,354	3,146	
Travel/Meetings	1,343	1,495	1,343	1,328	167	
Training	1,713	3,490	1,713	2,162	1,328	
Conferences	13,756	15,836	13,756	13,683	2,153	
Subscriptions and Books	88		88	35	(35)	
Dues & Memberships	4,735	4,648	4,735	3,978	670	
Printing	340	1,651	340	2,090	(439)	
Advertising	4,701	3,000	4,701	3,357	(357)	
Recruiting Costs	7,156	16,804	7,156	8,732	8,072	
Electricity	40,759	45,829	40,759	41,126	4,703	
Phone Operation/Maintenance	4,667	16,564	4,667	16,677	(113)	
Long Distance	4	20	4	(17)	37	
Water/Sewer	3,199	3,200	3,199	2,906	294	
Waste Disposal	2,084	3,754	2,084	2,968	786	
Natural Gas	6,700	8,900	6,700	8,526	374	
Structural Repair	6,267	8,000	6,267	5,798	2,202	
Moveable Equipment Repair	1,054	1,264	1,054	717	547	
Fixed Equipment Repair	4,486	14,200	4,486	16,259	(2,059)	
Computer Maintenance	28,125	41,081	28,125	41,773	(692)	
Rentals & Leases	20,103	19,955	20,103	19,147	808	

2005/06 LIBRARY EXPENSE SUMMARY						
June 30, 2006						
12 Months =100.0%						
	2004/05	2005/06	YTD	YTD	Current	%
	Actuals	Budget	2004/05	2005/06	Balance	Spent
Other Non-City Services	19,174	27,110	19,174	22,365	4,745	
Total Contractual	211,138	273,321	211,138	246,831	26,490	90.3%
COMMODITIES						
Office Supplies	15,291	14,500	15,291	14,137	363	
Minor Office Equipment	2,278	22,350	2,278	2,520	19,830	
Minor Computer Equipment	11,790	9,000	11,790	7,174	1,826	
Ag-Hort Supplies	958	251	958	260	(9)	
Structural Materials	1,463	3,000	1,463	2,622	378	
Chemicals/Lab Supplies		10		29	(19)	
Cleaning Supplies	7,130	7,250	7,130	7,388	(138)	
Equipment Parts/Supplies	21,601	24,302	21,601	24,377	(75)	
Minor Equipment & Tools	778	1,550	778	949	601	
Food	1,634	4,172	1,634	3,498	674	
Wearing Apparel	139	221	139	221	0	
Special Project Supplies	5,746	4,768	5,746	4,961	(193)	
Purchase Card Clearing				2,653	(2,653)	
Fuel for Vehicles/Equipment	3	25	3	16	9	
Total Commodities	68,811	91,399	68,811	70,805	20,594	77.5%
CAPITAL						
Periodicals	9,338	9,500	9,338	9,265	235	97.5%
Juvenile	57,115	62,535	57,115	63,442	(907)	101.5%
Adult Reference	43,248	26,500	43,248	26,688	(188)	100.7%
Audio Visual	55,519	70,000	55,519	63,805	6,195	91.2%
Adult Collection	96,264	120,251	96,264	119,712	539	99.6%
Total Capital	261,484	288,786	261,484	282,912	5,874	98.0%
OTHER EXPENDITURES						
Refunds	33		33	12	(12)	
Total Other Expenditures	33	0	33	12	(12)	
GRAND TOTAL	2,622,413	2,745,197	2,622,413	2,663,503	81,694	97.0%
						% of
						Total
TOTALS BY DIVISION:						
Administration/Support	588,628	590,821	588,628	540,452	50,369	20.30%
Outreach Services	240,737	256,243	240,737	253,247	2,996	9.50%
Collections	547,835	583,021	547,835	580,350	2,671	21.80%
Programming & Promotions	201,422	203,098	201,422	197,404	5,694	7.40%
Public Services	639,156	640,606	639,156	644,661	(4,055)	24.20%
Circulation Services	343,587	407,916	343,587	393,458	14,458	14.80%
Computer Lab	61,048	63,492	61,048	53,931	9,561	2.00%
GRAND TOTAL	2,622,413	2,745,197	2,622,413	2,663,503	81,694	100%

Library Donations Report						
Fiscal Year 2005/2006						
Year-to-Date through June 30, 2006						
	Gladys Myers Bequest	Roscoe Marsden Bequest	Verna Thompson Bequest	Herbert Howell Bequest	Other Donations & Grants	Total
Reserved principal and interest	661,113.42 (1)	100,000.00 (2)			8,276.00 (3)	769,389.42
Computer replacement reserve	30,411.00	8,180.00				38,591.00
Committed funds (see below)	28,831.56	2,500.00	406,226.14	220.94	43,898.81	481,677.45
Available funds:						
Beginning available balance	70,599.01	13,111.13	583,292.00	149,241.89	78,142.93	894,386.96
Interest revenue	21,989.76	4,514.61	16,366.85	7,455.73	3,647.89	53,974.84
Donations				62,228.78	80,544.96	142,773.74
Expenses	(39,420.05)	(1,576.88)	(193,432.71)	(23,704.06)	(75,823.30)	(333,957.00)
Committed funds	(28,831.56)	(2,500.00)	(406,226.14)	(220.94)	(43,898.81)	(481,677.45)
Current available balance	24,337.16	13,548.86	0.00	195,001.40	42,613.67	275,501.09
Total fund balance	744,693.14	124,228.86	406,226.14	195,222.34	94,788.48	1,565,158.96
Expense detail:						
Project Smyles	13,384.65				23,140.60	36,525.25
Teen Space	7,706.57					7,706.57
Read-About-It					194.00	194.00
Parent Packs					359.67	359.67
Web development project					750.00	750.00
Internal printing					866.91	866.91
Outside professional services			3,247.96		5,300.00	8,547.96
Postage/freight					653.58	653.58
Travel/meetings						0.00
Advertising	920.00		160.90			1,080.90
Court fees/permits			9,846.95			9,846.95
Other non-City services			176.90		95.28	272.18
Office supplies					5,433.82	5,433.82
Minor office equipment					2,467.07	2,467.07
Minor computer equipment	16,221.48	1,333.13			153.32	17,707.93
Book bins					8,700.00	8,700.00
Structural materials	193.57					193.57
Parts and supplies	22.53				6,953.42	6,975.95
Minor equipment/tools					79.84	79.84
Wearing apparel					389.35	389.35
Special project supplies	689.09	243.75			614.95	1,547.79
Land			180,000.00			180,000.00
Youth collection				11,765.15	2,556.70	14,321.85
Adult reference collection				2,899.30	4,129.60	7,028.90
Audio/visual collection	211.41			9,039.61	744.09	9,995.11
Adult collection	70.75				12,241.10	12,311.85
Total expenses	39,420.05	1,576.88	193,432.71	23,704.06	75,823.30	333,957.00
Committed funds detail:						
Building expansion			406,226.14			406,226.14
Strategic planning travel	6,922.78					6,922.78
Project Smyles	14,615.35				4,233.22	18,848.57
Teen Space	7,293.43					7,293.43
Administration laptop		2,500.00				2,500.00
Collection materials				220.94		220.94
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					12,739.21	12,739.21
Web development					14,250.00	14,250.00
Computer training					1,500.00	1,500.00
Total committed funds	28,831.56	2,500.00	406,226.14	220.94	43,898.81	481,677.45
(1) \$600,000 of the Gladys Myers bequest and 20% of the interest earned annually on the bequest were reserved by the Library Board of Trustees on April 10, 1997. The remaining 80% of the interest income may be used for projects and/or acquisitions approved by the Board.						
(2) \$100,000 of the Marsden bequest was reserved by the Library Board of Trustees on June 24, 1999; the interest on this bequest is available for expenditure.						
(3) Reservations of principal in Other Donations are: \$1,000 in the Tommy Feinberg Memorial, \$5,276 in the Gilman Fund, and \$2,000 in the Smith Endowment. Interest earned on the Feinberg and Gilman bequests are to be used for the youth collection; interest earned on the Smith Endowment is to be used to acquire large-print books.						

Library Donations Report - Other Donations													
Fiscal Year 2005/2006													
Year-to-Date through June 30, 2006													
				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
Reserved principal and interest				1,000.00	5,276.00	2,000.00							8,276.00
Committed funds (see below)	7,990.25				2,126.04			2,000.00		8,193.31	23,589.21		43,898.81
Available funds:													
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	3,647.89												3,647.89
Donations/grants	8,164.27	12,193.99	6,820.87					2,175.00	1,000.00	14,672.16	30,478.76		75,505.05
Project Smyles donations	5,039.91												5,039.91
Expenses	(13,283.42)	(14,124.65)	(6,267.61)	(280.00)	(369.54)	(834.15)		(4,225.65)	(440.97)	(22,831.22)	(13,012.77)	(153.32)	(75,823.30)
Transfers between programs													0.00
Committed funds	(7,990.25)				(2,126.04)			(2,000.00)		(8,193.31)	(23,589.21)	0.00	(43,898.81)
Current available balance	7,617.94	(2,027.51)	0.00	34.06	(175.54)	(116.08)	4,225.00	(787.50)	1,966.63	5,774.50	26,102.17	0.00	42,613.67
Total fund balance	15,608.19	(2,027.51)	0.00	1,034.06	7,226.50	1,883.92	4,225.00	1,212.50	1,966.63	13,967.81	49,691.38	0.00	94,788.48
Expense detail:													
Project Smyles		333.91								22,806.69			23,140.60
Read-About-It					194.00								194.00
Parent Packs				280.00				79.67					359.67
Web development project											750.00		750.00
Internal printing		535.41	20.00						292.70	18.80			866.91
Outside professional services		4,900.00									400.00		5,300.00
Postage/freight		14.06	639.52										653.58
Other non-City services								95.28					95.28
Office supplies										1.97	5,431.85		5,433.82
Minor office equipment								646.28			1,820.79		2,467.07
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		466.68							148.27				614.95
Youth collection			166.61		175.54			1,404.42			810.13		2,556.70
Adult reference			4,129.60										4,129.60
Audio/visual collection			744.09										744.09
Adult collection	3,044.41	7,794.75	567.79			834.15							12,241.10
Total expenses	13,283.42	14,124.65	6,267.61	280.00	369.54	834.15	0.00	4,225.65	440.97	22,831.22	13,012.77	153.32	75,823.30
Committed funds detail:													
Project Smyles	5,039.91									(806.69)			4,233.22
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			7,839.21		12,739.21
Web development											14,250.00		14,250.00
Computer training											1,500.00		1,500.00
Total committed funds	7,990.25	0.00	0.00	0.00	2,126.04	0.00	0.00	2,000.00	0.00	8,193.31	23,589.21	0.00	43,898.81

* Beginning balance includes available balance at 6/30/05 plus outstanding committed funds

Gladys Myers Donation Fund			
Interest Earned per Fiscal Year			
Year-to-Date through June 30, 2006			
			80% available
			for expenditure
	Total interest	20% reserved	or spent over
Fiscal year	revenue	for reinvestment	life of donation
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	27,487.20	5,497.44	21,989.76
Total	305,567.12	61,113.42	244,453.70



**Investments FY 2006
Portfolio Management
Portfolio Summary
June 30, 2006**

City of Ames

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
Certificates of Deposit	24,000,000.00	24,000,000.00	24,000,000.00	39.97	188	90	5.048	5.118
Iowa Public Agency Investment Trust	15,904.96	15,904.96	15,904.96	0.03	1	1	4.209	4.267
Commercial Paper Disc. - Amortizing	5,150,000.00	5,130,626.95	5,130,428.95	8.54	182	29	4.710	4.776
Federal Agency Coupon Securities	19,913,000.00	19,683,319.60	19,841,971.34	33.05	578	245	4.431	4.492
Federal Agency Disc. - Amortizing	7,616,000.00	7,554,034.28	7,559,299.83	12.59	191	57	4.768	4.834
Pass Through Securities (PAC/CMO)	3,514,678.94	3,421,765.81	3,493,869.97	5.82	1,095	839	4.903	4.971
Investments	60,209,583.90	59,805,651.60	60,041,475.05	100.00%	370	175	4.771	4.837

Total Earnings	June 30 Month Ending	Fiscal Year To Date	Fiscal Year Ending
Current Year	255,791.73	2,698,844.48	2,698,844.48
Average Daily Balance	65,083,544.33	67,240,556.45	
Effective Rate of Return	4.78%	4.01%	

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

Roger J. Wiscup II 7-11-06
 Roger J. Wiscup II, City Treasurer

Reporting period 06/01/2006-06/30/2006

Portfolio 2006

MONTHLY REPORT June 2006

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

FOUNDATION:

The Foundation Board voted to raise funds for self check-out units for their 2006 campaign. A committee has been formed to plan and carry out the campaign.

Jill Anderson attended a training session offered by the Iowa Governor's Nonprofit Task Force and the Secretary of State's Office on "Principles and Practices for Charitable Nonprofit Excellence." She will present an overview of the training at the July 18th APLF meeting.

ADMINISTRATION STAFF:

Patti and I have continued to closely monitor the budget. Final entries for FY 05/06 close on July 25th, so we will have a bottom line report for you at the August meeting.

OUTREACH and CIRCULATION STAFF:

We were sorry to say goodbye to Circulation Assistant, Acquavia LaGrone. Acquavia and her family are moving to Texas. We also said a temporary farewell to Circulation Assistant Mullai Sritharan, who is taking a six-month leave of absence to join her husband on sabbatical in New Zealand.

Thanks to the efforts of Val Donnell, the Circulation retreat was a smashing success. Nearly everyone was able to attend and we exchanged a lot of information, ate great food and managed to squeeze in some fun as well.

You will notice the year-end circulation stats show that overall circulation was up 4.3 % this fiscal year compared to last year, resulting in an excess of 1.3 million items circulated. The Bookmobile experienced a decrease due to the number of days of closure related to mechanical problems (now resolved). This represents a tremendous amount of work on the part of our very capable staff!

The Bookmobile will be closed for annual maintenance from July 31 through August 18. Service will resume on Monday, August 21.

In an attempt to address multiple issues including shelving space and long hold lists, we have raised the limit of DVDs to ten. Our eventual goal is to have loan periods and fines be consistent for all materials types.

UNIQUE MANAGEMENT:

From the July 1 report from Unique Management:

1401 accounts submitted (x \$8.95=\$12,538.95)

45.06% activated

\$117,759.05 dollars submitted

\$21,085.29 dollars received

\$3,974.71 material recovered

COMPUTER LAB:

We have started using the upgraded management software in the lab with limited success.

It is providing bare bones service and still will not handle reservations. Mark continues to work with the vendor and to research other potential products. In August we will sync that software with our integrated system (Horizon).

CONTINUING EDUCATION:

Val Donnell is taking the Library Management I course offered by the State Library. Val and Patti attended the first of a series of Supervisory Essentials classes offered by the City Employee Development Center. I attended the American Library Association annual conference in New Orleans.

GENERAL:

Dawn and I attended a meeting of downtown cultural partners including representatives from the Ames Historical Society, the Mainstreet Cultural District, the Octagon and area businesses. We will continue to meet periodically to coordinate building, expansion and service plans.

Dawn, Jerri and I met to develop plans for replacing the open library assistant position in Public Services.

PROJECT SMYLES:

We have received unofficial notice that our 2006 Target grant application was successful! Unfortunately, we were not successful in our request to apply for a major grant from the Weyerhaeuser Family Fund.

PROGRAMS & PROMOTIONS:

Tracy Briseno is spearheading a fun-filled campaign for National Library Card Month in September. In August there will be a photography contest in which participants are asked to "catch someone reading." Events geared toward ISU students will kick-off with the City of Ames Welcome Back event in late August. Businesses will be participating during September.

Between retirement and staff absences we have needed to do some last minute recruiting for program coverage this summer. Big thanks to Kay Marner, Linda Olson, Cathy Van Brocklin, Tracy Briseno, Lora Van Marel, Kate Pickett, Michael Qui, Max Gulden and many other staff who stepped up to the plate!

We had many successful programs in June. Highlights include a photography exhibit and workshop with the Ames Camera Club which was organized by Jill Anderson, visits from Blank Park Zoo to the Boys and Girls Club and University Village, a great series of storytimes at Bookmobile stops presented by Cathy Van Brocklin, a program on the first woman to drive cross country on Lincoln Highway, and the renewal of the Global Cinema film series co-sponsored by IRIS.

The Bookmobile was a highlight of the Fourth of July parade and downtown festival.

Jillian Ocken prepared a grant application for a Stand Out Award offered by Standard Printing and Design. We are asking for funding and design help for reading incentive programs for all ages next summer.

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, 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 Teen Space committee, Ames Citizens for Clean Energy, Character Counts Steering Team, APL Budget Team, Character Counts Events Committee, FACES planning committee, the Inkspots, the APLF campaign committee, APL Administration Team, APL Policy Committee and the APL Board.

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

Policy Review – Staff reviewed and is proposing minor revisions to both the “Meeting Rooms” and “Exhibit Spaces” policies. The changes are to clarify scheduling priorities for the Library meeting rooms and to revise the formal complaint procedure to match the “Statement of Concern” form which refers customers to “appropriate staff” rather than specifically the community relations specialist as the first point of contact.

Also on the agenda is a proposed revision of the “Personnel” policy to increase vacation time earned after 23 years rather than 25 years. This revision to the City’s “Personnel” policy was recently approved by the City Council. We usually align our benefits with the City’s.

Friends – The Friends Board’s next meeting is August 28th.

Public Services – Computer classes are underway. I spent a good deal of time the last few weeks facilitating the development of the classes and creating publicity including a flyer, an article for *Page One*, and a press release for the newspaper. We are also preparing for August classes. We will repeat the July sessions (we don’t have much data yet) and add a class on Windows Basics. I have coordinated the scheduling and updated the article and flyer for August. So far some of the sessions have not had people register for them but other time slots are full. It will take some time to see what works best, and we will be changing some topics in September. Evaluations of these classes by our customers have been very positive.

Staff members at the Information Desk have also begun to teach short sessions on how to use the library’s online catalog three times a week. The biggest “class” so far was 4. Several of us have taught one-on-one sessions. Customers are very grateful to learn how to search for materials on their own.

We have received six questions in the last two weeks from Central Iowa Library Service Area (CILSA) libraries as part of our new contract for reference service. This is a little higher than expected but one question was for document delivery which is not part of the service and so was referred back to CILSA for interlibrary loan.

Training for the catalog sessions has taken quite a bit of our meeting time, but staff has read three articles from Roy’s “Just Say No to Reference” workshop bibliography, and we will be discussing those in the next couple of weeks.

Building – At the special board meeting on June 26th, the Board approved the award of a contract to REW Services for asbestos removal. I have been working with Caleb and Deb to move forward on the demolition of the building. Caleb and I conferred on expanding our options for technical specification providers and so I requested three proposals from local firms. Deb, Caleb and I met on July 10th to review those proposals. We have chosen to work with the Benjamin Design Collaborative who submitted the

least expensive proposal. The technical specifications will be completed and sent to the City of Ames Purchasing department by the end of this month. From these documents, City of Ames Purchasing will prepare the request for bids, which should go out to potential bidders in early August.

Other Activities

- I wrote the Monthly Project Briefing which goes to the City Council.
- I edited and produced the *New Arrivals* page for the monthly Friends mailing, wrote an article on fall book discussion groups, August computer classes, and wrote my monthly *Page One* column.
- I researched and submitted my "Romance" booklist for BookLetters our online reader's advisory service. One hundred and six people have signed up to receive this newsletter via email. This is up another two subscribers since last month.
- I was the facilitator for our monthly Chick Lit book discussion group. We talked about "The Song of Solomon" by Toni Morrison. The reaction of the group was mixed although some members said they appreciated the book more after the discussion. Up next is Cokie Roberts' "We Are Our Mother's Daughters."
- I developed a new read-alike bookmark: "If You Like Carl Hiaasen . . ."
- Books@Noon continues to grow and be quite lively. In June, 22 people shared what they are reading. This was our biggest attendance ever and surprising for summertime.
- I worked with Ron Palumbo to develop the spring 2007 "Let's Talk About It" series.
- The sidewalk project has been completed.
- I met with Melinda Thach, literacy coordinator. Currently there are 14 student/tutor pairs in the program with five additional tutors who are trained and available for new students.
- Lynne and I attended a meeting at City Hall with Ames Downtown/Cultural District, Octagon, and Ames Historical Society people to discuss future building projects.
- I attended a City Department Heads meeting.
- I attended the Teen Space, Policy, Management Team, Computer Class, and Adult Selectors meetings.
- I selected nonfiction and biography from our monthly "Booking Ahead" prepublication service from Baker and Taylor.

Board report – July 2006

Marianne Malinowski
Collections Manager

END OF THE FISCAL YEAR COLLECTION STATISTICS:

Total items added: 22,566

Of that total, 8,988, or 40% of all items added to the collection, were processed within 24 hours of receipt (this is our “hot box” service to get items with holds to our customers as fast as possible)

Total items mended: 8,496

Total # of discs cleaned/buffed: 1,668

Total # of donated items added to the collections: 2,741 items, for a total value of \$44,500

Interlibrary Loan –

Total # of items borrowed for our customers – 1,002

Total # of items loaned from our collection to other libraries - 3,479

ADULT SELECTORS’ MEETINGS – The adult selectors group met twice this month. One meeting focused on our purchasing practices. We are going to reduce the amount of local spending using purchase cards and we are going to try to put as many orders as possible through large vendors such as Baker & Taylor, Amazon, etc. For quite awhile it was to our advantage to shop locally, especially for DVDs, but that is no longer the case. Several vendors are now offering comparable discounts when ordering electronically or online. By reducing the local shopping we will make better use of staff time but will still be able to obtain good discounts. It will also make it easier to reconcile the accounts at the end of the fiscal year because it takes a long time for the P-card purchases to clear the bank but that isn’t the case with vendor invoices.

We set up the budget categories and allocations for the current fiscal year budget and decided which collections we wanted to weed this year. We are going to weed the entire adult fiction collection and selected areas of the non-fiction collection and will probably do the opposite of that next year.

June Board Report
Jerri Heid
Youth Services Specialist

Children and Family Programming:

A whole lot of stamping (rubber stamping that is) and reading has been going on in the Youth area! Literally hundreds of children have visited the Library and picked up their reading game board and attended programs. Many prizes have been awarded and some eager beavers have even completed the entire game board. We have provided an opportunity to keep track of additional reading around the border of the game board, but we have some readers who have completed that several times. This is not an easy task. To complete the game board itself, participants have to read just over 18 hours and attend four library programs or complete four structured activities. The additional outside border requires another ten hours—that is a lot of reading! The teen program has been just as popular. Teens are reading and attending library programs. Each of their game cards requires ten hours of reading or ten activities including attending teen programs or volunteering. Many teens have completed 5 or more of these cards and turned them in for the grand prize drawing.

If you want a visual representation of how many children and teens have signed up this summer, I invite you to visit the Youth area and look at all the monkeys, ducks, and space ships that snake around the walls. Each one represents a reader who has started their game board or their first game card. Ducks are for the pre-readers, monkeys for those reading on their own, and the space ships are our teens.

Due to Anastasia's absence, Cathy VanBrocklin has added Traveling Tales on the bookmobile to an already full summer schedule. She is finding out how much fun it is to participate in the Outreach events that are hosted at the bookmobile stops.

Sara Bohlke, Kate Pickett, several teen volunteers, and I have been working with the ISU international student volunteers and their coordinators this summer. Jane Scanlon who heads the G.O.O.D. Buddies group told me that "it has been a very meaningful and unique new experience for these students and has helped them to expand their English language skills". In addition to her students having a meaningful experience, I also know it has been just as significant for our teen volunteers. A mom of one of Kate's teen volunteers has told me how her daughter looks forward to her Monday afternoon with her G.O.O.D. Buddy partner and how rewarding it has been for her daughter being a part of this project. The G.O.O.D. Buddies group and the teen volunteers will be hosting a "Welcome to the World" program on Tuesday, July 18th at 7:00 p.m. Nine countries will be showcased with displays, food, and games. Each person attending will receive a passport to be "stamped" when they visit each country's table. Kate Pickett has done an outstanding job coordinating this program.

Tracy and Laura are filling in this summer, due to Jacque Zbaracki's retirement. They are having a great time with their programs. I have heard many wonderful comments about their presentations from parents and children. It has been a delight working with each of them.

Reading to Rover has been full every Saturday. Parents and children have been delighted to interact with these very mellow, well-trained dogs.

So far, the summer program has been a great success, and we still have some wonderful programs coming up later in July and August. Staff members in all areas have been wonderful in supporting the summer program. Just as it “takes a village to raise a child,” it takes the whole Library to have a great summer program.

Seven teens attended the Teen Advisory Group overnight party at the Library on June 23rd. The group worked diligently on decorations for the Teen Space and also put in the last pieces of furniture they had purchased for the project. Michael, Kate and Mary Logsdon were great helpers throughout the evening and night. This week the painter finished the accent sections, so the area is almost complete.

The Children and Family Programming committee developed a survey to ask parents what times they prefer to bring their children to the Library for programs. The completed surveys have been tallied and are now being analyzed. The committee is using this information to create the fall program schedule. We are planning a once-a-week after school program, in-house programming for infants, toddlers, and preschoolers, as well as contributing staff time to Project Smyles follow-up visits.

Collections:

Youth Selectors met and developed allocations for the 2006-2007 Youth collection budget. Selectors have been assigned their weeding tasks as well. In addition, we created a new procedure for the Youth review shelf. Chris is working on new “Read About” bags and Parent Packs. Both of these are designed to help caregivers and parents explore special topics with children such as “Potty Training” or “New Baby.”

I worked with Marianne and Scott to create a procedure for improving year-end budget tracking and P-card use.

Meetings:

Besides the Children and Family Programming, Youth, and Adult selectors meetings, I met with Dawn and Lynne about the job opening in Youth Services.

I attended weekly Rotary meetings and the BabyTalk monthly meeting. As of July 1, I am now officially BabyTalk’s Vice-President.

Jillian Ocken, Community Relations Specialist
July 2006

I'm back from a beautiful Alaskan cruise and just about caught back up with my work.

The Web Team has gotten some initial mockups from the designers, and they look great. Scott and I will be working with them to finalize the layouts for the different areas of the site and start filling in content. We'll keep you updated as we progress.

Current Projects:

- August *Page One*
- August flyers and promotional materials
- City of Ames Welcome Back event
- Library Card Sign-Up Month (September)
- 2007 calendar or events/promotions
- Update Project Smyles folder inserts and website
- Web team
- Bookmark with all book clubs

Recently Completed:

- July *Page One*
- July flyers and promotional materials
- Summer photos in City Hall display case

Meeting Rooms Policy

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

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy

Section: Library Resources

Subject: Meeting Rooms

Board

Approved: 8/96

Reviewed: 2/03, 8/05, 7/06

Revised: 3/04, 8/05

Policy

The Ames Public Library offers meeting rooms to further the Library's mission (Ames Public Library – We connect you to the world of ideas). Meeting rooms will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.¹

Content:

- All gatherings must be open to the public. Topics, speakers and resource materials are not excluded from Library meeting rooms because of possible controversy.
- Use of Library meeting rooms by individuals or groups does not constitute an endorsement by the Library of the content of the program or the views expressed by the participants.

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Charges and Fees:

- There is no charge for the use of meeting rooms.
- Groups and individuals may not sell merchandise, solicit for later sales contacts or placement of orders, or charge admission fees or tuition. There are two exceptions:
 - Events sponsored by the Ames Public Library, the City of Ames, Friends of the Ames Public Library or the Ames Public Library Foundation are exempt from the above restrictions;
 - If groups offer materials in connection with study groups, conferences and similar events, they may accept donations to cover the cost of materials.

Scheduling Priorities:

- [Elections](#) (Ames Public Library is a designated polling place.)
- [Library programs and activities](#)
- [City of Ames programs and activities](#)
- [Community groups and individuals](#)

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Deleted: Elections take priority over the scheduling of meetings for other individuals or groups.

Formatted: Bullets and Numbering

Conduct and Liability:

- The Library's policy on Conduct in the Library applies to use of the meeting rooms.

Deleted: ¶
The scheduling of Library programs and activities in the meeting rooms will take priority over the scheduling of meetings for other individuals or groups.

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¹ American Library Association, "Library Bill of Rights," (The full text is included in the Ames Public Library Guidance Documents section of this Policy Manual.)

- The Library Board and the City of Ames or their employees or agents are not liable for any claims arising out of use of these facilities.

Expressions of Concern:

- Citizen concerns will be dealt with promptly and courteously.
- Persons with concerns should contact the Library
- The [appropriate staff](#) will first discuss the meeting rooms with the concerned individual or group.
- After discussion, 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.

Deleted: Library's Community Relations Specialist

Deleted: with the Community Relations Specialist

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.

Ames Public Library
Section: Guidance Documents
Subject: ALA Meeting Rooms

Board
Approved: 6/05
Reviewed: 6/05
Revised:

Meeting Rooms
An Interpretation of the *Library Bill of Rights*

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the *Library Bill of Rights* states that such facilities should be made available to the public served by the given library “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library’s facilities are open “to organizations engaged in educational, cultural, intellectual, or charitable activities” is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly “library-related” activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section that addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the *Library Bill of Rights* states that “a person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual’s or group’s ability to pay for that access.

Adopted July 2, 1991, by the ALA Council.

Exhibit Spaces Policy

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

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Ames Public Library Policy

Section: Library Resources

Subject: Exhibit Spaces

Board

Approved: 8/96

Reviewed: 2/03, 8/05, 7/06

Revised: 3/04, 8/05

Policy

The Ames Public Library offers exhibit spaces to further the Library's mission (Ames Public Library – We connect you to the world of ideas). Exhibit space will be made available regardless of the beliefs or affiliations of individuals or groups requesting their use.¹

Content

Exhibitors must consider the diversity of the viewing audience when judging the appropriateness of their particular exhibit for the public library. Materials displayed or distributed in the Library reflect the views of the exhibitor. Provision of exhibit space does not constitute an endorsement by the Library. The Library reserves the right to accept or reject any exhibit.

Charges and Fees

There is no charge for the use of exhibit space and no fees may be charged to view library exhibits or displays. The advertisement of prices in Library exhibit space is also prohibited.

Scheduling and Liability

- The scheduling of Ames Public Library exhibits will take priority over scheduling of exhibits for other individuals or groups.
- The Ames Public Library assumes no responsibility for displayed materials except for named perils under the City of Ames' comprehensive fire insurance policy.

Expressions of Concern

- Concerns will be dealt with promptly and courteously.
- Persons with concerns should contact the Library.
- The [appropriate staff](#) will first discuss the exhibit(s) with the concerned individual or group.
- After discussion, 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.

Deleted: Library's Community Relations Specialist

Deleted: with the Community Relations Specialist

¹ American Library Association, "Library Bill of Rights," (The full text is included in the Ames Public Library Guidance Documents section of this Policy Manual.)

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.

Ames Public Library
Section: Guidance Documents

Subject: ALA Exhibit Spaces and Bulletin Boards

Board
Approved: 6/05
Reviewed: 6/05
Revised:

Exhibit Spaces and Bulletin Boards
An Interpretation of the *Library Bill of Rights*

Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the *Library Bill of Rights*: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. Libraries should not shrink from developing exhibits because of controversial content or because of the beliefs or affiliations of those whose work is represented. Just as libraries do not endorse the viewpoints of those whose work is represented in their collections, libraries also do not endorse the beliefs or viewpoints of topics that may be the subject of library exhibits.

Exhibit areas often are made available for use by community groups. Libraries should formulate a written policy for the use of these exhibit areas to assure that space is provided on an equitable basis to all groups that request it.

Written policies for exhibit space use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's exhibit space is open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses of the exhibit space. This defined limitation would permit religious groups to use the exhibit space because they engage in intellectual activities, but would exclude most commercial uses of the exhibit space.

A publicly supported library may designate use of exhibit space for strictly library-related activities, provided that this limitation is viewpoint neutral and clearly defined.

Libraries may include in this policy rules regarding the time, place, and manner of use of the exhibit space, so long as the rules are content neutral and are applied in the same manner to all groups wishing to use the space. A library may wish to limit access to exhibit space to groups within the community served by the library. This practice is acceptable provided that the same rules and regulations apply to everyone, and that exclusion is not made on the basis of the doctrinal, religious, or political beliefs of the potential users.

The library should not censor or remove an exhibit because some members of the community may disagree with its content. Those who object to the content of any exhibit held at the library should be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library.

Libraries may wish to post a permanent notice near the exhibit area stating that the library does not advocate or endorse the viewpoints of exhibits or exhibitors.

Libraries that make bulletin boards available to public groups for posting notices of public interest should develop criteria for the use of these spaces based on the same considerations as those outlined above. Libraries may wish to develop criteria regarding the size of material to be displayed, the length of time materials may remain on the bulletin board, the frequency with which material may be posted for the same group, and the geographic area from which notices will be accepted.

Personnel Policy, Benefits – Paid Leave Time

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

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

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

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

Board
Approved: 5/98
Reviewed: 4/01, 4/06, 7/06
Revised: 4/01, 4/06

Vacation

Purpose

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

Amount

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

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

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

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

Sixteen (16) hours and forty (40) minutes each month after completing twenty-~~three~~ years of employment (25 working days annually).

Deleted: five

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

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

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

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

Sixteen (16) hours and forty (40) minutes each month after completing twenty-~~three~~ years of employment (25 working days annually).

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Part-time Employees

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

Accrual

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

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

<u>Length of Employment</u>	<u>Maximum Accumulated Leave</u>
0 through 7 years	120 hours
8 through 14 years	184 hours
14 through 24 years	240 hours
23 or more years	304 hours

Deleted: 5

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

<u>Length of Employment</u>	<u>Maximum Accumulated Leave</u>
0 through 14 years	184 hours
14 through 24 years	240 hours
23 or more years	304 hours

Deleted: 5

Waiving Vacation

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

When Taken

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

Holidays Occurring During Vacation

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

Terminal Leave

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

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

Holidays

Paid Holidays

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

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

Holidays when the Library is Open

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

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

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

Unpaid Holidays

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

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

Holidays when a Staff Member is Not Working

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

Part-time Staff

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

Sick Leave

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

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

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

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

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

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

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

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

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

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

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

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

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

Time Off for Blood Donations

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

Court Leave

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

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

Family Leave

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

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

Death in Family

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

Maternity/Paternity Leave

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

Funeral Leave (other than family)

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

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

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

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

Military Leave

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

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

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

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

Leave of Absence Without Pay

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

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

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

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

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

Employee Compensation FY2006-2007

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

Be it resolved that the Board of Trustees, Ames Public Library, approve the FY2006-2007 compensation for Library employees, as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Youth Services Staffing Request

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

Be it resolved that the Board of Trustees, Ames Public Library, approve the staffing request for youth services, as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Youth Services Staffing Request (Open position because of Jacque Zbaracki's retirement)					
Current					
Senior Library Assistant Grade 58	30 hours				
Salary	\$ 38,881.00				
Benefits (14.4%)	\$ 5,598.86				
Health Insurance (single Blue Advantage plan)	\$ 3,285.84				
Total Cost	\$ 47,765.70				
Request - 2 half time Library Assistants 40 hours					
Insurance Choices - Scenario 1					
Salary	\$ 34,245.00				
Benefits (14.4%)	\$ 4,931.28				
Health Insurance (2 single Alliance Select plans)	\$ 4,044.00	2 single Blue Advantage Plans	\$3,654.72		
Total Cost	\$ 43,220.28	Total Cost	\$ 42,831.00	Savings	\$ 4,934.70
Savings (Transfer to Collections)	\$ 4,545.42			Payout*	(\$2,549.00)
Retirement Payout (vacation and sick leave)*	\$ (2,549.00)			Net Savings	\$ 2,385.70
Net savings (Transfer to Collections budget)	\$ 1,996.42				
Insurance Choices - Scenario 2					
Salary	\$ 34,245.00				
Benefits (14.4%)	\$ 4,931.28				
Health Insurance (2 family Alliance Select plans)	\$ 9,276.96	2 family Blue Advantage Plans	\$7,853.76		
Total Cost	\$ 48,453.24	Total Cost	\$ 47,030.04	Savings	\$ 735.66
Shortfall	\$ (687.54)			Payout	(\$2,549.00)
Retirement Payout (vacation and sick leave)*	(\$2,549.00)			Shortfall	\$ (1,813.34)
Net Shortfall	\$ (3,236.54)				
* One time cost					
Jul-06					

Recording Board Meetings

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

Be it resolved that the Board of Trustees, Ames Public Library, will record the regular and special Board meetings as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Festival of Trees

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

Be it resolved that the Board of Trustees, Ames Public Library, make an exception to Library policy to accommodate the Main Street Cultural District 2006 Festival of Trees event as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Funding Request for Weeks Reception

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

Be it resolved that the Board of Trustees, Ames Public Library, approve funding for the Weeks reception from the operational budget, not to exceed \$250.00, as presented/amended.

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

Resolution for Trustee Dave Ferree

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

Be it resolved that the Ames Public Library Board of Trustees expresses its deepest thanks and sincere appreciation to Dave Ferree for his service on the Library Board. The Board recognizes his dedication and devotion particularly his service on the development of the Gifts Policy and his liaison work with the Friends of Ames Public Library on the Board's behalf.

Dave's expertise as well as his commitment to library service and intellectual freedom will be sorely missed. The Board wishes him the best in his new position and regrets that it takes him away from our community.

“Service...

Giving what you don't have to give.

Giving when you don't need to give.

Giving because you want to give. “

--- Damien Hess

Resolution by _____

Seconded by _____

Resolution passed/failed by a vote of _____

Date _____

**Circulation Monthly Stats
June 2006**

COMPARISON	Adult Print	Adult Media	Total Adult Circ	Youth Print	Youth Media	Total Youth Circ	Total Misc	Total Main	Total BKM/Home Del.	Grand Total
Current Month	33,659	35,291	68,950	36,344	13,944	50,288	836	110,072	10,002	120,074
One Year Ago	35,107	36,048	71,155	35,145	14,783	49,928	17	110,484	10,616	121,100
Difference	(1,448)	(757)	(2,205)	1,199	(839)	360		(412)	(614)	(1,026)
% Change	-4.1%	-2.1%	-3.1%	3.4%	-5.7%	0.7%		-0.4%	-5.8%	-0.8%
Year to Date										
Current Year	376,761	421,875	798,636	347,206	163,186	510,392	2,094	1,200,423	110,699	1,311,122
One Year Ago	383,419	392,947	776,366	331,659	148,861	480,520	107	1,143,290	113,703	1,256,993
Difference	(6,658)	28,928	22,270	15,547	14,325	29,872		57,133	(3,004)	54,129
% Change	-1.7%	7.4%	2.9%	4.7%	9.6%	6.2%		5.0%	-2.6%	4.3%
SPECIAL CIRCULATION	Story County	Gilbert	Open Access	Total Circ	% of Total that is Special			AMES	% of Total Circ that is Ames	
Current Month	5,055	1,475	14,030	20,560	17.1%			81,203	67.6%	
One Year Ago	6,463	2,109	14,983	23,555	19.5%			96,239	79.5%	
Difference	(1,408)	(634)	(953)	(2,995)				(15,036)		
% Change	-21.8%	-30.1%	-6.4%	-12.7%				-15.6%		
Year to Date										
Current Year	68,968	21,231	164,359	254,558	19.4%			1,042,085	79.5%	
One Year Ago	72,547	21,567	160,513	254,627	20.3%			987,839	78.6%	
Difference	(3,579)	(336)	3,846	(69)				54,246		
% Change	-4.9%	-1.6%	2.4%	0.0%				5.5%		

Main 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	8,754	8,461	7,342	7,114	6,763	6,578	7,210	6,643	7,789	6,766	7,168	8,541	89,129
ADULT NON-FICTION	11,041	10,988	10,207	10,668	10,311	9,072	11,856	10,826	12,301	10,202	10,788	11,251	129,511
ADULT GRAPHIC NOVELS	603	467	406	456	393	338	386	301	524	415	431	482	5,202
ADULT MANGA	958	966	735	903	797	771	649	622	841	645	707	1,016	9,610
ADULT ILL ITEMS	68	67	71	54	69	68	63	99	76	59	58	59	811
ADULT PAPERBACKS	1,392	1,261	1,081	773	888	780	969	680	1,236	958	1,285	1,309	12,612
LITERARY PERKS	60	58	56	45	41	42	49	39	30	10	0	0	430
NEW FICTION	4,757	5,071	4,246	4,566	4,193	4,219	4,573	3,916	4,596	4,171	4,684	4,904	53,896
NEW NON-FICTION	3,578	3,739	3,044	3,199	3,193	2,952	3,426	2,969	3,360	2,854	3,199	3,239	38,752
PERIODICALS	1,088	1,090	917	995	849	736	1,081	856	811	675	745	741	10,584
TRAVEL BAGS	75	73	49	49	59	51	61	65	83	66	84	83	798
SUBTOTAL (PRINT)	32,374	32,241	28,154	28,822	27,556	25,607	30,323	27,016	31,647	26,821	29,149	31,625	351,335
NEW MEDIA	234	240	197	246	248	228	315	235	281	217	205	182	2,828
MUSIC CDS	7,049	8,477	7,191	8,206	7,944	7,857	8,049	7,777	9,244	8,418	8,559	7,961	96,732
AUDIO BOOKS ON CD	3,328	3,291	2,912	2,857	2,996	2,882	3,044	2,659	3,416	3,017	3,517	3,289	37,208
AUDIO BOOKS ON TAPE	998	1,002	783	677	742	644	693	581	859	580	775	800	9,134
THEATRICAL VIDEOS	3,814	3,593	2,954	2,923	3,003	3,387	3,166	2,739	3,365	2,357	2,342	2,282	35,925
NON-THEATRICAL VIDEOS	924	967	836	817	869	985	1,088	1,008	1,094	807	668	637	10,700
THEATRICAL DVDS	14,403	15,379	13,078	13,706	13,857	15,095	15,862	13,927	16,646	14,142	15,113	15,601	176,809
NON-THEATRICAL DVDS	1,982	2,025	1,721	1,656	1,709	1,808	2,311	2,135	2,604	2,241	2,322	2,107	24,621
KITS	1,120	1,053	871	942	882	744	797	709	945	857	908	937	10,765
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	0
SUBTOTAL (MEDIA)	33,852	36,027	30,543	32,030	32,250	33,630	35,325	31,770	38,454	32,636	34,409	33,796	404,722
ADULT MISC.	131	83	39	61	15	15	29	66	81	67	45	119	751
TOTAL (ADULT)	66,357	68,351	58,736	60,913	59,821	59,252	65,677	58,852	70,182	59,524	63,603	65,540	756,808
BOARD BOOKS	2,766	2,658	2,555	2,694	2,870	2,046	2,457	2,119	2,655	2,152	2,001	9,305	36,278
EASY	7,868	7,812	7,938	8,577	8,176	5,676	7,275	7,302	8,411	7,584	7,022	2,817	86,458
EASY TO READ	2,606	2,185	1,996	2,281	2,298	1,756	2,091	2,447	2,578	1,789	1,738	3	23,768
JUVENILE NON FICTION	4,365	3,758	4,274	4,751	5,034	3,811	5,434	4,593	5,235	4,297	3,592	4,387	53,531
JUVENILE FICTION	6,118	5,685	3,994	4,007	4,617	3,596	4,012	3,909	5,047	3,775	3,647	2,969	51,376
JUVENILE FICTION SERIES	458	511	253	157	235	161	257	186	212	177	212	6,913	9,732
JUVENILE GRAPHIC NOVELS	45	123	107	172	145	151	166	152	215	220	318	296	2,110
PARENTING COLLECTION	18	21	26	41	61	32	43	54	57	41	48	300	742
JUVENILE LARGE PRINT	104	85	49	61	77	73	40	69	71	49	54	250	982
JUVENILE PERIODICALS	111	111	246	269	191	121	299	177	247	105	124	230	2,231
YOUNG ADULT PRINT	2,433	2,434	1,764	1,723	1,954	1,656	1,995	1,719	1,994	1,659	1,895	2,870	24,096
COMIC BOOKS	1	0	1	1	0	0	0	0	0	10	79	0	92
YOUNG ADULT GRAPHIC NOVELS	415	379	232	272	227	154	285	220	282	216	234	370	3,286
MANGA	684	696	525	543	431	635	556	585	578	504	525	1,025	7,287
YOUNG ADULT PERIODICALS								27	54	21	30	0	132
YOUTH REFERENCE	0	1	0	1	4	0	0	0	1	1	2	40	50
SUBTOTAL YOUTH (PRINT)	27,992	26,459	23,960	25,550	26,320	19,868	24,910	23,559	27,637	22,600	21,521	31,775	302,151
YOUTH DVDS	7,570	7,458	6,162	6,507	7,244	6,927	7,528	6,737	8,183	6,686	6,644	8,213	85,859
YOUTH VIDEOS	3,072	2,840	2,193	2,319	2,637	2,193	2,421	2,306	2,999	1,964	1,816	2,263	29,023
YOUTH KITS	869	658	476	534	540	459	396	345	507	393	330	561	6,068
YOUTH CDS	1,462	1,530	1,287	1,437	1,498	1,273	1,459	1,293	1,640	1,293	1,247	984	16,403
YOUTH SPECIAL COLLECTION	0	0	1	0	0	0	0	2	0	0	1	0	4
YOUTH STORYTELLING	1	1	1	5	15	2	0	7	16	14	14	0	76
TOYS & PUPPETS	258	303	225	232	307	301	342	324	377	297	328	96	3,390
SUBTOTAL YOUTH (MEDIA)	13,232	12,790	10,345	11,034	12,241	11,155	12,146	11,014	13,722	10,647	10,380	12,117	140,823
TOTAL YOUTH	41,224	39,249	34,305	36,584	38,561	31,023	37,056	34,573	41,359	33,247	31,901	43,892	442,974
YOUTH MISC.	0	1	0	0	0	0	0	0	0	0	0	640	641
GRAND TOTAL	107,581	107,601	93,041	97,497	98,382	90,275	102,733	93,425	111,541	92,771	95,504	110,072	1,200,423
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	5,882	6,275	5,010	5,520	5,210	5,123	5,674	4,893	5,911	4,676	4,515	5,867	64,556
GILBERT	1,527	1,724	768	1,002	1,041	940	967	1,006	1,137	767	940	1,425	13,244
OPEN ACCESS	13,697	14,024	12,528	12,969	13,199	11,891	14,677	13,799	16,058	13,837	12,945	12,811	162,435
Total Special Circulation	21,106	22,023	18,306	19,491	19,450	17,954	21,318	19,698	23,106	19,280	18,400	20,103	240,235
% Special Circulation	19.62%	20.47%	19.68%	19.99%	19.77%	19.89%	20.75%	21.08%	20.72%	20.78%	19.27%	18.26%	20.01%
AMES	85,425	84,488	73,590	76,862	77,797	71,519	80,377	72,740	87,242	72,486	76,038	88,505	947,069

**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	890	698	9,022
ADULT NON-FICTION	349	304	423	521	406	395	443	423	448	355	515	427	5,009
ADULT GRAPHIC NOVELS	15	0	7	19	10	10	2	9	6	3	3	0	84
ADULT MANGA	40	11	18	30	32	5	10	19	18	43	50	31	307
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	450	450	5,151
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	233	187	2,366
NEW NON-FICTION	159	147	221	299	238	190	285	175	211	258	291	183	2,657
PERIODICALS	84	66	83	69	83	69	64	54	60	69	55	57	813
TRAVEL BAGS	2	0	0	0	0	0	1	1	1	1	3	1	10
SUBTOTAL (PRINT)	1,962	2,037	2,208	2,452	2,052	1,858	2,125	1,958	2,164	2,086	2,490	2,034	25,426
NEW MEDIA	3	0	4	5	1	0	4	2	5	4	6	3	37
MUSIC CDS	202	80	139	147	109	160	129	161	120	126	94	137	1,604
AUDIO BOOKS ON CD	83	33	72	77	77	66	81	77	72	102	101	100	941
AUDIO BOOKS ON TAPE	76	75	74	85	52	61	67	50	47	51	73	88	799
THEATRICAL VIDEOS	251	137	253	237	183	201	178	186	219	199	156	196	2,396
NON-THEATRICAL VIDEOS	49	32	35	37	37	19	69	34	45	45	40	36	478
THEATRICAL DVDS	874	292	886	918	746	667	807	895	987	899	802	852	9,625
NON-THEATRICAL DVDS	50	28	61	76	70	41	53	70	76	83	100	51	759
KITS	45	43	68	47	23	43	40	42	38	51	42	32	514
MEDIA ILL ITEMS	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL (MEDIA)	1,633	720	1,592	1,629	1,298	1,258	1,428	1,517	1,609	1,560	1,414	1,495	17,153
ADULT MISC.	0	0	1	2	1	0	1	0	1	2	4	4	16
TOTAL (ADULT)	3,595	2,757	3,801	4,083	3,351	3,116	3,554	3,475	3,774	3,648	3,908	3,533	42,595
BOARD BOOKS	569	254	557	788	498	310	504	396	483	583	599	690	6,231
EASY	653	365	789	1,017	679	522	842	754	814	898	919	967	9,219
EASY TO READ	534	168	658	767	530	416	551	448	544	522	545	625	6,308
JUVENILE NON FICTION	523	366	850	1,058	835	747	944	819	847	910	971	923	9,793
JUVENILE FICTION	701	333	862	942	717	604	780	628	760	692	742	836	8,597
JUVENILE FICTION SERIES	100	42	71	45	32	39	36	25	61	79	63	53	646
JUVENILE GRAPHIC NOVELS	0	3	28	39	30	31	33	50	74	67	99	121	575
PARENTING COLLECTION	0	1	1	2	1	2	0	0	9	23	19	6	64
JUVENILE LARGE PRINT	8	1	5	4	2	5	7	0	11	10	10	14	77
JUVENILE PERIODICALS	0	5	16	4	0	12	0	0	0	0	0	2	39
YOUNG ADULT PRINT	219	94	231	273	237	196	209	192	189	245	271	281	2,637
COMIC BOOKS	4	2	0	0	0	0	0	0	0	9	10	1	26
YOUNG ADULT GRAPHIC NOVELS	24	4	18	27	27	15	24	22	19	6	8	11	205
MANGA	79	21	67	72	32	29	48	41	64	51	95	39	638
YOUNG ADULT PERIODICALS													
YOUTH REFERENCE	0	0	0	0	0	0	0	0	0	0	0	0	-
SUBTOTAL YOUTH (PRINT)	3,414	1,659	4,153	5,038	3,620	2,928	3,978	3,375	3,875	4,095	4,351	4,569	45,055
YOUTH DVDS	859	323	1,148	1,302	938	901	1,049	1,107	1,248	1,407	1,552	1,164	12,998
YOUTH VIDEOS	589	252	788	739	542	376	513	537	579	651	577	424	6,567
YOUTH KITS	65	28	52	53	48	36	44	32	36	40	36	36	506
YOUTH CDS	138	50	124	174	161	138	127	118	125	149	131	130	1,565
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	2	0	2
TOYS & PUPPETS	62	39	83	73	41	48	45	51	55	85	70	73	725
SUBTOTAL YOUTH (MEDIA)	1,713	692	2,195	2,341	1,730	1,499	1,778	1,845	2,043	2,332	2,368	1,827	22,363
TOTAL YOUTH	5,127	2,351	6,348	7,379	5,350	4,427	5,756	5,220	5,918	6,427	6,719	6,396	67,418
YOUTH MISC.	0	67	45	60	58	57	72	48	95	48	63	73	686
GRAND TOTAL	8,722	5,175	10,194	11,522	8,759	7,600	9,382	8,743	9,787	10,123	10,690	10,002	110,699
SPECIAL CIRCULATION													
RURAL ROUTE STORY CNTY	181	160	523	430	352	286	613	407	343	379	399	339	4,412
GILBERT	641	285	1,033	933	673	466	678	625	872	708	585	488	7,987
OPEN ACCESS	118	46	130	137	242	198	123	140	144	193	158	295	1,924
Total Special Circulation	940	491	1,686	1,500	1,267	950	1,414	1,172	1,359	1,280	1,142	1,122	14,323
% Special Circulation	10.78%	9.49%	16.54%	13.02%	14.47%	12.50%	15.07%	13.41%	13.89%	12.64%	10.68%	11.22%	12.94%
AMES	7,669	4,598	8,388	9,864	7,404	6,530	7,874	7,493	8,280	8,717	9,457	8,742	95,016

**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
HOME DELIVERY													
# of Patrons	54	55	55	54	54	54	55	56	59	60	63	58	677
Centers	27	27	27	26	27	23	23	24	24	24	24	24	300
Individual Deliveries Made	37	35	37	32	32	32	38	38	39	38	39	37	434
Additional Individuals serv.	11	11	8	9	8	12	8	5	2	9	16	7	106
								70,448	82,878	76,663	78,219	168,309	476,517
HOLDS													
Main	9,697	9,790	8,401	8,695	8,790	8,903	10,103	9,444	10,689	9,498	9,464	9,835	113,309
BKM/Hm Delivery	704	269	823	1,049	758	641	965	865	914	872	917	872	9,649
Total Holds	10,401	10,059	9,224	9,744	9,548	9,544	11,068	10,309	11,603	10,370	10,381	10,707	122,958
INTERLIBRARY LOANS													
Requested	109	88	102	96	97	87	116	98	92	65	70	64	1,084
Received	73	74	79	64	83	75	70	107	81	64	66	69	905
Loaned	255	311	304	345	284	254	224	288	394	253	255	298	3,465
MEETING ROOM USAGE													
Number of Room Uses	54	73	77	77	125	78	96	103	145	203	165	187	1,383
People	812	911	1,350	1,201	2,794	1,040	1,756	1,114	2,638	3,841	2,882	4,189	24,528
PROGRAMS													
Youth	91												91
Adult	23	8	17	18	18	11	25	29	17	23	14	19	222
Children & Family		2	84	34	104	73	96	99	86	105	56	80	819
Outreach		8	2	10	4	5	1	14	6	3	4	16	73
Teen		6	3	4	3	4	2	8	5	3	3	8	49
Project Smyles								0	3	4	6	12	25
Total Programs	114	24	106	66	129	93	124	150	117	138	83	135	1,254
PROGRAM ATTENDANCE													
Youth	3,083												3,083
Adult	1,250	162	573	1,919	406	287	1,082	998	459	2,014	492	834	10,476
Children & Family		130	1,615	1,500	1,926	1,197	1,844	1,744	1,395	1,451	1,141	2,531	16,474
Outreach		410	73	283	31	53	10	290	125	180	109	595	2,159
Teen		34	15	187	24	98	12	132	50	59	15	83	709
Project Smyles								0	46	73	90	143	352
Total Attendance	4,333	736	2,276	3,889	2,387	1,635	2,948	3,164	2,075	3,777	1,847	4,186	33,253
Webref	81	111	49	117	78	81	119	110	136	80	101	136	1,199
PAC Usage													
PAC	90,485	89,167	78,674	93,684	90,114	77,865	104,917	100,626	114,050	89,779	95,584	100,578	1,125,523
Community Organizations & Ames Tribune	654	643	834	799	957	528	782	808	633	460	405	688	8,191
Total	91,139	89,810	79,508	94,483	91,071	78,393	105,699	101,434	114,683	90,239	95,989	101,266	1,133,714

MONTHLY STATS FOR ONLINE DATABASES FOR FY 2005/06

DATABASE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
ReferenceUSA													
Business In-House	143	149	69	95	126	89	94	70	76	78	70	71	1130
Business Remote	30	33	7	25	25	30	22	13	13	21	25	24	268
Business Total	173	182	76	120	151	119	116	83	89	99	95	95	1398
Residential In-House	82	125	107	99	77	82	77	57	69	43	74	138	1030
Residential Remote	51	28	92	25	29	30	58	17	30	26	22	18	426
Residential Total	133	153	199	124	106	112	135	74	99	69	96	156	1456
Grand Total	306	335	275	244	257	231	251	157	188	168	191	251	2854
Des Moines Register													
In-House	17	43	4	2	8	20	7	3	40	12	3	28	187
Remote	32	19	41	145	70	55	15	22	70	12	31	35	547
Total	49	62	45	147	78	75	22	25	110	24	34	63	734
New York Times													
In-House	8	12	24	21	29	27	10	19	6	4	7	0	167
Remote	10	14	114	300	161	195	128	191	127	162	208	154	1764
Total	18	26	138	321	190	222	138	210	133	166	215	154	1931
Access World News													
In-House	21	26	5	17	8	31	9	6	6	4	2	21	156
Remote	21	2	19	66	15	5	31	28	12	165	22	8	394
Total	42	28	24	83	23	36	40	34	18	169	24	29	550
EBSCOhost													
In-House	228	410	422	420	777	356	268	275	704	478	552	85	4975
Remote	247	158	481	631	1631	589	1070	1099	1437	1327	253	655	9578
Total	475	568	903	1051	2408	945	1338	1374	2141	1805	805	740	14553
Novelist													
In-House + Remote	73	270	243	265	582	335	332	482	273	117	200	365	3537
Chilton Online													
In-House	4	19	19	6	2	9	18	7	8	15	21		128
Remote	7	26	44	58	48	41	64	64	66	63	61		542
Total	11	45	63	64	50	50	82	71	74	78	82	0	670
Heritage Quest													
In-House + Remote	2809	2929	3560	5320	3692	2567	5019	3735	3936	5029	4040	2411	45047
GRAND TOTAL	3783	4263	5251	7495	7280	4461	7222	6088	6873	7556	5591	4013	69876
YEAR TO DATE	69876												