

**Agenda**  
**Ames Public Library Board of Trustees**  
**July 21, 2005 - 6:00 p.m.**  
**Board Room**

**Adoption of Agenda**

**Approval of Minutes**

**Public Forum**

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

**Financial Reports**

- Claims - Action Item
- Gifts - Action Item
- Budget and Finance Committee Report – Botine, Mungons

**Administrative Staff Reports**

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

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

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

**Policy Review**

- Current: **Internet Use and Guidelines** – Action Items
- Next Month: Library Resources (Displays/Exhibits; Meeting Rooms; Programs)

**Unfinished Business**

- Strategic Planning Report – Management Team
- Legislative Report – Hayslett
- Gift Policy Update – Jennings
- Director Search Update - Munson

**New Business**

- Compensation for Hayslett and Carey as Interim Co-Directors – Action Item
- Funding Request for Summer Teen Programs – Action Item
- Trustee Volunteer Hours – Presentation by Sarah Bohlke, Volunteer Coordinator
- Unique Management Services, Inc. - Presentation by Jonathan Hayes
- Contract with Unique Management Services, Inc. – Action Item
- Request for Funding for Project Smyles – Action Item
- Funding Request for Millsap Reception – Action Item
- Resolution Thanking Gina Millsap – Action Item

**Trustee Comments**

**Adjournment**

**Next Regular Meeting: Thursday, August 18, 2005, 7 p.m.**

# Ames Public Library

## Board of Trustees

### Meeting Minutes

June 20, 2005

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The Ames Public Library Board of Trustees met in regular session on Monday, June 20, 2005, at 7:00 p.m. in the Library board room with Munson, Botine, Jennings, Ferree, Mungons, Sondall, Warnick, and Library Director Gina Millsap in attendance. Anderson and Ross were absent.

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

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

**Approval of Minutes:** The minutes from the May 19, 2005, meeting were approved as presented.

**Public Forum:** none

**Introduction to Kasandra Petersen, APL Foundation Director:** Millsap introduced Kasandra Petersen, APL's Foundation Development Director as of May 2, 2005. Petersen reported her public fundraising goal is \$50,000; however, her internal goal is \$65,000. She stated that 44,000 requests were mailed last year, and 600 gifts were received. The Library patron database was used as the original database. Discussion involved confidentiality the patron database. Millsap explained that Library policy outlines how the database may be used. Background note: this is from the Use of Patron Database Policy, *"The Library Director, who serves as custodian of the records, will authorize specific uses of the patron database. In addition to the Library itself, the Ames Public Library Foundation and the Friends of the Ames Public Library may also request to use information in the patron database. The Director will inform the Board of Trustees of any authorizations to use the database.* Petersen reported she hopes to have the campaign materials mailed by the end of July.

**Claims:** Botine moved and Warnick seconded a motion to approve the claims. Munson questioned the Verizon bill; whereupon Millsap explained it is used to provide wireless service to the bookmobile. Warnick questioned the Better Homes and Garden periodical payment. Millsap explained that multiple periodicals are often paid through a jobber which may be the case. The claims were unanimously approved.

**Donations:** The following donation was presented for acceptance:

- From the Russian Speaking Student Association .....5 DVDs

Jennings moved and Ferree seconded a motion to accept the donation. The motion passed unanimously. Warnick asked who accepts gifts for the collection. Millsap explained that Malinowski normally accepts gifts except when they are donated for programs, in which case they are accepted by Carey.

**Budget and Finance Committee Report:** Botine reported the budget was under expended so far this year. Millsap said it was due to salary savings. She explained the benefits placeholder that is used to designate benefits for temporary employees for individual accounting lines.

**Director's Report:** Millsap reported on her conversation with city attorney Judy Parks and confirmed that mail received at a Board member's home or a private conversation with a Board member is considered public record. Millsap requested copies of any mail received by a Trustee.

Botine recommended this information be included in the Trustee Handbook. Millsap will check with the city attorney to see if e-mail is considered public record.

**Assistant Director's Report:** Hayslett had nothing to add to her report.

**Department Coordinators:**

Adult Collection Manager: Warnick stated the information provided in Malinowski's report regarding student and faculty use of electronic resources and RSS feeds was interesting. Harris explained the future release of H.I.P. 4.1 will incorporate RSS format, which will increase the Library's ability to share web content. This software may be available in 60-90 days; however, depending on computer services priorities, may not be installed for some time. Millsap stated the release of this software will initiate the web redesign.

Circulation/Outreach Services: Carey said the new volunteer coordinator Sarah Bohlke will attend the July Board meeting to present a new method for the Board to track their volunteer hours. She pointed out circulation has increased 8.5% when comparing May 2005 to May 2004 and has increased a total of 4% from the last fiscal year. Carey stated that Heid is providing innovative programming and Kate Pickett is leading the youth volunteer program this summer. Pickett will provide a report to the Board in August.

Carey stated she will present a proposal to contract with Unique Management Services, a debt collections agency, with the goals of getting materials back and/or collecting the fees and fines associated with materials not returned. In order to be budget neutral, at least a \$10.00 collection fee would need to be implemented. Accounts owing over \$25.00 would be submitted. The patron has 120 days to clear up the account before it would affect their credit report. Jennings stated that she was concerned about patrons who don't have the funds to pay their fines. Carey explained the fine alternative program.

Youth Services Specialist: Heid stated she would give a report during the Strategic Planning section of the meeting.

Community Relations Specialist: Duggan reported the Library is sponsoring a Harry Potter film festival on July 15<sup>th</sup> from 1:30 p.m. until midnight.

**Friends of the Ames Public Library Report:** No report, as it doesn't meet during the summer.

**Foundation Report:** Millsap stated the next Foundation meeting is Tuesday, June 21, from 6 p.m. – 9 p.m.

**Policy Review:**

ALA and Related Documents – Action Item: Jennings moved and Warnick seconded a motion to approve the ALA and related documents as presented/amended. Hayslett presented the spreadsheet which outlines the ALA documents that are currently approved and those not presently included. Discussion on the importance of including the ALA documents in the policy manual ensued. Carey stated she referred to the ALA statement on programs before the Library adopted its own policy. Ferree stated the documents should be referred to as guidance documents rather than policy. Jennings moved to amend the motion to adopt the ALA documents as guidance documents in the interpretation of Ames Public Library policies. Mungons seconded the amended motion. The motion to amend the motion was unanimously approved. Munson called for a vote on the amended motion. It was unanimously approved. Millsap stated that when APL policy is reviewed, the corresponding ALA document will be presented at the same time.

## **Unfinished Business:**

Strategic Planning Report: Heid presented the Teen Space work plan. She stated the Teen Advisory Group has been formed and is meeting weekly. Nineteen teens attended the first meeting. Their first charge is to draw the ideal teen space.

Legislative Report: Hayslett stated the legislative report was included in the Director's report this month.

## **New Business:**

Day/Time of Monthly Board Meeting – Action Item: Botine moved and Jennings seconded the motion to set the Board meeting date and time. Munson stated the importance of trustee attendance. Discussion on the length of the meetings ensued. Jennings recommended having staff present for questions, but eliminating verbal staff reports. The motion passed unanimously to leave the Board meeting date and time the third Thursday of each month at 7:00 p.m.

Project Smyles – Draft Funding Proposal - Discussion: Millsap stated the plan presented is a draft of estimated costs for Project Smyles. The final proposal will be presented at the July Board meeting.

Director Selection Process - Discussion: Munson stated Millsap has accepted another position and will resign at the end of July. She met with Millsap and Hayslett to discuss a proposal to have Hayslett and Carey serve as interim co-directors. Discussion ensued regarding possible problems of an interim shared directorship. Mungons asked if temporary compensation is in order. Millsap stated she would contact the City's human resources director to discuss compensation and ask her to attend the July meeting. Munson stated that the proposed timeline to hire a director is as follows:

1. search committee appointed – June
2. review job description and develop job ad – July
3. advertisements appear in newspapers and/or journals – August 15
4. deadline for applications – September 15
5. interviews – October
6. Board decision and offer job; negotiation with candidate – December 1
7. anticipated start date – February 1

Millsap stated the Board should call on the City's human resources department for assistance during the hiring process. Discussion involved the division of duties, including hiring a new Foundation Development Director. Millsap stated the current Development Director might not continue in the position. Mungons recommended the Trustees hold an exit interview with Millsap. Munson recommended including a staff member on the interview team. Munson proposed having a small group do the initial work on the director recruitment and come back to the entire Board with recommendations.

Munson asked Carey and Hayslett to serve as interim co-directors. Munson will make an announcement to staff on Tuesday, June 21, at 8:30 a.m. An e-mail announcing interim leadership will be sent to all staff who can't attend.

Munson asked for volunteers to serve on the director selection committee. Munson and Warnick volunteered to serve. Jennings recommended asking community member Mary Cameron to serve. Munson will contact Board members who were not present.

## **Trustee Comments:**

Sondall stated that she attended a chick lit discussion and a Little Jesters story time.

Warnick attended the Derrick Anderson program and has attended several story time sessions, which have been “packed.”

Botine commended Heid and Carey for their work on the teen space.

Mungons related a story where a waiter in a local restaurant recommended the Library.

Jennings stated that she will be attending the American Library Association meeting in Chicago. She asked Trustees to e-mail her with dates that they may be available to tour the Iowa State University Library. She offered her congratulations to Millsap on her new position.

Ferree stated that the Lawyers for Libraries list serve recently discussed teen spaces.

Munson asked the Trustees to check their calendars to see if they’re available the week of September 26, 2005, for a Board retreat. She related a story where she attending a life celebration and the minister said wonderful things about the Library.

### **Adjournment**

Anderson moved and Ross seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 10:00 p.m.

**Library Claims Listing**  
**6/05/2005-7/12/2005**

| <b>Vendor</b>             | <b>Category</b>           | <b>Amount</b> |
|---------------------------|---------------------------|---------------|
| PAYROLL SUMMARY           | PERS SALARIES/WAGES       | \$ 30,272.04  |
| PAYROLL SUMMARY           | IPERS DISABILITY          | \$ 188.59     |
| PAYROLL SUMMARY           | LIFE INSURANCE            | \$ 69.90      |
| PAYROLL SUMMARY           | HEALTH INSURANCE          | \$ 4,200.06   |
| PAYROLL SUMMARY           | MEDICARE FICA             | \$ 425.96     |
| PAYROLL SUMMARY           | FICA                      | \$ 1,821.26   |
| PAYROLL SUMMARY           | IPERS                     | \$ 1,740.64   |
| PAYROLL SUMMARY           | WORKERS COMP              | \$ 58.82      |
| PAYROLL SUMMARY           | FLEX ADMINISTRATION       | \$ 34.34      |
| MAY05 INFO SVCS CHARGES   | CITY DATA SERV            | \$ 319.59     |
| 5/05 MESSENGER CHARGES    | CITY MESSENGER SERV       | \$ 159.12     |
| JUN05 PRINTING CHARGES    | PRINTING/GRAPHICS         | \$ 172.04     |
| MAY05 PRINTING CHARGES    | PRINTING/GRAPHICS         | \$ 216.60     |
| JUNE INSURANCE CHARGES    | INSURANCE & BONDS         | \$ 1,532.00   |
| JUN05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT   | \$ 323.47     |
| MAY05 INTERNAL LONG DIST  | PHONE OPERATION & MAINT   | \$ 5.80       |
| MAY05 EQUIP&ESCROW CHRGS  | FLEET OPERATING/MAINT     | \$ 78.15      |
| MAY05 EQUIP&ESCROW CHRGS  | FLEET REPLACEMENT FUNDS   | \$ 105.00     |
| JUN05 COMPUTER REPLACEMNT | COMPUTER REPLACEMENT FUND | \$ 1,996.89   |
| ADT SECURITY ANNUAL SVC   | OUTSIDE PROF SERV         | \$ (611.90)   |
| ADT SECURITY SVC CALL     | OUTSIDE PROF SERV         | \$ (115.00)   |
| SIGN PRO/ALL IA READS SGN | OUTSIDE PROF SERV         | \$ (25.00)    |
| UPS                       | POSTAGE/FREIGHT           | \$ 90.42      |
| BANK OF AMERICA           | POSTAGE/FREIGHT           | \$ 123.47     |
| RESERVE ACCOUNT           | POSTAGE/FREIGHT           | \$ 4,000.00   |
| BANK OF AMERICA           | TRAINING                  | \$ 25.00      |
| BANK OF AMERICA           | CONFERENCES               | \$ 275.00     |
| AMES DAILY TRIBUNE        | ADVERTISING               | \$ 170.00     |
| QWEST DEX MEDIA EAST      | ADVERTISING               | \$ 406.80     |
| CITY OF AMES UTILITIES    | ELECTRICITY               | \$ 7,879.97   |
| VERIZON WIRELESS          | TELEPHONE OUTSIDE         | \$ 119.72     |
| IA COMMUNICATIONS NETWORK | TELEPHONE OUTSIDE         | \$ 4.30       |
| MCLEOD USA                | TELEPHONE OUTSIDE         | \$ 271.17     |
| CITY OF AMES UTILITIES    | WATER/SEWER               | \$ 547.18     |
| CORBIN SANITATION         | WASTE DISPOSAL            | \$ 338.00     |
| ALLIANT UTILITIES         | NATURAL GAS               | \$ 15.29      |
| FITZ ELECTRIC             | STRUCTURAL REPAIR         | \$ 205.29     |
| ALEXANDER, JIM            | MOVABLE EQUIP REPAIR      | \$ 19.43      |
| DRAINTECH                 | FIXED EQUIPMENT REPAIR    | \$ 193.99     |
| DAVE WHITE PLUMBING       | FIXED EQUIPMENT REPAIR    | \$ 368.35     |
| PRO SOUND                 | FIXED EQUIPMENT REPAIR    | \$ 525.00     |
| AUTOMATIC DOOR GROUP INC  | FIXED EQUIPMENT REPAIR    | \$ 53.38      |
| DYNIX INC                 | COMPUTER MAINT            | \$ 27,385.74  |
| MCLEOD USA                | COMPUTER MAINT            | \$ 570.13     |
| VENDPRINT INC             | COMPUTER MAINT            | \$ 269.00     |
| ELECTRONIC ENGINEERING CO | RENTALS AND LEASES        | \$ 65.70      |
| PITNEY BOWES              | RENTALS AND LEASES        | \$ 792.00     |
| MIDWEST OFFICE TECHNOLOGY | RENTALS AND LEASES        | \$ 502.60     |
| CANON FINANCIAL SERVICES  | RENTALS AND LEASES        | \$ 1,744.48   |
| ADT SECURITY ANNUAL SVC   | NON-CITY SERVICE          | \$ 611.90     |
| ADT SECURITY SVC CALL     | NON-CITY SERVICE          | \$ 115.00     |

**Library Claims Listing**  
**6/05/2005-7/12/2005**

| <b>Vendor</b>             | <b>Category</b>               | <b>Amount</b>       |
|---------------------------|-------------------------------|---------------------|
| SIGN PRO/ALL IA READS SGN | NON-CITY SERVICE              | \$ 25.00            |
| A & M LAUNDRY INC         | NON-CITY SERVICE              | \$ (29.95)          |
| DUST TEX SERVICE INC      | NON-CITY SERVICE              | \$ 21.58            |
| STEAMWAY CLEANING & RESTO | NON-CITY SERVICE              | \$ 814.70           |
| R & C LANDSCAPE & LAWN CA | NON-CITY SERVICE              | \$ 43.00            |
| CH ISSUES                 | OFFICE SUPPLIES               | \$ 117.44           |
| LIB 6-9-05                | OFFICE SUPPLIES               | \$ (9.50)           |
| REGIONAL SUPPLY CENTER IN | OFFICE SUPPLIES               | \$ (33.25)          |
| BAKER & TAYLOR INC        | OFFICE SUPPLIES               | \$ 14.88            |
| HEUSS PRINTING INC        | OFFICE SUPPLIES               | \$ 94.24            |
| OFFICE DEPOT INC          | OFFICE SUPPLIES               | \$ 154.27           |
| SAMS CLUB DIRECT COMM ACC | OFFICE SUPPLIES               | \$ 69.76            |
| BANK OF AMERICA           | OFFICE SUPPLIES               | \$ 134.93           |
| HITECH PAPER              | OFFICE SUPPLIES               | \$ 71.66            |
| ALL MAKES OFFICE INTERIOR | MINOR OFFICE EQUIPMENT        | \$ 448.92           |
| DOUBLE CAMERA CORRECTION  | MINOR COMPUTER EQUIPMENT      | \$ 444.89           |
| BANK OF AMERICA           | MINOR COMPUTER EQUIPMENT      | \$ 1,162.05         |
| PR DIGITAL CAMERA/PRINTER | MINOR COMPUTER EQUIPMENT      | \$ (444.89)         |
| TFR THIN-CLIENT EXPENSES  | MINOR COMPUTER EQUIPMENT      | \$ (1,205.24)       |
| KCI SUPPLY                | AG-HORT SUPPLIES              | \$ 871.56           |
| BANK OF AMERICA           | AG-HORT SUPPLIES              | \$ 8.48             |
| CAPITAL SANITARY SUPPLY I | CLEANING SUPPLIES             | \$ 338.88           |
| DES MOINES SANITARY SUPPL | CLEANING SUPPLIES             | \$ 17.80            |
| SAMS CLUB DIRECT COMM ACC | CLEANING SUPPLIES             | \$ 24.92            |
| BANK OF AMERICA           | CLEANING SUPPLIES             | \$ 6.11             |
| BANK OF AMERICA           | EQUIPMENT PARTS/SUPPLIES      | \$ 168.69           |
| DES MOINES SANITARY SUPPL | MINOR EQUIPMENT TOOLS         | \$ 575.00           |
| BANK OF AMERICA           | MINOR EQUIPMENT TOOLS         | \$ 59.99            |
| FAREWAY STORES INC        | FOOD & FEED                   | \$ 4.83             |
| SAMS CLUB DIRECT COMM ACC | FOOD & FEED                   | \$ 37.53            |
| BANK OF AMERICA           | FOOD & FEED                   | \$ 77.72            |
| CH ISSUES                 | WEARING APPAREL               | \$ 35.00            |
| TFR FROM P&R/AUDITORIUM   | SPECIAL PROJECT SUPPLIES      | \$ (202.19)         |
| RECORDED BOOKS LLC        | SPECIAL PROJECT SUPPLIES      | \$ 54.60            |
| JANWAY COMPANY            | SPECIAL PROJECT SUPPLIES      | \$ 1,133.22         |
| BANK OF AMERICA           | SPECIAL PROJECT SUPPLIES      | \$ 176.39           |
| SEVENTH ART RELEASING     | SPECIAL PROJECT SUPPLIES      | \$ 150.00           |
| BECCA THE BALLOON LADY    | SPECIAL PROJECT SUPPLIES      | \$ 75.00            |
| BROWN, KIMBERLY           | SPECIAL PROJECT SUPPLIES      | \$ 300.00           |
| BANK OF AMERICA           | PURCHASE CARD CLEARING        | \$ (1,489.97)       |
|                           | <b>Library Administration</b> | <b>\$ 94,974.73</b> |
| PAYROLL SUMMARY           | PERS SALARIES/WAGES           | \$ 11,554.90        |
| PAYROLL SUMMARY           | TEMP SALARIES/WAGES           | \$ 2,209.45         |
| PAYROLL SUMMARY           | IPERS DISABILITY              | \$ 77.99            |
| PAYROLL SUMMARY           | LIFE INSURANCE                | \$ 25.77            |
| PAYROLL SUMMARY           | HEALTH INSURANCE              | \$ 739.48           |
| PAYROLL SUMMARY           | MEDICARE FICA                 | \$ 198.24           |
| PAYROLL SUMMARY           | FICA                          | \$ 847.64           |
| PAYROLL SUMMARY           | IPERS                         | \$ 791.43           |
| PAYROLL SUMMARY           | WORKERS COMP                  | \$ 49.85            |
| PAYROLL SUMMARY           | FLEX ADMINISTRATION           | \$ 3.56             |

**Library Claims Listing**  
**6/05/2005-7/12/2005**

| <b>Vendor</b>             | <b>Category</b>           | <b>Amount</b>       |
|---------------------------|---------------------------|---------------------|
| JUN05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT   | \$ 92.42            |
| MAY05 INTERNAL LONG DIST  | PHONE OPERATION & MAINT   | \$ 3.45             |
| MAY05 EQUIP&ESCROW CHRGS  | FLEET OPERATING/MAINT     | \$ 157.79           |
| MAY05 EQUIP&ESCROW CHRGS  | FLEET REPLACEMENT FUNDS   | \$ 1,643.00         |
| CAREY, LYNNE D            | TRAVEL/MEETINGS           | \$ 46.59            |
| BANK OF AMERICA           | CONFERENCES               | \$ 146.00           |
|                           | <b>Outreach Services</b>  | <b>\$ 18,587.56</b> |
| PAYROLL SUMMARY           | PERS SALARIES/WAGES       | \$ 13,925.94        |
| PAYROLL SUMMARY           | TEMP SALARIES/WAGES       | \$ 1,136.70         |
| PAYROLL SUMMARY           | IPERS DISABILITY          | \$ 94.00            |
| PAYROLL SUMMARY           | LIFE INSURANCE            | \$ 31.98            |
| PAYROLL SUMMARY           | HEALTH INSURANCE          | \$ 2,220.05         |
| PAYROLL SUMMARY           | MEDICARE FICA             | \$ 206.42           |
| PAYROLL SUMMARY           | FICA                      | \$ 882.56           |
| PAYROLL SUMMARY           | IPERS                     | \$ 866.08           |
| PAYROLL SUMMARY           | WORKERS COMP              | \$ 23.97            |
| PAYROLL SUMMARY           | FLEX ADMINISTRATION       | \$ 31.06            |
| JUN05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT   | \$ 138.63           |
| MAY05 INTERNAL LONG DIST  | PHONE OPERATION & MAINT   | \$ 4.44             |
| WAGAMAN, CAMILLE          | TRAVEL/MEETINGS           | \$ 80.82            |
| BANK OF AMERICA           | TRAVEL/MEETINGS           | \$ 161.40           |
| MALINOWSKI, MARIANNE      | CONFERENCES               | \$ 1,291.56         |
| BAKER & TAYLOR INC        | OFFICE SUPPLIES           | \$ 206.46           |
| RECORDED BOOKS LLC        | OFFICE SUPPLIES           | \$ 303.70           |
| 3M QCF1602                | OFFICE SUPPLIES           | \$ 809.79           |
| SUDANCO INC               | OFFICE SUPPLIES           | \$ 125.22           |
| LIB 6/24/05               | PERIODICALS               | \$ (451.36)         |
| INFO USA MARKETING INC    | PERIODICALS               | \$ 495.00           |
| BAKER & TAYLOR INC        | ADULT COLLECTIONS         | \$ 4,190.26         |
| REGENT BOOK CO INC        | ADULT COLLECTIONS         | \$ 48.52            |
| INGRAM LIBRARY SERVICES   | ADULT COLLECTIONS         | \$ 47.01            |
| JOHN WILEY & SONS INC     | ADULT COLLECTIONS         | \$ 45.12            |
| AMAZON.COM CREDIT         | ADULT COLLECTIONS         | \$ 123.39           |
| CENT IA LIBRARY SERVICE A | ADULT COLLECTIONS         | \$ 5.00             |
| BANK OF AMERICA           | ADULT COLLECTIONS         | \$ 1,770.79         |
| GREENWOOD PUBLISHING GROU | ADULT COLLECTIONS         | \$ 365.02           |
|                           | <b>Technical Services</b> | <b>\$ 29,179.53</b> |
| PAYROLL SUMMARY           | PERS SALARIES/WAGES       | \$ 11,474.84        |
| PAYROLL SUMMARY           | TEMP SALARIES/WAGES       | \$ 415.36           |
| PAYROLL SUMMARY           | IPERS DISABILITY          | \$ 51.54            |
| PAYROLL SUMMARY           | LIFE INSURANCE            | \$ 29.91            |
| PAYROLL SUMMARY           | HEALTH INSURANCE          | \$ 1,129.28         |
| PAYROLL SUMMARY           | MEDICARE FICA             | \$ 168.91           |
| PAYROLL SUMMARY           | FICA                      | \$ 722.26           |
| PAYROLL SUMMARY           | IPERS                     | \$ 683.68           |
| PAYROLL SUMMARY           | WORKERS COMP              | \$ 13.86            |
| PAYROLL SUMMARY           | FLEX ADMINISTRATION       | \$ 9.24             |
| JUN05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT   | \$ 138.63           |
| MAY05 INTERNAL LONG DIST  | PHONE OPERATION & MAINT   | \$ 7.96             |
| BANK OF AMERICA           | CONFERENCES               | \$ 72.87            |
| HEID, JERRI               | CONFERENCES               | \$ 32.00            |

**Library Claims Listing  
6/05/2005-7/12/2005**

| <b>Vendor</b>             | <b>Category</b>             | <b>Amount</b>       |
|---------------------------|-----------------------------|---------------------|
| MC FARLAND CLINIC PC      | RECRUITING COSTS            | \$ 66.00            |
| BAKER & TAYLOR INC        | JUVENILE                    | \$ 590.49           |
| BOOKS ON TAPE             | JUVENILE                    | \$ 312.50           |
| LISTENING LIBRARY INC     | JUVENILE                    | \$ 378.90           |
| RECORDED BOOKS LLC        | JUVENILE                    | \$ 196.35           |
| BAKER & TAYLOR ENTERTAINM | JUVENILE                    | \$ 88.85            |
| WESTON WOODS              | JUVENILE                    | \$ 1,558.61         |
| MIDWEST TAPE              | JUVENILE                    | \$ 146.92           |
| BANK OF AMERICA           | JUVENILE                    | \$ 1,216.47         |
| BWI                       | JUVENILE                    | \$ 3,231.53         |
|                           | <b>Youth Services</b>       | <b>\$ 22,736.96</b> |
| PAYROLL SUMMARY           | PERS SALARIES/WAGES         | \$ 22,778.18        |
| PAYROLL SUMMARY           | IPERS DISABILITY            | \$ 153.76           |
| PAYROLL SUMMARY           | LIFE INSURANCE              | \$ 50.04            |
| PAYROLL SUMMARY           | HEALTH INSURANCE            | \$ 2,367.94         |
| PAYROLL SUMMARY           | MEDICARE FICA               | \$ 327.66           |
| PAYROLL SUMMARY           | FICA                        | \$ 1,401.02         |
| PAYROLL SUMMARY           | IPERS                       | \$ 1,309.76         |
| PAYROLL SUMMARY           | WORKERS COMP                | \$ 18.24            |
| PAYROLL SUMMARY           | FLEX ADMINISTRATION         | \$ 3.40             |
| JUN05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT     | \$ 323.47           |
| MAY05 INTERNAL LONG DIST  | PHONE OPERATION & MAINT     | \$ 5.53             |
| C W ASSOCIATES            | ADULT REFERENCE             | \$ 21.62            |
| CONGRESSIONAL QUARTERLY I | ADULT REFERENCE             | \$ 125.50           |
| SALEM PRESS INC           | ADULT REFERENCE             | \$ 75.60            |
| INGRAM LIBRARY SERVICES   | ADULT REFERENCE             | \$ 11.98            |
| QWEST DEX MEDIA EAST      | ADULT REFERENCE             | \$ 31.07            |
| STATE LIBRARY OF IOWA     | ADULT REFERENCE             | \$ 10.00            |
| SAGEBRUSH CORPORATION     | ADULT REFERENCE             | \$ 78.80            |
|                           | <b>Information Services</b> | <b>\$ 29,093.57</b> |
| PAYROLL SUMMARY           | PERS SALARIES/WAGES         | \$ 18,270.46        |
| PAYROLL SUMMARY           | TEMP SALARIES/WAGES         | \$ 9,902.89         |
| LIB ISU CK 6-17-05        | ADJUSTMENT                  | \$ (31.15)          |
| PAYROLL SUMMARY           | IPERS DISABILITY            | \$ 90.71            |
| PAYROLL SUMMARY           | LIFE INSURANCE              | \$ 50.79            |
| PAYROLL SUMMARY           | HEALTH INSURANCE            | \$ 2,551.15         |
| PAYROLL SUMMARY           | MEDICARE FICA               | \$ 398.46           |
| PAYROLL SUMMARY           | FICA                        | \$ 1,703.75         |
| PAYROLL SUMMARY           | IPERS                       | \$ 1,523.05         |
| PAYROLL SUMMARY           | WORKERS COMP                | \$ 177.03           |
| PAYROLL SUMMARY           | FLEX ADMINISTRATION         | \$ 31.02            |
| JUN05 TELEPHONE SYS CHRGS | PHONE OPERATION & MAINT     | \$ 231.05           |
| MAY05 INTERNAL LONG DIST  | PHONE OPERATION & MAINT     | \$ 19.59            |
| JUN05 COMPUTER REPLACEMNT | COMPUTER REPLACEMENT FUND   | \$ 355.20           |
| MC FARLAND CLINIC PC      | RECRUITING COSTS            | \$ 66.00            |
|                           | <b>Circulation Services</b> | <b>\$ 35,340.00</b> |
| PAYROLL SUMMARY           | PERS SALARIES/WAGES         | \$ 8,556.60         |
| PAYROLL SUMMARY           | TEMP SALARIES/WAGES         | \$ 2,431.15         |
| PAYROLL SUMMARY           | IPERS DISABILITY            | \$ 57.76            |
| PAYROLL SUMMARY           | LIFE INSURANCE              | \$ 23.70            |
| PAYROLL SUMMARY           | HEALTH INSURANCE            | \$ 1,422.16         |

**Library Claims Listing**  
**6/05/2005-7/12/2005**

| <b>Vendor</b>              | <b>Category</b>         | <b>Amount</b>       |
|----------------------------|-------------------------|---------------------|
| PAYROLL SUMMARY            | MEDICARE FICA           | \$ 144.37           |
| PAYROLL SUMMARY            | FICA                    | \$ 617.29           |
| PAYROLL SUMMARY            | IPERS                   | \$ 631.79           |
| PAYROLL SUMMARY            | WORKERS COMP            | \$ 48.57            |
| PAYROLL SUMMARY            | FLEX ADMINISTRATION     | \$ 39.48            |
| JUN05 TELEPHONE SYS CHRGS  | PHONE OPERATION & MAINT | \$ 92.42            |
| MAY05 INTERNAL LONG DIST   | PHONE OPERATION & MAINT | \$ 1.97             |
| BAKER & TAYLOR INC         | AUDIO-VISUAL            | \$ 123.24           |
| BBC AUDIOBOOKS AMERICA     | AUDIO-VISUAL            | \$ 14.50            |
| BAKER & TAYLOR ENTERTAINM  | AUDIO-VISUAL            | \$ 10.35            |
| AMAZON.COM CREDIT          | AUDIO-VISUAL            | \$ 70.88            |
| BANK OF AMERICA            | AUDIO-VISUAL            | \$ 1,328.79         |
|                            | <b>Media Services</b>   | <b>\$ 15,615.02</b> |
|                            |                         |                     |
|                            |                         |                     |
|                            |                         |                     |
| Margaret Munson, President | Gary Botine, Secretary  | Date:               |

# Gifts

## **BOARD OF TRUSTEES AMES PUBLIC LIBRARY**

July 21, 2005

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

From Ames Woman's Club in memory of Glendora Dueland, Barbara Rogers, Mary Adams,  
and Margaret Smith .....\$66.31

Ben and Chloe Harriman.....\$150.00

From Book and Basket Club in memory of Harry Burrell.....\$25.46

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

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

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

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

Date \_\_\_\_\_

| EXPENSE REPORT SUMMARY FY 2004/2005 |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |               |
|-------------------------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|-----------------|---------------|
| June 30, 2005                       |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |               |
| 12 Months =100.0%                   |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |               |
|                                     | Budget           | July           | August         | Sept           | Oct            | Nov            | Dec            | Jan            | Feb            | Mar            | April          | May            | June           | Y-T-D Total      | Current Balance | % Spent       |
| <b>PERSONAL SERVICES</b>            |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |               |
| Salaries                            | 1,394,334        | 120,062        | 116,165        | 120,527        | 119,280        | 119,957        | 116,929        | 110,442        | 109,387        | 110,339        | 114,545        | 118,563        | 116,834        | 1,393,030        | 1,304           | 99.9%         |
| Temporary Salaries                  | 194,905          | 10,082         | 19,180         | 15,677         | 13,877         | 14,743         | 12,982         | 12,894         | 14,502         | 14,871         | 16,513         | 15,785         | 16,096         | 177,202          | 17,703          | 90.9%         |
| Time and One-Half                   | 500              |                |                |                |                |                |                |                |                |                |                |                |                | 0                | 500             | 0.0%          |
| Longevity                           | 5,990            |                |                |                |                | 3,198          |                |                |                | 2,798          |                |                |                | 5,996            | (6)             | 100.1%        |
| Sick Leave                          |                  |                |                |                |                |                |                | 1,954          |                |                |                |                |                | 1,954            | (1,954)         |               |
| Adjustment                          | 0                |                |                | (3,146)        | (1,138)        |                |                | (1,750)        | (732)          | (825)          |                | (684)          | (31)           | (8,306)          | 8,306           |               |
| Vacation                            |                  |                | 274            |                |                |                | 8,575          |                |                |                |                |                |                | 8,849            | (8,849)         |               |
| <b>Total Personal Svcs</b>          | <b>1,595,729</b> | <b>130,144</b> | <b>135,619</b> | <b>133,058</b> | <b>132,019</b> | <b>137,898</b> | <b>138,486</b> | <b>123,540</b> | <b>123,157</b> | <b>127,183</b> | <b>131,058</b> | <b>133,664</b> | <b>132,899</b> | <b>1,578,725</b> | <b>17,004</b>   | <b>98.9%</b>  |
| <b>EMPLOYEE BENEFITS</b>            |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |               |
| Temp Salaries Benefits              | 24,961           |                |                |                |                |                |                |                |                |                |                |                |                | 0                | 24,961          | 0.0%          |
| IPERS Disability                    | 8,907            | 735            | 722            | 728            | 728            | 735            | 747            | 681            | 681            | 709            | 679            | 682            | 715            | 8,542            | 365             | 95.9%         |
| Life Insurance                      | 3,243            | 282            | 271            | 277            | 283            | 281            | 282            | 264            | 264            | 273            | 265            | 272            | 283            | 3,297            | (54)            | 101.7%        |
| Health Insurance                    | 169,477          | 13,742         | 13,469         | 13,742         | 13,743         | 13,743         | 13,356         | 13,253         | 13,258         | 13,256         | 13,647         | 14,392         | 14,631         | 164,232          | 5,245           | 96.9%         |
| FICA Medicare                       | 20,076           | 1,835          | 1,916          | 1,925          | 1,881          | 1,947          | 1,955          | 1,762          | 1,744          | 1,801          | 1,846          | 1,894          | 1,869          | 22,375           | (2,299)         | 111.5%        |
| FICA                                | 85,848           | 7,844          | 8,196          | 8,223          | 8,040          | 8,326          | 8,363          | 7,540          | 7,452          | 7,706          | 7,887          | 8,099          | 7,995          | 95,671           | (9,823)         | 111.4%        |
| IPERS                               | 82,092           | 8,028          | 7,452          | 7,311          | 7,633          | 7,911          | 7,400          | 6,971          | 7,056          | 7,215          | 7,458          | 7,647          | 7,548          | 89,630           | (7,538)         | 109.2%        |
| Workers Comp                        | 3,940            | 465            | 421            | 384            | 364            | 373            | 358            | 349            | 365            | 368            | 391            | 388            | 390            | 4,616            | (676)           | 117.2%        |
| Flex Administration                 | 1,488            | 129            | 122            | 122            | 122            | 121            | 128            | 128            | 129            | 128            | 128            | 127            | 153            | 1,537            | (49)            | 103.3%        |
| <b>Total Employee Ben</b>           | <b>400,032</b>   | <b>33,060</b>  | <b>32,569</b>  | <b>32,712</b>  | <b>32,794</b>  | <b>33,437</b>  | <b>32,589</b>  | <b>30,948</b>  | <b>30,949</b>  | <b>31,456</b>  | <b>32,301</b>  | <b>33,501</b>  | <b>33,584</b>  | <b>389,900</b>   | <b>10,132</b>   | <b>97.5%</b>  |
| <b>INTERNAL SERVICES</b>            |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |               |
| City Data Services                  | 3,480            |                | 332            | 332            | 332            | 331            | 320            | 320            | 319            | 320            | 319            | 320            | 320            | 3,565            | (85)            | 102.4%        |
| City Messenger                      | 1,900            |                |                | 293            | 130            | 210            | 278            | 184            | 157            | 153            | 201            | 153            | 159            | 1,918            | (18)            | 100.9%        |
| Printing                            | 6,200            |                | 238            | 331            | 2,116          | 38             | 449            | 376            | 243            | 373            | 401            | 426            | 388            | 5,379            | 821             | 86.8%         |
| Insurance & Bonds                   | 18,318           |                |                | 4,578          | 1,526          | 1,526          | 1,526          | 1,526          | 1,526          | 1,526          | 1,526          | 1,526          | 1,532          | 18,318           | 0               | 100.0%        |
| Phone Operation/Maint               | 16,634           | 1,386          | 1,387          | 1,387          | 1,385          | 1,385          | 1,389          | 1,384          | 1,386          | 1,388          | 1,385          | 1,435          | 1,388          | 16,685           | (51)            | 100.3%        |
| Long Distance                       | 500              |                | 43             | 44             | 38             | 57             | 51             | 30             | 32             |                | 59             |                |                | 354              | 146             | 70.8%         |
| Fleet Operating/Maint               | 9,678            |                | 222            | 783            | 353            | 692            | 305            | 286            | 930            | 876            | 2,696          | 533            | 236            | 7,912            | 1,766           | 81.8%         |
| Fleet Replacement                   | 20,976           |                | 1,748          | 1,748          | 1,748          | 1,748          | 1,748          | 1,748          | 1,748          | 1,748          | 1,748          | 1,748          | 1,748          | 19,228           | 1,748           | 91.7%         |
| Computer Replacement                | 15,193           |                | 2,908          | 1,453          | 1,361          | 1,362          | 1,693          | 1,692          | 0              | 4,164          | 2,352          | 2,352          | 2,352          | 21,689           | (6,496)         | 142.8%        |
| <b>Total Internal Svcs</b>          | <b>92,879</b>    | <b>1,386</b>   | <b>6,878</b>   | <b>10,949</b>  | <b>8,989</b>   | <b>7,349</b>   | <b>7,759</b>   | <b>7,546</b>   | <b>6,341</b>   | <b>10,548</b>  | <b>10,687</b>  | <b>8,493</b>   | <b>8,123</b>   | <b>95,048</b>    | <b>(2,169)</b>  | <b>102.3%</b> |
| <b>CONTRACTUAL</b>                  |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |               |
| Outside Prof Services               | 28,600           |                |                | 20,000         |                |                | 1,340          |                |                |                | 6,779          |                | (752)          | 27,367           | 1,233           | 95.7%         |
| Postage/Freight                     | 13,500           | 192            | 206            | 196            | 3,043          | 199            | 1,696          | 207            | 174            | 824            | 914            | 1,447          | 4,185          | 13,283           | 217             | 98.4%         |
| Travel/Meetings                     | 1,320            | 119            |                | 162            | 374            | 22             | 15             | 75             | 13             | 129            | 145            | 288            |                | 1,342            | (22)            | 101.7%        |
| Training                            | 3,250            | 82             | 26             | 29             | 37             | 837            | 25             | 45             | 181            | 296            | 65             | 66             | 25             | 1,714            | 1,536           | 52.7%         |
| Conferences                         | 15,203           | 285            | 419            | 567            | 2,257          | 3,898          | 131            | 288            | 21             | 1,370          | 245            | 501            | 1,818          | 11,800           | 3,403           | 77.6%         |
| Subscriptions & Books               | 200              |                |                |                |                |                |                |                | 87             |                |                |                |                | 87               | 113             |               |
| Dues & Memberships                  | 5,390            | 310            | 650            | 242            | 155            | 35             | 495            | 1,188          | 467            | 277            | 895            | (54)           |                | 4,660            | 730             | 86.5%         |
| Printing                            | 3,100            |                |                |                |                |                |                |                |                |                |                | 230            |                | 230              | 2,870           | 7.4%          |
| Advertising                         | 4,000            |                | 414            | 440            |                | 135            | 786            |                | 335            | 566            | 826            | 175            | 577            | 4,254            | (254)           | 106.4%        |
| Recruiting Costs                    | 7,030            | 261            | 595            | 1,125          | 912            | 2,444          | (78)           | 348            | 646            | 770            |                |                | 132            | 7,155            | (125)           |               |
| Insurance                           | 0                |                |                |                |                |                |                |                |                |                |                |                |                | 0                | 0               |               |
| Electricity                         | 38,000           |                | 4,490          | 4,436          | 4,173          | 3,496          | 2,602          | 2,467          | 2,788          | 2,495          | 2,492          | 3,419          | 3,077          | 35,935           | 2,065           | 94.6%         |
| Phone Operation/Maint               | 4,900            | 373            | 377            | 477            | 378            | 376            | 124            | 375            | 379            | 378            | 651            | 379            | 395            | 4,662            | 238             | 95.1%         |
| Long Distance                       | 100              |                |                |                |                |                |                |                |                | 4              |                |                |                | 4                | 96              | 4.0%          |

| <b>EXPENSE REPORT SUMMARY FY 2004/2005</b> |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |              |
|--|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|-----------------|--------------|
| <b>June 30, 2005</b>                       |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |              |
| <b>12 Months =100.0%</b>                   |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |              |
|  | Budget           | July           | August         | Sept           | Oct            | Nov            | Dec            | Jan            | Feb            | Mar            | April          | May            | June           | Y-T-D Total      | Current Balance | % Spent      |
| Water/Sewer                                | 3,000            |                | 288            | 355            | 249            | 262            | 245            | 235            | 249            | 254            | 252            | 263            | 261            | 2,913            | 87              | 97.1%        |
| Waste Disposal                             | 2,000            |                | 173            | 221            | 169            | 169            | 169            |                | 338            | 169            | 169            | 169            | 169            | 1,915            | 85              | 95.8%        |
| Natural Gas                                | 6,500            | 15             | 15             | 17             | 15             | 305            | 1,034          |                | 2,042          | 2,701          | 518            | 22             | 16             | 6,700            | (200)           | 103.1%       |
| Structural Repair                          | 10,000           |                | 110            | (89)           | 648            |                | 378            | 220            | 766            | 594            | 1,900          | 256            | 206            | 4,989            | 5,011           | 49.9%        |
| Moveable Equip Repair                      | 2,000            |                | 429            |                |                |                |                |                | 40             |                | 565            |                | 20             | 1,054            | 946             | 52.7%        |
| Fixed Equip Repair                         | 5,000            |                |                |                |                | 180            | 469            | 60             | 195            |                |                | 2,397          | 313            | 3,614            | 1,386           | 72.3%        |
| Computer Maintenance                       | 28,612           | 13,162         | 7,494          | 670            | 583            | 599            | 12             | 583            | 582            | 653            | 2,353          | 864            | 570            | 28,125           | 487             | 98.3%        |
| Rentals & Leases                           | 19,308           | 503            | 2,313          | 944            | 1,726          | 1,612          | 2,166          | 872            | 1,377          | 2,735          | 1,375          | 1,375          | 3,105          | 20,103           | (795)           | 104.1%       |
| Non-City Services                          | 21,555           | 49             | 3,104          | 278            | 1,309          | 632            | 3,096          | 305            | 283            | 3,373          | 285            | 3,133          | 1,631          | 17,478           | 4,077           | 81.1%        |
| <b>Total Contractual</b>                   | <b>222,568</b>   | <b>15,351</b>  | <b>21,103</b>  | <b>29,908</b>  | <b>15,816</b>  | <b>15,553</b>  | <b>14,712</b>  | <b>7,208</b>   | <b>11,025</b>  | <b>17,472</b>  | <b>20,413</b>  | <b>14,787</b>  | <b>16,036</b>  | <b>199,384</b>   | <b>23,184</b>   | <b>89.6%</b> |
| <b>COMMODITIES</b>                         |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |              |
| Office Supplies                            | 37,000           | 2,839          | 2,480          | 1,721          | 1,320          | 1,617          | 1,833          | 1,994          | 2,328          | 7,173          | 3,141          | 6,836          | 2,008          | 35,290           | 1,710           | 95.4%        |
| Minor Office Equipment                     | 1,600            |                | 225            | 101            |                | 120            |                | 255            |                | 160            | 80             | 444            | 449            | 1,834            | (234)           |              |
| Minor Computer Equip                       | 11,000           | 39             |                | 60             |                |                | 64             | 160            |                | 1,589          | 2,963          | 3,860          | (489)          | 8,246            | 2,754           | 75.0%        |
| Ag-Hort Supplies                           | 300              |                |                |                | 60             |                |                | 42             |                |                |                |                | 8              | 110              | 190             |              |
| Structural Materials                       | 2,000            | 60             | 367            |                |                |                |                |                | 32             | 842            |                |                | 162            | 1,463            | 537             | 73.2%        |
| Cleaning Supplies                          | 7,000            | 194            | 462            | 706            | 1,497          | 468            | 510            | 307            | 378            | 447            | 481            | 1,120          | 363            | 6,933            | 67              | 99.0%        |
| Equip Parts/Supplies                       | 1,000            |                | 21             |                | 478            | 45             | 8              | 10             | 336            |                | 5              | 19             | 168            | 1,090            | (90)            | 109.0%       |
| Minor Equip & Tools                        | 300              |                | 7              |                |                |                |                |                | 36             |                |                |                | 635            | 678              | (378)           | 226.0%       |
| Food                                       | 2,000            |                | 99             | 196            | 350            | 17             | 91             | 63             | 250            | 127            | 17             | 89             | 83             | 1,382            | 618             | 69.1%        |
| Wearing Apparel                            | 200              |                | 33             |                |                |                |                |                |                |                | 9              | 62             | 35             | 139              | 61              | 69.5%        |
| Special Prjct Supplies                     | 5,000            | 624            | (174)          | 1,604          | (1,197)        | 588            | 53             | 502            | 484            | 1,071          | 201            | 236            | 1,687          | 5,679            | (679)           | 113.6%       |
| Purchase Card Clearing                     |                  | (2,195)        | 2,848          | 707            | (605)          | (721)          | 974            | (459)          |                | (450)          | (86)           | 1,541          | (1,490)        | 64               | (64)            |              |
| Vehicle/Equipment Fuel                     | 50               |                |                |                |                |                |                | 3              |                |                |                |                |                | 3                | 47              |              |
| <b>Total Commodities</b>                   | <b>67,450</b>    | <b>1,561</b>   | <b>6,368</b>   | <b>5,095</b>   | <b>1,903</b>   | <b>2,134</b>   | <b>3,533</b>   | <b>2,877</b>   | <b>3,844</b>   | <b>10,959</b>  | <b>6,811</b>   | <b>14,369</b>  | <b>3,457</b>   | <b>62,911</b>    | <b>4,539</b>    | <b>93.3%</b> |
| <b>CAPITAL</b>                             |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |              |
| Moveable Equipment                         | 1,000            |                |                |                |                |                |                |                |                |                |                |                |                | 0                | 1,000           | 0.0%         |
| Periodicals                                | 9,500            | 6,850          | (20)           | (248)          | 1,614          | 103            | 308            | (1,464)        | 1,175          | 345            | 20             | 612            | (452)          | 8,843            | 657             | 93.1%        |
| Juvenile                                   | 57,510           | 3,004          | 1,051          | 4,472          | 4,013          | 4,844          | 2,443          | 4,104          | 3,763          | 5,590          | 7,448          | 7,698          | 7,317          | 55,747           | 1,763           | 96.9%        |
| Adult Reference                            | 42,962           | 9,974          | 7,173          | 9,607          | 1,564          | 2,884          | 3,577          | 2,972          | 434            | 2,016          | 984            | 1,439          | 344            | 42,968           | (6)             | 100.0%       |
| Audio Visual                               | 54,500           | 1,792          | 3,919          | 4,787          | 5,610          | 4,664          | 4,211          | 7,167          | 3,185          | 8,412          | 3,207          | 4,406          | 1,547          | 52,907           | 1,593           | 97.1%        |
| Adult Collection                           | 95,926           | 6,153          | 5,731          | 6,932          | 8,560          | 9,877          | 9,225          | 11,270         | 8,355          | 9,728          | 4,372          | 7,536          | 5,798          | 93,537           | 2,389           | 97.5%        |
| <b>Total Capital</b>                       | <b>261,398</b>   | <b>27,773</b>  | <b>17,854</b>  | <b>25,550</b>  | <b>21,361</b>  | <b>22,372</b>  | <b>19,764</b>  | <b>24,049</b>  | <b>16,912</b>  | <b>26,091</b>  | <b>16,031</b>  | <b>21,691</b>  | <b>14,554</b>  | <b>254,002</b>   | <b>7,396</b>    | <b>97.2%</b> |
| <b>OTHER EXPENDITURES</b>                  |                  |                |                |                |                |                |                |                |                |                |                |                |                |                  |                 |              |
| Refunds                                    |                  |                | 33             |                |                |                |                |                |                |                |                |                |                | 33               | (33)            |              |
| <b>Total Other Expenditures</b>            | <b>0</b>         | <b>0</b>       | <b>33</b>      | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>33</b>        | <b>(33)</b>     |              |
| <b>GRAND TOTAL</b>                         | <b>2,640,056</b> | <b>209,275</b> | <b>220,424</b> | <b>237,272</b> | <b>212,882</b> | <b>218,743</b> | <b>216,843</b> | <b>196,168</b> | <b>192,228</b> | <b>223,709</b> | <b>217,301</b> | <b>226,505</b> | <b>208,653</b> | <b>2,580,003</b> | <b>60,053</b>   | <b>97.7%</b> |

| <b>2004/05 LIBRARY EXPENSE SUMMARY</b> |                  |                  |                  |                  |                |               |
|--|------------------|------------------|------------------|------------------|----------------|---------------|
| <b>June 30, 2005</b>                   |                  |                  |                  |                  |                |               |
| <b>12 Months =100.0%</b>               |                  |                  |                  |                  |                |               |
|  | <b>2003/04</b>   | <b>2004/05</b>   | <b>YTD</b>       | <b>YTD</b>       | <b>Current</b> | <b>%</b>      |
|  | <b>Actuals</b>   | <b>Budget</b>    | <b>2003/04</b>   | <b>2004/05</b>   | <b>Balance</b> | <b>Spent</b>  |
| <b>PERSONAL SERVICES</b>               |                  |                  |                  |                  |                |               |
| Salaries                               | 1,360,586        | 1,394,334        | 1,360,586        | 1,393,030        | 1,304          |               |
| Temporary Salaries                     | 188,651          | 194,905          | 176,513          | 177,202          | 17,703         |               |
| Time and One-Half                      | 432              | 500              | 432              |                  | 500            |               |
| Longevity                              | 6,573            | 5,990            | 6,573            | 5,996            | (6)            |               |
| Sick Leave                             | 89               |                  | 89               | 1,954            | (1,954)        |               |
| Adjustment                             | (13,497)         |                  | (13,497)         | (8,306)          | 8,306          |               |
| Vacation                               | 3,436            |                  | 2,999            | 8,849            | (8,849)        |               |
| <b>Total Personal Services</b>         | <b>1,546,270</b> | <b>1,595,729</b> | <b>1,533,695</b> | <b>1,578,725</b> | <b>17,004</b>  | <b>98.9%</b>  |
| <b>EMPLOYEE BENEFITS</b>               |                  |                  |                  |                  |                |               |
| Temp Salaries Benefits                 |                  | 24,961           |                  |                  | 24,961         |               |
| IPERS Disability                       | 8,600            | 8,907            | 8,600            | 8,542            | 365            |               |
| Life Insurance                         | 3,282            | 3,243            | 3,282            | 3,297            | (54)           |               |
| Health Insurance                       | 174,012          | 169,477          | 174,012          | 164,232          | 5,245          |               |
| FICA Medicare                          | 22,020           | 20,076           | 21,836           | 22,375           | (2,299)        |               |
| FICA                                   | 94,150           | 85,848           | 93,369           | 95,671           | (9,823)        |               |
| IPERS                                  | 88,022           | 82,092           | 88,022           | 89,630           | (7,538)        |               |
| Workers Compensation                   | 4,900            | 3,940            | 4,900            | 4,616            | (676)          |               |
| Flex Administration                    | 1,510            | 1,488            | 1,510            | 1,537            | (49)           |               |
| <b>Total Employee Benefits</b>         | <b>396,496</b>   | <b>400,032</b>   | <b>395,531</b>   | <b>389,900</b>   | <b>10,132</b>  | <b>97.5%</b>  |
| <b>INTERNAL SERVICES</b>               |                  |                  |                  |                  |                |               |
| City Data Services                     | 3,883            | 3,480            | 3,562            | 3,565            | (85)           |               |
| City Messenger                         | 1,848            | 1,900            | 1,683            | 1,918            | (18)           |               |
| Printing                               | 4,369            | 6,200            | 4,365            | 5,379            | 821            |               |
| Insurance & Bonds                      | 20,413           | 18,318           | 20,413           | 18,318           | 0              |               |
| Phone Operation/Maintenance            | 17,406           | 16,634           | 17,406           | 16,685           | (51)           |               |
| Long Distance                          | 587              | 500              | 546              | 354              | 146            |               |
| Fleet Operating/Maintenance            | 5,835            | 9,678            | 5,406            | 7,912            | 1,766          |               |
| Fleet Replacement                      | 19,668           | 20,976           | 18,029           | 19,228           | 1,748          |               |
| Computer Replacement                   | 10,502           | 15,193           | 10,502           | 21,689           | (6,496)        |               |
| Interdepartmental Labor                | 599              |                  | 599              |                  | 0              |               |
| <b>Total Internal Services</b>         | <b>85,110</b>    | <b>92,879</b>    | <b>82,511</b>    | <b>95,048</b>    | <b>(2,169)</b> | <b>102.3%</b> |
| <b>CONTRACTUAL</b>                     |                  |                  |                  |                  |                |               |
| Outside Professional Services          | 27,258           | 28,600           | 27,258           | 27,367           | 1,233          |               |
| Postage/Freight                        | 16,280           | 13,500           | 16,266           | 13,283           | 217            |               |
| Travel/Meetings                        | 1,289            | 1,320            | 1,272            | 1,342            | (22)           |               |
| Training                               | 1,291            | 3,250            | 1,266            | 1,714            | 1,536          |               |
| Conferences                            | 19,651           | 15,203           | 19,026           | 11,800           | 3,403          |               |
| Subscriptions and Books                |                  | 200              |                  | 87               | 113            |               |
| Dues & Memberships                     | 5,288            | 5,390            | 5,288            | 4,660            | 730            |               |
| Printing                               | 3,490            | 3,100            | 3,490            | 230              | 2,870          |               |
| Advertising                            | 3,735            | 4,000            | 3,651            | 4,254            | (254)          |               |
| Recruiting Costs                       | 4,348            | 7,030            | 4,348            | 7,155            | (125)          |               |
| Electricity                            | 39,746           | 38,000           | 35,700           | 35,935           | 2,065          |               |
| Phone Operation/Maintenance            | 5,060            | 4,900            | 5,056            | 4,662            | 238            |               |
| Long Distance                          | 218              | 100              | 218              | 4                | 96             |               |
| Water/Sewer                            | 2,703            | 3,000            | 2,440            | 2,913            | 87             |               |
| Waste Disposal                         | 2,620            | 2,000            | 2,451            | 1,915            | 85             |               |
| Natural Gas                            | 7,283            | 6,500            | 7,283            | 6,700            | (200)          |               |
| Structural Repair                      | 6,316            | 10,000           | 5,163            | 4,989            | 5,011          |               |
| Moveable Equipment Repair              | 2,082            | 2,000            | 2,082            | 1,054            | 946            |               |
| Fixed Equipment Repair                 | 10,885           | 5,000            | 10,885           | 3,614            | 1,386          |               |
| Computer Maintenance                   | 34,101           | 28,612           | 34,101           | 28,125           | 487            |               |
| Rentals & Leases                       | 17,787           | 19,308           | 17,722           | 20,103           | (795)          |               |

| <b>2004/05 LIBRARY EXPENSE SUMMARY</b> |                  |                  |                  |                  |                |              |
|--|------------------|------------------|------------------|------------------|----------------|--------------|
| <b>June 30, 2005</b>                   |                  |                  |                  |                  |                |              |
| <b>12 Months =100.0%</b>               |                  |                  |                  |                  |                |              |
|  | <b>2003/04</b>   | <b>2004/05</b>   | <b>YTD</b>       | <b>YTD</b>       | <b>Current</b> | <b>%</b>     |
|  | <b>Actuals</b>   | <b>Budget</b>    | <b>2003/04</b>   | <b>2004/05</b>   | <b>Balance</b> | <b>Spent</b> |
| Non-City Services                      | 18,744           | 21,555           | 18,103           | 17,478           | 4,077          |              |
| <b>Total Contractual</b>               | <b>230,175</b>   | <b>222,568</b>   | <b>223,069</b>   | <b>199,384</b>   | <b>23,184</b>  | <b>89.6%</b> |
| <b>COMMODITIES</b>                     |                  |                  |                  |                  |                |              |
| Office Supplies                        | 40,555           | 37,000           | 39,151           | 35,290           | 1,710          |              |
| Minor Office Equipment                 | 670              | 1,600            | 670              | 1,834            | (234)          |              |
| Minor Computer Equipment               | 8,864            | 11,000           | 6,426            | 8,246            | 2,754          |              |
| Ag-Hort Supplies                       |                  | 300              | 0                | 110              | 190            |              |
| Structural Materials                   | 1,916            | 2,000            | 1,916            | 1,463            | 537            |              |
| Cleaning Supplies                      | 6,687            | 7,000            | 6,687            | 6,933            | 67             |              |
| Equipment Parts/Supplies               | 554              | 1,000            | 470              | 1,090            | (90)           |              |
| Minor Equipment & Tools                | 175              | 300              | 99               | 678              | (378)          |              |
| Food                                   | 793              | 2,000            | 744              | 1,382            | 618            |              |
| Wearing Apparel                        | 162              | 200              | 162              | 139              | 61             |              |
| Special Project Supplies               | 4,807            | 5,000            | 4,000            | 5,679            | (679)          |              |
| Purchase Card Clearing                 |                  |                  | 2,139            | 64               | (64)           |              |
| Fuel for Vehicles/Equipment            | 17               | 50               | 17               | 3                | 47             |              |
| <b>Total Commodities</b>               | <b>65,200</b>    | <b>67,450</b>    | <b>62,481</b>    | <b>62,911</b>    | <b>4,539</b>   | <b>93.3%</b> |
| <b>CAPITAL</b>                         |                  |                  |                  |                  |                |              |
| Computer Equipment/Software            | 203              |                  | 203              |                  |                |              |
| Moveable Equipment                     |                  | 1,000            |                  |                  | 1,000          |              |
| Periodicals                            | 10,811           | 9,500            | 10,811           | 8,843            | 657            |              |
| Juvenile                               | 47,922           | 57,510           | 41,771           | 55,747           | 1,763          |              |
| Adult Reference                        | 53,429           | 42,962           | 52,880           | 42,968           | (6)            |              |
| Audio Visual                           | 45,509           | 54,500           | 45,483           | 52,907           | 1,593          |              |
| Adult Collection                       | 102,334          | 95,926           | 99,592           | 93,537           | 2,389          |              |
| <b>Total Capital</b>                   | <b>260,208</b>   | <b>261,398</b>   | <b>250,740</b>   | <b>254,002</b>   | <b>7,396</b>   | <b>97.2%</b> |
| <b>OTHER EXPENDITURES</b>              |                  |                  |                  |                  |                |              |
| Refunds                                | 128              |                  | 128              | 33               | (33)           |              |
| <b>Total Other Expenditures</b>        | <b>128</b>       | <b>0</b>         | <b>128</b>       | <b>33</b>        | <b>(33)</b>    |              |
| <b>GRAND TOTAL</b>                     | <b>2,583,587</b> | <b>2,640,056</b> | <b>2,548,155</b> | <b>2,580,003</b> | <b>60,053</b>  | <b>97.7%</b> |
|  |                  |                  |                  |                  |                | <b>% of</b>  |
|  |                  |                  |                  |                  |                | <b>Total</b> |
| <b>TOTALS BY DIVISION:</b>             |                  |                  |                  |                  |                |              |
| Administration/Support                 | 715,047          | 732,373          | 705,287          | 712,087          | 20,286         | 27.60%       |
| Outreach Services                      | 224,010          | 218,974          | 218,987          | 215,934          | 3,040          | 8.40%        |
| Technical Services                     | 401,444          | 389,127          | 397,424          | 382,144          | 6,983          | 14.80%       |
| Youth Services                         | 262,164          | 255,639          | 254,183          | 255,378          | 261            | 9.90%        |
| Information Services                   | 373,351          | 384,734          | 372,802          | 395,389          | (10,655)       | 15.30%       |
| Circulation Services                   | 390,174          | 424,884          | 383,440          | 399,097          | 25,787         | 15.50%       |
| Media Services                         | 217,397          | 234,325          | 216,032          | 219,974          | 14,351         | 8.50%        |
| <b>GRAND TOTAL</b>                     | <b>2,583,587</b> | <b>2,640,056</b> | <b>2,548,155</b> | <b>2,580,003</b> | <b>60,053</b>  |              |

| <b>LIBRARY DONATIONS REPORT</b>           |                                     |                                       |                                       |                                       |   |                   |
|---|-------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---|-------------------|
| <b>FISCAL YEAR 2004/2005</b>              |                                     |                                       |                                       |                                       |   |                   |
| <b>YEAR-TO-DATE THROUGH JUNE 30, 2005</b> |                                     |                                       |                                       |                                       |   |                   |
|   |                                     |                                       |                                       |                                       |   |                   |
|   | <b>Gladys<br/>Myers<br/>Bequest</b> | <b>Roscoe<br/>Marsden<br/>Bequest</b> | <b>Verna<br/>Thompson<br/>Bequest</b> | <b>Herbert<br/>Howell<br/>Bequest</b> | <b>Other<br/>Donations<br/>&amp; Grants</b> | <b>Total</b>      |
| <b>Reserved Principal and Interest</b>    | <b>708,453.12</b>                   | <b>108,248.42</b>                     | <b>333.01</b>                         |                                       | <b>8,286.93</b>                             | <b>825,321.48</b> |
| Beginning available balance               | 46,813.50                           | 13,896.11                             | 568,988.44                            |                                       | 51,852.68                                   | 681,550.73        |
| Interest revenue                          | 14,294.66                           | 2,667.78                              | 12,731.20                             | 4,312.95                              | 2,278.69                                    | 36,285.28         |
| Donations                                 |                                     |                                       | 1,517.72                              | 145,000.00                            | 102,354.43                                  | 248,872.15        |
| Expenses                                  | (5,651.50)                          | (3,908.36)                            |                                       |                                       | (78,210.90)                                 | (87,770.76)       |
| Encumbrances                              | (6,922.78)                          |                                       |                                       |                                       |   | (6,922.78)        |
| <b>Current Available Balance</b>          | <b>48,533.88</b>                    | <b>12,655.53</b>                      | <b>583,237.36</b>                     | <b>149,312.95</b>                     | <b>78,274.90</b>                            | <b>872,014.62</b> |
| <b>Expense Detail:</b>                    |                                     |                                       |                                       |                                       |   |                   |
| Internal Printing                         |                                     |                                       |                                       |                                       | 946.81                                      | 946.81            |
| Interdepartmental Labor                   |                                     |                                       |                                       |                                       | 105.00                                      | 105.00            |
| Outside Professional Svcs                 |                                     |                                       |                                       |                                       | 4,125.00                                    | 4,125.00          |
| Postage/Freight                           | 1,100.00                            |                                       |                                       |                                       |   | 1,100.00          |
| Outside Printing/Graphics                 |                                     |                                       |                                       |                                       | 3,502.96                                    | 3,502.96          |
| Rentals/Leases                            |                                     |                                       |                                       |                                       | 150.00                                      | 150.00            |
| Office Supplies                           |                                     |                                       |                                       |                                       | 8.44  | 8.44              |
| Minor Office Equipment                    |                                     | 707.99                                |                                       |                                       | 357.93                                      | 1,065.92          |
| Minor Computer Eqp/Software               |                                     | 889.78                                |                                       |                                       |   | 889.78            |
| Food                                      |                                     |                                       |                                       |                                       | 774.04                                      | 774.04            |
| Special Project Supplies                  |                                     |                                       |                                       |                                       | 12,967.67                                   | 12,967.67         |
| Coffee Shop Inventory                     |                                     |                                       |                                       |                                       | (55.60)                                     | (55.60)           |
| Office Furniture/Equipment                |                                     |                                       |                                       |                                       | 9,998.00                                    | 9,998.00          |
| Periodicals                               |                                     |                                       |                                       |                                       | 248.00                                      | 248.00            |
| Youth Collection                          |                                     |                                       |                                       |                                       | 3,730.90                                    | 3,730.90          |
| Adult Reference                           |                                     |                                       |                                       |                                       | 125.44                                      | 125.44            |
| Audio-Visual                              | 3,587.79                            | 2,310.59                              |                                       |                                       | 11,718.51                                   | 17,616.89         |
| Adult Collection                          | 963.71                              |                                       |                                       |                                       | 29,507.80                                   | 30,471.51         |
| <b>Total Expenses</b>                     | <b>5,651.50</b>                     | <b>3,908.36</b>                       | <b>0.00</b>                           | <b>0.00</b>                           | <b>78,210.90</b>                            | <b>87,770.76</b>  |
| <b>Encumbrance Detail:</b>                |                                     |                                       |                                       |                                       |   |                   |
| Strategic Planning Travel                 | 6,922.78                            |                                       |                                       |                                       |   | 6,922.78          |
| <b>Total Encumbrances</b>                 | <b>6,922.78</b>                     | <b>0.00</b>                           | <b>0.00</b>                           | <b>0.00</b>                           | <b>0.00</b>                                 | <b>6,922.78</b>   |

| <b>GLADYS MYERS DONATION FUND</b>         |                       |                         |                        |
|---|-----------------------|-------------------------|------------------------|
| <b>INTEREST EARNED PER FISCAL YEAR</b>    |                       |                         |                        |
| <b>YEAR-TO-DATE THROUGH JUNE 30, 2005</b> |                       |                         |                        |
|   |                       |                         |                        |
|   |                       |                         |                        |
|   |                       |                         |                        |
|   |                       |                         |                        |
|   |                       |                         |                        |
|   | <b>Total Interest</b> | <b>20% Reserved</b>     | <b>80% Available</b>   |
| <b>Fiscal Year</b>                        | <b>Revenue</b>        | <b>for Reinvestment</b> | <b>for Expenditure</b> |
| 1995/96                                   | 7,302.50              | 1,460.50                | 5,842.00               |
| 1996/97                                   | 31,049.09             | 6,209.82                | 24,839.27              |
| 1997/98                                   | 45,429.25             | 9,085.85                | 36,343.40              |
| 1998/99                                   | 41,596.65             | 8,319.33                | 33,277.32              |
| 1999/00                                   | 43,160.74             | 8,632.15                | 34,528.59              |
| 2000/01                                   | 34,541.40             | 6,908.28                | 27,633.12              |
| 2001/02                                   | 27,804.79             | 5,560.96                | 22,243.83              |
| 2002/03                                   | 17,422.07             | 3,484.41                | 13,937.66              |
| 2003/04                                   | 12,266.12             | 2,453.22                | 9,812.90               |
| 2004/05                                   | 17,868.32             | 3,573.66                | 14,294.66              |
|   |                       |                         |                        |
| <b>Total</b>                              | <b>278,440.93</b>     | <b>55,688.18</b>        | <b>222,752.75</b>      |

| <b>LIBRARY DONATIONS REPORT</b>   |                                     |                                       |                                       |                                       |   |                   |
|---|-------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---|-------------------|
| <b>FISCAL YEAR 2004/2005</b>  |                                     |                                       |                                       |                                       |   |                   |
| <b>YEAR-TO-DATE THROUGH JUNE 30, 2005</b>   |                                     |                                       |                                       |                                       |   |                   |
|   |                                     |                                       |                                       |                                       |   |                   |
|   | <b>Gladys<br/>Myers<br/>Bequest</b> | <b>Roscoe<br/>Marsden<br/>Bequest</b> | <b>Verna<br/>Thompson<br/>Bequest</b> | <b>Herbert<br/>Howell<br/>Bequest</b> | <b>Other<br/>Donations<br/>&amp; Grants</b> | <b>Total</b>      |
| Available Balance @ 6/30/04 *   | 46,813.50                           | 13,896.11                             | 568,988.44                            |                                       | 51,852.68                                   | 681,550.73        |
| YTD Interest Revenue  | 14,294.66                           | 2,667.78                              | 12,731.20                             | 4,312.95                              | 2,278.69                                    | 36,285.28         |
| YTD Donations   |                                     |                                       | 1,517.72                              | 145,000.00                            | 102,354.43                                  | 248,872.15        |
| YTD Expenses  | (5,651.50)                          | (3,908.36)                            | 0.00                                  | 0.00                                  | (78,210.90)                                 | (87,770.76)       |
| Transfers between programs**  |                                     |                                       |                                       |                                       |   |                   |
| Encumbrances  | (6,922.78)                          | 0.00                                  | 0.00                                  | 0.00                                  | 0.00  | (6,922.78)        |
| <b>Current Available Balance</b>  | <b>48,533.88</b>                    | <b>12,655.53</b>                      | <b>583,237.36</b>                     | <b>149,312.95</b>                     | <b>78,274.90</b>                            | <b>872,014.62</b> |
| Expense Detail:   |                                     |                                       |                                       |                                       |   |                   |
| Internal Printing   |                                     |                                       |                                       |                                       | 946.81                                      | 946.81            |
| Interdepartmental Labor   |                                     |                                       |                                       |                                       | 105.00                                      | 105.00            |
| Outside Professional Services   |                                     |                                       |                                       |                                       | 4,125.00                                    | 4,125.00          |
| Postage/Freight   | 1,100.00                            |                                       |                                       |                                       |   | 1,100.00          |
| Outside Printing/Graphics   |                                     |                                       |                                       |                                       | 3,502.96                                    | 3,502.96          |
| Rentals/Leases  |                                     |                                       |                                       |                                       | 150.00                                      | 150.00            |
| Office Supplies   |                                     |                                       |                                       |                                       | 8.44  | 8.44              |
| Minor Office Equipment  |                                     | 707.99                                |                                       |                                       | 357.93                                      | 1,065.92          |
| Minor Computer Eqp/Software   |                                     | 889.78                                |                                       |                                       |   | 889.78            |
| Food  |                                     |                                       |                                       |                                       | 774.04                                      | 774.04            |
| Special Project Supplies  |                                     |                                       |                                       |                                       | 12,967.67                                   | 12,967.67         |
| Coffee Shop Inventory   |                                     |                                       |                                       |                                       | (55.60)                                     | (55.60)           |
| Office Furniture/Equipment  |                                     |                                       |                                       |                                       | 9,998.00                                    | 9,998.00          |
| Periodicals   |                                     |                                       |                                       |                                       | 248.00                                      | 248.00            |
| Youth Collection  |                                     |                                       |                                       |                                       | 3,730.90                                    | 3,730.90          |
| Adult Reference   |                                     |                                       |                                       |                                       | 125.44                                      | 125.44            |
| Audio-Visual  | 3,587.79                            | 2,310.59                              |                                       |                                       | 11,718.51                                   | 17,616.89         |
| Adult Collection  | 963.71                              |                                       |                                       |                                       | 29,507.80                                   | 30,471.51         |
| <b>Total Expenses</b>   | <b>5,651.50</b>                     | <b>3,908.36</b>                       | <b>0.00</b>                           |                                       | <b>78,210.90</b>                            | <b>87,770.76</b>  |
| Encumbrance Detail:   |                                     |                                       |                                       |                                       |   |                   |
| Strategic Planning Travel   | 6,922.78                            |                                       |                                       |                                       |   | 6,922.78          |
| <b>Total Encumbrances</b>   | <b>6,922.78</b>                     | <b>0.00</b>                           | <b>0.00</b>                           |                                       | <b>0.00</b>                                 | <b>6,922.78</b>   |
| * Beginning balance includes balance available at 6/30/04 plus any outstanding encumbrances |                                     |                                       |                                       |                                       |   |                   |



# DIRECTOR'S REPORT

## July, 2005

- **BUDGET**

**Financial Reports for June:** As of June 30, we were **100%** of the way through the year and **97.7%** expended. Please see the Expense Report for June in your packet. Note that this is not the final report for FY04-05; June invoices will be paid from the FY04-05 budget until the official cut-off date in late July. We also have one hourly payroll remaining that will show as an FY04-05 expense. You will receive an end-of-fiscal year report in September. I am anticipating that we will be slightly under-spent, primarily due to salary savings.

**Donations:** Note that the available balance for the Trustee Endowment funds is currently \$61,190. The current available balance for Enrich Iowa funds is \$22,127.

- **POLICY**

**Internet Use & Guidelines:** Staff is recommending minor changes to this policy, in the section entitled, "Access." The changes update the reference to ALA's *Statement on the Library Use of Filtering Software* and simplifies the explanation of how staff may assist customers who request it in using sites that provide filtered access.

- **DISCUSSION/ACTION ITEMS**

**Compensation for Hayslett and Carey as Interim Co-Directors:** President Margaret Munson will have a recommendation on the adjusted compensation for Dawn Hayslett and Lynne Carey during the period they serve as interim co-directors.

**Funding Request for Summer Teen Programs:** Staff is requesting \$500 from the trustee endowment for reading incentive rewards for our teen summer programs.

**Trustee Volunteer Hours – Presentation by Sarah Bohlke, Volunteer Coordinator:** Sarah will explain how she would like to track and record the hours that you donate as trustees. You are our most important volunteers and in years past, we've haven't consistently included your contributions to the Library.

**Unique Management Services, Inc. - Presentation by Jonathan Hayes and Contract with Unique Management Services, Inc.:** Last month we briefly discussed the need for a more effective approach to the collection of long overdue materials, fines and fees. Staff is recommending that the Library contract with Unique Management Services, Inc., a company that specializes in providing these services to libraries. Mr. Hayes of the Unique organization will have a brief (10 minutes) presentation and you will have the opportunity to ask questions. Note that city attorney John Klaus has reviewed the contract and Lynne Carey has addressed the issues/concerns that John outlined.

**Request for Funding for Project Smyles:** In May and June, staff outlined the role and scope of Project Smyles, an initiative designed to meet the new state standard on outreach services to daycares and to brand the Library to a new generation of library users. In the packet is a spreadsheet that outlines the project and includes our best estimate of costs at this time.

Project Smyles has 3 phases.

**Phase 1: Book publication, purchase of supporting program materials**

Estimated Cost: \$30,000

Funding Source – Enrich Iowa Funds, Trustee Endowment

**Phase 2: Kick-Off**

Estimated Cost: \$2000

Funding Source - Friends of the APL

**Phase 3: Implementation of 1 year outreach daycare program** Estimated

Cost: \$20,000 for ½-time temporary project coordinator position

Funding Source - Trustee Endowment

• **AMES PUBLIC LIBRARY FOUNDATION**

Development director Kasandra Petersen resigned effective June 21. Foundation President Janet Stephenson has outlined three priorities for the immediate future.

They are:

1. Begin the development director recruitment
2. Develop a plan for minimally, an abbreviated annual campaign so that the Foundation does not lose momentum
3. Assess database and donor data problems in the Raiser's Edge software and contract to have them corrected

- **STRATEGIC PLANNING/PROCESS IMPROVEMENT**

**Organizational Priorities:** The management team has been working on finishing the FY04-05 organizational priorities and developing the first draft of organizational priorities for FY05-06. In the packet are copies of both documents. I will have a report for you at the meeting.

Our purpose in doing this is to ensure that staff and Board have reached consensus on operational and service priorities. Additionally, we must "put our money where our mouths are" by allocating all library resources, including staff, to support those efforts. With that in mind, we will have a draft of the alternative funding proposal that supports these priorities for your review in August.

- **PROFESSIONAL ACTIVITIES/COMMUNITY CONTACTS**

**Attended:** APL staff meetings (management, public services); City of Ames staff meetings; Ames Noon Rotary; Ames Convention & Visitors Bureau board meeting; Creating the Culture 3 M staff development workshop; Iowa Urban Public Library Association retreat.

**Other activities:** Wrote Library Notes column and report for ABLE (American Bulgarian Library Exchange); presentation to Golden K Kiwanis Club about APL

- **THANKS**

I can't believe it's been over 9 years since I wrote my first director's report! That was in April, 1996 and this is what I said at the end of that first report.

*"I want to express my appreciation to the Library staff and the Board. Everyone has worked very hard to make me feel at home and part of my new Library family. Special thanks to Georgia, administrative assistant, Dawn and Sue Benson, Board president, all of whom deserve credit for their patience and willingness to share their expertise. I feel that I am coming up to speed very quickly in my knowledge of the Library staff, service program and administrative responsibilities."*

I have been privileged to work with smart, dedicated people in a community that loves and supports its library. I've learned more than I've taught and received more than I've given. To my Library family --- all the staff, all the trustees, City of Ames colleagues, and Library customer and supporters in our community, thank you for allowing me to lead a truly great Library.

**Gina Millsap, Director  
Ames Public Library**

## Monthly Report – Dawn Hayslett - Assistant Director July 2005

### **Friends of the Ames Public Library**

The Friends Board takes a holiday over the summer and their next meeting will be Monday, August 29<sup>th</sup>. In preparation for that meeting, I wrote a draft of a tuition reimbursement policy for the Friends Board to review. The Board has allocated money for several years now to support our employees who want to pursue a graduate degree in library science. This document will set up guidelines and an application process for these grants.

Contemporary author and native of Chicago, Saul Bellow, will be our subject for the fall "Let's Talk About It" series. Registration will be the weekend after Labor Day. If you are interested in signing up, please call or email me. Friends will provide copies for participants. The first selection is "Seize the Day." Great Books will continue with their "Great Conversations" anthology from the spring new members are welcome. You may also contact me for registration information and meeting times.

### **Public Services**

We are continuing to work our way through our comprehensive workplan. This gives us an opportunity to discuss each objective and determine a timetable and who will be responsible for the work. I hope to have this finished by the end of August.

### **Other Activities**

- I worked on my assignment for developing the Collections policy. I wrote a draft of the purpose statement as well as a description of our community and a section on our materials budget. We will be putting all our assignments together into a first draft later this month.
- I led the Policy Group meeting last week. We reviewed the meeting room, displays, and programs policies. In addition we reviewed several ALA statements which relate to those policies. We are recommending slight changes to the displays policy.
- I attended the Central Iowa Library Service Area Board meeting at Lacona last month. Lacona is at the very far south edge of the service area (I was less than 25 miles from Missouri!) Lacona has fewer than 400 residents and the library is nice but very small with limited hours. The librarian there works hard to have a current collection including DVDs and books on CD.
- I met with our Books @ Noon group. This is such fun. I love to listen to them discuss their very wide range of reading choices.
- I led the discussion for our June "Chick Lit" meeting. We talked about the play "Real Women Have Curves" which was recently made into a motion picture. The next selection is a collection of short stories by well-known chick lit authors called "Girls Night In." We also select titles for our August meeting. Members have a choice; they can read either "Mr. Darcy's Daughters" which is a (very late) sequel to "Pride and Prejudice" or "The Jane Austen Book Club."
- I completed the Enrich Iowa annual report. This direct state aid funding is used to support our "Books for Babies" program.
- I attended the Management Team meeting where we worked on organizational goals for the coming year.
- I met with Margaret, Gina and Lynne to discuss the director search and the interim. I am working on materials for the director search.
- I attended the City Department Heads meeting while Gina was in Columbia. Bob Bourne, City of Ames Transportation Director, gave a presentation about the proposed "Dinkey" streetcar which would run between downtown and campus.

- I met with Mary Cameron and Jerri Heid to design an in-house brainstorming session about the future of services to children and families which will be on July 19<sup>th</sup>.
- We are working on planning the farewell reception for Gina which will be Thurs. July 21<sup>st</sup> from 3:30-5:00 in the Farwell T. Brown Auditorium.

## **OUTREACH & CIRCULATION MONTHLY REPORT June & July 2005**

Lynne Carey, Outreach and Circulation Coordinator

### **VOLUNTEERS**

The summer youth volunteer program has been amazingly successful. Kate Pickett is doing a tremendous job interviewing, placing, training and supervising nearly sixty talented young community members.

Sarah Bohlke is also doing a wonderful job overseeing community service and other volunteers. In June she interviewed and placed three new community service volunteers and 13 new regular program volunteers. Four people completed the Fine Alternative program. She also worked with groups of volunteers from Boy Scouts, Childserve, Mainstream Living and 4-H.

Volunteer, Alex Kirstukas, designed and installed a display in the south lobby case to commemorate the 140<sup>th</sup> anniversary of the publication of Alice in Wonderland.

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

We are pleased to welcome Joan Anderson and Jo Harter as new employees in the Circulation/Outreach workgroup.

We set another record for circulation of materials this fiscal year! We experienced a 2.8 percent increase over last fiscal year for a total of 1,256,993 items.

On the Circulation Monthly Stats sheet included in your packet you will notice some large numbers in the Differences row in the Comparison column. These are due to correction of an error last year in June regarding the way we recorded circulation of uncataloged materials.

Sarah Bohlke and I attended the DOVIA (Directors of Volunteers in Agencies) annual luncheon.

Teresa Rosenberg and I attended the annual conference of the American Library Association in Chicago. Teresa reported attending some very worthwhile sessions and will be presenting her notes at an upcoming lunch 'n' learn. I spent nearly every waking moment involved in committee meetings and work sessions for the Library Leadership and Management Program Committee and the Swap and Shop Committee.

## **PROGRAMS:**

Mary Cameron is facilitating a fall planning session on Monday, July 18, for staff involved in providing programs for children and families. I am working with a variety of community groups to plan fall programs for adult audiences.

We held some wildly successful programs in May and June for children and families including Wild About Books, Derek Anderson, Day for all Ages and the D.W. hot dog dinner.

Kay Marner revamped the approach to Family Film night and has attracted large crowds. As I write this the Harry Potter Film Festival is underway with over 100 eager participants. Anastasia Tuckness has been doing a wonderful job as the Bookmobile storytime presenter. Jillian Duggan has been a tremendous help in planning, publicizing and implementing programs.

## **MEETINGS:**

I attended meetings of the Outreach Staff, Circulation Staff, APL Policy committee, City of Ames Monthly Managers Meeting, APL Management Team, Inkspots, Confronting the New World Order planning sessions, Other Voices/Other Views planning committee, the APL Teen Space Committee, Iowans for a Middle East Peace Planning Committee, Project Smyles committee, Bookends Not at the Bandshell Planning Team, Youth Services Staff, APL Foundation Board, T.A.G. (Teen Advisory Group), the Douglas Block Party planning committee, and the APL Board.

## **Coordinator's Monthly Report July 2005**

Marianne Malinowski  
Adult Collection Manager  
Collections Workgroup

### **COLLECTIONS WORKGROUP:**

- The Collection Management Team is working on a draft of a collection development policy and will have the draft available for the board at the October board meeting.
- The end-of-the-year spending went very smoothly for all collections this year. We've been busy spending funds for the new fiscal year already. We are currently receiving our Harry Potter shipment. We were informed by our major vendor, Baker & Taylor, that we wouldn't be receiving any other shipments of books this week because they are swamped with Harry orders.
- Scott is printing the inventory sheets that we use for weeding the collection. This year each selector will request weeding sheets for the area that corresponds to their collection budget. In this way a selector will purchase items for a given subject area as well as withdraw worn or outdated materials, which will provide an excellent overview of their subject area. We usually withdraw about 12,000 items from the collection each year.

### **PROFESSIONAL DEVELOPMENT:**

Jerri Heid and I attended the Book Expo America convention in New York City in June, which is the book industry's annual convention to look at trends in publishing.

Books are selling more and more while all other media are selling less and less, such as DVDs and CDs. Religious books are the fastest growing category of all the book categories in the United States, with total sales over 2.1 billion dollars. Religious book sales have shown a healthy growth over the last several years, not just in the area of Christian fiction but in all fiction and non-fiction books.

The other hot publishing trend is in graphic novels and manga. Publishers of these books say they are trouble filling orders because they can't publish enough copies fast enough to meet demand. Thanks to Mike Quinn, who is the collection manager for graphic novels and manga, we have a very good collection in this area that is extremely popular with our patrons. According to "the buzz" at Book Expo, this will continue to be a growing genre.

## Youth Services July Report

### Jerri Heid

#### Ongoing projects:

Teen Advisory Group (TAG) members have met each week. During this time they have elected officers, brainstormed on needs of the teen space and have created an awesome list of programming wants. They are planning a fall kick-off program and activities for Teen Read Week. In addition, they are also selecting a TAG logo and have decided to have a book display of TAG member picks. The book picks will be located in the Teen collection by the new arrivals. TAG members are taking a week off and will meet again July 26<sup>th</sup>. Library teen space committee members are continuing to work on the teen space work plan.

Plans are being made to move the youth services desk in front of the east windows nearest the Youth Services entrance. Mark is figuring out the wiring needs for this move. This rearrangement should be completed no later than the first part of August.

#### Meetings:

Monday, July 18<sup>th</sup>, Mary Cameron and I are facilitating a 3-hour programming meeting with the Youth Services staff, Outreach programming staff, Dawn and Lynne. Topics will include the following: dealing with change, Ames community changes, past programming practices and trends, with a finale of brainstorming and deciding the immediate and future programming needs for APL.

#### Programming:

APL held its first Hot Dog Dinner Theater in June with a great dinner of hot dogs, chips, applesauce and dessert. One hundred thirty-eight moms, dads, children and grandparents attended this event. After eating, they learned the true story behind the author of the Arthur the aardvark books. They found out that the characters in these books were based on real people in Marc Brown's life.

Movie nights, with free popcorn, have been a huge success. Summer programming has been extremely well attended and is being enjoyed by many families and children of all ages. APL's Dream Team participants and the llamas even made the *Des Moines Register*. The reading portion of the program has been going quite well. At midpoint, we have over two-hundred preschool and school-age folders and forty-eight teen BINGO reading sheets completed.

As I write this report, we are anxiously awaiting the new *Harry Potter and the Half Blood Prince* release and preparing for APL's Friday film festival. I was interviewed by Catherine Perkins of WOI about the program.

Youth Services Summer Program Statistics June 2005

| Program   | # of sessions | Attendance |
|---|---------------|------------|
| Baby Talk   | 6             | 95         |
| Storytime - Little Jesters 2-3                            | 14            | 607        |
| Storytime - Royal Guards 4-6                              | 17            | 720        |
| Castle Keepers - 1 <sup>st</sup> - 3 <sup>rd</sup> grader | 18            | 643        |
| Dream Team - 4 <sup>th</sup> -6 <sup>th</sup> grade       | 3             | 259        |
| TAG   | 4             | 59         |
| Hot Dog Dinner Theatre                                    | 1             | 138        |
| Total   | 63            | 2521       |

# System Administrator's Monthly Report

## July 2005

### Mark F. Harris

For this month, I thought I would copy the minutes from the Management Team meeting where I presented information detailing the Library's technology issues. Feel free to contact me with any questions. I will be on vacation when the Board meets, but after I return I would be happy to answer any questions that may arise. Thanks to Patti for this excellent summary.

#### Technology Update

- End-of-year purchasing
  - Imaging software for disaster recovery system for six servers
- Virtual servers
  - Pretend server running simultaneously for testing will allow training and configuration of updates before going live
- Domains
  - In the process of moving people and software to one domain
- Calendaring
  - In and out calendar will have to wait until infrastructure is in place
  - Sharing calendars is now available
  - Everyone needs to enter their schedule on their calendars
- E-mail
  - Web version is stored on the server so any changes made on the web will be saved on the server
  - Recommends everyone going through Help
  - Public folders
    - Public calendars
    - Files
    - Access will be controlled
    - One interface to find things
    - Every folder can be associated with a web page
  - Jill and Patti will eventually manage adding employees and groups
    - includes a database of employees
- Intranet
  - SharePoint (for small business) is installed
    - Mark will talk to Jillian about this
    - Requires management
      - ◆ Oversight managing documents
      - ◆ Setting it up
      - ◆ Adding users

- ◆ Creating discussion groups
- ◆ Setting up permissions
- ◆ May be useful to send someone to training
- Office functionality
  - All information can be tied together
  - Integrated into a package that can be controlled through Office Suite
  - How to we get there?
    - Need training
      - ◆ may need to hire someone to train and take advantage of this technology and create a system to take advantage of the software
      - ◆ hands-on training is necessary
- Horizon
  - Web Reporter
    - Need the logic of how to put queries together
- IT Administration
  - Components
    - Help/desk trainer
    - System administration
    - Infrastructure/maintenance
- Wireless
  - Move to Qwest in September will improve bandwidth
  - Purchase new router to segment wireless and computer lab
  - Dedicate components of the network to certain amount of bandwidth

Email: [mharris@amespubliclibrary.org](mailto:mharris@amespubliclibrary.org)

Phone: 239-5669

**Jillian Duggan, Community Relations Specialist**  
**July 2005**

**Current Projects:**

- August Page One
- August Flyers and Promotional Materials
- Harry Potter Film Festival
- Invitations and Media Release for Gina's farewell party
- Ordering highlighters with APL logo
- City of Ames Welcome ISU Students event
- APL Intranet draft
- Smyles and outreach to daycares
- Literary Perks signage/display

**Recently Completed:**

- Bookends promotional materials
- Harry Potter Film Festival promotional materials
- July event flyers and media releases
- July Page One
- July Page One online
- Business cards and envelopes
- Construction signage
- Bid for outside printing
- Nametags for Bookmobile storytimes

**Meetings:**

- Main Street Cultural District
- MSCD Promotion Committee
- APL All Staff
- APL Policy meeting
- APL Admin Team meetings

## **Internet Use Policy and Guidelines**

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

Be it resolved that the Board of Trustees, Ames Public Library, approve the Internet Use Policy and Guidelines as presented/amended.

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

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

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

Date \_\_\_\_\_

## Ames Public Library Policy

Section: Materials Selection

Subject: Internet Use Policy and Guidelines

## Board

Approved: 6/96

Reviewed: 11/02, 7/05

Revised: 11/00

### Purpose

The Ames Public Library recognizes that within the Ames community there are groups and individuals with diverse interests, backgrounds and needs. The Library further recognizes and emphasizes that the public library is an institution of a democratic society and was established to serve all of the people in a community.

Electronic information and networking is a new and very rapidly developing area of public and private activity. The Library recognizes that these developments pose new challenges as well as new opportunities for the library board, the library staff, and library users and their families. The Library believes that these challenges and opportunities are best addressed by adherence to the fundamental principles of traditional library use and the principles of a free society. These new methods of receiving information continue and extend its mission which is: "The Ames Public Library: We connect you to the world of ideas."

### Responsibilities of the Library

Congress and the courts have recognized that there is no single organization to govern, control, or select information for the Internet. Because of this freedom of information, the breadth of information on the Internet, the unstructured and unregulated nature of the Internet, and the unreliable state of filtering, the Ames Public Library cannot control the content of resources available on the Internet.

Library staff will apply the selection criteria outlined in the library's "Materials Selection" policy to provide access to a broad range of World Wide Web resources through the library's homepage. The Ames Public Library homepage is designed to offer easy and convenient access to valuable local, national, and international sources of information.

### Access

The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. That authority to determine what is illegal (obscene) content rests with the Story County Attorney or the Iowa Attorney General. (Sec. 728.6, Code of Iowa).

As stated in the American Library Association's Statement on Library Use of Filtering Software (adopted by Ames Public Library Board of Trustees, 11/97) "... the use of filtering software to block access to constitutionally protected speech violates the Library Bill of Rights"; therefore, the Ames Public Library will not impose blocking or filtering software to limit access to Internet sites. However, Library staff can assist users with a list of selected web sites that allow filtered searching. ▼

Deleted: Resolution

Deleted: the

Deleted: in Libraries

Deleted: on all Internet terminals the Library will provide users with the option of using search engines or mechanisms that provide access only to pre-selected sites.

Deleted: This option is intended to assist all patrons in meeting their special interests and/or their personal values

### Confidentiality

Ames Public Library upholds the right of confidentiality and privacy for all library users. In order to protect the privacy of the user and the interests of other library patrons, the Library will manage access to the Internet by the use of privacy screens, judicious placement of the monitors, and other appropriate means.

Deleted: terminals

Users are urged to respect the sensibilities of others when accessing information that may reasonably be offensive to someone else. However, absolute privacy for patrons using electronic resources in the Library cannot be guaranteed. There exists a possibility of inadvertent viewing by other patrons, either by watching the user's screen or because a user may leave the screen unattended. The Library's "Conduct in the Library" policy applies to the behavior of patrons using electronic equipment and resources. Failure to follow this policy could result in revocation of library privileges.

### **Responsibility of Users**

The Internet is a global entity with a highly diverse user population and information content. Though the Internet provides users with a wide array of excellent information, it also contains information that may be inaccurate, outdated, or personally offensive. Library patrons use it at their own risk. A good information consumer evaluates the validity of information found. Use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed.

The availability of information does not constitute endorsement of the content by the Ames Public Library.

**Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian.**

#### Supervising Children's Use

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. The responsibility for what minors read or view on the Internet rests with parents or guardians.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.

- ◆ Use the Internet as a family. Join your children in Internet exploration.
- ◆ Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- ◆ Encourage children to use sites recommended on the Library's homepage and counsel them to avoid sites you consider unsuitable.
- ◆ Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- ◆ Instruct children NEVER to give out personal information (name, address, password, telephone number, credit card number) online.

Deleted: 11/07/00 Internet Policy and Guidelines

- ◆ Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.

As it does with other library resources, the Library will provide training on electronic resources. It will also make information available to help parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources.

**Ames Public Library**  
**Section: Guidance Documents**

**Board**  
**Approved: 11/97, 6/05**  
**Reviewed: 5/02,6/05**

**Subject: Access to Electronic Information, Services and Networks**  
**Revised:**

**Access to Electronic Information, Services, and Networks:  
an Interpretation of the LIBRARY BILL OF RIGHTS**

**Introduction**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.<sup>1</sup> Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Libraries empower users by providing access to the broadest range of information. Electronic resources, including information available via the Internet, allow libraries to fulfill this responsibility better than ever before.

Issues arising from digital generation, distribution, and retrieval of information need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people lack access or capability to use electronic information effectively.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

**The Rights of Users**

All library system and network policies, procedures, or regulations relating to electronic information and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities.

Users' access should not be restricted or denied for expressing or receiving constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved or utilized electronically is constitutionally protected unless determined otherwise by a court of law with appropriate jurisdiction. These rights extend to minors as well as adults (Free Access

to Libraries for Minors; Access to Resources and Services in the School Library Media Program; Access for Children and Young Adults to Nonprint Materials).<sup>2</sup>

Libraries should use technology to enhance, not deny, access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with Privacy: An Interpretation of the Library Bill of Rights.

### **Equity of Access**

The Internet provides expanding opportunities for everyone to participate in the information society, but too many individuals face serious barriers to access. Libraries play a critical role in bridging information access gaps for these individuals. Libraries also ensure that the public can find content of interest and learn the necessary skills to use information successfully.

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by all libraries that receive their major support from public funds (50.3 Free Access to Information; 53.1.14 Economic Barriers to Information Access; 60.1.1 Minority Concerns Policy Objectives; 61.1 Library Services for the Poor Policy Objectives). All libraries should develop policies concerning access to electronic information that are consistent with ALA's policy statements, including Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights, Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities, and Resolution on Access to the Use of Libraries and Information by Individuals with Physical or Mental Impairment.

### **Information Resources and Access**

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Libraries have an obligation to provide access to government information available in electronic format.

Libraries and librarians should not deny or limit access to electronic information because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to electronic information solely on the grounds that it is perceived to lack value.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet

filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.<sup>3</sup>

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries (Diversity in Collection Development).

<sup>1</sup>Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information (PDF), 95 Law Library Journal 2 (2003).

<sup>2</sup>Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

<sup>3</sup>"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association (PDF), 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: Questions and Answers on Access to Electronic Information, Services and Networks: an Interpretation of the Library Bill of Rights.

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Adopted January 24, 1996; amended January 19, 2005, by the ALA Council.

**Ames Public Library**  
**Section: Guidance Documents**

**Board**  
**Approved: 11/97, 6/05**  
**Reviewed: 5/02, 6/05**

**Subject: Statement on Library Use of**  
**Filtering Software**

**Statement on Library Use of Filtering Software**  
**American Library Association Intellectual Freedom Committee**

On June 26, 1997, the United States Supreme Court in *Reno, Attorney General of the United States, et al. v. American Civil Liberties Union, et al.*, issued a sweeping reaffirmation of core First Amendment principles and held that communications over the Internet deserve the highest level of Constitutional protection.

The Court's most fundamental holding was that communications on the Internet deserve the same level of Constitutional protection as books, magazines, newspapers, and speakers on a street corner soapbox. The Court found that the Internet "constitutes a vast platform from which to address and hear from a world-wide audience of millions of readers, viewers, researchers, and buyers," and that "any person with a phone line can become a town crier with a voice that resonates farther than it could from any soapbox."

For libraries, the most critical holding of the Supreme Court is that libraries that make content available on the Internet can continue to do so with the same Constitutional protections that apply to the books on libraries' shelves. The Court's conclusion that "the vast democratic fora of the Internet" merit full constitutional protection serves to protect libraries that provide their patrons with access to the Internet. The Court recognized the importance of enabling individuals to receive speech from the entire world and to speak to the entire world. Libraries provide those opportunities to many who would not otherwise have them. The Supreme Court's decision protects that access.

The use in libraries of software filters to block constitutionally protected speech is inconsistent with the United States Constitution and federal law and may lead to legal exposure for the library and its governing authorities. The American Library Association affirms that the use of filtering software by libraries to block access to constitutionally protected speech violates the *Library Bill of Rights*.

**WHAT IS BLOCKING/FILTERING SOFTWARE?**

Blocking/filtering software is a mechanism used to:

- restrict access to Internet content, based on an internal database of the product, or;
- restrict access to Internet content through a database maintained external to the product itself, or;
- restrict access to Internet content to certain ratings assigned to those sites by a third party, or;
- restrict access to Internet content by scanning text, based on a keyword or phrase or text string, or;
- restrict access to Internet content by scanning pixels, based on color or tone, or;
- restrict access to Internet content based on the source of the information.

**PROBLEMS WITH THE USE OF BLOCKING/FILTERING SOFTWARE IN LIBRARIES**

- Publicly supported libraries are governmental institutions subject to the First Amendment, which forbids them from restricting information based on viewpoint or content discrimination.
- Libraries are places of inclusion rather than exclusion. Current blocking/filtering software not only prevents access to what some may consider "objectionable" material, but also blocks information

protected by the First Amendment. The result is that legal and useful material will inevitably be blocked.

- Filters can impose the producer's viewpoint on the community.
- Producers do not generally reveal what is being blocked, or provide methods for users to reach sites that were inadvertently blocked.
- Criteria used to block content are vaguely defined and subjectively applied.
- The vast majority of Internet sites are informative and useful. Blocking/filtering software often blocks access to materials it is not designed to block.
- Most blocking/filtering software was designed for the home market and was intended to respond to the preferences of parents making decisions for their children. As these products have moved into the library market, they have created a dissonance with the basic mission of libraries. Libraries are responsible for serving a broad and diverse community with different preferences and views. Blocking Internet sites is antithetical to library missions because it requires the library to limit information access.
- Filtering all Internet access is a one-size-fits-all "solution," which cannot adapt to the varying ages and maturity levels of individual users.
- A role of librarians is to advise and assist users in selecting information resources. Parents and only parents have the right and responsibility to restrict their own children's access—and only their own children's access—to library resources, including the Internet. Librarians do not serve *in loco parentis*.
- Library use of blocking/filtering software creates an implied contract with parents that their children **will not** be able to access material on the Internet that they do not wish their children to read or view. Libraries will be unable to fulfill this implied contract, due to the technological limitations of the software.
- Laws prohibiting the production or distribution of child pornography and obscenity apply to the Internet. These laws provide protection for libraries and their users.

## WHAT CAN YOUR LIBRARY DO TO PROMOTE ACCESS TO THE INTERNET?

- Educate yourself, your staff, library board, governing bodies, community leaders, parents, elected officials, etc., about the Internet and how best to take advantage of the wealth of information available. Information on libraries and the Internet is available on the OIF Web site at Filters and Filtering.
- Uphold the First Amendment by establishing and implementing written guidelines and policies on Internet use in your library in keeping with your library's overall policies on access to library materials. Information on Internet Use Policies is available on the OIF Web site at Checklist for Creating an Internet Use Policy. (See also "Internet Filtering Statements of State Library Associations" at Resolutions of State Library Associations Supporting Legal Action by the American Library Association to Challenge CIPA in Federal Courts and *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights* at Access to Electronic Information, Services, and Networks.)
- Promote Internet use by facilitating user access to Web sites that satisfy user interest and needs.
- Create and promote library Web pages designed both for general use and for use by children. These pages should point to sites that have been reviewed by library staff.
- Consider using privacy screens or arranging terminals away from public view to protect a user's confidentiality.
- Provide Internet information and training for parents and children on internet use which will include; the wide variety of useful resources on the internet, child safety on the Internet, limitations of filtering software and library rules regarding time, place and manner restriction.
- Establish and implement user behavior policies.

### Work Plan for 2004-2005 Organizational Priorities

| Goals                             | Priority   | Action  | Subaction  | Timeframe | Status   | Resources  | Who is Responsible    |                 |
|-----------------------------------|--|---|--|-----------|--|--|-----------------------|-----------------|
| <b>Organizational Development</b> | Plans of Service   | Identify the process                                    |  | 7/26/2004 |  | staff  | Management Team       |                 |
|                                   |  | Develop the process                                     |  |           |  |  | Work with consultant? |                 |
|                                   |  | Draft Plans of Service                                  | Developed YS Work Plan                                   |           |  | completed  |                       | Work Group      |
|                                   |  |   | Developed Public Services Work Plan                      |           |  | completed  |                       | Work Group      |
|                                   |  | Reverse Strategic Planning                              |  |           |  |  |                       |                 |
|                                   |  | Management Team to look for common themes               |  |           | 2/24/2005                                      |  |                       | Management Team |
|                                   | Develop list of Resources  |   |  |           |  |  | Gina/Dawn             |                 |
|                                   | Management Team Building   | Hold quarterly ½ day retreats                           | focus on looking ahead                                   |           | 7/26/2004                                      | completed  |                       | Management Team |
|                                   |  |   |  | 11/2/2004 |  |  |                       |                 |
|                                   | serve as a work session  |   |  | 1/25/2005 | completed                                      |  |                       |                 |
|                                   |  |   |  | 5/17/2005 |  |  |                       |                 |
| <b>Collection Management</b>      | Enable staff to generate reports on Horizon                                    | Purchase Crystal Reports                                |  |           | completed                                      |  | Mark/Patti            |                 |
|                                   | Invite Roy Kenagy back to work with us on data collection/analysis             | When Horizon stats available                            |  |           |  |  | Scott                 |                 |
|                                   | Collection Management Team   | Charter team  | Budget Proposal  | 11/1/2004 |  | approved by Probe Team & City Manager<br>staff/Roy | Management Team       |                 |
|                                   | improve turnover of high-demand materials by increasing pick-up rates of holds | investigate implementing fees for holds not picked up   | \$0.50 charge for holds not picked up effective 5/1/2005 |           |  | completed  | Circ/Outreach         |                 |
| <b>Policy Management</b>          | Personnel  | compare city policy to library                          |  | 6/30/2005 |  |  | Lynne/Jill            |                 |
|                                   | Programs   | Passed by Board of Trustees                             |  | 6/23/2004 | completed                                      |  |                       |                 |
|                                   | Collection Management  | Write draft policy                                      |  | 6/30/2005 |  |  | Dawn                  |                 |
| <b>Technology Management</b>      | Outlook e-mail and scheduling  |   |  | 6/13/2005 | cut-over to new Outlook exchange client/server |  | Mark                  |                 |
|                                   | Development and Stabilization of Horizon                                       | Purchased Web Reporter and Remote Patron Authentication |  | ongoing   |  |  | Horizon Advisory Team |                 |
|                                   | Blogs  | look at in terms of Web development                     | developing Director Blog                                 | ongoing   |  |  |                       |                 |
|                                   | Thin-client technology   | thin-client server up/client server installed           | installed in Public Services workroom                    | 6/30/2005 | working on printing issues                     |  | Mark                  |                 |

### Work Plan for 2004-2005 Organizational Priorities

| Goals                         | Priority  | Action   | Subaction   | Timeframe    | Status                                     | Resources                      | Who is Responsible      |  |
|-------------------------------|---|--|---|--------------|--|--------------------------------|-------------------------|--|
| management                    | Web development, including online catalog                                 | Redesign website   | develop specs, hire web dev. Vendor   | 6/30/2005    | dependent on new version of online catalog |                                | Jillian and Web team    |  |
|                               | Wireless telecommunications for facilities, including bookmobile services |  |   |              | completed                                  |                                | Mark                    |  |
|                               | Virtual Reference/Tutor.com   |  |   |              | suspended                                  |                                |                         |  |
|                               | Back up for Computer Specialist (Horizon, network, other software)        |  |   | ongoing      |  |                                | HAT & Admin.            |  |
| Community Outreach            | Continue and expand existing partnerships                                 | Collaborations   | Story Co. Childhood Collaboration   | ongoing      |  |                                | YS Specialist           |  |
|                               |   |  | Stork's Nest  | ongoing      |  |                                | YS Specialist           |  |
|                               |   |  | BabyTalk  | ongoing      |  |                                | YS Specialist           |  |
|                               |   | Co-sponsored programs for all ages   |   | ongoing      |  |                                | Lynne                   |  |
|                               | Marketing Plans   |  |   | 12/31/2005   |  |                                | Jillian                 |  |
|                               | Enhance Services to Young Adults  | Evaluate & make recommendations on services, collections, programming, space | working with school media specialist & faculty/increase volunteer opportunities | eval=ongoing | work plan developed by 9/5/2005            |                                | YAK                     |  |
| Daycares                      | provide onsite collection and program support                             |  | ongoing   |              |  | Lynne, YS Specialist           |                         |  |
| Alternative Funding & Revenue | Friends   | present requirements for funding   | Friends allocated \$19,000  | 11/4/2004    | completed                                  |                                | Gina, Dawn              |  |
|                               | Foundation  | Recruit & hire Development Director  | Development Director hired  |              | completed                                  |                                | Gina + Foundation Board |  |
|                               |   | present requirements for funding   | request a min. of \$10,000 to meet state standards                              | 1/11/2005    | passed at Foundation's 1/05 meeting        |                                | Gina, Dawn              |  |
|                               | Other   | Investigate becoming passport acceptance agency/notary public?               |   |              | ongoing                                    |                                |                         | Management Team/Public Services Work group |
|                               |   | Investigate faxing for fees  |   |              | 5/1/2005                                   | new fax installed at Info desk |                         | Management Team/Public Services Work group |
|                               |   | Improve materials and fines recovery process                                 |   |              | 6/30/2005                                  |                                |                         | Val  |
|                               | Orientation Handbook Update   | update handbook  |   |              | completed                                  |                                | Gang of 4               |  |

### Work Plan for 2004-2005 Organizational Priorities

| Goals                                    | Priority   | Action  | Subaction  | Timeframe | Status    | Resources | Who is Responsible                                       |
|--|--|---|--|-----------|-----------|-----------|--|
| <b>Staff Development</b>                 |  | revise orientation checklist                              |  | 8/30/2005 |           |           |  |
|  | Improvements to Staff Day  | Incorporate staff recognition                             | Board approved 10/04                             | 2/21/2005 | completed |           | Dawn & Staff Development Comm.                           |
|  | Improve Training for Hourly Staff  | create a program incorporating orientation and philosophy |  | 8/5/2005  |           |           | Management Team/Public Services                          |
|  | Intellectual Freedom training  |   |  | 8/5/2005  |           |           | Management Team/Public Services Work group/Circ/Outreach |
| <b>Staff Development</b>                 | Guidelines for Friends' scholarships   | write guidelines to submit to Friends                     |  | 4/30/2005 |           |           | Dawn/Lynne/Gina  |
|  | Staff resources, reallocation and reclassification   | Recruit & hire for positions resulting from retirement    | Youth Services Specialist                        | 3/14/2005 | completed |           | Management Team  |
|  |  |   | Circulation Supervisor                           | completed | completed |           | Management Team  |
|  |  |   | Volunteer Coordinator                            |           | completed |           |  |
|  |  |   | Review Computer Specialist & Collection position | 1/1/2006  |           |           | Management Team  |
|  | Foster an environment that encourages collegiality, commitment to learning, and stewardship  | Staff Day   |  | 2/21/2005 | ongoing   |           | Staff Development Committee                              |
| <b>City of Ames Organizational Goals</b> | Work with the Human Resources Department to use selection tools that gauge if applicant's values are consistent with our organizational values.  |   |  | 6/30/2005 | completed |           | Management Team  |
|  | When vacancies occur, take the opportunity to review the department organization structure to determine if changes are merited in order to better provide a service to our customers.  |   |  | 6/30/2005 | ongoing   |           | Management Team  |
|  | Make sure that an environment is maintained by the department supervisors that supports the values of our organization. Help create this culture in the department by allowing ETP to come to life in the department. Lead by example. |   |  | 6/30/2005 | ongoing   |           | Management Team  |
|  | Change the behavior of those supervisors who do not support our values through counseling, evaluating, or assisting them in exiting our organization.  |   |  | 6/30/2005 |           |           |  |
|  | Identify and deal with employees who we have determined to be "abusing" sick leave.  |   |  | 7/30/2004 | ongoing   |           | Management Team  |
|  | Support the supervisors' attendance at the Mid-Management Monthly meetings, Creating the Culture classes, and Supervisory Essentials course.   |   |  | 6/30/2005 | ongoing   |           | Management Team  |

**Work Plan for  
Organizational Priorities  
FY05-06**

| Goals   | Priority   | Action  | Subaction                        | Timeframe | Status    | Resources       | Who is Responsible         |                 |
|---|--|---|----------------------------------|-----------|-----------|-----------------|----------------------------|-----------------|
| <b>Organizational Development</b>             | Director Search  | Appoint Search Committee                                |                                  | Jun-05    | completed |                 | Board President            |                 |
|   |  | Review description and develop job ad                   |                                  | Jul-05    |           |                 | Search Committee           |                 |
|   |  | Date advertisements appear                              |                                  | 8/15/2005 |           |                 | Search Committee           |                 |
|   |  | Deadline for applications                               |                                  | 9/15/2005 |           |                 | Search Committee           |                 |
|   |  | Time period for interviews                              |                                  | Oct-05    |           |                 | Search Committee           |                 |
|   |  | Board decision and job offer                            |                                  | Dec-05    |           |                 | Search Committee           |                 |
|   |  | Anticipated start date                                  |                                  | Feb-06    |           |                 |                            |                 |
|   | Organizational Chart   | Develop chart   |                                  | Sep-05    |           |                 | Management Team            |                 |
|   | Plans of Service   | Draft Plans of Service                                  | Administration                   |           | Mar-05    |                 |                            | Work Group      |
|   |  |   | Collections                      |           | Mar-05    |                 |                            | Work Group      |
|   |  |   | Circ/Outreach                    |           | Dec-05    |                 |                            | Work Group      |
|   |  |   | Public Services                  |           |           | completed       |                            | Work Group      |
|   |  | Reverse Strategic Planning                              | Circulation Lead workers         |           |           |                 |                            | Lynne           |
|   |  | Management Team to look for common themes               |                                  |           | 7/27/2005 |                 |                            | Management Team |
|   |  | Present to the Board of Trustees                        |                                  |           |           |                 |                            | Management Team |
|   |  | incorporate into organizational priorities              |                                  |           |           | ongoing         |                            | Management Team |
|   | Develop list of Resources  |   |                                  |           |           |                 | Dawn                       |                 |
|   | Management Team Building   | Hold quarterly ½ day retreats                           | focus on looking ahead           |           |           |                 |                            | Management Team |
| serve as a work session                       |  |   |                                  |           |           |                 |                            |                 |
|   |  |   |                                  |           |           |                 |                            |                 |
| Begin the analysis of the use of hourly staff |  |   |                                  |           |           | Management Team |                            |                 |
| Support for technology                        |  |   |                                  |           |           | Management Team |                            |                 |
| <b>Collection Management</b>                  | Invite Roy Kenagy back to work with us on data collection/analysis | When Horizon stats available                            |                                  |           |           |                 | Scott                      |                 |
| <b>Policy Management</b>                      | Personnel Policy   | draft policy to Board                                   | compare city policy to library   | 9/1/2005  |           |                 | Management Team            |                 |
|   | Collection Policy  | draft policy to Board                                   |                                  | 10/1/2005 |           |                 | Collection Management Team |                 |
|   | Microsoft Office Development                                       | Implement SharePoint                                    | calendaring<br>blogs<br>training |           |           |                 | Mark                       |                 |
|   | Development and Stabilization of Horizon                           | Purchased Web Reporter and Remote Patron Authentication |                                  | ongoing   |           |                 | Horizon Advisory Team      |                 |

**Work Plan for  
Organizational Priorities  
FY05-06**

| Goals                                    | Priority   | Action   | Subaction   | Timeframe            | Status                                     | Resources                      | Who is Responsible   |  |
|--|--|--|---|----------------------|--|--------------------------------|----------------------|--|
| <b>Technology Management</b>             | Thin-client technology   | thin-client server up/client server installed                                | complete domain migration   | 8/30/2005            |  |                                | Mark                 |  |
|  | Web development, including online catalog                          | Redesign website   | develop specs, hire web dev. Vendor   |                      | dependent on new version of online catalog |                                | Jillian and Web team |  |
|  | Telecommunications   | Manage and improve bandwidth   | Wireless  | Staff                | Facility                                   |                                |                      | Mark                                       |
|  |  |  |   | Public               | Bookmobile                                 | testing for special events     |                      | Mark                                       |
|  |  |  |   |                      |  |                                |                      |  |
|  | Computer Lab Management  | Define purpose   | determine short/long term focus   |                      |  |                                | Management Team      |  |
|  | Back up for Computer Specialist (Horizon, network, other software) |  |   | ongoing              |  |                                | HAT & Admin.         |  |
| <b>Customer Service</b>                  | Marketing Plans  |  |   | 12/31/2005           |  |                                | Jillian              |  |
|  | Virtual Reference/Tutor.com  |  |   |                      | suspended                                  |                                |                      |  |
|  | Enhance Services to Teens  | Teen Space   |   |                      |  |                                | Teen Advisory Group  |  |
|  |  | Evaluate & make recommendations on services, collections, programming, space | working with school media specialist & faculty/increase volunteer opportunities | eval=ongoing         | work plan developed by 9/5/2005            |                                | YAK                  |  |
| Daycares                                 | Project Smyles   |  |   |                      |  | Lynne, Kay, Jerri, and Jillian |                      |  |
| <b>Alternative Funding &amp; Revenue</b> | FY 05-06 Alternative Funding Plan                                  | Develop Plan   | present to Board, Friends & Foundation  | 9/2005 Board meeting |  |                                |                      |  |
|  | Friends  | present requirements for funding   |   | October-05           |  |                                | Dawn                 |  |
|  | Foundation   | Recruit & hire Development Director  |   |                      | December-05                                |                                |                      | Foundation Board and Lynne                 |
|  |  | Database clean-up  | Hire contract work  |                      | August-05                                  |                                |                      | Lynne and Patti                            |
|  |  | Annual Campaign  |   |                      |  |                                |                      |  |
|  |  | present requirements for funding   |   |                      | October-05                                 |                                |                      | Lynne                                      |
|  | Other  | Investigate becoming passport acceptance agency/notary public?               |   |                      | ongoing                                    |                                |                      | Management Team/Public Services Work group |
| Collections Management                   |  |  | Get Board approval execute contract   |                      |  |                                | Lynne                |  |

**Work Plan for  
Organizational Priorities  
FY05-06**

| <b>Goals</b>             | <b>Priority</b>  | <b>Action</b>  | <b>Subaction</b>                    | <b>Timeframe</b> | <b>Status</b> | <b>Resources</b> | <b>Who is Responsible</b>   |
|--------------------------|--|--|-------------------------------------|------------------|---------------|------------------|-----------------------------|
| <b>Staff Development</b> | Orientation Handbook Update                                | revise orientation checklist                           |                                     | August-05        |               |                  | Jill/Lynne                  |
|                          | Intellectual Freedom training                              | introduce at Staff Day                                 |                                     | 2/1/2006         |               |                  | Staff Development Committee |
|                          | Guidelines for Friends' scholarships                       | write guidelines to submit to Friends                  | Present to Friends Board            | 8/29/2005        |               |                  | Dawn/Lynne                  |
|                          | Increase in competence and confidence in use of technology |  |                                     |                  |               |                  |                             |
|                          | Staff reclassification                                     | Submit position for consideration for reclassification | Review Computer Specialist position | 8/1/2005         |               |                  | Gina                        |

**Compensation for Interim Co-Directors**

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

Be it resolved that the Board of Trustees, Ames Public Library, approve the Compensation for the Interim Co-Directors as presented/amended.

Dawn Hayslett \_\_\_\_\_

Lynne Carey \_\_\_\_\_

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

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

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

Date \_\_\_\_\_

**Summer Teen Reading Program**

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

Be it resolved that the Board of Trustees, Ames Public Library, approve Summer Teen Reading Program Funding as presented/amended.

Reading Incentive Awards for Teen Summer Programs ..... \$500  
Funding Source Trustee Endowment

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

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

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

Date \_\_\_\_\_

**Unique Management Services Contract**

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

Be it resolved that the Board of Trustees, Ames Public Library, approve the Unique Management Services, Inc., contract as presented/amended.

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

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

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

Date \_\_\_\_\_

## **EXECUTIVE SUMMARY**

PROPOSAL: Try Unique Management Services' Material Recovery Services and measure results. Unique Management is willing to process past due patron accounts for 90 days. At the end of 90 days, if we are not completely satisfied, we may discontinue the service with no cost for the patron accounts processed. If we are pleased with results and satisfied with the service at the conclusion of the 90-Day Trial, we will be billed for the accounts processed during the trial.

Library management will summarize results and make a recommendation at the conclusion of the trial.

### **IMPORTANT INFORMATION**

- A. Unique Management Services (UMS) is a company which specializes in recovering past due materials for libraries. Their only clients are libraries.
- B. UMS utilizes a "professional nudge" approach that is designed to maintain patron goodwill. Maintaining patron goodwill is their highest priority.
- C. UMS has had tremendous success recovering material for over 650 libraries across the United States and Canada and the UK. They have excellent references that verify their results.
- D. UMS charges a low fixed fee of \$4.95 per patron to send out up to three letters and make two telephone calls. Non-responding accounts and those with incorrect addresses are processed in secondary placement that includes skip tracing, letters, phone calls and credit reporting. A contingency fee of 40 percent is charged on all recoveries made in secondary placement. If the Library prefers, UMS also offers an \$8.95 per patron pricing schedule. This fixed fee covers the cost of UMS' entire service, eliminating the uncertainty of percentage based pricing.
- E. If the library maintains a standard fine structure (\$.10 per day to a maximum of \$5.00), adds a \$10.00 fee to each patron's balance, submits accounts to UMS within 60 days past due, uses the Debt Collect Module, and sends accounts with fines only balances (in addition to the accounts with material and fines), UMS guarantees in writing not to charge more than the monies recovered plus the amounts waived. In other words, UMS guarantees to keep the process budget neutral.
- F. UMS will send up to three letters depending on patron response and then make up to two telephone calls as part of the Initial Placement Service. For the more difficult accounts and those with incorrect addresses UMS will do skip tracing to find correct addresses, send additional letters, make telephone calls, and credit report those who do not clear their accounts. The combination of letters and phone contacts produce the best results. This is a very comprehensive service designed just for libraries.
- G. UMS has formed Strategic Alliances with DRA, Dynix, TLC/Carl, GIS Information Systems, Inc., SIRSI, VTLS, Geac and is working with other library software vendors to develop a computer interface. The objective of having an interface is to minimize the time required by library staff to submit patron accounts and report returns/payments.
- H. All reports, letters, telephone scripts, etc. are designed just for libraries.

### **SUMMARY**

The 90-Day trial will allow the library to measure program effectiveness in terms of recovering materials, ability to maintain patron goodwill, remain budget neutral and ease of use by library staff. After the trial is completed the library can submit older accounts as part of a clean up and UMS will guarantee budget neutrality.

# AGREEMENT MATERIAL RECOVERY SYSTEM

Library: \_\_\_\_\_  
\_Address: \_\_\_\_\_  
\_City, State, Zip: \_\_\_\_\_  
\_Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## 90 DAY NO-RISK TRIAL

We understand that we will be allowed to submit past due patron accounts for ninety (90) days from the date when the first accounts are submitted. Although Unique Management prefers that accounts be submitted no more than sixty (60) days past due, accounts will be accepted up to ninety (90) days past due. All accounts must have \$25.00 balances or greater. We understand that if we are pleased with results and satisfied with the service at the conclusion of the 90 day trial, we will be billed based upon the fees shown below for accounts processed during the trial.

At the end of ninety days, if we are not completely satisfied, we may discontinue the service with no cost for the patron accounts processed.

## INITIAL PLACEMENT

We hereby assign accounts to Unique Management Services for collection. We may withdraw them at any time. Unique Management Services may proceed with whatever steps are necessary for collection of the accounts. We warrant to Unique Management Services the accuracy of the information furnished to them on accounts submitted.

We understand that we will be billed once per month for the previous month's total submissions at one of the following rates based upon how data is transferred: \$4.95 with Collection Agency Module, \$5.50 with Unique's Material Recovery Manager option, or \$7.95 with our web based solution for each submission. If a Library letter is sent, the fee per patron processed will be \$.50 higher.

## SECONDARY PLACEMENT

We agree that all non-responding accounts under the Initial Placement will be automatically assigned to Unique Management Services for Secondary Placement at a rate of 40% of all amounts actually collected, material returned or accounts withdrawn by the Library after placement.

We give Unique Management Services permission to report all unpaid accounts to national credit reporting agencies.

## GUARANTEE

Unique Management Services guarantees not to charge in collection fees more than the amount of money recovered plus amounts waived. We understand that Unique Management Services will make adjustments to invoices for the difference between collection fees and the total money received plus amounts waived on accounts submitted to keep the service budget neutral. (See Conditions)

## TERM

This Agreement may be canceled by either party upon 60 days written notice. Payment terms are net receipt of invoice.

## CONDITIONS

Unique Management Services does a reconciliation to verify budget neutrality and makes adjustments on a quarterly basis. To qualify for budget neutrality guarantee, library must have an acceptable fine structure as determined by Unique Management Services, library must submit accounts with fines only balances, accounts submitted must contain a \$10.00 late/processing fee, and be no more than 60 days past due at time of submission. Signature below indicates that Unique Management has determined fine structure is acceptable.

\_\_\_\_\_  
Library Representative

\_\_\_\_\_  
Unique Management Services Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**MATERIAL RECOVERY AGREEMENT  
(Older Accounts)**

Library \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_

SERVICE

We understand that we will be permitted to submit accounts up to three years past due on a one time basis. If the number of accounts to be processed is substantial, they may be submitted on a staggered schedule. If the Library starts the clean up within 120 days after the 90-Day trial ends, Unique Management agrees to process these older accounts for the same price/fees utilized during the 90-Day trial. Also, the current guarantee will remain in effect for the clean up accounts even though they will be more than 60 days past due as long as the other parameters remain the same. Minimum balance may be lowered at anytime.

If the Library decides to start processing older accounts (more than 90 days overdue) during the 90-Day trial, the Library agrees to pay our fees stated in the 90-Day Trial Agreement for all older accounts processed. All other terms and conditions of UMS' agreement with the Library will remain in effect.

\_\_\_\_\_  
Library Representative

\_\_\_\_\_  
Unique Management Services Representative

\_\_\_\_\_  
Date

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## Project Smyles Funding

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

Be it resolved that the Board of Trustees, Ames Public Library, approve Project Smyles Funding as presented/amended.

**Phase 1: Book publication, purchase of supporting program materials**

Estimated Cost: \$30,000

Funding Source – Enrich Iowa Funds, Trustee Endowment

**Phase 2: Kick-Off**

Estimated Cost: \$2000

Funding Source - Friends of the APL

**Phase 3: Implementation of 1 year outreach daycare program**

Estimated Cost: \$20,000 for ½-time temporary project coordinator position

Funding Source - Trustee Endowment

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

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

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

Date \_\_\_\_\_



**Project Smyles Work Plan  
Phase 2**

| Phase Two - Phase Two - Phase Two | Priority   | Action              | Subaction  | Staff Responsible   | Cost       | Funding  |
|-----------------------------------|--|---------------------|--|---|------------|--|
|                                   | Kick-off Project Smyles, commemorate Bookmobile's 40th anniversary, and kick off Smyles Branding Project | Hold Kick-off party | Approve Funding  | Dawn Hayslett,<br>Friends of Ames<br>Public Library   | \$2,000.00 | Friends of the Ames Public Library (If Sigler is publisher, receive 1500 free full color postcards - in kind donation) |
|                                   |  |                     | Prepare mailing list and mail publicity postcards/party invitations, including potential sites for Project Smyles visits | Kay Marner, Jillian Duggan, Lynne Carey, Jerri Heid, Friends of the Ames Public Library, Ames Public Library Foundation |            |  |
|                                   |  |                     | Plan additional publicity  |   |            |  |
|                                   |  |                     | Plan program, other details of party   |   |            |  |
| Hold party                        |  |                     |  |   |            |  |
| <b>TOTAL FOR PHASE TWO:</b>       |  |                     |  |   | \$2,000.00 |  |

**Project Smyles Work Plan  
Phase 3**

|  | Priority                                    | Action                      | Subaction   | Staff Responsible   | Staffing costs  | Funding  | Future Funding   |  |
|--|---|-----------------------------|---|---------------------|---|--|--|--|
| <b>Phase Three - Phase Three - Phase Three</b> | Establish/fill Project Coordinator position | Create position             | Approve funding   |                     |   | Gina Millsap will propose a funding package which is expected to include Enrich Iowa funds and the Board Endowment Fund. We have also applied for a \$2000 mini grant from Target. | Friends of Ames Public Library establishes a "Project Smyles" account. Proceeds from sales of the book, plush toy, and bins go into that account to help with ongoing funding for the project. Establish "Literacy Partners" to sponsor \$XXX per child or \$XXX per visit, Enrich Iowa funds, Board Endowment Fund, Ames Public Library Foundation, ????? |  |
|  |   |                             | Establish position type, category, pay grade  |                     |   |  |  |  |
|  |   |                             | Write job description   |                     |   |  |  |  |
|  |   | Fill position               | Advertise   |                     |   |  |  |  |
|  |   |                             | Interview   |                     |   |  |  |  |
|  |   |                             | Hire  |                     |   |  |  |  |
|  | Implement Year One of Project Smyles        | Begin visits                | Plan programs   | Project Coordinator | Option One: \$5,948.76/yr;<br>Option Two: \$9,485.76/yr;<br>Option Three: \$11,897.64/yr;<br>Option Four: \$18,971.52 |  |  |  |
|  |   |                             | Contact sites eligible for a visit  |                     |   |  |  |  |
|  |   |                             | Schedule visits   |                     |   |  |  |  |
|  |   |                             | Coordinate participation of other staff (driver, etc.) and volunteers (Smyles, handler)         |                     |   |  |  |  |
|  |   |                             | Make visits   |                     |   |  |  |  |
|  |   |                             | Document results  |                     |   |  |  |  |
|  | Develop & maintain project                  | Develop follow-up component | Develop method to tie in with main library  |                     |   |  |  |  |
|  |   |                             | Develop plans for further site visits with or without the bookmobile, deposit collections, etc. |                     |   |  |  |  |
|  |   | Fund Year Two and beyond    | Develop long-term plan  |                     |   |  |  |  |
| Execute long term plan                         |   |                             |   |                     |   |  |  |  |
| <b>TOTAL FOR PHASE THREE (per year):</b>       |   |                             |   |                     | <b>depends on option chosen</b>   |  |  |  |

## **Project Smyles Phase Two Summary**

Phase Two consists entirely of planning and executing a combination product release and project kick-off event. This event is a natural transition point in the project, because it is intended to serve multiple purposes. It has the potential to draw a large, diverse audience into the Library.

### *Event Purposes*

- Book release party for “Dog Tales”
- Introduce other Smyles products (book bins, plush toy)
- Commemorate APL’s 40<sup>th</sup> anniversary of providing Bookmobile service
- Kick off Project Smyles

### *Event Audience*

Use promotional postcards as invitations to the event, as well as announcements through the media.

- Public
- Potential retail outlets
- Library customers, supporters, volunteers, board members, staff
- Past and present Bookmobile “fans”
- Sites eligible for Project Smyles visits
- Potential donors, “Literary Partners” for Project Smyles
- Media

### *Event Components*

- Program introducing Project Smyles, 40<sup>th</sup> anniversary of Bookmobile service
- Introduce products and book
- Appearance by Smyles
- Sell products, signing of book by author, illustrator, and Smyles (via sticker or stamp)
- Refreshments

Beginning with this event, and continuing after, "Dog Tales", book bins, and plush toys would be offered for sale in Literary Grounds, through the APL web site (this would involve setting up a Pay Pal account to handle credit card transactions, and having volunteers process orders), and at a few local retail outlets.

Even though we are not putting an emphasis on making a profit from the sale of these products, their visibility and sales will serve three important purposes.

- They will place Smyles' image in children's environments, for the purposes of our branding project.
- People enjoy contributing and feeling invested in this type of project. We can give them a chance to do so at a very reasonable cost.
- Using the book to commemorate 40 years of Bookmobile service (possible dedicating it to Lawrence "Fred" Frederick) creates a new market with a different motive for owning the book.

## **Project Smyles Phase Three Summary**

Phase Three involves creating a project coordinator position to implement Project Smyles. Ideally, this would be a 20-hour-per-week salaried position at the library assistant level. It would be considered temporary, as it would be paid for entirely from private funds and would depend upon the availability of those funds from year to year. Other options include having the position be hourly rather than salaried and to pay the person at a lower rate.

The project coordinator could function as part of the Outreach Services department of the Youth Services Department. Ideally, this position will work with both departments equally, in the spirit of taking our services to children and families into a new era.

The project coordinator would be responsible for planning and implementing all aspects of Project Smyles:

- Designing the Bookmobile tour
- Developing a story time
- Developing a comprehensive plan for contacting sites eligible for Project Smyles visits
- Working with the Volunteer Coordinator to schedule volunteers to wear the Smyles mascot costume, so Smyles appears at each visit
- Working with the Volunteer Coordinator to schedule volunteers to be Smyles' handler and to help with taking souvenir photos of children with Smyles
- Schedule visits, confirm visits, talk through options with contact at sites (Will children check out books? On their own cards, or on a card belonging to a responsible adult at the site? How many children will be there and what are their ages?)
- Coordinate scheduling of other staff (driver, circulation function)
- Make visits
- Track and reorder supplies, supervise volunteers preparing folders
- Develop program evaluation and documentation procedures
- Develop follow-up components, so Library involvement is not limited to a one time visit from the Bookmobile (repeat visits by staff or volunteers to present story times, arrange transportation through Cy-Ride for the site to follow up with a visit to the Main Library, start a self-serve or volunteer-serviced deposit collection at the site, kept in the folding book bins)
- Develop a long-term plan to continue the program beyond the first year, including working with Foundation Director on establishing "Literacy Partners" or other funding sources, grant writing, etc.

**Funding Request for Millsap Reception**

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

Be it resolved that the Board of Trustees, Ames Public Library, approve funding for the Millsap reception from the operational budget, not to exceed \$400, as presented/amended.

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

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

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

Date \_\_\_\_\_

**Resolution Thanking Gina Millsap**

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

Be it resolved that the Ames Public Library Board of Trustees expresses its sincere thanks and deep appreciation to Gina Millsap for her nine years of service as Library Director. The Board gratefully acknowledges her leadership in providing outstanding library service for the citizens of Ames.

Her legacy will be a strengthened commitment to intellectual freedom, organizational development, and advocacy for libraries.

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

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

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

Date \_\_\_\_\_

**Circulation Monthly Stats  
June 2005**

| <b>COMPARISON</b>          | <b>Adult Print</b>  | <b>Adult Media</b> | <b>Total Adult Circ</b> | <b>Youth Print</b> | <b>Youth Media</b>                | <b>Total Youth Circ</b> | <b>Total Misc</b> | <b>Total Main</b> | <b>Total BKM/Home Del.</b>          | <b>Grand Total</b> |
|----------------------------|---------------------|--------------------|-------------------------|--------------------|-----------------------------------|-------------------------|-------------------|-------------------|-------------------------------------|--------------------|
| Current Month              | 35,107              | 36,048             | 71,155                  | 35,145             | 14,783                            | 49,928                  | 17                | 91,019            | 10,616                              | 101,635            |
| One Year Ago               | 46,519              | 34,654             | 81,173                  | 35,593             | 12,999                            | 48,592                  | 5                 | 106,661           | 23,109                              | 129,770            |
| <b>Difference</b>          | (11,412)            | 1,394              | (10,018)                | (448)              | 1,784                             | 1,336                   |                   | (15,642)          | (12,493)                            | (28,135)           |
| <b>% Change</b>            | -24.5%              | 4.0%               | -12.3%                  | -1.3%              | 13.7%                             | 2.7%                    |                   | -14.7%            | -54.1%                              | -21.7%             |
| <b>Year to Date</b>        |                     |                    |                         |                    |                                   |                         |                   |                   |                                     |                    |
| Current Year               | 383,419             | 392,947            | 776,366                 | 331,659            | 148,861                           | 480,520                 | 107               | 1,143,290         | 113,703                             | 1,256,993          |
| One Year Ago               | 372,887             | 383,914            | 756,801                 | 323,929            | 133,892                           | 457,821                 | 74                | 1,103,142         | 119,048                             | 1,222,190          |
| <b>Difference</b>          | 10,532              | 9,033              | 19,565                  | 7,730              | 14,969                            | 22,699                  |                   | 40,148            | (5,345)                             | 34,803             |
| <b>% Change</b>            | 2.8%                | 2.4%               | 2.6%                    | 2.4%               | 11.2%                             | 5.0%                    |                   | 3.6%              | -4.5%                               | 2.8%               |
| <b>SPECIAL CIRCULATION</b> | <b>Story County</b> | <b>Gilbert</b>     | <b>Open Access</b>      | <b>Total Circ</b>  | <b>% of Total that is Special</b> |                         |                   | <b>AMES</b>       | <b>% of Total Circ that is Ames</b> |                    |
| Current Month              | 6,463               | 2,109              | 14,983                  | 23,555             | 23.2%                             |                         |                   | 96,239            | 94.7%                               |                    |
| One Year Ago               | 7,156               | 1,962              | 12,567                  | 14,529             | 11.2%                             |                         |                   | 102,144           | 78.7%                               |                    |
| <b>Difference</b>          | (693)               | 147                | 2,416                   | 9,026              |                                   |                         |                   | (5,905)           |                                     |                    |
| <b>% Change</b>            | -9.7%               | 7.5%               | 19.2%                   | 62.1%              |                                   |                         |                   | -5.8%             |                                     |                    |
| <b>Year to Date</b>        |                     |                    |                         |                    |                                   |                         |                   |                   |                                     |                    |
| Current Year               | 72,547              | 21,567             | 160,513                 | 254,627            | 20.3%                             |                         |                   | 987,839           | 78.6%                               |                    |
| One Year Ago               | 73,510              | 21,819             | 144,394                 | 239,723            | 19.6%                             |                         |                   | 952,799           | 78.0%                               |                    |
| <b>Difference</b>          | (963)               | (252)              | 16,119                  | 14,904             |                                   |                         |                   | 35,040            |                                     |                    |
| <b>% Change</b>            | -1.3%               | -1.2%              | 11.2%                   | 6.2%               |                                   |                         |                   | 3.7%              |                                     |                    |

**Main Stats FY04/05**

| Description                      | Jul-04         | Aug-04        | Sep-04        | Oct-04        | Nov-04        | Dec-04        | Jan-05        | Feb-05        | Mar-05         | Apr-05        | May-05        | Jun-05         | Total            |
|----------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|----------------|------------------|
| ADULT NON-FICTION                | 11,607         | 10,790        | 10,322        | 10,573        | 10,890        | 10,234        | 11,382        | 11,333        | 12,777         | 11,397        | 11,291        | 11,412         | 134,008          |
| NEW NON-FICTION                  | 3,466          | 3,603         | 3,180         | 3,142         | 3,255         | 3,120         | 3,428         | 3,176         | 3,529          | 3,077         | 3,480         | 3,700          | 40,156           |
| ADULT FICTION                    | 10,176         | 9,470         | 8,268         | 7,844         | 7,771         | 8,143         | 8,524         | 7,907         | 9,150          | 8,005         | 8,656         | 10,700         | 104,614          |
| NEW FICTION                      | 3,999          | 4,244         | 3,907         | 3,824         | 4,024         | 4,034         | 4,280         | 3,675         | 4,629          | 4,313         | 4,432         | 4,871          | 50,232           |
| PERIODICALS                      | 1,186          | 1,066         | 1,096         | 1,068         | 867           | 881           | 1,109         | 892           | 1,104          | 809           | 796           | 940            | 11,814           |
| TRAVEL BAGS                      | 84             | 63            | 41            | 50            | 40            | 37            | 57            | 75            | 71             | 51            | 55            | 85             | 709              |
| ADULT PAPERBACKS                 | 1,229          | 976           | 1,338         | 1,270         | 653           | 1,310         | 1,135         | 553           | 1,490          | 793           | 947           | 898            | 12,592           |
| LITERARY PERKS                   | 79             | 48            | 54            | 44            | 41            | 45            | 58            | 45            | 37             | 41            | 50            | 63             | 605              |
| ADULT ILL ITEMS                  | 73             | 83            | 100           | 70            | 66            | 55            | 72            | 83            | 83             | 72            | 65            | 91             | 913              |
| <b>SUBTOTAL (PRINT)</b>          | <b>31,899</b>  | <b>30,343</b> | <b>28,306</b> | <b>27,885</b> | <b>27,607</b> | <b>27,859</b> | <b>30,045</b> | <b>27,739</b> | <b>32,870</b>  | <b>28,558</b> | <b>29,772</b> | <b>32,760</b>  | <b>355,643</b>   |
| NEW MEDIA                        | 19             | 20            | 15            | 34            | 26            | 12            | 13            | 25            | 20             | 20            | 12            | 13             | 229              |
| MUSIC CDS                        | 8,051          | 7,763         | 7,143         | 7,296         | 7,964         | 8,379         | 7,933         | 7,737         | 8,412          | 7,415         | 6,945         | 7,628          | 92,666           |
| AUDIO BOOKS ON CD                | 2,541          | 2,334         | 2,292         | 2,235         | 2,363         | 2,315         | 2,191         | 2,255         | 2,669          | 2,580         | 2,933         | 3,329          | 30,037           |
| AUDIO BOOKS ON TAPE              | 1,452          | 1,261         | 1,214         | 1,040         | 1,059         | 1,142         | 865           | 825           | 1,134          | 937           | 952           | 1,080          | 12,961           |
| THEATRICAL VIDEOS                | 5,805          | 5,301         | 4,940         | 4,778         | 4,840         | 5,200         | 5,289         | 4,116         | 4,551          | 3,218         | 3,537         | 4,168          | 55,743           |
| NON-THEATRICAL VIDEOS            | 1,114          | 999           | 975           | 1,129         | 1,016         | 935           | 1,394         | 1,294         | 1,303          | 1,005         | 917           | 978            | 13,059           |
| THEATRICAL DVDS                  | 11,286         | 11,541        | 10,209        | 10,799        | 11,133        | 11,779        | 12,289        | 10,827        | 12,283         | 11,362        | 12,993        | 14,322         | 140,823          |
| NON-THEATRICAL DVDS              | 1,168          | 1,176         | 1,122         | 1,208         | 1,287         | 1,285         | 1,697         | 1,545         | 1,768          | 1,653         | 1,649         | 1,747          | 17,305           |
| KITS                             | 1,228          | 1,107         | 1,077         | 1,002         | 967           | 1,030         | 912           | 830           | 906            | 856           | 843           | 943            | 11,701           |
| AUDIO CASSETTE PLAYERS           | 1              | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0              | 0             | 0             | 0              | 1                |
| MEDIA ILL ITEMS                  | 0              | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0              | 0             | 0             | 0              | 0                |
| <b>SUBTOTAL (MEDIA)</b>          | <b>32,665</b>  | <b>31,502</b> | <b>28,987</b> | <b>29,521</b> | <b>30,655</b> | <b>32,077</b> | <b>32,583</b> | <b>29,454</b> | <b>33,046</b>  | <b>29,046</b> | <b>30,781</b> | <b>34,208</b>  | <b>374,525</b>   |
| <b>TOTAL (ADULT)</b>             | <b>64,564</b>  | <b>61,845</b> | <b>57,293</b> | <b>57,406</b> | <b>58,262</b> | <b>59,936</b> | <b>62,628</b> | <b>57,193</b> | <b>65,916</b>  | <b>57,604</b> | <b>60,553</b> | <b>66,968</b>  | <b>730,168</b>   |
| JUVENILE NON-FICTION             | 4,565          | 4,172         | 4,463         | 4,947         | 5,277         | 4,124         | 4,854         | 4,800         | 5,098          | 4,338         | 3,768         | 5,089          | 55,495           |
| JUVENILE FICTION                 | 6,113          | 5,349         | 4,067         | 4,408         | 4,748         | 4,385         | 4,275         | 4,249         | 5,017          | 4,623         | 4,100         | 7,119          | 58,453           |
| EASY                             | 7,558          | 6,767         | 7,771         | 8,619         | 7,972         | 5,928         | 6,415         | 6,875         | 7,041          | 6,937         | 6,045         | 8,369          | 86,297           |
| EASY BOARD BOOKS                 | 2,113          | 2,398         | 2,508         | 2,302         | 2,340         | 1,955         | 1,954         | 1,958         | 2,222          | 1,859         | 2,199         | 2,811          | 26,619           |
| EASY TO READ                     | 2,613          | 2,270         | 2,097         | 2,443         | 2,033         | 1,376         | 1,655         | 2,092         | 2,154          | 1,826         | 1,487         | 2,848          | 24,894           |
| JUVENILE LARGE PRINT             | 70             | 68            | 62            | 83            | 98            | 84            | 93            | 59            | 73             | 44            | 53            | 87             | 874              |
| YOUTH PAPERBACKS                 | 0              | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0              | 0             | 0             | 0              | 0                |
| PARENT AS TEACHER                | 15             | 24            | 17            | 21            | 23            | 18            | 9             | 14            | 20             | 16            | 21            | 23             | 221              |
| JUVENILE PERIODICALS             | 242            | 197           | 197           | 140           | 177           | 260           | 254           | 321           | 266            | 218           | 131           | 165            | 2,568            |
| COMIC BOOKS                      | 9              | 2             | 0             | 7             | 7             | 9             | 4             | 0             | 2              | 8             | 1             | 1              | 50               |
| GRAPHIC NOVELS                   | 534            | 525           | 555           | 438           | 398           | 416           | 452           | 371           | 588            | 527           | 596           | 1,237          | 6,637            |
| YOUNG ADULT PRINT                | 2,347          | 1,948         | 1,564         | 1,576         | 1,682         | 1,656         | 1,662         | 1,554         | 1,900          | 1,664         | 1,859         | 2,742          | 22,154           |
| YOUNG ADULT PAPERBACKS           | 0              | 0             | 0             | 0             | 0             | 0             | 0             | 0             | 0              | 0             | 0             | 0              | 0                |
| <b>SUBTOTAL YOUTH (PRINT)</b>    | <b>26,179</b>  | <b>23,720</b> | <b>23,301</b> | <b>24,984</b> | <b>24,755</b> | <b>20,211</b> | <b>21,627</b> | <b>22,293</b> | <b>24,381</b>  | <b>22,060</b> | <b>20,260</b> | <b>30,491</b>  | <b>284,262</b>   |
| YOUTH DVDS                       | 5,142          | 5,077         | 4,251         | 4,496         | 4,786         | 4,810         | 4,769         | 4,801         | 5,610          | 5,143         | 5,884         | 7,352          | 62,121           |
| YOUTH VIDEOS                     | 3,628          | 3,515         | 3,020         | 3,381         | 3,386         | 3,419         | 3,257         | 3,269         | 3,745          | 2,700         | 2,493         | 3,065          | 38,878           |
| YOUTH KITS                       | 1,152          | 1,009         | 928           | 881           | 976           | 782           | 822           | 754           | 962            | 624           | 567           | 954            | 10,411           |
| YOUTH PUPPETS                    | 152            | 148           | 127           | 128           | 141           | 128           | 118           | 124           | 145            | 123           | 168           | 205            | 1,707            |
| YOUTH COMPACT DISCS              | 995            | 1,011         | 961           | 1,011         | 1,099         | 1,062         | 1,160         | 1,028         | 1,325          | 1,071         | 1,044         | 1,351          | 13,118           |
| YOUTH COMPUTERS                  | 230            | 234           | 202           | 207           | 260           | 228           | 201           | 153           | 22             | 8             | 0             | 1              | 1,746            |
| YOUTH REFERENCE                  | 0              | 0             | 1             | 0             | 0             | 1             | 3             | 0             | 0              | 0             | 0             | 0              | 5                |
| YOUTH STORYTELLING               | 2              | 7             | 10            | 5             | 10            | 0             | 0             | 0             | 0              | 0             | 0             | 3              | 37               |
| YOUTH SPECIAL COLLECTION         | 0              | 0             | 1             | 4             | 2             | 0             | 0             | 0             | 0              | 0             | 0             | 0              | 7                |
| TOYS                             | 62             | 74            | 54            | 77            | 75            | 71            | 54            | 51            | 61             | 40            | 42            | 81             | 742              |
| <b>SUBTOTAL YOUTH (MEDIA)</b>    | <b>11,363</b>  | <b>11,075</b> | <b>9,555</b>  | <b>10,190</b> | <b>10,735</b> | <b>10,501</b> | <b>10,384</b> | <b>10,180</b> | <b>11,870</b>  | <b>9,709</b>  | <b>10,198</b> | <b>13,012</b>  | <b>128,772</b>   |
| <b>TOTAL YOUTH</b>               | <b>37,542</b>  | <b>34,795</b> | <b>32,856</b> | <b>35,174</b> | <b>35,490</b> | <b>30,712</b> | <b>32,011</b> | <b>32,473</b> | <b>36,251</b>  | <b>31,769</b> | <b>30,458</b> | <b>43,503</b>  | <b>413,034</b>   |
| Misc.                            | 5              | 4             | 5             | 8             | 3             | 3             | 14            | 7             | 11             | 7             | 8             | 13             | 88               |
| <b>GRAND TOTAL</b>               | <b>102,111</b> | <b>96,644</b> | <b>90,154</b> | <b>92,588</b> | <b>93,755</b> | <b>90,651</b> | <b>94,653</b> | <b>89,673</b> | <b>102,178</b> | <b>89,380</b> | <b>91,019</b> | <b>110,484</b> | <b>1,143,290</b> |
| <b>SPECIAL CIRCULATION</b>       |                |               |               |               |               |               |               |               |                |               |               |                |                  |
| RURAL ROUTE STORY CNTY           | 6,241          | 5,755         | 5,337         | 5,290         | 5,314         | 5,357         | 5,823         | 5,480         | 6,278          | 5,490         | 5,514         | 6,158          | 68,037           |
| GILBERT                          | 1,162          | 1,210         | 809           | 903           | 982           | 1,056         | 1,087         | 1,012         | 1,117          | 765           | 838           | 1,338          | 12,279           |
| OPEN ACCESS                      | 13,245         | 12,787        | 12,456        | 13,372        | 13,221        | 12,325        | 13,194        | 13,119        | 14,311         | 13,250        | 13,309        | 14,831         | 159,420          |
| <b>Total Special Circulation</b> | <b>20,648</b>  | <b>19,752</b> | <b>18,602</b> | <b>19,565</b> | <b>19,517</b> | <b>18,738</b> | <b>20,104</b> | <b>19,611</b> | <b>21,706</b>  | <b>19,505</b> | <b>19,661</b> | <b>22,327</b>  | <b>239,736</b>   |
| <b>% Special Circulation</b>     | <b>20.22%</b>  | <b>20.44%</b> | <b>20.63%</b> | <b>21.13%</b> | <b>20.82%</b> | <b>20.67%</b> | <b>21.24%</b> | <b>21.87%</b> | <b>21.24%</b>  | <b>21.82%</b> | <b>21.60%</b> | <b>20.21%</b>  | <b>20.97%</b>    |
| AMES                             | 80,281         | 76,023        | 70,444        | 71,840        | 73,112        | 70,863        | 73,388        | 68,816        | 79,229         | 68,993        | 70,368        | 86,983         | 890,340          |

**Bookmobile Stats  
FY04/05**

| Description                      | Jul-04        | Aug-04       | Sep-04        | Oct-04        | Nov-04        | Dec-04        | Jan-05       | Feb-05        | Mar-05        | Apr-05        | May-05        | Jun-05        | Total          |
|----------------------------------|---------------|--------------|---------------|---------------|---------------|---------------|--------------|---------------|---------------|---------------|---------------|---------------|----------------|
| ADULT NON-FICTION                | 474           | 330          | 394           | 436           | 464           | 331           | 508          | 508           | 488           | 523           | 496           | 468           | 5,420          |
| NEW NON-FICTION                  | 179           | 118          | 192           | 250           | 195           | 163           | 228          | 215           | 270           | 242           | 278           | 222           | 2,552          |
| ADULT FICTION                    | 962           | 599          | 762           | 815           | 850           | 807           | 1,030        | 915           | 927           | 927           | 921           | 917           | 10,432         |
| NEW FICTION                      | 222           | 151          | 226           | 286           | 260           | 154           | 229          | 243           | 274           | 254           | 299           | 232           | 2,830          |
| PERIODICALS                      | 41            | 19           | 33            | 59            | 74            | 72            | 94           | 77            | 73            | 83            | 93            | 82            | 800            |
| TRAVEL BAGS                      | 0             | 0            | 0             | 0             | 0             | 0             | 1            | 0             | 0             | 3             | 1             | 3             | 8              |
| ADULT PAPERBACKS                 | 465           | 480          | 786           | 501           | 497           | 390           | 447          | 424           | 428           | 471           | 417           | 423           | 5,729          |
| LITERARY PERKS                   | 0             | 2            | 0             | 0             | 0             | 0             | 0            | 0             | 0             | 0             | 0             | 0             | 2              |
| ADULT ILL ITEMS                  | 1             | 0            | 0             | 1             | 0             | 0             | 1            | 0             | 0             | 0             | 0             | 0             | 3              |
| <b>SUBTOTAL (PRINT)</b>          | <b>2,344</b>  | <b>1,699</b> | <b>2,393</b>  | <b>2,348</b>  | <b>2,340</b>  | <b>1,917</b>  | <b>2,538</b> | <b>2,382</b>  | <b>2,460</b>  | <b>2,503</b>  | <b>2,505</b>  | <b>2,347</b>  | <b>27,776</b>  |
| NEW MEDIA                        | 1             | 1            | 0             | 1             | 0             | 1             | 0            | 0             | 1             | 5             | 2             | 0             | 12             |
| MUSIC CDS                        | 241           | 104          | 165           | 195           | 221           | 162           | 183          | 206           | 181           | 231           | 199           | 287           | 2,375          |
| AUDIO BOOKS ON CD                | 60            | 38           | 38            | 46            | 61            | 41            | 54           | 32            | 63            | 87            | 87            | 89            | 696            |
| AUDIO BOOKS ON TAPE              | 126           | 57           | 64            | 98            | 77            | 100           | 90           | 114           | 102           | 100           | 31            | 53            | 1,012          |
| THEATRICAL VIDEOS                | 499           | 214          | 374           | 439           | 502           | 254           | 538          | 332           | 361           | 363           | 354           | 384           | 4,614          |
| NON-THEATRICAL VIDEOS            | 39            | 16           | 35            | 25            | 32            | 23            | 48           | 28            | 41            | 54            | 26            | 32            | 399            |
| THEATRICAL DVDS                  | 773           | 209          | 644           | 740           | 585           | 401           | 668          | 565           | 702           | 929           | 943           | 904           | 8,063          |
| NON-THEATRICAL DVDS              | 49            | 25           | 68            | 86            | 79            | 23            | 53           | 44            | 55            | 83            | 75            | 57            | 697            |
| KITS                             | 52            | 30           | 48            | 58            | 54            | 55            | 46           | 46            | 42            | 50            | 39            | 34            | 554            |
| AUDIO CASSETTE PLAYERS           | 0             | 0            | 0             | 0             | 0             | 0             | 0            | 0             | 0             | 0             | 0             | 0             | -              |
| MEDIA ILL ITEMS                  | 0             | 0            | 0             | 0             | 0             | 0             | 0            | 0             | 0             | 0             | 0             | 0             | -              |
| <b>SUBTOTAL (MEDIA)</b>          | <b>1,840</b>  | <b>694</b>   | <b>1,436</b>  | <b>1,688</b>  | <b>1,611</b>  | <b>1,060</b>  | <b>1,680</b> | <b>1,367</b>  | <b>1,548</b>  | <b>1,902</b>  | <b>1,756</b>  | <b>1,840</b>  | <b>18,422</b>  |
| <b>TOTAL (ADULT)</b>             | <b>4,184</b>  | <b>2,393</b> | <b>3,829</b>  | <b>4,036</b>  | <b>3,951</b>  | <b>2,977</b>  | <b>4,218</b> | <b>3,749</b>  | <b>4,008</b>  | <b>4,405</b>  | <b>4,261</b>  | <b>4,187</b>  | <b>46,198</b>  |
| JUVENILE NON-FICTION             | 945           | 401          | 809           | 915           | 825           | 656           | 860          | 791           | 769           | 978           | 970           | 884           | 9,803          |
| JUVENILE FICTION                 | 1,141         | 429          | 994           | 1,134         | 1,029         | 689           | 905          | 812           | 848           | 1,139         | 1,185         | 1,107         | 11,412         |
| EASY                             | 960           | 291          | 810           | 957           | 902           | 477           | 684          | 724           | 743           | 612           | 709           | 876           | 8,745          |
| EASY BOARD BOOKS                 | 828           | 204          | 525           | 652           | 490           | 359           | 384          | 483           | 460           | 627           | 642           | 672           | 6,326          |
| EASY TO READ                     | 683           | 285          | 630           | 726           | 525           | 323           | 655          | 517           | 514           | 659           | 634           | 727           | 6,878          |
| JUVENILE LARGE PRINT             | 18            | 10           | 15            | 8             | 9             | 22            | 8            | 10            | 2             | 2             | 7             | 12            | 123            |
| YOUTH PAPERBACKS                 | 41            | 35           | 51            | 43            | 59            | 57            | 60           | 75            | 56            | 75            | 59            | 48            | 659            |
| PARENT AS TEACHER                | 0             | 0            | 0             | 0             | 0             | 0             | 0            | 0             | 0             | 0             | 2             | 0             | 2              |
| JUVENILE PERIODICALS             | 0             | 0            | 5             | 10            | 0             | 0             | 0            | 1             | 1             | 0             | 3             | 0             | 20             |
| COMIC BOOKS                      | 12            | 0            | 6             | 0             | 9             | 0             | 4            | 4             | 4             | 0             | 5             | 0             | 44             |
| GRAPHIC NOVELS                   | 43            | 8            | 28            | 52            | 58            | 44            | 41           | 44            | 62            | 79            | 70            | 89            | 618            |
| YOUNG ADULT PRINT                | 291           | 95           | 210           | 240           | 270           | 189           | 204          | 200           | 223           | 286           | 320           | 239           | 2,767          |
| YOUNG ADULT PAPERBACKS           | 0             | 0            | 0             | 0             | 0             | 0             | 0            | 0             | 0             | 0             | 0             | 0             | -              |
| <b>SUBTOTAL YOUTH (PRINT)</b>    | <b>4,962</b>  | <b>1,758</b> | <b>4,083</b>  | <b>4,737</b>  | <b>4,176</b>  | <b>2,816</b>  | <b>3,805</b> | <b>3,661</b>  | <b>3,682</b>  | <b>4,457</b>  | <b>4,606</b>  | <b>4,654</b>  | <b>47,397</b>  |
| YOUTH DVDS                       | 710           | 220          | 649           | 856           | 661           | 454           | 605          | 694           | 878           | 1,070         | 875           | 763           | 8,435          |
| YOUTH VIDEOS                     | 927           | 239          | 838           | 956           | 805           | 492           | 615          | 659           | 722           | 875           | 727           | 723           | 8,578          |
| YOUTH KITS                       | 102           | 58           | 128           | 130           | 118           | 79            | 59           | 95            | 108           | 100           | 95            | 95            | 1,167          |
| YOUTH PUPPETS                    | 26            | 8            | 17            | 34            | 26            | 17            | 13           | 16            | 30            | 24            | 31            | 22            | 264            |
| YOUTH COMPACT DISCS              | 111           | 58           | 97            | 109           | 115           | 88            | 89           | 100           | 126           | 131           | 156           | 138           | 1,318          |
| YOUTH COMPUTERS                  | 0             | 0            | 0             | 0             | 0             | 0             | 0            | 0             | 0             | 0             | 0             | 0             | -              |
| YOUTH REFERENCE                  | 0             | 0            | 0             | 0             | 0             | 0             | 0            | 0             | 2             | 0             | 0             | 0             | 2              |
| YOUTH STORYTELLING               | 0             | 0            | 0             | 0             | 0             | 0             | 0            | 0             | 0             | 0             | 0             | 0             | -              |
| YOUTH SPECIAL COLLECTION         | 0             | 0            | 0             | 0             | 0             | 0             | 0            | 0             | 0             | 0             | 0             | 0             | -              |
| TOYS                             | 24            | 8            | 30            | 36            | 30            | 13            | 18           | 31            | 36            | 47            | 22            | 30            | 325            |
| <b>SUBTOTAL YOUTH (MEDIA)</b>    | <b>1,900</b>  | <b>591</b>   | <b>1,759</b>  | <b>2,121</b>  | <b>1,755</b>  | <b>1,143</b>  | <b>1,399</b> | <b>1,595</b>  | <b>1,902</b>  | <b>2,247</b>  | <b>1,906</b>  | <b>1,771</b>  | <b>20,089</b>  |
| <b>TOTAL YOUTH</b>               | <b>6,862</b>  | <b>2,349</b> | <b>5,842</b>  | <b>6,858</b>  | <b>5,931</b>  | <b>3,959</b>  | <b>5,204</b> | <b>5,256</b>  | <b>5,584</b>  | <b>6,704</b>  | <b>6,512</b>  | <b>6,425</b>  | <b>67,486</b>  |
| Misc.                            | 1             | 1            | 3             | 1             | 4             | 0             | 1            | 1             | 0             | 1             | 2             | 4             | 19             |
| <b>GRAND TOTAL</b>               | <b>11,047</b> | <b>4,743</b> | <b>9,674</b>  | <b>10,895</b> | <b>9,886</b>  | <b>6,936</b>  | <b>9,423</b> | <b>9,006</b>  | <b>9,592</b>  | <b>11,110</b> | <b>10,775</b> | <b>10,616</b> | <b>113,703</b> |
| <b>SPECIAL CIRCULATION</b>       |               |              |               |               |               |               |              |               |               |               |               |               |                |
| RURAL ROUTE                      |               |              |               |               |               |               |              |               |               |               |               |               |                |
| STORY CNTY                       | 432           | 95           | 391           | 454           | 401           | 360           | 291          | 395           | 430           | 447           | 509           | 305           | 4,510          |
| GILBERT                          | 1,024         | 268          | 1,238         | 831           | 609           | 490           | 487          | 795           | 920           | 868           | 987           | 771           | 9,288          |
| OPEN ACCESS                      | 76            | 34           | 77            | 91            | 94            | 65            | 78           | 98            | 146           | 96            | 86            | 152           | 1,093          |
| <b>Total Special Circulation</b> | <b>1,532</b>  | <b>397</b>   | <b>1,706</b>  | <b>1,376</b>  | <b>1,104</b>  | <b>915</b>    | <b>856</b>   | <b>1,288</b>  | <b>1,496</b>  | <b>1,411</b>  | <b>1,582</b>  | <b>1,228</b>  | <b>14,891</b>  |
| <b>% Special Circulation</b>     | <b>13.87%</b> | <b>8.37%</b> | <b>17.63%</b> | <b>12.63%</b> | <b>11.17%</b> | <b>13.19%</b> | <b>9.08%</b> | <b>14.30%</b> | <b>15.60%</b> | <b>12.70%</b> | <b>14.68%</b> | <b>11.57%</b> | <b>13.10%</b>  |
| AMES                             | 9,420         | 4,293        | 7,831         | 9,393         | 8,690         | 5,959         | 8,449        | 7,584         | 8,016         | 9,544         | 9,064         | 9,256         | 97,499         |

**Miscellaneous Stats  
FY04/05**

| Description                               | Jul-04        | Aug-04        | Sep-04        | Oct-04        | Nov-04        | Dec-04        | Jan-05         | Feb-05        | Mar-05         | Apr-05        | May-05        | Jun-05         | Total            |
|---|---------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|----------------|---------------|---------------|----------------|------------------|
| <b>HOME DELIVERY</b>                      |               |               |               |               |               |               |                |               |                |               |               |                |                  |
| # of Patrons                              | 58            | 58            | 58            | 58            | 58            | 58            | 58             | 58            | 57             | 55            | 54            | 54             | <b>684</b>       |
| Centers                                   | 28            | 28            | 29            | 27            | 27            | 27            | 27             | 28            | 28             | 28            | 27            | 27             | <b>331</b>       |
| Individual Deliveries Made                | 56            | 46            | 41            | 44            | 47            | 44            | 44             | 46            | 48             | 41            | 39            | 35             | <b>531</b>       |
| Additional Individuals serv.              | 6             | 8             | 14            | 6             | 6             | 7             | 9              | 12            | 4              | 4             | 5             | 5              | <b>86</b>        |
| <b>HOLDS</b>                              |               |               |               |               |               |               |                |               |                |               |               |                |                  |
| Main                                      | 9,532         | 9,608         | 9,086         | 9,504         | 10,172        | 10,588        | 11,348         | 10,316        | 11,366         | 9,773         | 9,360         | 10,111         | <b>120,764</b>   |
| BKM/Hm Delivery                           | 900           | 226           | 656           | 741           | 713           | 545           | 801            | 907           | 902            | 938           | 818           | 919            | <b>9,066</b>     |
| <b>Total Holds</b>                        | <b>10,432</b> | <b>9,834</b>  | <b>9,742</b>  | <b>10,245</b> | <b>10,885</b> | <b>11,133</b> | <b>12,149</b>  | <b>11,223</b> | <b>12,268</b>  | <b>10,711</b> | <b>10,178</b> | <b>11,030</b>  | <b>129,830</b>   |
| <b>INTERLIBRARY LOANS</b>                 |               |               |               |               |               |               |                |               |                |               |               |                |                  |
| Requested                                 | 70            | 130           | 105           | 80            | 60            | 63            | 84             | 109           | 112            | 87            | 90            | 114            | <b>1,104</b>     |
| Received                                  | 72            | 82            | 106           | 70            | 62            | 57            | 68             | 95            | 85             | 77            | 74            | 87             | <b>935</b>       |
| Loaned                                    | 305           | 296           | 266           | 280           | 283           | 257           | 299            | 307           | 377            | 295           | 271           | 293            | <b>3,529</b>     |
| <b>MEETING ROOMS</b>                      |               |               |               |               |               |               |                |               |                |               |               |                |                  |
| Meetings                                  | 138           | 63            | 71            | 65            | 91            | 57            | 81             | 99            | 86             | 97            | 79            | 91             | <b>1,018</b>     |
| People                                    | 3,135         | 1,189         | 1,435         | 3,075         | 2,799         | 1,252         | 1,857          | 1,923         | 1,786          | 4,111         | 2,060         | 2,734          | <b>27,356</b>    |
| <b>PROGRAMS</b>                           |               |               |               |               |               |               |                |               |                |               |               |                |                  |
| Youth                                     | 78            | 1             | 26            | 54            | 33            | 26            | 22             | 41            | 34             | 47            | 32            | 91             | <b>485</b>       |
| Adult                                     | 47            | 25            | 24            | 21            | 32            | 17            | 26             | 23            | 18             | 25            | 13            | 11             | <b>282</b>       |
| <b>Total Programs</b>                     | <b>125</b>    | <b>26</b>     | <b>50</b>     | <b>75</b>     | <b>65</b>     | <b>43</b>     | <b>48</b>      | <b>64</b>     | <b>52</b>      | <b>72</b>     | <b>45</b>     | <b>102</b>     | <b>767</b>       |
| <b>PROGRAM ATTENDANCE</b>                 |               |               |               |               |               |               |                |               |                |               |               |                |                  |
| Youth                                     | 2,211         | 120           | 766           | 1,382         | 853           | 629           | 499            | 931           | 733            | 1,372         | 1,148         | 3,407          | <b>14,051</b>    |
| Adult                                     | 2,561         | 1,086         | 1,070         | 2,070         | 852           | 585           | 1,072          | 554           | 527            | 1,930         | 231           | 608            | <b>13,146</b>    |
| <b>Total Attendance</b>                   | <b>4,772</b>  | <b>1,206</b>  | <b>1,836</b>  | <b>3,452</b>  | <b>1,705</b>  | <b>1,214</b>  | <b>1,571</b>   | <b>1,485</b>  | <b>1,260</b>   | <b>3,302</b>  | <b>1,379</b>  | <b>4,015</b>   | <b>27,197</b>    |
| <b>Webref</b>                             |               |               |               |               |               |               |                |               |                |               |               |                |                  |
|   | 57            | 89            | 72            | 98            | 77            | 62            | 109            | 88            | 110            | 109           | 100           | 93             | <b>1,064</b>     |
| <b>PAC Usage</b>                          |               |               |               |               |               |               |                |               |                |               |               |                |                  |
| PAC                                       | 93,720        | 87,851        | 89,348        | 91,826        | 96,436        | 90,690        | 109,614        | 96,578        | 102,269        | 89,799        | 86,854        | 99,426         | <b>1,134,411</b> |
| Community Organizations & Ames<br>Tribune | 1238          | 949           | 1,002         | 693           | 1,352         | 792           | 858            | 910           | 864            | 686           | 795           | 726            | <b>10,865</b>    |
| <b>Total</b>                              | <b>94,958</b> | <b>88,800</b> | <b>90,350</b> | <b>92,519</b> | <b>97,788</b> | <b>91,482</b> | <b>110,472</b> | <b>97,488</b> | <b>103,133</b> | <b>90,485</b> | <b>87,649</b> | <b>100,152</b> | <b>1,145,276</b> |

**ONLINE DATABASE USAGE FOR FY 2004/05**

| <b>DATABASE</b>  | <b>JUL</b>   | <b>AUG</b>  | <b>SEP</b>  | <b>OCT</b>  | <b>NOV</b>  | <b>DEC</b>  | <b>JAN</b>  | <b>FEB</b>  | <b>MAR</b>  | <b>APR</b>  | <b>MAY</b>  | <b>JUN</b>  | <b>YTD</b>   |  |
|--|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--|
| <b>ReferenceUSA</b>  |              |             |             |             |             |             |             |             |             |             |             |             |              |  |
| Business In-House  | 104          | 111         | 129         | 84          | 79          | 170         | 152         | 283         | 251         | 187         | 207         | 407         | <b>2164</b>  |  |
| Business Remote  | 13           | 35          | 96          | 224         | 159         | 67          | 130         | 47          | 55          | 34          | 23          | 21          | <b>904</b>   |  |
| Business Total   | 117          | 146         | 225         | 308         | 238         | 237         | 282         | 330         | 306         | 221         | 230         | 428         | <b>3068</b>  |  |
| Residential In-House   | 109          | 61          | 58          | 99          | 60          | 126         | 77          | 107         | 61          | 94          | 86          | 94          | <b>1032</b>  |  |
| Residential Remote   | 41           | 24          | 39          | 17          | 27          | 27          | 10          | 36          | 53          | 11          | 25          | 10          | <b>320</b>   |  |
| Residential Total  | 150          | 85          | 97          | 116         | 87          | 153         | 87          | 143         | 114         | 105         | 111         | 104         | <b>1352</b>  |  |
| Grand Total  | 267          | 231         | 322         | 424         | 325         | 390         | 369         | 473         | 420         | 326         | 341         | 532         | <b>4420</b>  |  |
| <b>Des Moines Register</b>   |              |             |             |             |             |             |             |             |             |             |             |             |              |  |
| In-House   | 72           | 42          | 65          | 128         | 28          | 19          | 99          | 31          | 8           | 40          | 13          | 14          | <b>559</b>   |  |
| Remote   | 117          | 87          | 47          | 77          | 21          | 57          | 7           | 110         | 122         | 99          | 35          | 56          | <b>835</b>   |  |
| Total  | 189          | 129         | 112         | 205         | 49          | 76          | 106         | 141         | 130         | 139         | 48          | 70          | <b>1394</b>  |  |
| <b>EBSCOhost</b>   |              |             |             |             |             |             |             |             |             |             |             |             |              |  |
| In-House   | 558          | 356         | 581         | 497         | 595         | 628         | 241         | 314         | 467         | 356         | 132         | 231         | <b>4956</b>  |  |
| Remote   | 551          | 1238        | 625         | 569         | 593         | 527         | 456         | 979         | 924         | 797         | 404         | 435         | <b>8098</b>  |  |
| Total  | 1109         | 1594        | 1206        | 1066        | 1188        | 1155        | 697         | 1293        | 1391        | 1153        | 536         | 666         | <b>13054</b> |  |
| <b>New York Times</b>  |              |             |             |             |             |             |             |             |             |             |             |             |              |  |
| In-House   | 25           | 13          | 44          | 24          | 19          | 18          | 47          | 25          | 4           | 0           | 2           | 3           | <b>224</b>   |  |
| Remote   | 20           | 12          | 28          | 9           | 18          | 21          | 20          | 26          | 24          | 5           | 6           | 12          | <b>201</b>   |  |
| Total  | 45           | 25          | 72          | 33          | 37          | 39          | 67          | 51          | 28          | 5           | 8           | 15          | <b>425</b>   |  |
| <b>Heritage Quest***</b>   |              |             |             |             |             |             |             |             |             |             |             |             |              |  |
| In-House + Remote  | 494          | 2180        | 2775        | 4129        | 4861        | 3953        | 5994        | 5146        | 5086        | 4477        | 3043        | 4744        | <b>46882</b> |  |
| <b>Novelist</b>  |              |             |             |             |             |             |             |             |             |             |             |             |              |  |
| In-House   | 352          | 244         | 83          | 62          | 123         | 108         | 110         | 160         | 185         | 115         | 212         | 134         | <b>1888</b>  |  |
| Remote   | 0            | 6           | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           | 0           | <b>6</b>     |  |
| Total  | 352          | 250         | 83          | 62          | 123         | 108         | 110         | 160         | 185         | 115         | 212         | 134         | <b>1894</b>  |  |
| <b>GRAND TOTAL</b>   | <b>2456</b>  | <b>4409</b> | <b>4570</b> | <b>5919</b> | <b>6583</b> | <b>5721</b> | <b>7343</b> | <b>7264</b> | <b>7240</b> | <b>6215</b> | <b>4188</b> | <b>6161</b> | <b>68069</b> |  |
| <b>YEAR TO DATE</b>  | <b>68069</b> |             |             |             |             |             |             |             |             |             |             |             |              |  |
| *** HERITAGE QUEST HAS BEGUN REPORTING STATISTICS THAT ARE USABLE AGAIN. I HAVE THEREFORE GONE BACK AND UPDATED THE COUNTS AND INCLUDED THEM IN THE GRAND TOTAL. |              |             |             |             |             |             |             |             |             |             |             |             |              |  |
| <b>N/A</b> - If this appears in a cell it means that the data for that resource is not available at this time. It will be filled in in upcoming months.          |              |             |             |             |             |             |             |             |             |             |             |             |              |  |